

City of West Branch ~A Heritage for Success~

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 MEETING AGENDA **Monday, July 18, 2016 • 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 June 22, 2016 Special City Council Meeting.
 - b. Approve minutes from the June 27, 2016 Regular City Council Meeting.
 - c. Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina./Move to action.
 - d. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Superintendent Pete Swisher, Herbert Hoover National Historic Site - National Park Service Update
 - b. Mr. Jerry Sexton – Presentation of Cedars Edge Golf Course Zoning Exhibit and Discussion of Development Agreement
 - c. Ms. Vanessa Fixmer-Oraiz, HBK Engineering, LLC – Lions Field Creek Restoration Project
 - d. Third Reading of Ordinance 739, rezoning two parcels of real property located north of West Main Street from Residence R-1 Single Family District to Residence/Business RB-1 District./Move to action.
 - e. Third Reading of Ordinance 740, amending Chapter 165 “Zoning Regulations.”/Move to action.
 - f. Resolution 1497, approving a “Wellness Policy” section in the City of West Branch, Iowa Employee Handbook./Move to action.
 - g. Resolution 1502, hiring a youth counselor as a temporary Parks and Recreation employee for the City of West Branch, Iowa and setting the salary for the position for the fiscal year 2016-2017./Move to action.
 - h. Resolution 1503, approving advertising agreement with KCJJ./Move to action.
 - i. Resolution 1504, approving a 28E agreement with the West Branch Community School District to employ a School Resource Officer./Move to action
8. City Staff Reports
 - a. City Administrator Matt Muckler – ICAP Policy Recommendations
 - b. Public Works Director Matt Goodale – CIP Construction Update
 - c. Public Works Director Matt Goodale – Erosion Control at the Park Space in Pedersen Valley
 - d. Public Works Director Matt Goodale – IDNR Wastewater Recommendations
 - e. Parks and Recreation Director Melissa Russell – Hoover’s Hometown Days 2016
9. Comments from Mayor and Council Members
10. Adjournment

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at www.westbranchiowa.org/government/council-videos. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

Special City Council Meeting

**June 22, 2016
1:00 p.m.**

Mayor Roger Laughlin called the West Branch Special City Council Meeting to order at 1:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson (in person), Colton Miller (in person), and Mary Beth Stevenson (by telephone) were present. Council members Brian Pierce and Tim Shields were absent. Laughlin welcomed Larry Burger, Vice President with Speer Financial, Lisa McDonald, correspondent with the West Branch Times, and City Administrator Matt Muckler.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Motion by Ellyson, second by Miller to approve agenda/consent agenda. AYES: Ellyson, Miller, Stevenson. Absent: Pierce and Shields. Motion carried.

COMMUNICATIONS/OPEN FORUM – None.

PUBLIC HEARING/NON-CONSENT AGENDA

Resolution 1468, awarding \$1,000,000 General Obligation Corporate Purpose Bonds, Series 2016A./Move to action.

Larry Burger stated that three bids were received on the bonds and his recommendation was to accept the low bid of 1.8312% from UMB Bank of Kansas City, MO.

Motion by Miller, second by Ellyson to approve Resolution 1468. AYES: Miller, Ellyson, and Stevenson. Absent: Pierce and Shields. Motion carried.

Resolution 1481, awarding \$400,000 General Obligation Corporate Purpose Bonds, Series 2016B./Move to action.

Larry Burger stated that four bids were received on these taxable bonds to be used for an economic development purpose. Burger's recommendation was to accept the low bid of 2.2715% from UMB Bank of Kansas City, MO.

Motion by Miller, second by Ellyson to approve Resolution 1481. AYES: Miller, Ellyson, and Stevenson. Absent: Pierce and Shields. Motion carried.

CITY STAFF REPORTS – None.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – None.

ADJOURNMENT

Miller moved to adjourn, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 1:15 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

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**West Branch, Iowa
Council Chambers**

City Council Meeting

**June 27, 2016
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Tim Shields and Mary Beth Stevenson were present. Councilperson Brian Pierce arrived at 7:02 p.m. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, City Attorney Kevin Olson, Police Chief Mike Horihan, and Public Works Director Matt Goodale.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the June 6, 2016 City Council Meeting.

Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.

Approve claims.

Approve Class B Beer Permit (includes wine coolers) with Outdoor Service for West Branch Firefighters Inc. on August 5, 2016 and August 6, 2016.

Approve street closures for the 2016 Hoovers Hometown Days Celebration.

2nd Street from Main Street to the Water Street Parking Lot from 5:00 p.m. on Friday August 5, 2016 to 1:00 a.m. on Sunday August 7, 2016.

Main Street from Parkside Drive to 2nd Street from 12:00 a.m. on Saturday August 6, 2016 to 12:00 a.m. on Sunday August 7, 2016.

Main Street from Parkside Drive to Poplar Street, S. Downey from Wetherell to Main Street, and Wetherell from S. Poplar Street to S. Downey Street from 5:00 a.m. to 6:00 p.m. on Saturday August 6, 2016.

N. Downey Street from Main Street to Green Street from 9:00 a.m. on Friday August 5, 2016 to 6:00 p.m. on Saturday August 6, 2016.

Motion by Stevenson, second by Ellyson to approve agenda/consent agenda. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

EXPENDITURES	6/27/2016	
AERO RENTAL INC	EQUIPMENT RENTAL	66.00
AMAZON	BOOKS & SUPPLIES	799.88
BAKER & TAYLOR INC.	BOOKS	756.93
BARRON MOTOR SUPPLY	VEHICLE REPAIR PARTS	28.71
BP AMOCO	VEHICLE FUEL	185.84
BRICK, LESLIE	MILEAGE REIMBURSEMENT	206.68
BUSINESS RADIO SALES	PAGERS	2,489.26
CEDAR COUNTY ENGINEER	ROAD ROCK	1,839.19
CEDAR COUNTY RECORDER	RECORDING SERVICES	146.00
CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE FEE	95.38
CHIEF SUPPLY CORPORATION	GLOVES	161.99
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	263.70
FEHR GRAHAM	P VALLEY PARK IMP- DESIGN	5,310.00
FELD FIRE EQUIPMENT CO. INC	HOSE TESTER	2,686.00
FENNER, COLEMAN	UMPIRE SERVICES	125.00
GOERDT, TERENCE J	INSPECTION SERVICES	455.00
HARRY'S CUSTOM TROPHIES LTD.	SUPPLIES	396.00
HBK ENGINEERING LLC	LION'S FIELD CREEK	578.80
HOLIDAY WRECKER SERVICE, INC	TOWING SERVICE	795.00
HY-VEE ACCOUNTS RECEIVABLE	CONCESSION STAND SUPPLIES	90.93
IMAGE TREND INC	SERVICE	600.00
INDUSTRIAL SCIENTIFIC CORP	SAFETY EQUIPMENT	1,500.00
IOWA CITY PRESS-CITIZEN	NEWSPAPER SUBSCRIPTION	216.02
IOWA CITY/COUNTY MANAGEMENT	IOWA CITY/COUNTY MANAGEMENT ASSOC	120.00
IOWA ONE CALL	LOCATION SERVICE	46.80

JOEY DEAN WENNDT	FIRE TRAINING	450.00
JOHN DEERE FINANCIAL	SUPPLIES	219.07
JONNY STAX PRESENTS, INC	CONSULTING	2,000.00
JOURNEYED COM INC	SOFTWARE LICENSE	43.36
KINGDOM GRAPHICS LLC	SIGN	15.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,220.36
LYNCH'S EXCAVATING INC	SEWER REPAIR	6,669.40
LYNCH'S PLUMBING INC	SINK DRAIN AT WATER PLANT	82.00
MENARDS	SUPPLIES	41.44
MISCELLANEOUS VENDOR	KELLY MCLEAN: REF VENDOR FEE	60.00
MISCELLANEOUS VENDOR	STACY WATERS: REF SWIM FEE	5.00
OVERDRIVE INC	EBOOKS	194.26
PHYSIO-CONTROL INC	DEFIBRILATORS	6,709.35
PLAY IT AGAIN SPORTS	SPORTS SUPPLIES	714.67
PLUNKETT'S PEST CONTROL INC	PLUNKETT'S PEST CONTROL INC	95.18
PORT 'O' JONNY INC.	PORT TOILET SERVICE	283.10
PRO-VISION	BODY CAMERAS	525.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	564.00
RACOM CORPORATION	RADIO	5,718.75
RED BUFFALO TREE SERVICE	TREE REMOVAL	1,750.00
RICKERTSEN, LISA	CONSULTING	200.00
RUSSELL, MELISSA	DAY CAMP SUPPLIES	89.47
STATE HYGIENIC LAB	LAB ANALYSIS	150.00
THE GAZETTE	NEWSPAPER SUBSCRIPTION	291.20
THE LIBRARY STORE INC	OFFICE SUPPLIES	139.90
VEENSTRA & KIMM INC.	BERANEK ST PRELIM ENG	5,045.25
WALMART COMMUNITY/GEMB	PROGRAM SUPPLIES	237.44
WEST BRANCH FIREFIGHTERS	EQUIPMENT	1,026.56
WEST BRANCH REPAIRS	INSPECT DODGE PICKUP	912.87
TOTAL		55,411.74
PAYROLL	6-17-16	47,255.68
PAID BETWEEN MEETINGS		
BARRON MOTOR SUPPLY	REPAIR/MAINTENANCE SUPPLIES	214.58
CEDAR COUNTY RECORDER	RECORDING FEE -HAWKEYE LAND	34.40
CEDAR RAPIDS PHOTO COPY	OFFICE SUPPLIES	23.11
COSTCO WHOLESALE	LIBRARY & PARK & REC SUPPLIES	533.63
D&R PEST CONTROL	PEST CONTROL	70.00
DEMCO	SUPPLIES	30.03
DEWEY'S JACK & JILL	SUPPLIES	21.54
FENNER, COLEMAN	UMPIRE SERVICES	75.00
HOLLYWOOD GRAPHICS	JERSEYS	102.90
KNOOP, ABBY	UMPIRE SERVICES	50.00
MACH 3 ENTERPRISES	SUMMER READING PROGRAM	300.00
MCGOVERN, TARA	SUMMER CONCERT ENTERTAINMENT	400.00
JACQUIE ALBRECHT	REFUND	35.00
OVERDRIVE, INC	EBOOKS	492.87
PSC DISTRIBUTION	SUPPLIES	15.75
QUILL CORP	SUPPLIES	96.63
SHIMMIN, NICK	LIBRARY WEB HOSTING	119.88
TALLGRASS BUSINESS RESOURCES	CHAIRS	2,328.24
TISINGER, MATT	MEDICAL REIMBURSEMENT	107.27
UPS	SEWER-SHIPPIING	26.30
UPSTART	SUPPLIES	12.50
US BANK EQUIPMENT FINANCE	COPIER RENT	300.80
WEX BANK	FUEL	1,872.86
TOTAL		7,263.29
GRAND TOTAL EXPENDITURES		109,930.71
FUND TOTALS		
001 GENERAL FUND	71,540.54	
022 CIVIC CENTER	90.78	
031 LIBRARY	11,407.29	
110 ROAD USE TAX	4,138.26	
112 TRUST AND AGENCY	2,245.65	
600 WATER FUND	12,879.84	
610 SEWER FUND	7,049.55	
740 STORM WATER UTILITY	578.80	
GRAND TOTAL	109,930.71	

EXPENDITURES GROUP 2

6/27/2016

ALLIANT ENERGY	UTILITY SERVICE	7,731.82
BOUND TREE MEDICAL	MEDICAL SUPPLIES	1,584.00
CEDAR COUNTY SHERIFF'S OFFICE	LEGAL SERVICE	56.04
DORSEY & WHITNEY LLP	LEGAL FEES	11,240.50
FELD FIRE EQUIPMENT CO. IN	VEHICLE REPAIRS	1,735.00
FULL COMPASS SYSTEMS LTD	EQUIPMENT	1,315.00
IHEART MEDIA	ADVERTISING	362.00
IOWA ASSN. MUN. UTILITIES	TRAINING	538.59
LINN COUNTY R.E.C.	SECURITY LIGHTS	138.00
LYNCH'S PLUMBING	PLUMBING SERVICE CALL	83.50
MATT PARROTT/STOREY KENWORHTY	OFFICE SUPPLIES	471.84
MEDIACOM	CABLE SERVICE	40.90
MENARDS	SUPPLIES	366.03
MIDWEST WIRELESS	OFFICE CAMERA SYSTEM	1,699.00
OFFICE OF AUDITOR OF STATE	AUDIT SERVICES	11,456.66
PARKSIDE SERVICE	TIRES	1,784.66
PITNEY BOWES PURCHASE POWE	POSTAGE	500.00
QUILL CORP	OFFICE SUPPLIES	399.10
SUPPLYWORKS	SUPPLIES	48.05
TRUGREEN PROCESSING CENTER	LAWN SERVICE	370.00
UPS	SHIPPING	81.82
VAN METER INC	LIGHTS-BERANEK PARK	2,377.50
VERIZON WIRELESS	CELL PHONE SERVICE	522.03
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,421.06
WEST BRANCH FORD	VEHICLE REPAIRS	192.63
WESTRUM LEAK DETECTION INC.	LEAK DETECTION SURVEY	1,140.00
ZEPHYR PRINTING	REPLACE DATES ON BANNER	25.00
TOTAL		48,680.73

FUND TOTALS

001 GENERAL FUND	38,584.03
031 LIBRARY	494.06
110 ROAD USE TAX	508.31
600 WATER FUND	7,234.36
610 SEWER FUND	1,859.97

GRAND TOTAL	48,680.73
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CLAIMS GROUP 3

Debt Service Payments for June, 2016

IOWA FINANCE AUTHORITY	PRINCIPAL, INTEREST & FEES	\$ 52,893.75
BANKERS TRUST	PRINCIPAL, INTEREST & FEES	\$253,141.33
COMMUNITY STATE BANK	PRINCIPAL, INTEREST & FEES	<u>\$ 46,668.37</u>
TOTAL		\$352,703.45

COMMUNICATIONS/OPEN FORUM

Pete Swisher, National Park Superintendent stated that the Brown Otter Singers scheduled to perform this week on the Village Green had to cancel, but are being replaced with the Brass Transit Authority. Swisher also advised that the Ranger Tours on Main Street are not as popular as expected, and that the program may be suspended if attendance doesn't pick up. He also gave an update on future street improvements that will take place this summer.

PUBLIC HEARING/NON-CONSENT AGENDA

Councilperson Jordan Ellyson - Appointments/Reappointments/Move to action.

Rachel Mona – West Branch Fire and Rescue Department Volunteer

Motion by Ellyson, second by Shields to approve appointments/reappointments. AYES: Ellyson, Shields, Pierce, Stevenson, Miller. Motion carried.

Mayor Roger Laughlin - Appointments/Reappointments/Move to action.

Michael Schlitz – Library Board of Trustees, June 30, 2019

Monica Tylee – Library Board of Trustees, June 30, 2019

Motion by Stevenson, second by Pierce to approve appointments/reappointments. AYES: Stevenson, Pierce, Miller, Ellyson, Shields. Motion carried.

Jonny Stax, Jonny Stax Presents, Inc. – Promoting West Branch

Stax explained the philosophy for developing the city logo, tag line and West Branch’s story and how he has been engaging the public into helping with the process. In addition, Stax has two high school interns and a graphic designer on his team to assist him. Stax presented three logo samples to the Council for feedback and comments. Council members did indicate that they preferred that the City have its own unique logo in order to differentiate the City from other organizations.

Second Reading of Ordinance 739, rezoning two parcels of real property located north of West Main Street from Residence R-1 Single Family District to Residence/Business RB-1 District./Move to action.

Brad Larson, co-owner of KLM Investments, Inc. stated that he had met with City Administrator and an interested developer regarding the rezoning request for the 12-acre parcel at the intersection of W. Main Street and County Line Road last week. The developer working in conjunction with KLM is in discussions with potential tenants for the property, including one company interested in constructing an assisted living center. Larson said this could lead to providing older residents an option to stay in West Branch and opening up more affordable homes to new families plus creating job opportunities.

Motion by Shields, second by Stevenson to approve second reading of Ordinance 739. AYES: Shields, Stevenson, Pierce, Miller, Ellyson. Motion carried.

Second Reading of Ordinance 740, amending Chapter 165 “Zoning Regulations.”/Move to action.

Motion by Ellyson, second by Miller to approve second reading of Ordinance 740. AYES: Ellyson, Miller, Stevenson, Pierce, Shields. Motion carried.

Resolution 1482, authorizing adoption of policies and procedures regarding municipal securities disclosure./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1482. AYES: Stevenson, Ellyson, Miller, Shields, Pierce. Motion carried.

Resolution 1483, authorizing and approving a certain Loan Agreement and providing for the issuance of \$1,000,000 General Obligation Corporate Purpose Bonds, Series 2016A and providing for the levy of taxes to pay the same./Move to action.

Councilperson Miller asked for an explanation for the loan agreement. Muckler replied the proceeds from the loan would be used for Capital Improvement Projects and Park & Recreation Improvements Phase 1.

Motion by Ellyson, second by Stevenson to approve Resolution 1483. AYES: Ellyson, Stevenson, Pierce, Miller, Shields. Motion carried.

Resolution 1484, authorizing and approving a certain Loan Agreement and providing for the issuance of \$400,000 Taxable General Obligation Urban Renewal Bonds, Series 2016B and providing for the levy of taxes to pay the same./Move to action.

Laughlin reported that proceeds from this loan agreement would be for the Croell Redi-Mix land swap and cleanup of the property.

Motion by Pierce, second by Shields to approve Resolution 1484. AYES: Pierce, Shields, Stevenson, Miller, Ellyson. Motion carried.

Resolution 1485, approving the City of West Branch, Iowa Drug and Alcohol Policy./Move to action.

Motion by Shields, second by Stevenson to approve Resolution 1485. AYES: Shields, Stevenson, Pierce, Ellyson, Miller. Motion carried.

Resolution 1486, approving a service agreement with CJ Cooper & Associates Inc. for drug and alcohol testing programs./Move to action.

Motion by Ellyson, second by Pierce to approve Resolution 1486. AYES: Ellyson, Pierce, Miller, Stevenson, Shields. Motion carried.

Resolution 1487, approving Approve General Agreement between the United States Department of the Interior National Park Service and the West Branch Fire/Rescue Department, City of West Branch, Iowa./Move to action.

Swisher noted that this was the same agreement currently in place but with new dates to accommodate future protection. Shields requested that Fire Chief Stoolman be contacted and a visit be arranged to tour the buildings to ensure the fire department was aware of any capital improvements that have been made in the Herbert Hoover National Historic Site since the last agreement.

Motion by Miller, second by Stevenson to approve Resolution 1487. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. Motion carried.

Resolution 1488, approving General Agreement between the United States Department of the Interior National Park Service and the City of West Branch, Iowa regarding Law Enforcement Assistance./Move to action.

Swisher requested that this item be postponed to a future meeting so that some details could be worked out.

Motion by Ellyson, second by Miller to postpone Resolution 1488. AYES: Ellyson, Miller, Stevenson, Pierce, Shields. Motion carried.

Resolution 1489, approving workers compensation insurance proposal with IMWCA./Move to action.

Kyle Austen of Insurance Associates gave a general overview of the renewal rates and said that they were lower than last year. Austen stated the decrease was due in part to fewer claims and noted that the City has developed a safety committee to help encourage employee safety. The Mod went from 1.7 to 1.2.

Motion by Stevenson, second by Pierce to approve Resolution 1489. AYES: Stevenson, Pierce, Miller, Shields, Ellyson. Motion carried.

Resolution 1490, approving a liability insurance proposal with ICAP./Move to action.

Austen explained that this policy provides coverage for general liability and property.

Motion by Shields, second by Ellyson to approve Resolution 1490. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

Resolution 1491, approving those certain agreements in connection with the West Branch Sidewalk Phase 3 Improvements Project./Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1491. AYES: Stevenson, Pierce, Miller, Shields, Ellyson. Motion carried.

Resolution 1492, approving a variance for street grades in Lynch Heights Subdivision./Move to action.

Miller suggested that the council consider doing away with street grade variance requirements since as several recent new developments have all requested such a variance. Other members stated that each situation should be reviewed individually to ensure storm water is being addressed. City Engineer Dave Schechinger explained the storm water for this development would be handled through Lions Field as originally designed.

Motion by Shields, second by Pierce to approve Resolution 1492. AYES: Shields, Pierce, Stevenson, Miller, Ellyson. Motion carried.

Resolution 1493, approving a subdivider's agreement for Lynch Heights Subdivision./Move to action.

Olsen explained that the standard agreement was used as with the other developments. The agreement has been reviewed and he worked with the developer and all known issues have been addressed. A rain garden will be constructed by the subdivider on a lot that will be dedicated to the City to be used for future park space.

Motion by Ellyson, second by Pierce to approve Resolution 1493. AYES: Ellyson, Pierce, Miller, Shields, Stevenson. Motion carried.

Resolution 1494, approving the Lynch Heights Subdivision Preliminary Plat./Move to action.

Laughlin noted that a rain garden would be developed on outlot A of the subdivision. Stevenson inquired on what type of plantings would be included in the rain garden and who would be responsible for maintaining it. Schechinger stated that plantings would be used per the Iowa Stormwater Management Manual. Muckler stated that the City would be responsible for maintenance and that members of the Public Works Staff have received appropriate training.

Motion by Miller, second by Shields to approve Resolution 1494. AYES: Miller, Shields, Pierce, Ellyson, Stevenson. Motion carried.

Resolution 1495, approving an engineering services agreement between the City of West Branch and Veenstra & Kimm, Inc. for 2016-2017 bridge inspection and rating./Move to action.

Schechinger explained that this agreement covers the four bridges in the city that require every other year inspections with the exception of the College Street bridge which now requires yearly inspections due to its current condition.

Motion by Miller, second by Shields to approve Resolution 1495. AYES: Miller, Shields, Pierce, Stevenson, Ellyson. Motion carried.

Resolution 1496, amending the “Health Insurance” section of the City of West Branch, Iowa Employee Handbook./Move to action.

Muckler indicated that the change is to accommodate the fire department cadets since they cannot be covered under worker’s compensation. Parent of Volunteer Fire Cadets will agree to run claims through their own insurance and the City will pay out-of-pocket expenses up to a certain amount. Olsen will draft a form for all Cadet parents to complete.

Motion by Stevenson, second by Shields to approve Resolution 1496. AYES: Stevenson, Shields, Pierce, Miller, Ellyson. Motion carried.

Resolution 1497, approving a “Wellness Policy” section in the City of West Branch, Iowa Employee Handbook./Move to action.

Muckler requested that this item be tabled pending further consideration on the administration of the program.

Motion by Shields, second by Pierce to postpone Resolution 1497. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

Resolution 1498, approving an agreement for the 2016 Hoover’s Hometown Days Celebration./Move to action.

Muckler stated this agreement is for the performance of BF Burt on Saturday, August 6, 2016 on the Main Street Stage.

Motion by Ellyson, second by Miller to approve Resolution 1498. AYES: Ellyson, Miller, Stevenson, Shields, Pierce. Motion carried.

Resolution 1499, awarding the contract for the Beranek Electrical Improvements Project./Move to action.

Low bid for the project was awarded to Oasis Electric.

Motion by Shields, second by Pierce to approve Resolution 1499. AYES: Shields, Pierce, Miller, Stevenson, Ellyson. Motion carried.

Resolution 1500, declaring two summer camp day trips as public purposes and approving funding for transportation./Move to action.

Motion by Ellyson, second by Pierce to approve Resolution 1500. AYES: Ellyson, Pierce, Shields, Miller, Stevenson. Motion carried.

Resolution 1501, approving two agreements with Windstar Lines, Inc. in the amount of \$2,197.00 for transportation related to West Branch Day Camps./Move to action.

Motion by Pierce, second by Miller to approve Resolution 1501. AYES: Pierce, Miller, Ellyson, Stevenson, Shields. Motion carried.

CITY STAFF REPORTS

Police Chief Mike Horihan – Police Department Policies

Horihan stated that current plan was reviewed by a third party and condensed. He also stated that policies were added to include the Freedom of Information Act. The police department is currently reviewing the edits.

Police Chief Mike Horihan – School Resource Officer 28E Agreement

Horihan reported that he is currently working with the school to create a 28E agreement. WBPD wants to get more involved in the schools to help students and teachers. The hope is to have an officer in the schools twelve

hours per week with the school paying for six of those hours. Horihan stated that Officer Steen is qualified for this role.

Police Chief Mike Horihan – Update on Kayden Powell

Horihan reported that he was invited to give a presentation at the Herbert Hoover Library on June 18, 2016 on how the police department works with the FBI. Horihan used the case of Kayden Powell, who was in attendance with his mother. Horihan also reported that Kayden is doing very well.

Police Chief Mike Horihan – AED Update

Horihan informed the council that three AED's had been purchased and put in service and thanked the Kofoed family, West Branch Lions Club, Cedar County Foundation and a couple of residents for their donations which went toward the purchase of the AED's. He also commented that residents need to make sure their house addresses are clearly marked to help increase response times.

Zoning Administrator Paul Stagg – Sidewalk Inspection and Repair Policy

Stagg recapped Resolution 1000 the City Council adopted four years ago to implement the program. Stagg explained the process of notifying residents of needed repairs and working with local contractors to ensure the work gets completed. Stagg noted that no additional inspections would be completed this year until the back log of repairs had been completed. Councilperson Miller requested that he would like to see trees preserved if there is a sidewalk/tree issue.

Public Works Director Matt Goodale – CIP Construction Update

Goodale provided an update on the 4th Street reconstruction project already in progress and the Main Street Sidewalk Phase 3 project (affecting N. Downey Street) that commenced today. He stated that this project should be substantially completed this week and then the contractor, All American Concrete would be moving to the Main Street Intersection Crossings Project on West Main Street.

Public Works Director Matt Goodale – West Branch Village Trail Project Update

Goodale reported that he had been in contact with French Reneker and a communication breakdown had occurred between the engineer and the Iowa Department of Natural Resources (IDNR) which has now been resolved. Goodale said he was hopeful that the project will receive approval from IDNR in the near future.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

City Attorney Kevin Olsen explained that the purchase of an easement from Cole KG West Branch IA LLC, property owner of Kum & Go, would run over \$22,000. The current plan of the road improvements project for S. Downey and Tidewater include the sidewalk that runs on the S. Downey side of the Cole KG property.

Mayor Laughlin reported that he had received one call from an angry residents on the removal of two tulip trees in town, specifically along Main Street. Councilperson Miller stated that Tulip trees are not ideal street trees. Muckler stated that the City was aggressively replanting trees throughout town. Laughlin requested that we replant with new trees larger than saplings.

ADJOURNMENT

Motion to adjourn regular meeting by Miller, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 9:29 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON THE PROPOSED AMENDMENT TO THE WEST BRANCH ZONING CODE.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the West Branch Planning and Zoning Commission in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 P.M., on Tuesday, July 26, 2016. The public hearing will discuss the proposed rezoning of the following described parcel: An approximately 27.49 acre parcel on the Westerly portion of the W. ½ N.W.1/4 Sec. 6 T.79N. R.4W in West Branch, Cedar County, Iowa, more commonly known as Cedars Edge Golf Course. Rezoning Tract #1: A-1 to R-1, Rezoning Tract #2: A-1 to R-2, Rezoning Tract #3: A-1 to R-3, and Rezoning Tract #4: A-1 to B-1.

YOU ARE FURTHER NOTIFIED that a public hearing will be held by the City Council of the City of West Branch, Cedar County, in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 P.M., on Monday, August 1, 2016. The public hearing will discuss the proposed rezoning of the following described parcel: An approximately 27.49 acre parcel on the Westerly portion of the W. ½ N.W.1/4 Sec. 6 T.79N. R.4W in West Branch, Cedar County, Iowa, more commonly known as Cedars Edge Golf Course. Rezoning Tract #1: A-1 to R-1, Rezoning Tract #2: A-1 to R-2, Rezoning Tract #3: A-1 to R-3, and Rezoning Tract #4: A-1 to B-1.

All interested persons are invited to attend these meetings and be heard on the aforementioned proposed adoption of the amendment. Further information regarding same may be obtained by contacting the West Branch City Clerk.

/s/Matt Muckler

Matt Muckler, City Administrator/Clerk
by West Branch City Council

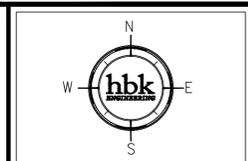
DESCRIPTION - REZONING TRACT #1 (A-1 TO R-1) - BEGINNING AT THE WEST QUARTER CORNER OF SECTION 6, TOWNSHIP 79, RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N01°02'17"W ALONG THE WEST LINE OF SAID SECTION 6, A DISTANCE OF 756.27 FEET; THENCE N88°57'43"E, A DISTANCE OF 183.00 FEET; THENCE S01°02'17"E, A DISTANCE OF 689.00 FEET; THENCE N86°42'09"E, A DISTANCE OF 20.02 FEET; THENCE N01°02'17"W, A DISTANCE OF 228.21 FEET; THENCE N88°57'43"E, A DISTANCE OF 419.56 FEET; THENCE S03°13'20"E, A DISTANCE OF 230.63 TO THE NORTHEAST CORNER OF LOT 9 OF GREEN VIEW ESTATES AS RECORDED IN BOOK 5, PAGE 207 OF THE RECORDERS OFFICE OF CEDAR COUNTY; THENCE S86°43'55"W ALONG THE NORTH LINE OF SAID GREEN VIEW ESTATES, A DISTANCE OF 193.71 FEET; THENCE S03°09'26"E ALONG SAID WEST LINE; A DISTANCE OF 40.96 FEET; THENCE S86°42'09"W ALONG SAID NORTH LINE, A DISTANCE OF 439.64 FEET TO THE POINT OF BEGINNING. SAID REZONING TRACT CONTAINS 5.74 ACRES (249,886 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

DESCRIPTION - REZONING TRACT #2 (A-1 TO R-2) - COMMENCING AT THE WEST QUARTER CORNER OF SECTION 6, TOWNSHIP 79, RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N01°02'17"W ALONG THE WEST LINE OF SAID SECTION 6, A DISTANCE OF 756.27 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N01°02'17"W ALONG SAID WEST LINE, A DISTANCE OF 367.00 FEET; THENCE N88°57'43"E, A DISTANCE OF 243.00 FEET; THENCE N01°02'17"W, A DISTANCE OF 70.00 FEET; THENCE N88°57'43"E, A DISTANCE OF 208.41 FEET; THENCE S70°16'50"E, A DISTANCE OF 170.06 FEET; THENCE S36°18'56"E, A DISTANCE OF 145.31 FEET; THENCE S50°31'50"W, A DISTANCE OF 179.45 FEET TO A POINT OF CURVATURE; THENCE SOUTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 140.00 FEET AND A CHORD BEARING OF S05°32'16"W, AN ARC DISTANCE OF 106.11 FEET; THENCE N62°44'59"W, A DISTANCE OF 30.00 FEET TO A POINT OF CURVATURE; THENCE SOUTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 110.00 FEET AND A CHORD BEARING OF S58°06'22"W AND AN ARC DISTANCE OF 118.48 FEET; THENCE S88°57'43"W, A DISTANCE OF 418.64 FEET TO THE POINT OF BEGINNING. SAID REZONING TRACT CONTAINS 5.50 ACRES (239,761 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

DESCRIPTION - REZONING TRACT #3 (A-1 TO R-3) - COMMENCING AT THE WEST QUARTER CORNER OF SECTION 6, TOWNSHIP 79, RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N01°02'17"W ALONG THE WEST LINE OF SAID SECTION 6, A DISTANCE OF 756.27 FEET; THENCE N88°57'43"E, A DISTANCE OF 183.00 FEET TO THE POINT OF BEGINNING; THENCE S01°02'17"E, A DISTANCE OF 155.00 FEET; THENCE N88°57'43"E, A DISTANCE OF 317.82 FEET; THENCE N54°02'41"E, A DISTANCE OF 131.83 FEET; THENCE N29°34'42"W, A DISTANCE OF 140.23 FEET; THENCE N62°44'59"W, A DISTANCE OF 30.00 FEET TO A POINT OF CURVATURE; THENCE SOUTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 110.00 FEET AND A CHORD BEARING OF S58°06'22"W, AN ARC DISTANCE OF 118.48 FEET; THENCE S88°57'43"W, A DISTANCE OF 235.64 FEET TO THE POINT OF BEGINNING. SAID REZONING TRACT CONTAINS 1.46 ACRES (63,691 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

DESCRIPTION - REZONING TRACT #4 (A-1 TO B-1) - COMMENCING AT THE WEST QUARTER CORNER OF SECTION 6, TOWNSHIP 79, RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N01°02'17"W ALONG THE WEST LINE OF SAID SECTION 6, A DISTANCE OF 1322.10 TO A POINT ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 6 BEING THE POINT OF BEGINNING; THENCE S01°02'17"E ALONG SAID WEST LINE OF SAID SECTION 6, A DISTANCE OF 198.84 FEET; THENCE N88°57'43"E, A DISTANCE OF 243.00 FEET; THENCE N01°02'17"W, A DISTANCE OF 70.00 FEET; THENCE N88°57'43"E, A DISTANCE OF 208.41 FEET; THENCE S70°16'50"E, A DISTANCE OF 170.06 FEET; THENCE S36°18'56"E, A DISTANCE OF 145.31 FEET; THENCE S50°31'50"W, A DISTANCE OF 179.45 FEET TO A POINT OF CURVATURE; THENCE SOUTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 140.00 FEET AND A CHORD BEARING OF S05°32'16"W, AN ARC DISTANCE OF 106.11 FEET; THENCE S29°34'42"E, A DISTANCE OF 140.23 FEET; THENCE S54°02'41"W, A DISTANCE OF 131.83 FEET; THENCE S88°57'43"W, A DISTANCE OF 317.82 FEET; THENCE S01°02'17"E, A DISTANCE OF 534.00 FEET; THENCE N86°42'09"E, A DISTANCE OF 20.02 FEET; THENCE N01°02'17"W, A DISTANCE OF 228.21 FEET; THENCE N88°57'43"E, A DISTANCE OF 419.56 FEET; THENCE S03°13'20"E, A DISTANCE OF 150.68 FEET; THENCE N69°52'28"E, A DISTANCE OF 348.32 FEET; THENCE N01°06'13"W, A DISTANCE OF 1093.06 FEET TO A POINT ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 6; THENCE S87°07'55"W ALONG SAID NORTH LINE, A DISTANCE OF 956.71 FEET TO THE POINT OF BEGINNING. SAID REZONING TRACT CONTAINS 14.79 ACRES (644,363 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

REZONING EXHIBIT CEDARS EDGE GOLF COURSE WEST BRANCH, CEDAR COUNTY, IOWA



PROJECT NUMBER:
16-0496

PROJECT NAME:
**CEDARS EDGE
GOLF COURSE**

TITLE:
REZONING EXHIBIT

ENGINEER:
**hbk
ENGINEERING**
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:
**SEXTON CONSTRUCTION
192 HILLTOP DR.
WEST BRANCH, IA
52358**

ATTORNEY:
**DOUGLAS D. RUPPERT
122 S. LINN STREET
IOWA CITY, IA 52240**

FOLDER NAME:
160496

DATE CREATED:
06-08-2016

DRAWING LOG			
DATE	ISSUED FOR	DB	CB
06-08-16	DESIGN	ESW	BAB
06-23-16	FOR REVIEW	ESW	TEH
07-11-16	SUBMITTAL	MJW	BAB

PROJECT MANAGER:
ROBERT DECKER

SHEET:
1 OF 1

REZONING TRACT #1 (A-1 TO R-1)

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REZONING TRACT #2 (A-1 TO R-2)

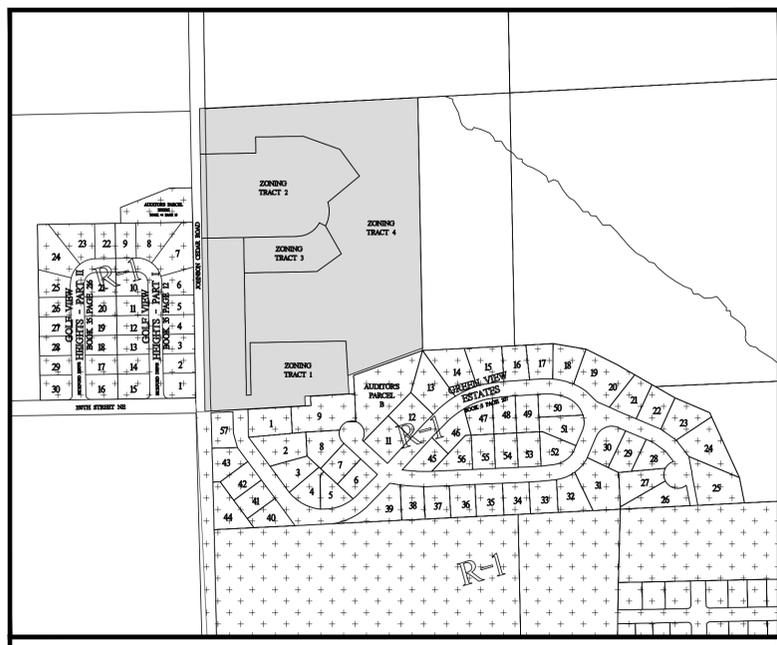
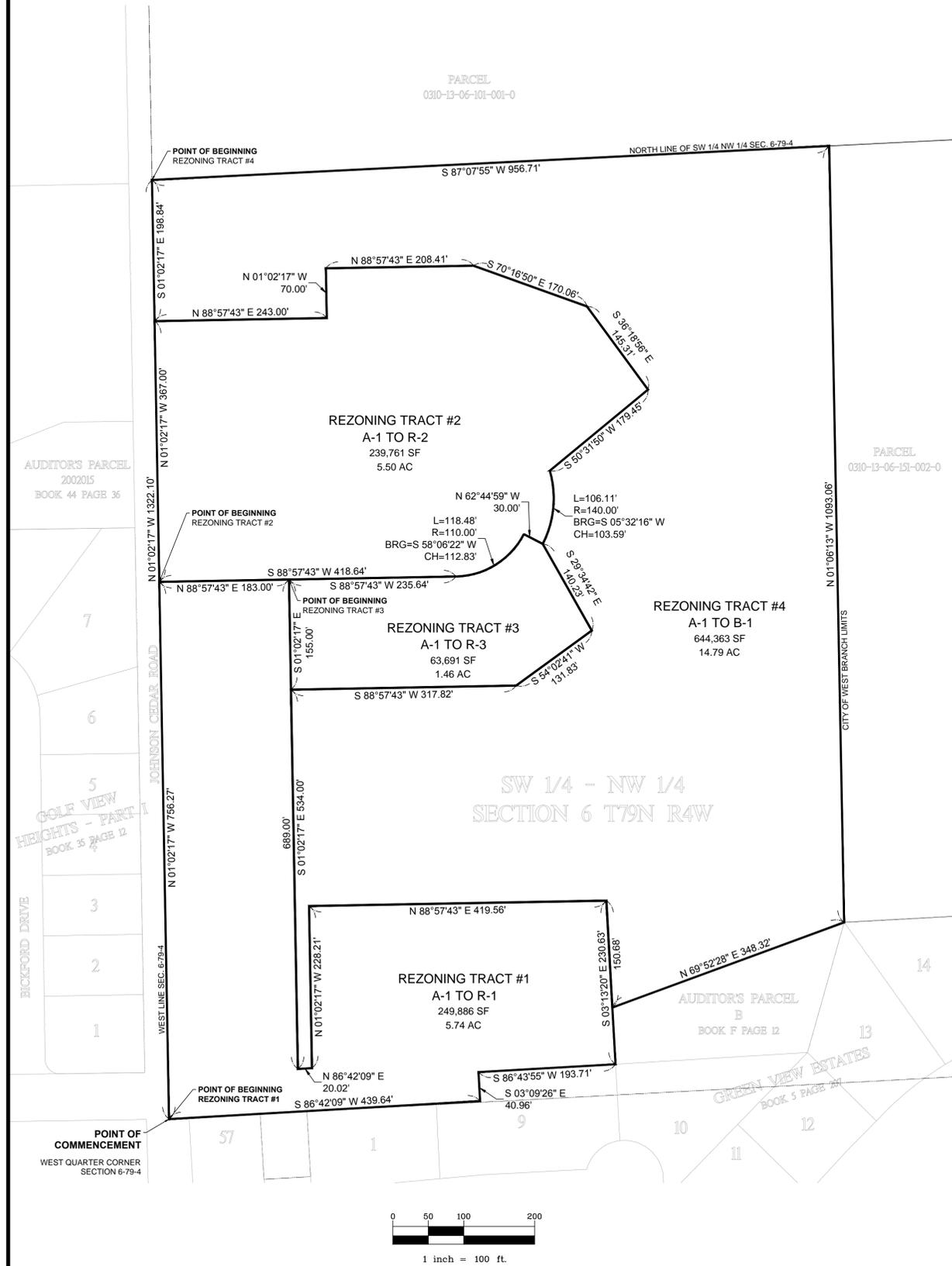
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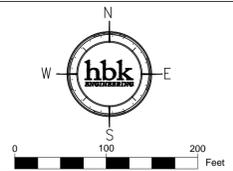


LOCATION MAP - NOT TO SCALE

SITE CONCEPT PLAN
 APPROXIMATELY 20.45 ACRES
 CR1 LOTS: 12 (2.03 ACRES)
 R2 LOTS: 21 (3.19 ACRES)
 TOWNHOUSE UNITS: 12 (.27 ACRES)

80 PARKING SPACES REQUIRED
 PLUS 4 ACCESSIBLE SPACES

103 PARKING STALL SHOWN
 PLUS 6 ACCESSIBLE



PROJECT NO.:
15-5186

PROJECT:
**WEST BRANCH
 CONCEPT**

ENGINEER:
**hbk
 ENGINEERING**

HBK ENGINEERING, LLC
 509 S. GILBERT ST.
 IOWA CITY, IA 52240
 PHONE: (319) 338-7557
 FAX: (319) 358-2937
 CHICAGO - OAK BROOK - NORRISTOWN
 WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:
OWNER
 MAILING ADDRESS

DEVELOPER
 MAILING ADDRESS

CONTRACTOR:
CONTRACTOR
 MAILING ADDRESS

TITLE:
SHEET NAME

REVISIONS			
REV	DATE	DESCRIPTION	BY
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

DRAWN BY: CHECKED BY: APPROVED BY:

PROJECT NUMBER: **15-5186**
 FILE NAME: **WB CONCEPT C.DWG**
 DATE DRAWN: **05/19/2016**
 SCALE: **1"=100'**

SHEET: **C1.0**



0310-13-06-101-001-0

PRELIMINARY PLAT CEDARS EDGE GOLF COURSE WEST BRANCH, CEDAR COUNTY, IOWA

BEGINNING AT THE WEST QUARTER CORNER OF SECTION 6, TOWNSHIP 79, RANGE 4 WEST OF THE FIFTH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N01°02'17"W ALONG THE WEST LINE OF SAID SECTION 6, A DISTANCE OF 1322.10 TO A POINT ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 6; THENCE N87°07'55"E ALONG SAID NORTH LINE, A DISTANCE OF 956.71 FEET; THENCE N01°06'13"W, A DISTANCE OF 1093.06 FEET; THENCE S03°13'20"E, A DISTANCE OF 230.63 TO THE NORTHEAST CORNER OF LOT 9 OF GREEN VIEW ESTATES AS RECORDED IN BOOK 5, PAGE 207 OF THE RECORDERS OFFICE OF CEDAR COUNTY; THENCE S86°43'55"W ALONG THE NORTH LINE OF SAID GREEN VIEW ESTATES, A DISTANCE OF 193.71 FEET; THENCE S03°09'26"E ALONG SAID WEST LINE; A DISTANCE OF 40.96 FEET; THENCE S86°42'09"W ALONG SAID NORTH LINE, A DISTANCE OF 439.64 FEET TO THE POINT OF BEGINNING. SAID REZONING TRACT CONTAINS 5.74 ACRES (249,886 SQUARE FEET), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.



PROJECT NUMBER:
16-0496

PROJECT NAME:
**CEDARS EDGE
GOLF COURSE**

TITLE:
PRELIMINARY PLAT

ENGINEER:
**hbk
ENGINEERING**

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:
**SEXTON CONSTRUCTION
192 HILLTOP DR.
WEST BRANCH, IA
52358**

ATTORNEY:
**DOUGLAS D. RUPPERT
122 S. LINN STREET
IOWA CITY, IA 52240**

FOLDER NAME:
160496

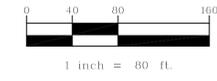
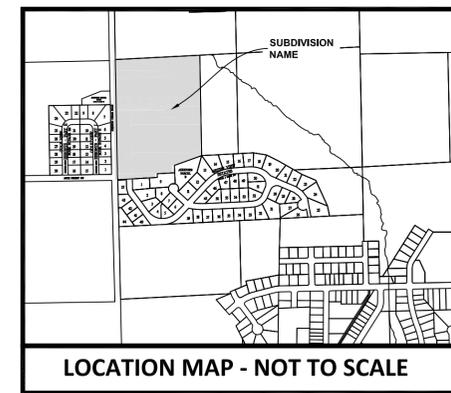
DATE CREATED:
07-12-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
07-12-16	DESIGN	ESW	BAR
07-12-16	FOR REVIEW	ESW	BAR

PROJECT MANAGER:
ROBERT DECKER

SHEET:
1 OF 1



STANDARD LEGEND AND NOTES	
Boundary or Property Line	—
Congressional Section Line	— — — —
Lot Line, Internal	— — — —
Lot Line, Platted or by Deed	— — — —
Existing Centerline	— — — —
Proposed Centerline	— — — —
Existing Easement	— — — —
Proposed Easement	— — — —
Existing Contour	— — — —
Proposed Contour	— — — —
Existing Water Main	— — — —
Proposed Water Main	— — — —
Existing Sanitary Sewer	— — — —
Proposed Sanitary Sewer	— — — —
Existing Storm Sewer	— — — —
Proposed Storm Sewer	— — — —
Existing Telephone	— — — —
Existing Fiber Optic	— — — —
Existing Underground Electric	— — — —
Existing Overhead Electric	— — — —
Existing Gas Main	— — — —
Existing Fence Line	— — — —
Existing Tree Line	— — — —
Benchmark	⊕
Congressional Corner, Found	⊕
Congressional Corner, Reestablished	⊕
Congressional Corner, Recorded Location	⊕
Property Corner, Found	⊕
Property Corner, Set	⊕
Cut "X"	⊕
Recorded Dimensions	(R)
Measured Dimensions	(M)
Storm Manhole	⊕
Sanitary Manhole	⊕
Storm Sewer Intake	⊕
Fire Hydrant	⊕
Water Main Valve	⊕
Utility Pole	⊕
Street Light	⊕
Traffic Sign	⊕
Telephone Junction Box	⊕
Gas Valve	⊕
Traffic Signal Pedestal	⊕
Flared End Section	⊕
Mailbox	⊕

- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS
- NOTES:
1. BASIS OF BEARINGS IS GPS MEASUREMENTS IN THE IOWA PLANE COORDINATE SYSTEM SOUTH ZONE NAD 83.
 2. THE SIZE AND LOCATION OF ALL PROPOSED UTILITIES SHOWN ON THE PLAT ARE SUBJECT TO MODIFICATION AND/OR CHANGE. THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS PLAT.

**Notes on this plat are not intended to create any vested private interest in any stated use restriction or covenant or create any third party beneficiaries to any noted use restriction or covenant.



Lions Field Creek Streambank Restoration Project Update

City of West Branch City Council Meeting

July 18th, 2016

Vanessa Fixmer-Oraiz

Public Input Meeting



Held at the Lions Creek pavilion
on Monday, June 13th from 6-
7pm.

~15 residents in attendance

Several concerns included:

- Flood risk and damage (08/09)
- Upset about clear cutting that happened in 2003/2004 without any communication
- Increased runoff from athletic complex development to the north
- Trail seen as a waste of money if it's not connected to anything
- Residents feel as though they do all of the maintenance
- Inquired about a tree line near houses (lights from parked cars at the park reach bedrooms across the stream)

*A report summary is available.

Public Input Meeting



Most significant concerns arose around:

1. Will the project address flood risk?
2. Who will be responsible for maintenance?
3. Will the City allow the residents to purchase land that is not in the project scope?



City Staff Meeting

Met with City Staff on June 26th to discuss citizen concerns.

Drafted map revisions to address:

1. Property maintenance/ ownership
2. Long and short-term planning (trail connectivity, park amenities)
3. Provide examples of proposed Creekbank Restoration BMPs



Lions Field Proposed Changes:

- Public Restroom
- Hillside Seating
- ADA Access
- Property Dedication Options
- Field Restoration
- Trail Options with connectivity to future crosswalks/ sidewalks



Lions Field Creek Flood Zone Considerations

-Structures located in the 100
year flood zone



CITY OF WEST BRANCH
Lion's Field Streambank Restoration

- LEGEND**
- SIDEWALK
 - TRAIL OPTION 1
 - TRAIL OPTION 2
 - Seating
 - 20' PROPERTY DEDICATION
 - 30' PROPERTY DEDICATION
 - FIELD RESTORATION
 - ADA TRAIL/RESTROOM PAD
 - RESTROOMS
 - LOT LINE

Lions Field Creek Optional 20' Property Dedication

-Land located 20' from property back lot lines will be conditionally dedeed to property owners.



CITY OF WEST BRANCH
Lion's Field Streambank Restoration

LEGEND

- SIDEWALK
- TRAIL OPTION 1
- TRAIL OPTION 2
- Seating
- 20' PROPERTY DEDICATION
- 30' PROPERTY DEDICATION
- FIELD RESTORATION
- ADA TRAIL/RESTROOM PAD
- RESTROOMS
- LOT LINE

Lions Field Creek Optional 30' Property Dedication

-Land located 30' from property back lot lines will be conditionally dedeed to property owners.

Proposed Creekbank Restoration BMPs

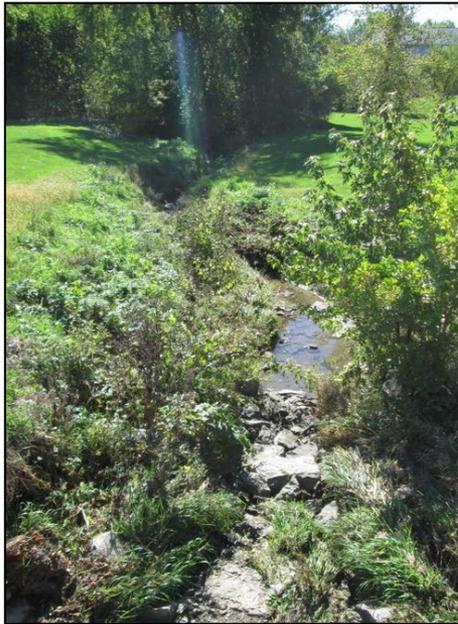


Understanding Streambank Erosion

A stream is a complex system. Stream stabilization techniques that work *with* the stream's natural tendency to shape itself according to the watershed and streambank conditions provide a sustainable solution that requires minimum maintenance, prevents land loss, improves water quality, aesthetics and aquatic habitat, and restores native vegetation along streams.

Proposed Creekbank Restoration BMPs

Natural Vegetation/ Toe Protection



Initial creek bank condition



Before vegetation established



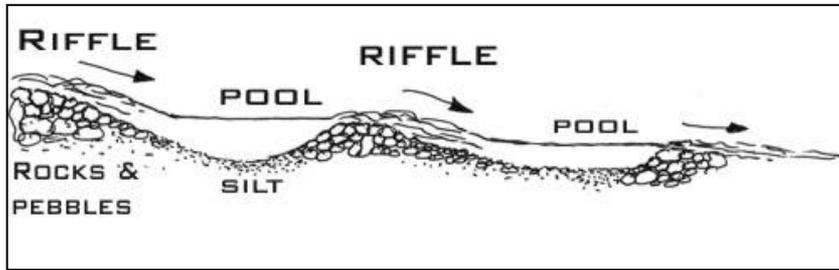
After vegetation Established

Vegetation is a critical component of streambank stability. Deep-rooted vegetation growing on a streambank physically protects the bank from scour and collapse, providing internal bank strength. Streambank stabilization options and plant selections must be able to withstand intense rainfall as well as periods of drought.

A “toe” of a streambank is the lowest point on the bank where it meets the bed of the stream. Erosion often occurs along the toe because of periodic water level fluctuations make it difficult for vegetation to become established. Typically rock rip rap is applied here to prevent further erosion.

Proposed Creekbank Restoration BMPs

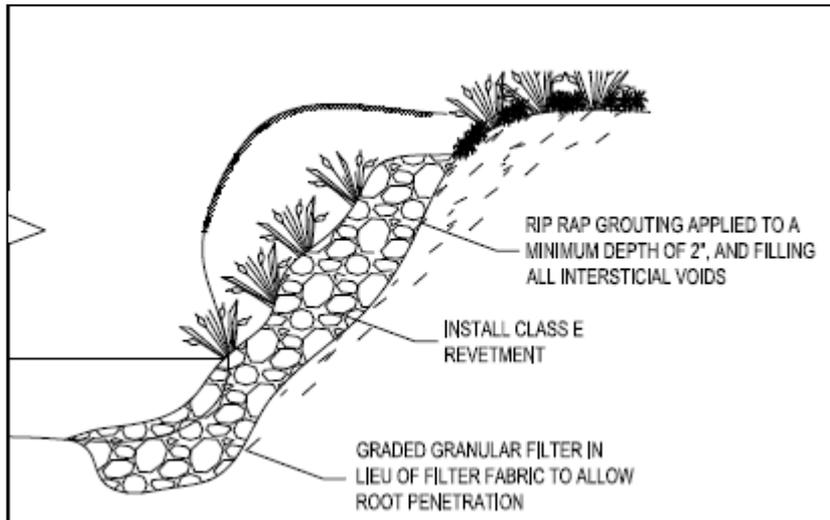
Rock Riffles



A Riffle is a short, relatively shallow and coarse-bedded length of stream over which the stream flows at slower velocity but a higher turbulence than it normally does in comparison to a pool. Riffles are instrumental in the formation of meanders, with deeper pools forming alternately. They also help provide oxygen to the stream.

Proposed Creekbank Restoration BMPs

Rip Rap Grouting



Rip rap grouting enhances streambank protection by seeding plants to grow from within the voids of the rip rap to provide additional strength via the vegetative root structure. A minimum of 2 inch compost or filling is applied to fill the voids and an erosion control blanket is recommended until germination is visible. Native plants and shrubs should be used when possible to improve the potential for mature vegetation growth.

Thank you

Questions please contact:

Brian Boelk



(319) 338-7557 ext. 4460

bboelk@hbkeengineering.com

Vanessa Fixmer-Oraiz



(319)338-7557 ext. 4434

voraiz@hbkeengineering.com

**West Branch Lion's Field Creek
Public Input Meeting
June 13th, 2016
6-7pm at the Park Pavilion**

There were nine signatures on the sign-in sheet; however it is estimated that roughly 12-15 people actually attended. Here are some comments captured below:

- Concerns about tiles coming from houses need to be kept open during and post-construction
- Flooding issues— Want a berm on the east side to match
- Water gets in to sheds and gardens
- Increased development has caused problems, the field across the street used to be a corn and soy field, everything has changed since the development has gone in
- Upset about clear cutting that happened in 2003/2004 without any communication
- In the last five years, homes on the north side have experienced flooding in basements due to rising groundwater
- Concerned about increased runoff from athletic complex development to the north
- Lower the berm on west side to allow more water to drain in to Lion's Field
- Even normal rain events will cause the creek to get out of banks~ 10 times a year
- Concerned about what is going to happen to the field with the new bathroom going in, see it as a waste of tax money
- The culverts in the north need to be cleaned out
- Want the trail path to look similar to the cinder block trail in place at the development across the street (Junior High?)
- Creek restoration is fine
- Do not want the trail to be located along creek, behind houses
- Residents feel as though they do all of the maintenance
- Increased groundwater in basements from the restoration project is a concern
- Residents at 158 have 2 sump pumps and have invested heavily in flood proofing their home
- Inquiries about a tree line near houses (lights from parked cars at the park reach bedrooms across the stream)
- Do it right/ Don't be cheap
- Fix sidewalk where dozers came through on the north
- Remove sidewalk where bridge would go
- Trail seen as a waste of money if it's not connected to anything

- Steve from 146 would like the drain tile from downspouts to be extended out of the grass
- What will happen to the trees that are planted?
- Issues about design of sidewalk straightness and elevation (that leads to bridge)
- Twice the creek has caused flood damage (08/09)

Overall residents are very displeased with the lack of communication when the city clear cut the streambank last time and don't want to see a repeat. A major concern was the issues of land ownership/maintenance:

- Who is going to be responsible for maintenance?
- Will the city allow the residents to purchase land that is not in the project scope?

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319) 351-2277
Return to: Matt Muckler, City Administrator/Clerk, P.O. Box 218, West Branch, Iowa 52358 (319) 643-5888

ORDINANCE NO. 739

AN ORDINANCE RE-ZONING TWO PARCELS OF REAL PROPERTY LOCATED NORTH OF WEST MAIN STREET FROM RESIDENCE R-1 SINGLE FAMILY DISTRICT TO RESIDENCE/BUSINESS RB-1 DISTRICT.

WHEREAS, KLM Investments, Inc. has petitioned the City of West Branch for a zoning district amendment for two parcels, Rezoning Parcels #1 and #3, both portions of Auditor Parcel G; and

WHEREAS, Parcel #1 is an approximate 12.77-acre parcel located in the Meadows Subdivision, said parcel being legally described as Beginning at the Southwest Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N01°19'13"W, along the West Line of said Auditor Parcel "G", 755.33 feet; Thence N88°40'47"E, 157.95 feet; Thence S81°06'34"E, 108.86 feet; Thence S74°08'16"E, 365.98 feet; thence S57°30'03"E, 273.91 feet; Thence S02°51'42"E, 452.25 feet, to a Point on the South Line of said Auditor Parcel G; Thence S87°06'47"W, along said South Line, 854.78 feet, to the Point of Beginning. Said Rezoning Tract contains 12.77 Acres (556,235 square feet), and is subject to easements and restrictions of record; and;

WHEREAS, Parcel #3 is an approximate 0.82-acre parcel located in the Meadows Subdivision, said parcel being legally described as Commencing at the Southeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N00°40'57"E, along the East Line of said Auditor Parcel "G", 46.71 feet; Thence S87°07'22"W, along said East Line, 350.51 feet, to the POINT OF BEGINNING; Thence continuing S87°07'22"W, 113.67 feet; Thence Northwesterly, 40.82 feet along a 25.00 foot radius curve, concave Northeasterly, whose 36.44 foot chord bears N46°05'56"W; Thence N00°40'47"E, 233.75 feet; Thence S89°19'13"E, 140.00 feet, to a Point on the East Line of said Auditor Parcel "G"; Thence S00°40'47"W, along said East Line, 251.65 feet, to the Point of Beginning. Said Rezoning Tract #3 contains 0.82 Acre (35,685 square feet), and is subject to easements and restrictions of record; and

WHEREAS, KLM Investments, Inc. has requested that both parcels be rezoned to be located in a Residence/Business RB-1 District, in place of a Residence R-1 Single Family District; and

WHEREAS, the West Branch Planning and Zoning Commission has considered and voted on a recommendation to the City Council on the disposition of said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

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

Section 1. That the zoning map for the City of West Branch is hereby amended to show the parcels being located in a Residence/Business RB-1 District in place of a Residence R-1 Single Family District.

Section 2. This ordinance shall be in full force and effect from and after its publication as required by law.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 18th day of July, 2016.

Read First Time: May 2, 2016
Read Second Time: June 27, 2016
Read Third Time: July 18, 2016

Roger Laughlin, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 740

AN ORDINANCE AMENDING CHAPTER 165 “ZONING REGULATIONS.”

WHEREAS, the city staff of the City of West Branch, Iowa, believes that allowances for temporary directional signage for open house events in the city right-of-way should be allowed the Code section related to “For Sale” and “To Rent” signs; and

WHEREAS, the city staff of the City of West Branch, Iowa, believes that a clarification in the language contained within *Section 165.43 SIGNS* in the Zoning Code will aide Realtors and others wishing to buy and sell homes; and

WHEREAS, local Realtors have reviewed and provided input on these recommendations; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the city staff.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsection to Chapter 165:

165.43 SIGNS. – Amend as follows:

165.43(1) Permitted Signs, R District.

165.43(1) (B) “For Sale” and “To Rent” Signs, subject to the following:

165.43(1) (B) (2) No sign shall project beyond the property line into the public way, **except for an open house or similar event. For an open house, portable off-premises residential directional signs announcing directions to a specific residence open house for sale or rent shall not exceed 42 inches in height. These signs may be located on the right-of-way outside of vehicular and bicycle lanes, but shall only be permitted for 48 hours prior to the open house and must be removed immediately after the open house.**

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 18th day of July, 2016.

First Reading:	June 6, 2016
Second Reading:	June 27, 2016
Third Reading:	July 18, 2016

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1497

A RESOLUTION APPROVING A “WELLNESS POLICY” SECTION IN THE CITY OF WEST BRANCH, IOWA EMPLOYEE HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, December 6, 2010, February 21, 2011, April 4, 2011, February 21, 2012, December 3, 2012, January 21, 2014, and April 7, 2014; and

WHEREAS, the City Council of the City of West Branch wishes to promote health, well-being, healthy eating, and exercise among its employees through a Wellness Program designed to ensure a healthy work environment for City of West Branch employees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated June 2016 revised by adding a **WELLNESS POLICY** section by adding the following text after the **BEREAVEMENT LEAVE** subsection of the “**BENEFITS**” section of the Employee Handbook:

WELLNESS POLICY

The City recognizes the importance of promoting health, well-being, healthy eating, and exercise among its employees. It is the City's desire to encourage health, well-being and exercise through a Wellness Program designed to help ensure a healthy work environment for City of West Branch employees. Participation in the Wellness Policy is encouraged but voluntary. The Wellness Policy applies only to direct city employees at this time and is not currently being offered to the employees' family members. Full-time employees, part-time employees and volunteer firefighters are eligible to receive benefits under this policy. Seasonal employees and reserve police officers are not eligible to receive benefits under this policy.

Reimbursement Benefit

Full-time employees and volunteer firefighters may be reimbursed for a wellness program or membership, with a monthly maximum of \$30. Part-time employees may be reimbursed for a wellness program or membership, with a monthly maximum of \$15. Examples of such benefits include but are not necessarily limited to subscription to health programs like Weight Watchers, membership fees to gyms or health facilities, or participation in a sports

club of some kind. Receipts for purchase/payment or proof of payment must be provided to the city office by close of business on the last day of the month for reimbursement the following month.

Participation in Recreation Events

In addition to healthy activities, the City of West Branch would like to promote activity with the community and in our Recreation Programs and Events. As such, participation in health classes provided by the West Branch Parks & Recreation department will be provided at no cost to full-time employees, part-time employees and volunteer firefighters. These are offered solely for sports and physical fitness classes and are not eligible for events that offer prizes or rewards issued from the participation income. Some programs may be ineligible based on the decisions of the program instructor.

Passed and approved this 18th day of July, 2016.

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1502

A RESOLUTION HIRING A YOUTH COUNSELOR AS A TEMPORARY PARKS AND RECREATION EMPLOYEE FOR THE CITY OF WEST BRANCH, IOWA AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2016-2017.

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

Section 1. That the City of West Branch, Iowa will hire Allyson Simpson as a temporary youth counselor.

Section 2. The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Youth Counselor	Allyson Simpson	\$10.50/hour	Temporary

SECTION 3. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 4. This resolution will be effective upon final passage of the City Council.

SECTION 5. The hourly wage established in this resolution shall be effective upon final passage of the City Council.

Passed and Approved this 18th day of July, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1503

RESOLUTION APPROVING ADVERTISING AGREEMENT WITH KCJJ

WHEREAS, the City of West Branch is interested in promoting Hoover's Hometown Days to a wide audience in eastern Iowa; and

WHEREAS, the City of West Branch would like to advertise Hoover's Hometown Day 2016 with The Mighty 1630 KCJJ in the two weeks preceding the event in the amount of \$1,000.00; and

WHEREAS, KCJJ has proposed a package for radio commercials interviews and live promotional advertisements for the 2016 Hoover's Hometown Day Celebration; and

WHEREAS, it is now necessary to approve said proposal.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned advertising proposal with KCJJ in the amount of \$1,000.00 is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 18th day of July, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



Prepared on July 7, 2016

Re: Advertising agreement for Hometown Days between City of West Branch and KCJJ

1630 KCJJ will provide the following services for the City of West Branch to promote Hoover's Hometown Days.

- Six :30 commercials per day for twelve days to be run from July 26th – August 6th 2016
- Noon interview on Tuesday, August 2nd at Midtown 2 in Iowa City
- Morning show interview at 7:30 a.m. Friday, August 5th at KCJJ studio
- Live promotion of event schedule via on-air talent throughout the week of August 1st

For the above services, the City of West Branch agrees to pay 1630 KCJJ the amount of \$1,000 upon receipt.

X

Roger Laughlin
Mayor, City of West Branch

X

Eric Beck
Account Executive, 1630 KCJJ

RESOLUTION NO. 1504

RESOLUTION APPROVING A 28E AGREEMENT WITH THE WEST BRANCH COMMUNITY SCHOOL DISTRICT TO EMPLOY A SCHOOL RESOURCE OFFICER.

WHEREAS, the City of West Branch is concerned about the safety of students in the West Branch Community School District and dedicated to community policing; and

WHEREAS, the City Staff, in order to further the goals of the City Council worked with School Staff in order to create a 28E Agreement which included a provision for cost sharing additional community policing efforts in our schools; and

WHEREAS, the School Board agreed that a shared agreement to employ a school resource officer would improve the safety of students; and

WHEREAS, the School Board approved the 28E Agreement at their July 11, 2016 Board Meeting; and

WHEREAS, it is now necessary to approve said 28E Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned 28E Agreement is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 18th day of July, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

28E AGREEMENT

THIS AGREEMENT entered into by and between the City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358 (hereafter referred to as the "City"); and the West Branch Community School District, 148 N. Oliphant Street, West Branch, Iowa 52358 (hereafter referred to as "School").

WHEREAS, the City Council of the City of West Branch and Board of Directors of the West Branch Community School District have both heretofore deemed it necessary and desirable to employ a School Resource Officer ("SRO") on the School properties and for special events as assigned by the School; and

WHEREAS, the SRO will be a member of the West Branch Police Department; and

WHEREAS, the School and SRO will collaborate to best use the resources of the SRO to benefit the School; and

WHEREAS, the School has agreed to reimburse the City for a portion of the time the SRO spends in the Schools; and

WHEREAS, it is now necessary for the City and School to enter into a 28E Agreement to outline the obligations and responsibilities of each party as it pertains to the construction of the Project.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **PURPOSE.** The purpose of this 28E Agreement is to set forth the duties and obligations of the City and School in connection with the provision of a SRO to the Schools by the City.
2. **CONSIDERATION.** It is hereby expressly acknowledged by both the City and School performance of the SRO and the payment in part by the School in accordance with the terms and conditions set forth in this Agreement constitutes mutual and sufficient consideration to enter into this Agreement.
3. **SEPARATE ENTITY.** Further, it is hereby noted that no separate legal entity shall be created by this Agreement and the West Branch City Council and Board of Directors of the West Branch Community School District.

4. DUTIES AND RESPONSIBILITIES OF THE PARTIES.

- A. The City will provide to the School, an Iowa Law Enforcement Academy (ILEA)-certified law enforcement officer from the West Branch Police Department with National Association of School Resource Officers (NASRO) certification training to act as SRO.
- B. The SRO shall collaborate with the School administration, School staff, parents of District, students and the students themselves to assist the School in providing a safe and healthy learning environment for the staff and students.
- C. The school resource officer shall remain an employee of the City of West Branch Police Department and shall not be an employee of the West Branch Community School District. The West Branch Community School District acknowledges that the school resource officer will remain responsive to the command of the West Branch Police Department. At a minimum, the SRO will, during the school year, perform the following:
 - 1. Spend 10-12 hours per week in the School buildings.
 - 2. The SRO shall attend 10-15 winter and spring special events as assigned by the School, each event not-to-exceed two hours in length.

5. PAYMENT OF COSTS. Prior to July 1st of each year this Agreement is in effect, the City shall inform the Superintendent of the costs to be charged by the City for the SRO. Unless the Superintendent or Board of Directors objects to said cost within thirty (30) days, that cost will be the basis of payment for the next calendar year for services provided under this Agreement. The initial cost per hour for the SRO will be billed at \$22.32/hour.

- A. The School shall pay 50% of the cost of the SRO to the City for the tasks described in Section 4(C)(1) above.
- B. The School shall pay the City 100% of the costs of the SRO to the City for the tasks described in Section 4(C)(2) above.
- C. Said payment shall be made to the City within five (5) business days of the next regularly scheduled Board of Directors meeting.

6. MODIFICATION OF AGREEMENT. Modification of this agreement shall be made only by the consent of the West Branch City Council and the West Branch Community School District Board of Directors. Such shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications, signed by both parties.

7. TERM AND TERMINATION OF THIS AGREEMENT. The initial term of this agreement shall commence on August 1, 2016 and shall terminate on July 31, 2017. This Agreement will automatically renew for another year terms until such time as either party gives the other party notice of termination by July 1st of each year this Agreement is in effect. Both parties to this agreement may also terminate participation upon sixty days' notice to the other party of the agreement.

8. NOTICES.

All notices given under this Agreement shall be in writing and shall be deemed delivered on the date of placing the notice in the U.S. Mail, postage prepaid, to the following address:

For the School:

West Branch Community Schools
148 N. Oliphant Street
West Branch, Iowa 52358
ATTN: Superintendent

For the City:

City of West Branch
110 N. Poplar Street
West Branch, Iowa 52358
ATTN: City Administrator

9. INDEMNITIES. Each party to this Agreement expressly agrees to save and hold the other party, its employees and agents, harmless from any and all claims filed against both or either party arising from the performance of the duties and obligations under this Agreement.

10. FILING. The City Clerk of West Branch shall file this Agreement with the Iowa Secretary of State's office as required by Section 28E.8 of the Code of Iowa.

Executed and approved this _____ day of _____, 2016.

CITY:

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Executed and approved this 11 day of July, 2016.

SCHOOL:

Mike Colbert
Mike Colbert, Board President

ATTEST:

Angie Klinkhammer
Angie Klinkhammer, Board Secretary



Iowa Communities Assurance Pool

MEMBER NAME: City of West Branch

COUNTY: Cedar / Johnson

MEMBER NUMBER: 883

DATE OF VISIT: 6/28/2016

RECOMMENDATIONS

Implementation of the following recommendations and procedures may reduce potential liability exposures:

01: - 6/28/2016 – Conduct annual motor vehicle record checks. Employee licenses and motor vehicle records are not checked annually. This could lead to an employee with a poor driving record, suspended or expired driver license driving City vehicles or equipment without City knowledge. It is suggested to develop a minimum driving record and license policy that outlines a standard driving record that must be maintained and to check motor vehicle records on an annual basis. Driving records can be checked for free via <http://www.iowaccess.net/iowadlr/>

02: - 6/28/2016 – Implement a formal contractor and service provider contract and review policy. Contracts or written agreements may not be required for all service work done by contractors and other service vendors. This can lead to increased liability on the City in the event of poor workmanship or incomplete projects, injuries or property damages caused by the contractor. It is suggested to implement a formal contractor and service provider policy that includes requirements for contracts to be in writing for all outsourced work done for the City. Contracts should follow Risk Transfer Guidelines to include containing hold harmless language favoring the City and certificates of insurance naming the City additional insured. A review process should also be developed for all contracts prior to agreeing to and signing.

03: - 6/28/2016 – Obtain certificates of insurance for all events held on City property. Events such as Simply Summer, Fall Fest and Christmas Past are held on City property by Main Street West Branch but insurance is not provided. Obtaining liability insurance from third party organizations can help shift liability away from the City in the event of damages or injuries caused during events. It is suggested to require liability insurance certificates from all third party event organizers. Certificates should name the City additional insured.



04: - 6/28/2016 – Document all vehicle and equipment maintenance work completed in the Public Works Department. In-house maintenance work done on vehicles such as oil changes, hydraulic line replacement and welding is not documented. Documentation can help in defense of potential claim litigation arising from damages or injuries involving vehicles and other equipment. It is suggested to formally document all maintenance activities that take place in-house. Maintenance documentation should be kept for life of vehicle or equipment.

05: - 6/28/2016 – Install generator at water plant. The water plant does not have a designated generator and it is not designed with portable generator hookup and transfer switch. Loss of power and water distribution interruption could lead to residents going without clean drinking water for extended periods of time. It is suggested to equip the water plant with a backup generator or wire it so that a portable generator can be quickly hooked up and power manual transferred.

06: - 6/28/2016 – Store LP and Isopro fuel in approved storage cabinets. Two 30lb LPG tanks and several cans of Isopro fuel cans were found stored in the Boy Scout storage room at Community Hall. To help reduce fire propagation from additional fuel loads in the event of fire, it is suggested to store the LP and Isopro fuel canisters in a UL approved flammable liquid storage cabinet in the storage garage.

DISCLAIMER

This report is not intended to identify every possible hazardous situation, risk deficiency, code/legal violation, potential area of liability or violation of safe practices and no party shall rely upon this report as being a comprehensive identifier of each and every potential liability situation or assurance of compliance with any applicable law.



RECEIVED
MAY 17 2016

STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES
CHUCK GIPP, DIRECTOR

May 10, 2016

City of West Branch
PO Box 218
West Branch, Iowa 52358-0218

Letter of Non-compliance: Wastewater Permit Limitations, 567 IAC 64.3(1)

SUBJECT: Wastewater Inspection Report
Facility No. 6-1694001

City Officials:

Enclosed for your review is one copy of the inspection report completed as a result of my recent inspection of the above listed facility.

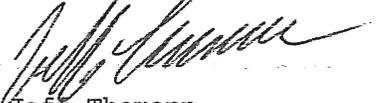
We believe you will find the inspection report self-explanatory. Please note the summary of requirements and recommendations listed at the end of the report. Detailed comments are found throughout the report.

The inspection report and a review of the monthly operation reports submitted to the DNR shows your facility exceeded the effluent limits for NH3-N. These are violations of the specifications of your NPDES permit and subrule 567 IAC 64.3(1).

If you have questions about the report, please contact me at 319/653-2135.

Sincerely,

FIELD SERVICES & COMPLIANCE BUREAU


Jeff Thomann
Environmental Specialist

N:FO6\SHARED\Jthoman\WW2016\West Branch ww covltr 5-16

Encl. Inspection Report

xc: DNR Records Section, DNR, Des Moines
Matt Goodale, Wastewater operator, PO Box 218, West Branch Iowa 52358
File - West Branch wastewater

**Iowa Department of Natural Resources
Wastewater Treatment Facility Inspection Form**

NPDES Permit #: 1694001

Page 2

FACILITY EVALUATION

Were deficiencies noted or significant observations made during the inspection?

Yes = See Comments Section for details

No = No deficiencies or significant observations were noted

Lack of Entry = Item not applicable or not observed.

Item	Yes	No	Item	Yes	No
1. Collection System			9. Sludge Handling and Disposal		
a. Operation and Maintenance	x	<input type="checkbox"/>	a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical Condition	x	<input type="checkbox"/>	b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>
c. Dry Weather Capacity	<input type="checkbox"/>	<input type="checkbox"/>	c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>
d. Infiltration/Inflow	x	<input type="checkbox"/>	d. Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
e. Bypass(es)	<input type="checkbox"/>	x	e. Final Disposal, Solids	<input type="checkbox"/>	<input type="checkbox"/>
2. Lift Station(s) (Collection System)			f. Final Disposal, Liquids	<input type="checkbox"/>	<input type="checkbox"/>
a. Operation and Maintenance	x	<input type="checkbox"/>	10. Lagoon Structures		
b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>	a. Maintenance	x	<input type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>	b. Physical Condition	x	<input type="checkbox"/>
d. Reliability/Emergency Operation	x	<input type="checkbox"/>	c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>
3. Industrial Waste Pre-Treatment			d. Cell Configuration	x	<input type="checkbox"/>
a. Significant Industrial Users	<input type="checkbox"/>	<input type="checkbox"/>	e. Storage/Drawdown Management	<input type="checkbox"/>	<input type="checkbox"/>
b. Waste Toxicity/ Compatibility	<input type="checkbox"/>	<input type="checkbox"/>	11. Flow Measurement		
c. Strength Reduction	<input type="checkbox"/>	<input type="checkbox"/>	a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
d. Effect on Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	b. Capacity	<input type="checkbox"/>	<input type="checkbox"/>
4. Preliminary Treatment			c. Continuity	<input type="checkbox"/>	<input type="checkbox"/>
a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	d. Location, Method/ Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>	12. Pumping		
c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>	a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
d. Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>
5. Primary Treatment			c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>
a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	d. Reliability/ Emergency Operation	x	<input type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>	13. Miscellaneous		
c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>	a. Location	<input type="checkbox"/>	<input type="checkbox"/>
d. Sludge/Scum Removal	<input type="checkbox"/>	<input type="checkbox"/>	b. Odors	<input type="checkbox"/>	<input type="checkbox"/>
e. Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	c. Emergency Operation	<input type="checkbox"/>	<input type="checkbox"/>
6. Secondary Treatment			d. Bypass(es)	<input type="checkbox"/>	x
a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	e. Equipment	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>	f. Buildings & Grounds	x	<input type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>	g. Lab Certification	<input type="checkbox"/>	<input type="checkbox"/>
d. Recirculation	<input type="checkbox"/>	<input type="checkbox"/>	h. Other	<input type="checkbox"/>	<input type="checkbox"/>
e. Freezing	<input type="checkbox"/>	<input type="checkbox"/>	14. Staffing, Operator Certification		
f. Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	a. Operator, Direct Responsibility	x	<input type="checkbox"/>
7. Final Settling			b. Shift Operator(s)	<input type="checkbox"/>	<input type="checkbox"/>
a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	c. General Staffing	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>	15. Supplementary		
c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>	a. Permit Availability	<input type="checkbox"/>	<input type="checkbox"/>
d. Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	b. Operation Reports Availability	<input type="checkbox"/>	<input type="checkbox"/>
8. Supplementary Treatment			c. Equipment Records Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
a. Operation and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	d. Previously Noted Deficiencies	<input type="checkbox"/>	<input type="checkbox"/>
b. Physical Condition	<input type="checkbox"/>	<input type="checkbox"/>	e. Improvements	<input type="checkbox"/>	<input type="checkbox"/>
c. Capacity	<input type="checkbox"/>	<input type="checkbox"/>	f. Domestic/Industrial Growth	<input type="checkbox"/>	<input type="checkbox"/>
d. Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	g. Recommendations	<input type="checkbox"/>	<input type="checkbox"/>
			h. Required Actions	<input type="checkbox"/>	<input type="checkbox"/>

COLLECTION SYSTEM LIFT STATIONS: Reliability/Emergency Operation

A dedicated power source and an alarm system are in place at the lift station.

LAGOON STRUCTURES: Physical Condition

Mowing is being done on a weekly basis. Weed control on the inner berms appeared adequate. The outside of the berms do have several large rodent holes that should be plugged. The curtain separating the second cell is torn and in need of repair. Several leaks in the aeration piping were noted in and outside the lagoon of the cells. These must be repaired as soon as possible.

STAFFING, OPERATOR CERTIFICATION: Operator, Direct Responsibility

Matt Goodale remains the operator with direct responsible charge of the West Branch WWTP.

SUPPLEMENTARY: Permit

The NPDES operation permit expired on 1-2-2008. This facility must operate under the conditions of the expired permit until a new permit is issued.

SUPPLEMENTARY: Improvements

The facility plans to do more lining and grouting of the collection system.

NPDES PERMIT COMPLIANCE SUMMARY

This facility appears to be in "Infrequent Non-Compliance" (INC) with the effluent limits of their NPDES permit.

REQUIREMENTS

- Meet all effluent limitations specified in your NPDES operation permit. [Subrule 567 IAC 64.3(1)]
- Repair or replace the curtain separating the 2nd lagoon cell.
- Comply with all monitoring and reporting requirements specified in your NPDES operation permit. [Rule 567 IAC 63.9(455B)]
- Replace or repair the leaking aeration piping.
- Fill the rodent holes with compacted clay and hire a trapper if needed to eliminate anymore rodent damage.
- Maintain the treatment plant in good working order at all times and operate it as efficiently as possible. [Paragraph 567 IAC 64.7(5)"f"]

RECOMMENDATIONS

- A basket should be installed at the lagoon influent pit to control any floatable waste from getting to the lagoon.

HOOVER'S

Hometown Days

August 5th & 6th, 2016 ★ West Branch, IA

For more information, please visit hooverdays.org

- ★ Fireworks Display
- ★ The Dean-O-Holics
- ★ Firefighter's Pork Dinner
- ★ Flying Houndz Frisbee Dogs
- ★ Inflatable Rides
- ★ Pony Rides
- ★ Mayor's Parade
- ★ Live Music

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