

**CITY COUNCIL MEETING AGENDA**  
**Tuesday, September 6, 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 August 15, 2016 regular City Council Meeting.
  - b. Approve Partial Pay Estimate No. 2 in the amount of \$136,502.89 to Cornerstone Excavating, Inc. for work completed on the 4<sup>th</sup> Street Reconstruction Project through August 12, 2016.
  - c. Approve claims.
  - d. Approve street closure for the 200 Block of N. 5<sup>th</sup> Street on Saturday September 10, 2016 from 5:00 p.m.-9:00 p.m. for a block party.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
  - a. Mr. Kevin Rogers, Executive Director, Main Street West Branch – Main Street West Branch Update
  - b. First Reading of Ordinance 742, amending Title “Police, Fire and Emergencies,” Chapter 30 “Police Department.”/Move to action.
  - c. Resolution 1514, approving a disaster recovery plan./Move to action.
  - d. Resolution 1515, approving a consultant agreement with Sherry Hill for videography services./Move to action.
8. City Staff Reports
  - a. Finance Director Gordon Edgar – Annual Debt Report
  - b. City Administrator Matt Muckler – Water Rates
  - c. City Engineer Dave Schechinger – Residential Site Plans
  - d. City Administrator Matt Muckler – September 19, 2016 Goal Setting Session
  - e. City Administrator Matt Muckler – Lions Field Creek Restoration Project Meeting – Thursday September 22<sup>nd</sup>, 6:00 p.m. at Lions Field
9. Comments from Mayor and Council Members
10. Adjournment

**CITY COUNCIL WORK SESSION AGENDA**  
**Tuesday, September 6, 2016**  
**Immediately following regular City Council Meeting**  
**City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. Capital Improvement Plan Review
4. Adjourn

*(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](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**August 15, 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, Brian Pierce and Tim Shields were present. Councilperson Mary Beth Stevenson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Police Chief Mike Horihan, Library/IT Director Nick Shimmin, and Finance Director Gordon Edgar.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

Approve minutes from the August 1, 2016 regular City Council Meeting.

Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Thirsty on 30 Inc. DBA Thirsty on 80.

Approve Partial Pay Estimate No. 1 in the amount of \$177,042.00 to All American Concrete, Inc. for work completed on the Main Street Intersection and Sidewalk Improvements Project through July 31, 2016.

Approve claims.

CLAIMS		8/15/2016
ALLIANT ENERGY	LION FIELD UTILITIES	9,429.48
BAKER & TAYLOR INC.	BOOKS	1,053.50
BARRON MOTOR SUPPLY	SUPPLIES	490.74
BEAN & BEAN	GRAVE OPENINGS	2,750.00
BIBLIONIX SERVICE	SUBSCRIPTION	1,909.20
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	1,423.17
CEDAR COUNTY COOPERATIVE	DIESEL FUEL	823.50
CEDAR COUNTY TRANSFER STAT	TRANSFER FEE NUIS. ABATE.	110.00
CEDAR RAPIDS PHOTO COPY IN	OFFICE SUPPLIES	49.57
CORALVILLE PARK & RECREATI	HHTD STAGE	500.00
COSTCO WHOLESALE	LIBRARY/PARK & REC SUPPLIES	624.24
CY'S TREE SERVICE	TREE REMOVAL	7,700.00
D&R PEST CONTROL	PEST CONTROL	70.00
DEWEYS JACK & JILL	MISC SUPPLIES	13.99
FEHR GRAHAM	308 PARK IMPROV PED VALLEY	19,470.00
GATEWAY HOTEL & CONF.	LODGING FOR TRAINING	1,243.20
GROUT MUSEUM DISTRICT	DAY CAMP ACTIVITY	291.00
HBK ENGINEERING LLC	309 PH1 PARK IMPROVEMENTS	1,821.90
HD CLINE COMPANY	MOWER REPAIRS	107.40
IHEARTMEDIA	ADVERTISING	1,161.20
IOWA DNR	ANNUAL NPDES FEE –WASTEW.	210.00
JAB INK GRAFIX & DESIGNS	UNIFORMS	225.50
JOHNSON COUNTY REFUSE INC.	RECYCLING JULY 2016	3,724.00
JONNY STAX PRESENTS, INC.	CONSULTING	2,000.00
JOURNEYED COM INC	CABLE SOFTWARE	188.88
LIBRARICA LLC	SOFTWARE SERVICE SUPPORT	313.35
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	138.00
MENARDS	SUPPLIES	467.36
MIDWEST FRAME & AXLE	VEHICLE REPAIR	88.33
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
OVERDRIVE INC	EBOOKS	174.09
PARKSIDE SERVICE	VEHICLE REPAIR	99.88
PEDEN, SHANELLE M	VIDEO RECORDING SERVICE	150.00
PITNEY BOWES INC	OFFICE SUPPLIES	124.93
PITNEY BOWES PURCH. POWER	POSTAGE	60.16

PLUNKETT'S PEST CONTROL IN	PEST CONTROL CITY OFFICES	95.18	
PORT 'O' JONNY INC.	PORTABLE TOILET SERVICE	174.00	
PYRAMID SERVICES INC.	REPAIR SUPPLIES & EQUIPMENT	562.95	
QUILL CORP	OFFICE SUPPLIES	321.78	
RADIO STATION KCJJ-AM	ADVERTISING	1,000.00	
REPUBLIC SERVICES OF IOWA	DOCUMENT DESTRUCTION	50.95	
RICKERTSEN, LISA	CONSULTING SERVICE	175.00	
RUSSELL, MELISSA	OFFICE SUPPLIES	23.99	
S & S FLATWORK LLC	SIDEWALK REPAIR	10,955.00	
SIMPLEXGRINNELL	SERVICE CONTRACT-FIRE ALARM	580.39	
STATE HYGIENIC LAB	WATER TESTING	300.00	
STATE LIBRARY OF IOWA	DATABASE SUBSCRIPTION FEES	650.08	
SUPPLYWORKS	BLDG MAINTENANCE SUPPLIES	4.75	
TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	145.00	
US BANK EQUIPMENT FINANCE	COPIER RENT	300.80	
WALMART COMMUNITY/GEMB	SUPPLIES AND BOOKS	269.09	
WEST BRANCH FIREFIGHTERS	MEALS FOR HHTD VOLUNTEERS	30.00	
WEX BANK	VEHICLE FUEL	1,263.17	
ZEPHYR PRINTING & DESIGN,	HHTD SIGN & POSTERS	<u>672.50</u>	
TOTAL			78,081.20
PAYROLL 8/12/2016			42,786.84
PAID BETWEEN MEETINGS			
BRICK, LESLIE	TRAVEL EXP. FOR TRAINING	156.66	
CATHERINE STEEN	HOTEL-TRAINING	123.20	
CEDAR COUNTY COOP	FIRE TRUCK FUEL	533.98	
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	39.32	
JOSE AYALA	LIQUOR LICENSE REFUND	154.38	
MAIN STREET SWEETS INC	VENDOR REFUND FEE	25.00	
MILTON VOS	ROPE MAKING DEMO-HHTD	200.00	
MISCELLANEOUS VENDORS	REFUNDS	70.32	
RUSSELL, MELISSA	MEALS FOR BAND-HHTD	20.00	
UPS	SEWER-SHIPPING	20.86	
TOTAL			<u>1,343.72</u>
GRAND TOTAL EXPENDITURES			122,211.76
001 GENERAL FUND	64,494.99		
022 CIVIC CENTER	484.61		
031 LIBRARY	10,690.10		
110 ROAD USE TAX	3,261.08		
112 TRUST AND AGENCY	4,624.50		
307 MAIN ST INTERSECTION IMP	900.00		
308 PARK IMP - PEDERSEN VALLEY	19,470.00		
309 PHASE I PARK IMPROVEMENTS	1,821.90		
600 WATER FUND	8,748.95		
610 SEWER FUND	<u>7,715.46</u>		
GRAND TOTAL	122,211.59		

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

**COMMUNICATIONS/OPEN FORUM - None.**

**PUBLIC HEARING/NON-CONSENT AGENDA**

Second Reading of Ordinance 741, rezoning real property located north of Greenview Drive and East of Cedar-Johnson Road from Agriculture A-1 District to Residence R-1, R-2, and R-3, and Business B-1 Districts./Move to action

Motion by Pierce, second by Ellyson, to approve the second reading of Ordinance 741. AYES: Pierce, Ellyson, Miller, and Shields. Motion carried.

## **PUBLIC HEARING/NON-CONSENT AGENDA**

### Public Hearing on amending the current budget for the fiscal year ending June 30, 2017.

Mayor Laughlin opened the hearing at 7:03 p.m. There were no comments. Hearing was closed at 7:04 P.M.

### Resolution 1510, amending the current budget for the fiscal year ending June 30, 2017./Move to action.

Laughlin stated that this amendment was mainly for bond proceeds and the timing of capital improvement projects. Motion by Ellyson, second by Pierce, to approve Resolution 1510. AYES: Ellyson, Pierce, Miller and Shields. Motion carried.

### Resolution 1511, closing a portion of Cookson Street./Move to action.

Motion by Ellyson, second by Shields, to approve Resolution 1511. City Attorney Kevin Olson reported that the purpose of the resolution was to close a portion of Cookson Street which would allow the City to relocate a sale shed to another portion of the City's property located at 338 Cookson Street. Olson stated that no access drives on the street would be affected. Olson informed the Council that Mr. John Beasley, the attorney representing Dave Peden, owner of Dave's Welding & Repair located at 348 Cookson Street, requested that the Council not take action on Resolution 1511 until Beasley could be present on behalf of Mr. Peden. Neither Beasley, nor Peden were able to attend the meeting. Public Works Director Matt Goodale stated that he spoke with or provided information to property owners on the north side of Cookson Street. Miller and Pierce stated that they felt it would be acceptable to postpone consideration of the item. Shields stated that the City should have restricted access to the City's property located at 338 Cookson Street years ago. Ellyson withdrew her motion and Shields concurred.

Motion by Miller, second by Pierce, to postpone consideration of Resolution 1511 until the next Council Meeting. AYES: Miller, Pierce, Ellyson, and Shields. Motion carried.

### Resolution 1512, authorizing a transfer of funds./Move to action.

Muckler stated that this resolution contains transfers from the TIF fund to the General Fund for the Parkside Drive Road Improvements Project and Acciona Legal Fees and would be made as part of the FY16 Annual Budget.

Motion by Miller, second by Pierce, to approve Resolution 1512. AYES: Miller, Pierce, Shields, and Ellyson. Motion carried.

### Resolution 1513, authorizing a transfer of funds./Move to action.

Muckler stated that this resolution contains transfers from the Local Option Sales Tax Funds to the General Fund for park projects and the last payment for the Fire Department Expansion and Maintenance Project.

Motion by Ellyson, second by Miller, to approve Resolution 1513. AYES: Ellyson, Miller, Pierce, and Shields. Motion carried.

Ms. Vanessa Fixmer-Oraiz, HBK Engineering, LLC – Lions Field Creek Restoration Project – Ms. Fixmer-Oraiz presented a draft letter concerning the Lions Field Creek Restoration Project. The letter stated that based on advice from the city attorney and the city's insurance agent, that the city would be asking residents to relocate sheds and fences on their own properties in preparation for the upcoming creek restoration project. Muckler stated that the City does not want to put residents in the position of having to obtain flood insurance or a letter of map amendment to FEMA floodplain maps. Muckler also stated that he received feedback from council members and the City's insurance agent that the residents might also create a homeowners association and that the Council could deed property to the homeowners association. Fixmer-Oraiz stated that ideally from a stormwater perspective, all of the structures would be removed from the floodplain. Council asked that the letter to residents be amended to include discussion of the homeowner's association option and invite them to a public meeting on September 22, 2016.

Discussion on Development Agreement with Cedars Edge Golf Course, Inc. – City Attorney Kevin Olson and City Administrator Matt Muckler presented two draft development agreements (Version #3 and Version #4) to the City Council. Trevor Thein, 701 Sullivan Street, stated that he is a member of the West Branch High School Golf Team and stated that the course was a great benefit for young people in the community. Jason Miller, 137 Northridge Drive, stated that he is an assistant golf coach for the West Branch High School Golf Team and that having a local

golf course is critical to being able to offer a golf program for West Branch students. Councilperson Pierce stated that he would like to have further discussion so that an agreement could be created that would be fair to both the City and Cedars Edge. Council members requested that a work session be held to further discuss the development agreement. Jerry Sexton, owners of Cedars Edge Golf Course, stated that he preferred Version #3, which would need some minor revisions. Both Council Members and Jerry Sexton agreed to appear at a City Council Work Session on Thursday August 25<sup>th</sup> at 7:00 p.m. to have further discussion. Shields complemented Trevor Thein on his presentation and stated that he feels the Council members are in favor of supporting the course and that the Council and Cedars Edge should be able to come to an agreement. Shields encouraged Sexton to present the Council with a written proposal. Ellyson agreed with Shields that the Council supported the course and also asked Sexton to provide the Council with a written proposal.

### **CITY STAFF REPORTS**

Police Chief Mike Horihan – Police Department Residency Requirement – Horihan started by thanking the city staff for all of their efforts on Hoover’s Hometown Days. Horihan then presented a proposal that would allow police officers the ability to live within either an 8-mile or 10-mile radius of the City, instead of the current residency requirement. Councilperson Miller stated that he would not be in favor of allowing officers to take their vehicle home if they live outside city limits, unless they were on call. Miller also asked about the arrangements for storing vehicles for officers who might choose to live outside the city limits. Shields expressed a preference for the eight-mile radius. Council members encouraged staff to bring back an ordinance at the next meeting with the 8-mile radius allowance.

Public Works Director Matt Goodale – Sewer Connections at 611 N. 4<sup>th</sup> Street, 403 Water Street, and 301 Beranek Drive – Goodale reported that the 4<sup>th</sup> Street Project brought to light a non-operating septic system at 611 N. 4<sup>th</sup> Street. Council asked Goodale to send a letter to the owner to repair the septic system or connect to the City’s sewer system. Two other properties that lack sewer connections were discussed. Council asked Goodale to notify owners to connect to the City’s sewer system.

### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin – Hoover’s Hometown Days – Laughlin thanked the City Staff and volunteers for their efforts to make this year’s event a success. Councilperson Pierce stated that he received many positive comments about the event, especially the fireworks display.

Mayor Pro Tem Colton Miller – Sidewalk Request on Foster Street – Miller discussed a request he received from a resident for a sidewalk on Foster Street. He suggested that parents consider a walking school bus program while solutions are discussed further. Stacey Rios, 115 Foster Street, spoke in favor of sidewalk construction on Foster.

### **MOTION TO ADJOURN TO EXECUTIVE SESSION**

Motion to adjourn to executive session by Shields, second by Pierce. AYES: Shields, Pierce, Miller and Ellyson. Absent: Stevenson. Motion carried. City Council adjourned to executive session at 8:55 p.m.

### **MOTION TO ADJOURN FROM EXECUTIVE SESSION**

Motion to adjourn from executive session by Miller, second by Shields. AYES: Miller, Shields, Pierce, and Ellyson. Absent: Stevenson. City Council adjourned from executive session at 9:02 p.m.

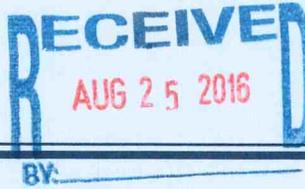
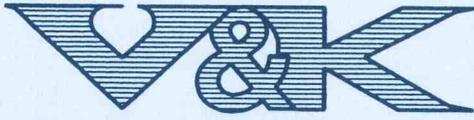
### **ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:03 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk



**VEENSTRA & KIMM, INC.**

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565  
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

August 23, 2016

Matt Muckler  
City Administrator  
City of West Branch  
110 Poplar Street  
P.O. Box 218  
West Branch, IA 52358

WEST BRANCH, IOWA  
4<sup>th</sup> STREET RECONSTRUCTION  
PARTIAL PAY ESTIMATE NO. 2

Enclosed is one copy of Partial Payment Estimate No. 2 for work completed July 9, 2016 to August 12, 2016 under the contract between the City of West Branch and Cornerstone Excavating, Inc.

We have reviewed the estimate and recommend payment to Cornerstone Excavating, Inc. in the amount of \$136,502.89.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 2 to Cornerstone Excavating, Inc. for signature and return to the City of West Branch.

Please sign all copies of the partial payment estimate forwarded to you by Cornerstone Excavating, Inc. in the spaces provided and return one signed copy to our office and one copy to Cornerstone Excavating, Inc. with payment.

If you should have any questions or comments concerning the enclosed information, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.



Eric Gould  
EDG:mmc  
368170  
Enclosure



**PAY ESTIMATE NO. 2**  
**4th STREET RECONSTRUCTION**  
**WEST BRANCH, IOWA**

August 22, 2016

Cornerstone Excavating, Inc.  
 1320 W. Main Street; P.O. Box 928  
 Washington, IA 52353

Contract Amount \$756,332.50  
 Contract Date April 4, 2016  
 Pay Period July 9, 2016 - August 12, 2016

**BID ITEMS**

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	Clear + Grubb	Unit	10	\$ 200.00	\$ 2,000.00	3	\$ 600.00
2	Excavation, CL 10, Rdwy + Borrow	CY	2,486	\$ 8.25	\$ 20,509.50		\$ -
3	Excavation, CL 10, Unstab/Unstab Mat'l	CY	3,091	\$ 25.75	\$ 79,593.25	1547	\$ 39,835.25
4	Excavation, CL 13, Rdwy + Borrow	CY	565	\$ 8.25	\$ 4,661.25	10	\$ 82.50
5	Topsoil, Strip, Salvage + Spread	CY	700	\$ 10.00	\$ 7,000.00		\$ -
6	Subgrade Stabil Mat'l	SY	239	\$ 14.00	\$ 3,346.00	239	\$ 3,346.00
7	Subgrade Stabil Mat'l, Polymer Grid	SY	239	\$ 3.50	\$ 836.50	239	\$ 836.50
8	Modified Subbase	CY	1,116	\$ 33.50	\$ 37,386.00	467	\$ 15,644.50
9	Relocation Of Mail Box	Ea.	13	\$ 250.00	\$ 3,250.00		\$ -
10	STD/S-F PCC Pav't, CL C CL 3, 7"	SY	3,853	\$ 40.00	\$ 154,120.00		\$ -
11	HMA Comm Mix (Incl Asph Binder)	Ton	176	\$ 103.00	\$ 18,128.00		\$ -
12	Granular Surf On Rd, CL A CR Stone	Ton	280	\$ 19.75	\$ 5,530.00	48	\$ 948.00
13	Rmvl of Exist Struct	LS	4	\$ 2,000.00	\$ 8,000.00	6	\$ 12,000.00
14	Apron, Conc, 15"	Ea.	2	\$ 875.00	\$ 1,750.00	2	\$ 1,750.00
15	Apron, Conc, 18"	Ea.	2	\$ 1,000.00	\$ 2,000.00	2	\$ 2,000.00
16	Apron, Conc, 42"	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
17	Modular Block Retain Wall	SF	50	\$ 50.00	\$ 2,500.00		\$ -
18	Manhole, San SWR, SW-301, 48"	Ea.	2	\$ 3,200.00	\$ 6,400.00		\$ -
19	Manhole, Storm SWR, SW-401, 48"	Ea.	1	\$ 3,125.00	\$ 3,125.00	1	\$ 3,125.00
20	MH, Storm SWR, SW-403, Well Only	Ea.	1	\$ 7,800.00	\$ 7,800.00	1	\$ 7,800.00
21	MH, Storm SWR, SW-403, Top Only	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
22	Manhole, Storm SWR, SW-404	Ea.	2	\$ 7,800.00	\$ 15,600.00	2	\$ 15,600.00
23	Intake, SW-508	Ea.	6	\$ 4,575.00	\$ 27,450.00	4	\$ 18,300.00
24	Intake, SW-510	Ea.	8	\$ 5,800.00	\$ 46,400.00	7	\$ 40,600.00
25	Intake, SW-512, 24"	Ea.	1	\$ 1,875.00	\$ 1,875.00	1	\$ 1,875.00
26	Intake, SW-513	Ea.	1	\$ 5,600.00	\$ 5,600.00	1	\$ 5,600.00
27	Connection To Exist Intake	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
28	Subdrain, Longitudinal, (Shld) 6"	LF	1,470	\$ 9.50	\$ 13,965.00	982	\$ 9,329.00
29	Subdrain Outlet, DR-303	Ea.	2	\$ 175.00	\$ 350.00		\$ -
30	Storm SWR G- Main, Tr, PVC, 8"	LF	58	\$ 39.50	\$ 2,291.00	50	\$ 1,975.00
31	Storm SWR G-Main, Tr, RCP, 12"	LF	130	\$ 46.00	\$ 5,980.00	130	\$ 5,980.00
32	Storm SWR G-Main, Tr, RCP, 15"	LF	346	\$ 48.00	\$ 16,608.00	329	\$ 15,792.00
33	Storm SWR G-Main, Tr, RCP, 18"	LF	421	\$ 50.00	\$ 21,050.00	449	\$ 22,450.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
34	Storm SWR G-Main,Tr, RCP,42"	LF	170	\$ 130.50	\$ 22,185.00	170	\$ 22,185.00
35	Rmv Storm SWR Pipe LE 36"	LF	484	\$ 20.00	\$ 9,680.00	484	\$ 9,680.00
36	Rmv Storm SWR Pipe GT 36"	LF	88	\$ 30.00	\$ 2,640.00	88	\$ 2,640.00
37	San SWR G-Main, Tr, PVC, 8"	LF	195	\$ 41.50	\$ 8,092.50		\$ -
38	Rmvl of Pav't	SY	1,550	\$ 9.50	\$ 14,725.00	307	\$ 2,916.50
39	Rmvl of Sidewalk	SY	52	\$ 7.50	\$ 390.00		\$ -
40	Sidewalk, PCC, 4"	SY	527	\$ 35.00	\$ 18,445.00		\$ -
41	Detectable Warning	SF	80	\$ 36.00	\$ 2,880.00		\$ -
42	Driveway, PCC, 6"	SY	232	\$ 40.00	\$ 9,280.00		\$ -
43	Driveway, PCC, 7"	SY	1,051	\$ 40.00	\$ 42,040.00		\$ -
44	Rmv + Reinstall Sign	Ea.	6	\$ 200.00	\$ 1,200.00		\$ -
45	Construction Survey	LS	1	\$ 10,000.00	\$ 10,000.00	0.5	\$ 5,000.00
46	Traffic Control	LS	1	\$ 5,500.00	\$ 5,500.00	0.5	\$ 2,750.00
47	Mobilization	LS	1	\$ 48,500.00	\$ 48,500.00	0.5	\$ 24,250.00
48	Water Main, Trenched, PVC, 8"	LF	75	\$ 36.50	\$ 2,737.50	11	\$ 401.50
49	Fittings By Count, DI, MJ	Ea.	12	\$ 450.00	\$ 5,400.00	4	\$ 1,800.00
50	Valve Box Extension	Ea.	2	\$ 300.00	\$ 600.00		\$ -
51	Fire Hydrant Assembly, WM-201	Ea.	3	\$ 3,600.00	\$ 10,800.00	3	\$ 10,800.00
52	Seed + Fertilize (Urban)	Acre	1	\$ 4,800.00	\$ 4,800.00		\$ -
53	Spec. Ditch Control,Wood Excels. Mat	SQ	30	\$ 20.00	\$ 600.00		\$ -
54	Silt Fence	LF	911	\$ 2.00	\$ 1,822.00	140	\$ 280.00
55	Rmvl of Silt Fence/Fenc-Ditch Check	LF	911	\$ 0.50	\$ 455.50		\$ -
56	Maint of Silt Fenc/Fenc-Ditch Check	LF	911	\$ 0.50	\$ 455.50		\$ -
57	Mobilization, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	0.5	\$ 250.00
<b>Contract Price:</b>					<b>\$ 756,332.50</b>		<b>\$ 315,921.75</b>

### MATERIALS STORED SUMMARY

Description	# of Units	Unit Price	Extended Cost
<b>Total</b>			<b>\$ -</b>

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 756,332.50	\$ 315,921.75
Approved Change Order (list each)	Change Order No. 1	\$ 5,645.00	\$ 5,645.00
	Revised Contract Price	\$ 761,977.50	\$ 321,566.75

Stored  
 Total Earned \$ 321,566.75  
 Retainage (5%) \$ 16,078.34  
 Total Earned Less Retainage \$ 305,488.41

Total Previously Approved (list each)	Pay App # 1	\$168,985.52	

Total Previously Approved \$ 168,985.52  
**Amount Due This Request \$ 136,502.89**

Percent Complete 42%

The amount \$136,502.89 is recommended for approval for payment in accordance with the terms of the contract.

**Prepared By:**  
Cornerstone Excavating, Inc.

**Recommended By:**  
Veenstra & Kimm, Inc.

**Approved By:**  
West Branch, Iowa

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature:  \_\_\_\_\_  
 Name: Eric Gould  
 Title: Engineer  
 Date: August 22, 2016

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



RESOLUTION 1515

A RESOLUTION APPROVING A DISASTER RECOVERY PLAN

WHEREAS, the City Council of the City of West Branch would like to provide a plan for city operations in the event of a disaster; and

WHEREAS, the Council's intent is to provide a plan that addresses the need for continuity of police, fire and ambulance service, water and sewer service to the community, accounts payable and receivable including payroll, and the functionality of the City Council; and

WHEREAS, the City of West Branch Disaster Recovery Plan was presented to the Council for their consideration at the September 6, 2016 City Council Meeting; and

WHEREAS, the Council now wishes to officially adopt this plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the City of West Branch Disaster Plan, attached as "Exhibit A" is approved.

Passed and approved this 6th day of September, 2016.

---

Roger Laughlin, Mayor

Attest:

---

Matt Muckler, City Administrator/Clerk

**City of**  
*West Branch*

Disaster Recovery Plan

# EXHIBIT A

## **Disaster Recovery Procedures**

In the event of a disaster, the city offices on 110 N Poplar St will serve as the primary center of operations for city administration. In the event that the City Offices are unusable for City Business, City Office staff will meet at the West Branch Public Library Community Room. The West Branch Public Library is located at 300 N Downey Street. If an alternate site is needed, the City Administrator or his/her designee will contact staff and advise them of the alternate location.

This plan addresses the need for continuity of:

1. Police, Fire, and ambulance service
2. Water and sewer service to the community; including billing and processing payments as well as processing incoming service requests
3. Accounts payable and receivable including payroll
4. Functionality of the City Council.

In the event of a disaster, the first priority will be restoration of services necessary for the continuation of public safety communication and services. Then priority will be given to the needs listed above.

A disaster may be declared and; level of the disaster determined by the City Administrator and Mayor. Should one or both be unavailable or otherwise unable to respond, the chain of command for each position will be as follows:

### **Mayor**

Mayor Pro Tem

City Council Member

### **City Administrator**

Fire Chief

Police Chief

Public Works Director

City Finance Officer

Deputy City Clerk

The City Administrator will oversee the disaster recovery plan implementation. The City Finance Officer will oversee the financial recovery including payroll and accounts payable recovery. The Deputy City Clerk will assist where needed.

# EXHIBIT A

## **Administration Recovery**

If needed, replacement computers, printers, fax machines, and networking equipment will be purchased or obtained from the vendor offering the quickest turnaround time and accessibility. As an emergency situation, the bidding process and council approval would not be required to make the necessary purchases to repair or replace critical infrastructure.

The city office computers will have the Tyler software installed by the IT Director so that communication to the software will be available. Any network cabling required for an internet connection for these computer will be purchased. All financial system information is stored on Tyler administrated servers so city staff is not responsible for restoring any such information. This will restore water, payroll, and accounts payable/receivable functionalities.

Many files routinely used by the city office staff are located on a server running MS Small Business Server 2011. If needed, a replacement will be purchased, software installed, and the server backups reloaded. Backups will be available from the city's online backup host or restored from one of the three backup drives if available. Priority will be given to re-establishing connection to the Tyler financial software.

Backup generators will be used to ensure the functionality of water, wastewater, police, and fire departments in the case of a power outage. As soon as the water and wastewater plants are functional, they will be placed online.

## **Communication**

Communication with the public about safety, available resources, recovery efforts, and available aid is to be considered of equal importance to technology recovery.

If cell phone towers are damaged, Verizon should be called for emergency services to have service restored. When cell service is restored, the police, fire, and city administrator will call the Verizon number for call priority.

Communication to the public will be conducted through multiple venues. Any closings or specific emergency information will be provided to KCRG through their cancellation interface.

## **Police Department**

The police department will require the reinstallation of their server system as handled in their own disaster recovery procedure and will be coordinated between police chief and the police's technology provider. Due to security concerns, police technology details are kept in a separate disaster/technology plan.

# EXHIBIT A

## **Attaining Pre-Disaster Levels**

Once the severity of the disaster has been established and an assessment of available resources has taken place, the City Administrator or his/her designee will determine what additional hardware or software needs will be procured to return to pre-disaster levels. At this time, the physical location may also be addressed.

Once disaster recovery has been implemented, the City Administrator will meet daily with department heads to determine the status level of service and if services can be reverted back to pre-disaster levels.

## **Plan Review**

The Disaster Recovery Plan should be reviewed annually in May by the City of West Branch Department Heads. Any needed changes to the plan will be suggested to the City Council for official approval.

## **Review/Revision History**

Approved ...

Reviewed...

Revised...

# All Assets

Item	Value	Manufacturer	Model	Serial Number	Owner	Location
City Administrator Laptop	\$1,425.00	HP	Elitebook 8570P		Matt Muckler	City Office
Administrative Assistant Laptop	\$1,425.00	HP	Elitebook 8570P		Leslie Brick	City Office
City Administrator Monitor 1	\$179.99	HP	Elietedisplay E201		Matt Muckler	City Office
City Administrator Monitor 2	\$179.99	HP	Elitedisplay E201		Matt Muckler	City Office
Finance Officer Monitor	\$319.99	Viewsonic	VX2703mh LED 2		Gordon Edgar	City Office
Administrative Assistant Monitor	\$319.99	Viewsonic	VX2703mh LED 2		Leslie Brick	City Office
City Administrator Docking Station	\$149.99	HP	2012 90W Dockin		Matt Muckler	City Office
Finance Officer Docking Station	\$149.99	HP	2012 90W Dockin		Gordon Edgar	City Office
Administrative Assistant Docking Station	\$149.99	HP	2012 90W Docking Station		Leslie Brick	City Office
City Office Server	\$675.00	HP	Proliant ML310E		Matt Muckler	City Office
Finance Officer Laptop	\$1,425.00	HP	Elitebook 8570P 1		Gordon Edgar	City Office
Adult Services Librarian Laptop	\$690.00	HP	ProBook	2CE4200RJL	Jessica Schafer	Library
Library Printer	\$4,000.00	Savin	C9120	V9735600215	Nick Shimmin	Library
Cable Access Video Camera	\$1,887.00	Panasonic	AG-HMC40P	H3HK00105	Nick Shimmin	Library
PEGVault-SD	\$3,295.00	LEIGHTRONIX	PEGVault-SD	0903D2	Nick Shimmin	City Office - Cable
Nexus	\$9,495.00	LEIGHTRONIX	Nexus	0303A0	Nick Shimmin	City Office - Cable
Council Tablet 1	\$519.99	Samsung	SM-P600	RF2DB2DSLFA	Nick Shimmin	Other
Council Tablet 7	\$519.99	Samsung	SM-P600	RF2DC09X1GL	Nick Shimmin	Other
Council Tablet 6	\$519.99	Samsung	SM-P600	RF2DC09V6BV	Nick Shimmin	Other
Council Tablet 4	\$519.99	Samsung	SM-P600	RF2DC09X1DF	Nick Shimmin	Other
Council Tablet 3	\$519.99	Samsung	SM-P600	RF2DB1LSPPA	Nick Shimmin	Other
Council Tablet 5	\$519.99	Samsung	SM-P600	RF2DC0CXMLR	Nick Shimmin	Other
Council Tablet 2	\$519.99	Samsung	SM-P600	RF2DC09X0QR	Nick Shimmin	Other
Circulation Desk PC 1	\$680.00	HP	Compaq dc5750	MXM81600YQ	Nick Shimmin	Library
Circulation Desk PC 2	\$1,500.00	Dell	Optiplex 780	5LFK7M1	Nick Shimmin	Library
Patron Laptop #2	\$718.00	Dell	Latitude E5420	4PJ9BT1	Nick Shimmin	Library
Patron Laptop #1	\$718.00	Dell	Latitude E5420	4PJCBT1	Nick Shimmin	Library
Patron Laptop #3	\$718.00	Dell	Latitude E5420	4PJBBT1	Nick Shimmin	Library

Item	Value	Manufacturer	Model	Serial Number	Owner	Location
Patron Laptop #4	\$718.00	Dell	Latitude E5420	4PJS9T1	Nick Shimmin	Library
Patron Lpatop #5	\$718.00	Dell	Latitude E5420	4PJ8BT1	Nick Shimmin	Library
Cable Access Laptop	\$765.00	HP	Probook 4540s		Nick Shimmin	City Office - Cable
OPAC PC	\$0.00	Dell	Optiplex GX620		Nick Shimmin	Library
AWE Early Literacy Station	\$2,900.00	AWE	Early Literacy Stat	CBPTBX008697	Nick Shimmin	Library
Patron Desktop 1	\$590.00	Dell	Optiplex 390	3VV28Y1	Nick Shimmin	Library
Patron Desktop 2	\$590.00	Dell	Optiplex 390	3VTZ7V1	Nick Shimmin	Library
Patron Desktop 3	\$590.00	Dell	Optiplex 390	3VS58V1	Nick Shimmin	Library
Patron Desktop 4	\$425.00	Acer	Aspire AX1470	14204844130	Nick Shimmin	Library
Patron Desktop 5	\$590.00	Dell	Optiplex 390	3VTX7V1	Nick Shimmin	Library
Children's Area Patron PC	\$425.00	Acer	Aspire AX1470	14204817030	Nick Shimmin	Library
Library Director Laptop	\$765.00	HP	Probook 4540s	2CE33305FY	Nick Shimmin	Library
Assistant Director Laptop	\$765.00	HP	Probook 4540s	2CE3322FQX	Becky Knoche	Library
Total	\$43,581.86					

RESOLUTION NO. 1516

A RESOLUTION APPROVING A CONSULTANT AGREEMENT WITH  
SHERRY HILL FOR VIDEOGRAPHY SERVICES

WHEREAS, the City is interested in contracting with Sherry Hill for videography services; and

WHEREAS, the City has a desire to enter into an agreement to engage Sherry Hill as an independent contractor to perform videography services on an “as-needed” basis; and

WHEREAS, it is now necessary for the City Council to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves a consultant agreement with Sherry Hill for videography services.

Passed and approved this 6th day of September, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

## CONSULTING SERVICES AGREEMENT

THIS AGREEMENT entered into by and between the City of West Branch, Iowa (hereafter “City”) and Sherry Hill (hereafter “Hill”).

WHEREAS, Hill is capable of providing cable access videography services (the “Services”); and

WHEREAS, the City desires to engage the services of Hill to provide said Services; and

WHEREAS, the parties desire to enter into an agreement to engage Hill as an independent contractor to perform the Services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Independent Contractor. Hill expressly agrees that this Agreement does not create any rights as an employee of City, and that City is engaging Hill as an independent contractor to provide the Services to the City on an “as-needed” basis.
2. Compensation for Services. The City shall compensate Hill for the Services as follows:
  - a. The City shall pay Hill the sum of \$50 per event/meeting to record video of the said event/meeting for use by the City of West Branch.
3. The City shall pay Hill after the second regularly scheduled City Council meeting upon submission of an invoice for the Services to the City Clerk.
3. Use of City building and equipment. Hill, upon request of the City Administrator, shall be allowed to access City Hall and the City equipment during recording event times.
4. Insurance. The City shall provide liability insurance to Hill under the City’s policy.
5. Termination. Hill or the City may terminate this Agreement by providing 30 days written notice to the other party.
6. Indemnification. That in consideration of the mutual covenants of the parties and for value received, Hill agrees to indemnify and save harmless, City and its officers, employees, agents, and their successors, assigns and personal representatives from any claim, action, liability, loss, damage, or suit arising from the Services provided herein.

7. Form 1099. As required by law, the City will issue Hill a Form 1099 showing the amount paid to Hill as an independent contractor during each calendar year this Agreement is in place.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Sherry Hill

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

**Michael L. Fitzgerald**  
**Treasurer of Iowa**

**Outstanding Obligations  
 Disclosure Statement  
 Report Year 2016**

**TABLE ONE**

**(Please type or print)**

Federal ID Number: 426005357 City  
 West Branch Address: 110 N Poplar Street  
 P.O. Box 218  
 City: West Branch State: IA Zip Code: 52358  
 County: Cedar County Phone: 319-643-5888  
 Contact Person: Matt Muckler

**Please refer to the complete instructions enclosed:**

1. Verify the federal ID number, address, phone, contact, etc. at the top of the form. If something is incorrect, draw a line through it and write the correct information above it.
2. Verify the pre-printed information at the bottom of the form. If something is incorrect, draw a line through it and write the correct information on the line below it. If a debt is no longer outstanding, draw a line through the amount and write "0" in the line below it.
3. List any new or previously omitted issues.
4. Refer to the complete instructions for the Purpose and Security Classification letters.
5. Enter the total amount of debt outstanding on 6/30/2016 from this page at the bottom - "Total Outstanding Debt from this page."

Issue Date	Maturity Date	Amount Issued	Amount Outstanding	Purpose	Security Classification
05/02/2005	06/01/2026	\$860,000.00	\$493,000.00	Utilities/Sewers	Revenue Bonds
03/05/2013	06/01/2032	\$2,730,000.00	\$2,165,000.00	Utilities/Sewers	General Obligation
03/15/2007	06/01/2026	\$83,000.00	\$46,000.00	Utilities/Sewers	Revenue Bonds
07/31/2013	06/01/2023	\$400,000.00	\$290,756.55	Parks/Recreation	General Obligation
08/18/2015	06/01/2025	\$855,000.00	\$795,000.00	Other	General Obligation
01/05/2015	01/25/2018	\$8,253.00	\$4,234.00	Other	Capital Leases/Lease to Purchase

<b>DEBT OBLIGATIONS FY16</b>		<b>Initial Debt Obligation</b>	<b>Balance on 6/30/16</b>
<b>General Obligation Corporate Purpose and Refinancing Bonds, Series 2013</b>		\$2,730,000.00	\$2,165,000.00
Interest due December 1st & June 1st - See schedule			
Principal due June 1st - See schedule			
Term: March 5, 2013 - June 1, 2032			
Annual interest rate: 2.0700%			
<b>SRF Water Revenue Bonds</b>		\$860,000.00	\$493,000.00
Interest due December 1st & June 1st - See schedule			
Principal due June 1st - See schedule	Loan# MD0332R		
Term: June 2005 - June 2026			
Annual interest rate: 3%			
Annual service fee rate: .25%			
<b>SRF Water Revenue Bonds</b>		\$83,000.00	\$46,000.00
Interest due December 1st & June 1st - See schedule			
Principal due June 1st - See schedule	Loan# MD0773R		
Term: April 2007 - June 2026			
Annual interest rate: 3%			
Annual service fee rate: .25%			
<b>General Obligation Property Note 2013 Park Land purchase</b>	Community State Bank	\$400,000.00	\$290,756.55
Date of Loan 7/31/2013			
Term Loan 7/31/2013-6/1/2023			
Principal & Interest payment due on June 1st each year			
Interest rate - 3.00%			
<b>General Obligation Corporate Purpose Bonds, Series 2015</b>	Community State Bank	\$855,000.00	\$795,000.00
Interest due December 1st & June 1st - See schedule			
Principal due June 1st - See schedule			
Term: August 18, 2015 - June 1, 2025			
Annual interest rate: 2.2006%			
<b>Capital Lease of a Photo Copy Machine</b>	US Bank Equip. Finance	\$8,253.00	\$4,234.00
36 Month Lease			
Date of Loan 1-05-2015			
Term Lease 1-05-2015 to 1-25-2018			
Monthly Payments of \$241.80			
		<b>Total Debt</b>	<b>\$3,793,990.55</b>

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

City/County	Pop.	Residential Water: Minimum Charge-Cost to customer (Monthly Rate in Dollars)	Residential Water: 5,000 Gallons of Water-Cost to customer (Monthly Rate in Dollars)	Residential Water: 10,000 Gallons of Water-Cost to customer (Monthly Rate in Dollars)	If you have minimum charge, how many gallons can a resident use to still only be charged this minimum amount? OR, please describe any alternate billing structure your city may use:	If you have a minimum charge, what is the actual rate per gallon after the minimum is met?	Commercial Water: 50,000 Gallons of Water-Cost to customer (Monthly Rate in Dollars)	Commercial Water: 200,000 Gallons of Water-Cost to customer (Monthly Rate in Dollars)	What are these rates based on?
Keota	1009	\$ 36.61	\$ 53.11	\$ 80.61	2000 gallons or less	.0055 per gallon after 2000 gallons, so 5.50 per thousand gallons	\$ 300.61	\$ 1,125.61	The rates are all based on the same prices for both residential and commercial. They cover the loans we have for water projects and daily cost for producing and operating the water supply.
Odebolt	1013	\$ 19.00	\$ 37.00	\$ 59.50	1000	4.5	\$ 239.50	\$ 914.50	1000 gallons with 4.50 each 1,000 after minimum plus minimum
Woodward	1024	\$ 38.00	\$ 62.00	\$ 102.00	2000	8.00 22.00 user fee	\$ 422.00	\$ 1,222.00	8.00 per thousand 22.00 user fee to make the loan payment on new water plant
Allison	1029	\$ 6.60	\$ 15.84	\$ 24.01	1496 gallons	1496-3740 gal/2.97 each 1000 * 3740-7480 gal/2.02 each 1000 * 7480-29,920 gal/1.35 each 1000 * 29,920-74,800 gal/.88 each 1000 * over 74,800/.47 each 1000	\$ 68.77	\$ 149.43	usage - same rate table as residents
Aurelia	1036	\$ 7.00	\$ 26.00	\$ 51.00	1249	.00510428	\$ 248.00	\$ 986.00	0-1,249 gallons - .00585193/gallon; next 2,491 gallons-.00510428/gal; over 3,740 gal-.0049225/gal

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

Gowrie	1037	\$ 11.00	\$ 32.25	\$ 53.50	Zero. The minimum is charged even if there is no water usage.	The minimum is charged even if there is no water usage. It is \$4.25 per thousand gallons.	\$ 223.50	\$ 861.00	A guess. We really need to have a rate study done.
Springville	1074	\$ 14.74	\$ 29.63	\$ 54.42	2000	.00742	\$ 270.65	\$ 1,066.70	same as residential plus sales tax
George	1080	\$ 7.00	\$ 19.00	\$ 34.00	1,000	\$7.00 for up to the first 1,000 gallons. \$3.00 for each additional 1,000 gallons	\$ 188.00	\$ 604.00	Standard City rates
Gilbert	1082	\$ 12.54	\$ 37.44	\$ 62.34	\$0 our minimum is a base amount not dependant on gallons	.00498 per gallon	\$ 261.54	\$ 1,008.54	Water consumption only + 12.54 base rate
Baxter	1101	\$ 17.31	\$ 41.11	\$ 70.86	1,000 gal.	5.95/1M gal.	\$ 308.86	\$ 1,201.36	1,000 gals.
Fairbank	1113	\$ 9.60	\$ 14.10	\$ 29.85	1,000	0.00225	\$ 119.85	\$ 457.35	Consumption rates of 4.60 for the first 1,000 gallons used and 2.25 per thousand gallons thereafter plus a monthly 5.00 service charge.
Marcus	1117	\$ 9.00	\$ 21.43	\$ 38.23	1300	3.36	\$ 172.63	\$ 676.63	consumption
Panora	1124	\$ 41.41	\$ 74.87	\$ 158.52	3000	Tiered schedule by 1,000 gallons after minimum	\$ 813.61	\$ 3,134.96	Tiered schedule
Greene	1130	\$ 17.00	\$ 32.00	\$ 47.00	2000	\$.50/per hundred gallons	\$ 257.00	\$ 1,007.00	\$17 min of 2000 gallons and \$.50/per hundred after
Winfield	1134	\$ 15.50	\$ 33.50	\$ 56.00	1000	\$4.50 per 1000 gallons	\$ 236.00	\$ 911.00	same rates as stated above
Sheffield	1172	\$ 14.00	\$ 20.84	\$ 32.24	2000	2.28 per 1000 gallons water, 3.75 per 1000 gallons sewer	\$ 123.44	\$ 465.44	same as residential
Dike	1209	\$ 7.50	\$ 13.50	\$ 23.50	7.50 for the first 2000 gallons	each 1000 gallons thereafter is \$2.00 per 1000 gallons			same as residential
Alton	1216	\$ 13.50	\$ 23.75	\$ 47.50	0	4.75 per 1000 gallon	\$ 257.50	\$ 1,030.00	5.15 per 1000 gallons

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

Mapleton	1224	\$ 23.00	\$ 32.60	\$ 56.60	3000	4.80 per 1,000 gal for next 7,000 gal; 5.90 per 1,000 for next 10,000 gal; 5.00 per 1,000 over 20,000	\$ 255.60	\$ 1,155.60	budget needs
Laurens	1258	\$ 16.75	\$ 70.70	\$ 124.65	NA	NA	\$ 566.25	\$ 2,174.75	SC of \$16.75 and \$10.79 per 1,000 gallon water
Elkader	1273		\$ 35.56	\$ 71.12	no minimum charge	no minimum charge	\$ 355.61	\$ 1,422.46	rates are based on \$5.32 per 100 cubic feet of water used
Strawberry Point	1279	\$ 9.25	\$ 16.05	\$ 28.30	1000	2.45	\$ 126.30	\$ 493.80	6.25 1st 1000 gallons, 2.45 every 1000 gallons after
ROLAND	1284	\$ 14.98	\$ 24.06	\$ 56.54	748	.0045	\$ 236.07	\$ 910.02	14.98 minimum and 3.36 for every 100 cubic foot
Melcher-Dallas	1288	\$ 32.13	\$ 40.16	\$ 55.62	2000	2.60 per thousand gallons			
New Sharon	1293	\$ 36.00	\$ 48.00	\$ 68.00	yes 2000 gallons	\$4.00 per 1000 after minimum for water			
SHELL ROCK	1296	\$ 7.25	\$ 20.50	\$ 31.14	1000	NEXT 2000 X.00373, NEXT 3000 X .002649, NEXT 7000 X .001997, OVER THAT X.00897 PER GALLON	\$ 70.32	\$ 204.87	GALLONS OF USAGE
Fayette	1338	\$ 12.67	\$ 15.12	\$ 24.75	1247	.0144	\$ 36.81	\$ 429.03	.04815
Peosta	1377	\$ 18.13	\$ 12.61	\$ 25.21	0		\$ 308.75	\$ 1,036.56	Rates are calculated to meet the system requirements as well as planning for future projects.
Kingsley	1411	\$ 5.00	\$ 10.00	\$ 16.25	1000	1.25 per thousand gallons	\$ 66.25	\$ 253.75	They are based per 1000 gallons of consumption.
Bedford	1440	\$ 36.00	\$ 54.60	\$ 85.60	2000	.0062	\$ 333.60	\$ 1,263.60	
Blue Grass	1452	\$ 15.89	\$ 30.09	\$ 58.49	2,500	0-2,500 gal \$15.89 - \$5.68 per 1,000 gal. thereafter	\$ 285.69	\$ 1,137.69	0-2,500 gal \$15.89 - \$5.68 per 1,000 gal thereafter

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

Akron	1486	\$ 7.56	\$ 19.88	\$ 32.48	1000	3.08/1000 gal for next 4000; 2.52/1000 gal for next 5000; 2.11/1000 for next 10,000	\$ 116.88	\$ 433.38	costs of production based on usage--based off rate study
Slater	1489	\$ 12.16	\$ 42.44	\$ 72.72	0	.0061	\$ 314.97	\$ 1,223.40	Same as residential (12.16 minimum plus useage)
Manning	1500	\$ 16.13	\$ 39.23	\$ 77.73	2000	0.77 per hundred	\$ 385.73	\$ 1,540.73	Same as residential.
AVOCA	1506	\$ 19.98	\$ 38.46	\$ 60.16	1000	CHANGES EVERY 5000 GALLONS	\$ 208.28	\$ 733.28	OUR RATE TABLES
Logan	1534	\$ 23.48	\$ 38.92	\$ 64.65	1000	4.81	\$ 270.52	\$ 1,042.53	usage
Farley	1537	\$ 19.31	\$ 31.79	\$ 46.19	667	\$2.88 per thousand gallons	\$ 161.39	\$ 593.39	The same rate structure outline above.
Mediapolis	1560	\$ 12.00	\$ 43.04	\$ 81.84	1000	7.76	\$ 392.24	\$ 1,556.24	Amount necessary to cover operating costs
Guthrie Center	1569	\$ 16.00	\$ 24.00	\$ 39.00	1750	\$4.80 up to 7500 gallons; \$3.90 from 7501-16750 gal; \$3.63 over 500,000 gal	\$ 213.94	\$ 758.44	based upon number of gallons used in a tiered formula
Corydon	1585	\$ 25.00	\$ 40.75	\$ 72.25	2,500		\$ 361.25	\$ 1,445.00	
Moville	1618	\$ 8.00	\$ 21.00	\$ 37.25	1000	3.25 per thousand gallons	\$ 167.25	\$ 654.75	8 dollar/month for minimum (first thousand gallons), \$3.25 / thousand gallons after first
Walcott	1629	\$ 5.95	\$ 21.25	\$ 42.50	1400	.00425 PER GALLON/	\$ 212.50	\$ 850.00	4.25/1,000 GALLONS
Atkins	1670	\$ 11.80	\$ 25.96	\$ 54.28	2500	.00472	\$ 224.20	\$ 861.40	Same as Residential
Pleasantville	1694	\$ 11.37	\$ 28.44	\$ 56.89	2000	5.69			
Lake City	1727	\$ 10.93	\$ 32.53	\$ 59.53	1000	\$10.93/1000 gallons	\$ 275.53	\$ 1,085.53	\$10.93 for first 1000 gallons, \$5.40 for each 1000 gallons over
Ely	1776	\$ 17.25	\$ 25.60	\$ 37.63	999	\$.00145 through 2,999 gallons, \$.00185 through 8,999 gallons, \$.002775 greater than 9,000 gallons	\$ 148.43	\$ 563.93	\$34.86 + \$2.775/1,000 gallons greater than 9,000
Monroe	1830	\$ 26.72	\$ 49.79	\$ 88.24	We bill Quarterly at minimun of 2000 gallons at \$26.72	7.69 per 1,000 gallons after min	\$ 321.44	\$ 1,107.70	Consumpton

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

Durant	1832	\$ 18.18	\$ 30.62	\$ 46.17	1000	.00311	\$ 170.57	\$ 77.27	1000 gallons same as residential
Epworth	1860	\$ 7.58	\$ 19.83	\$ 32.08	0	.00245	\$ 130.08	\$ 497.58	metered use
Parkersburg	1870	\$ 10.00	\$ 33.63	\$ 52.38	1500	\$3.75/1000 GALLONS	\$ 176.13	\$ 626.13	PRICE / THOUSAND OF GALLONS CONSUMED
New London	1897	\$ 19.50	\$ 42.00	\$ 79.50	2,000	7.5	\$ 379.50	\$ 1,504.50	\$19.50 Minimum Charge, and \$7.50 per 1,000 gallons thereafter.
Guttenberg	1919	\$ 25.75	\$ 37.60	\$ 57.35	2000 gallons	.395 per 100 gallons	\$ 215.35	\$ 807.85	.395 per 100 gallons over 2000 minimum plus 25.75 minimum rate
GREENFIELD	1982	\$ 26.00	\$ 59.75	\$ 93.50	0, our minimum charge is a meter charge and is paid whether there is any consumption or not.	\$6.75/1000 gallons for April - September usage, \$6.00/1000 gallons for October - March usage	\$ 365.50	\$ 1,378.00	\$6.75/1000 gallons for April - September usage, \$6.00/1000 gallons for October - March usage plus \$26/month meter charge
SUMNER	2028	\$ 12.05	\$ 23.17	\$ 39.85	1000	2.78	\$ 148.72	\$ 565.27	
OGDEN	2044	\$ 2.80	\$ 14.00	\$ 28.00	1000	2.80 PER 1000	\$ 140.00	\$ 560.00	PER 1000 GALLON USED
Sigourney	2059	\$ 17.56	\$ 40.56	\$ 69.31	1,000	5.75 per 1,000 gallons	\$ 299.31	\$ 1,167.56	Usage
Wapello	2067	\$ 8.47	\$ 20.62	\$ 40.87	2000 Gallons	0.00405 per gallon	\$ 202.87	\$ 810.37	\$8.47 for 1st 2000 Gallon then 4.05 per 1000 gallons there after
Britt	2069	\$ 8.38	\$ 28.07	\$ 33.51	2500	3.35/first 20,000; \$2.87 over 20,000	\$ 247.11	\$ 677.61	minimum 8.38 for first 2500 + 3.35/1000 gallons under 20,000 user + 2.87/1000 gallons over 20,000
Lake Mills	2100	\$ 10.33	\$ 32.83	\$ 50.58	1,000 gallons	7.70 per thousand up to 2,000 gallons, next 37,000 gallons 3.55 per thousand, next 60,000 gallons 2.54 per thousand, all over 100,000 gallons 1.35 per 1,000 gallons	\$ 182.48	\$ 444.44	First 1,000 gallons at 10.33, 7.70 per thousand up to 2,000 gallons, next 37,000 gallons 3.55 per thousand, next 60,000 gallons 2.54 per thousand, all over 100,000 gallons 1.35 per 1,000 gallons

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

Fairfax	2123	\$ 6.90	\$ 21.01	\$ 41.16	1500	4.03/1,000 up to 25,000; then 2.69/1,000 for usage over 25,000 gallons	\$ 168.86	\$ 572.36	operating, maintenance, and debt expenses for City; consumption by consumer
Cascade	2159	\$ 13.33	\$ 12.10	\$ 24.20	99	2.42 per 1000 gallons	\$ 134.33	\$ 497.33	
Hudson	2282	\$ 14.00	\$ 34.67	\$ 64.08	1122	.044	\$ 299.36	\$ 1,181.64	Waterloo Waterworks Increase as well as the city expenses
Belmond	2376	\$ 16.00	\$ 46.25	\$ 92.50	0	.00925	\$ 447.88	\$ 1,659.88	\$9.25/1000 gals first 37,500 gallons and \$8.08/1000 gals after that
Madrid	2543	\$ 7.35	\$ 24.87	\$ 44.64	1,000 or less	The increase per 1,000 gallons is about 4.40	\$ 174.10		Same as residential however after 10,000 gallons the rate drops dramatically.
Grundy Center	2706	\$ 12.22	\$ 31.67	\$ 64.56	1250	.0065	\$ 250.72	\$ 1,002.88	cubic gallons
Eldora	2732	\$ 7.09	\$ 24.60	\$ 46.49	1000	.0044 per gallon or 4.38 per 1000 gallons	\$ 224.00		per 1000 gallons
Clarion	2850	\$ 18.89	\$ 50.65	\$ 79.10	0	1000	\$ 396.70	\$ 1,350.20	1000
ONAWA	2998	\$ 14.50	\$ 36.25	\$ 72.50	2000	.0052 or 5.20 per thousand	\$ 280.50	\$ 800.57	
Williamsburg	3068	\$ 15.00	\$ 15.45	\$ 30.90	0		\$ 154.50	\$ 618.00	usage
Garner	3129	\$ 6.30	\$ 17.30	\$ 31.05	1,000 gallons	\$2.75 per 1,000 gallons	\$ 141.05	\$ 553.55	\$2.75 per 1,000 gallons with a \$6.30 minimum on the first 1,000 gallons
Huxley	3317	\$ 15.15	\$ 21.75	\$ 43.50	999	.00435	\$ 217.50	\$ 870.00	\$4.35 every 1,000 gallons
Rock Valley	3354	\$ 15.00	\$ 24.00	\$ 35.16	1000	2.25 per 1000 gallons over minimum	\$ 125.25	\$ 462.75	2.25 per 1000 gallons over minimum of 1000 gallons
Polk City	3418	\$ 9.40	\$ 24.40	\$ 43.15	1000	3.75	\$ 193.15	\$ 759.40	9.4 min , \$3.75 per 1000 gallons
New Hampton	3571	\$ 5.00	\$ 10.50	\$ 21.00	200	.0021	\$ 82.00	\$ 253.00	Gallons of water consumed

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

Adel	3682	\$ 14.90	\$ 37.25	\$ 62.35	2000 gallons	\$7.45 per 1,000 gallons	\$ 234.35	\$ 754.35	First 5,000 gallons \$7.45 per 1,000 gallons ; Next 6,000 – 20,000 gallons \$5.02 per 1,000 gallons ; Next 21,000 – 100,000 gallons \$4.06 per 1,000 gallons ; 101,000 gallons and over \$3.17 per 1,000 gallons
West Liberty	3736	\$ 7.86	\$ 39.30	\$ 78.60	1,000 gallons or less	7.86 per 1,000 gallons	\$ 393.00	\$ 1,572.00	7.86 per 1,000 gallons
Monticello	3796	\$ 6.17	\$ 26.17	\$ 42.30	minimum charge for 0 - 1000 gallons is \$6.17	second to ninth 1000 gallons - \$4.00 per 1000 gallons. Tenth through infinity gallons - \$4.13 per 1000 gallons.	\$ 207.50	\$ 827.00	Same rates as residential - set by ordinance
Carlisle	3876	\$ 5.50	\$ 27.50	\$ 55.00	0	5.5	\$ 275.00	\$ 1,100.00	City Ordinance
Waukon	3897	\$ 20.34	\$ 28.44	\$ 48.69	3000 gallons - we bill on a quarterly basis so all rates are based on per quarter usage	the next 10,000 gallons 4.05/1000; the next 10,000 gallons 3.60/1000; all over 23,000 gallons 3.39/1000 gallons	\$ 175.79	\$ 684.29	per 1000 gallons
Forest City	4151	\$ 9.65	\$ 16.29	\$ 27.34	2000	2.21 per 1000 gls	\$ 115.74	\$ 447.24	9.65 1st 2000 gallons, 2.21 per 1000 gallons
Asbury	4170	\$ 17.50	\$ 10.37	\$ 20.74	0	.002074	\$ 130.45	\$ 441.55	
Camanche	4448	\$ 8.33	\$ 11.53	\$ 27.53	For a minimum the resident can use up to 4,000 gallons	The rate is \$.32 per 100 gallons of water over 4,000 gallons	\$ 136.33	\$ 648.33	\$8.33 for first 4000 gallons, \$.32 per 100 gallons over 4000
Mount Vernon	4506	\$ 10.95	\$ 36.01	\$ 71.95	1628 or 220 cubic feet	.05 per cubic foot	\$ 359.85	\$ 1,439.30	We charge per cubic foot at 49.77 per 1,000 cubic feet.

## 2016 Water Rate Survey, Iowa Cities with a population between 1000-6000

Humboldt	4690	\$ -	\$ 41.45	\$ 75.25			\$ 308.88	\$ 1,024.20	Stepped rate structure for first 5000 gallons (8.29/1000), next 5000 gallons (6.76/1000 gallons), next 10,000 gallons (6.27/1000 gallons), then no limit (5.69/1000 gallons).
Shenandoah	5150	\$ 10.51	\$ 60.32	\$ 118.90	750	8.77/100 Cubic Feet	\$ 208.27	\$ 822.97	Cost of production of water
Manchester	5179	\$ 5.81	\$ 21.26	\$ 36.71	None.	We have a base charge of \$5.81, and a charge per 1000 gallons of \$3.09.	\$ 160.31	\$ 623.81	Monthly base of \$5.81 plus charge per 1000 gallons of \$3.09.
Algona	5560	\$ 9.65	\$ 25.25	\$ 40.85	Our minimum charge is a flat customer service charge. It is not based on water usage. The charge is included in the numbers above.	We charge \$2.34 per 100 cubic feet. We have a customer service charge based on the size of your meter which is charged whether there is usage or not.	\$ 197.10	\$ 665.10	This is based on a 2 inch meter (\$41.10/month) plus \$2.34 per 100 cubic feet. The customer service charge is based on meter size but our metered rate is the same for both commercial and residential customers.
ELDRIDGE	5651	\$ 9.46	\$ 23.09	\$ 46.59	2,000	.47 FROM 2,100 TO 100,000 / OVER 100,000 .42	\$ 235.06	\$ 899.46	WATER USES PER MONTH
Independence	5966	\$ 4.00	\$ 16.40	\$ 24.48	\$4.00 service charge plus \$2.28 per 1,000 gallons.		\$ 128.00	\$ 500.00	

<b>Average</b>	<b>\$ 14.38</b>	<b>\$ 30.55</b>	<b>\$ 53.76</b>	<b>\$ 236.95</b>	<b>\$ 859.32</b>
<b>West Branch</b>	<b>\$ 13.24</b>	<b>\$ 38.95</b>	<b>\$ 77.90</b>	<b>\$ 389.50</b>	<b>\$ 1,558.00</b>
<b>% Difference</b>	<b>-7.95</b>	<b>27.48</b>	<b>44.89</b>	<b>64.38</b>	<b>81.31</b>



## Residential Individual Lot Site Plan Requirements

### City of West Branch

110 N. Poplar Street | West Branch, Iowa 52358  
319.643.5888 | www.westbranchiowa.org

Subdivision Name / Lot # _____		Owner _____
1 <sup>st</sup> Review _____	2 <sup>nd</sup> Review _____	Date Approved _____
Project Name _____		Project Location / Address _____
Reviewer _____		Designer _____
Contact _____	Phone _____	Fax _____
* This section to be filled in by the City of West Branch Building Department		

#### What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities, and easements on the site.

#### What do I need to submit?

Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the **site plan example on the back of this page** to help you include all the information needed in the site plan.

#### Where can I get help preparing a site plan?

Neither the City Engineer nor the City staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

#### How does a site plan help me?

A detailed site plan helps in your own planning, communicates your construction ideas to both your contractor and us, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

#### Residential site plans must identify all of the following items, if applicable:

- \_\_\_ Address and/or lot number and subdivision name.
- \_\_\_ Site boundary survey with north arrow. Minimum scale 1" = 30'.
- \_\_\_ All street names, widths, and location of right-of-way.
- \_\_\_ Total lot area in acres and square feet.
- \_\_\_ Limits of disturbance including all areas where any work will occur (tree save and silt fencing must be within the limits of disturbance). Label total disturbed acreage.
- \_\_\_ Existing and proposed side walk, curb and gutter, driveway, building footprint, easements, setbacks, and structures.
- \_\_\_ Impervious area in square feet (total area of building, structures, and driveway).
- \_\_\_ Zoning buffers – show and label square footage.
- \_\_\_ Stream buffers – show and label square footage.
- \_\_\_ Drainage and utility easements – show and label square footage. Show location of all pipes and structures (sewer manholes, storm structures, power boxes, etc.). Provide top and invert elevations of structures.
- \_\_\_ Existing and proposed topography at 1-foot intervals and proposed spot elevations at all high and low points and elsewhere as necessary with associated flow arrows to illustrate drainage patterns. **Driveway slopes and FFE and bench mark elevations at curb at property lines**
- \_\_\_ Existing and proposed location of sanitary sewer tie-in, water connection, and sump pump drain connection.
- \_\_\_ Floodplain – show and label elevation. **Indicate M.L.O. if applicable**
- \_\_\_ Base of all fill slopes steeper than 4:1 must terminate a safe distance from all property lines to allow for constructability and not adversely affect adjacent properties.
- \_\_\_ Provide all necessary details for retaining walls, concrete encasement, etc. (location, material, height). If retaining wall is proposed over 4' in revealed height, include the structural design signed, dated, and sealed by an Iowa P.E. (Note that a separate building permit will be required).
- \_\_\_ Drainage, erosion, and sedimentation control plan – show drainage paths, erosion control measures (including construction exit) and their locations.
- \_\_\_ Tree survey identifying all trees over 18" and all trees that will be saved.

## 2016 Annual Goal Setting Analysis

Staff is recommending the removal of seven of the thirteen goals set in 2015 because they have been completed or are expected to be completed in the current fiscal year:

- 1) Additional Amenities at Wapsi Creek Park (Goal #2) – Added arch swing requested by students at West Branch Elementary School and expanded the playground footprint at Wapsi Creek Park compared to original concept plan. Expected completion in fall of 2016.
- 2) New salt shed (Goal #4) – expected to be completed before June 30, 2017.
- 3) North Downey & East Main Street Sidewalks (Goal #6) – Completed N. Downey St. sidewalk in August of 2016.
- 4) Complete I & I Phase II Work (Goal #7) – Lining and grouting expected to be completed in spring of 2017.
- 5) Continue to work with Cedar County Emergency Management on Emergency Communications System (Goal #8) – Emergency communications system is operational.
- 6) Trail Expansion (Goal #10) – Trail to be installed south of interstate & improvements to trail access at Pedersen Street.
- 7) Creek Cleanup (Goal #11) – Currently engineering and planning for Lions Creek Restoration Project.

Six of the remaining thirteen items have had some work completed and are ongoing projects. Staff is recommending that these items be considered again in the coming year:

- 1) Street Upkeep – Need more specific information attached to this goal. (Goal #1)
- 2) Splash Pad – If this is not funded in the FY18 Annual Budget or CIP, it cannot be completed. (Goal #3)
- 3) Business Incentive Plan – One size fits all may not be a good approach. It may be better to handle these potential incentives on a case-by-case basis. (Goal #5)
- 4) Preserve Municipal Golf Course – While we hope to have this goal accomplished in the near future, it might be considered as a future goal until accomplished. (Goal #9)
- 5) Adopt a PTO Plan, Disability and Maternity/Adoption Policy – Staff hopes to complete this goal in the upcoming budget process. (Goal #12)
- 6) Flood retention structure – The Stream Team 2 continues to work on this goal. (Goal #13)

Staff also recommends consideration of the following items:

- 1) Develop plan to address three problem alleys and start work – Muckler
- 2) Incentive pay for clerk and finance officer certifications – Muckler
- 3) Provide online payment option for utility bills - Muckler
- 4) Add part-time help to Park & Rec, Public Works and Administration – Muckler
- 5) Police Department evidence facility – Horihan
- 6) Work on Foster Street sidewalk project proposal with School District – Muckler

Staff also welcomes consideration of any other items that members of the City Council may wish to have included as potential future goals. Those items may be suggested at any time up to and including the 2016 Annual Goal Setting Session to be held during a City Council Work Session immediately following the September 19, 2016 Regular City Council Meeting.

## GOAL SETTING SESSION RESULTS: 2010-2015

The City Council adopted the following set of goals at their September 21, 2015 Goal Setting Session:

- 1. Street Upkeep (15)**  
Miller-6, Shields-3, Pierce-3, Ellyson-2, Laughlin-1
- 2. Additional amenities at Wapsi Creek (14)**  
Stevenson-4, Shields-3, Pierce-3, Ellyson-2, Laughlin-2
- 3. Splash Pad (14)**  
Shields-3, Pierce-3, Ellyson-3, Laughlin-3, Stevenson-2
- 4. New Salt Shed (12)**  
Stevenson-5, Pierce-2, Shields-2, Miller-1, Ellyson-1, Laughlin-1
- 5. Business Incentive Plan (12)**  
Miller-4, Laughlin-4, Shields-2, Ellyson-1, Stevenson-1
- 6. North Downey & East Main Street Sidewalks**  
Pierce-3, Stevenson-3, Shield-2, Ellyson-2, Laughlin-1
- 7. Complete I & I Phase II Work (11)**  
Miller-5, Pierce-2, Ellyson-2, Shields-1, Laughlin-1
- 8. Continue to work with Cedar County Emergency Management on Emergency Communications System (9)**  
Miller-2, Shields-2, Pierce-2, Ellyson-2, Stevenson-1
- 9. Municipal Golf Course (8)**  
Pierce-3, Ellyson-3, Laughlin-2
- 10. Trail Expansion (7)**  
Shields-3, Laughlin-2, Miller-1, Stevenson-1
- 11. Creek Cleanup (7)**  
Pierce-2, Ellyson-2, Miller-1, Shields-1, Laughlin-1
- 12. Adopt a PTO plan, Disability, Maternity/Adoption Plan (6)**  
Stevenson-3, Shields-1, Ellyson-1, Laughlin-1
- 13. Flood Retention Structures (6)**  
Miller-2, Laughlin-2, Ellyson-1, Stevenson-1

Other goals considered by the City Council:

14. Later City Office hours (4)
15. Police Evidence facility (2)
16. Provide online payment option for Utility billing accounts (1)
17. Police Recruitment Program (1)
18. Paver crosswalks downtown
19. Pilot Stormwater BMP
20. Place cemetery information online
21. Code Revisions
22. Acquire Electronic Records System
23. Define pay ranges for positions

The City Council adopted the following set of goals at their September 15, 2014 Goal Setting Session:

1. Street Upkeep (14)
2. Complete I&I Phase II Work (13)
3. Funding for HHTD Inflatables and Fireworks (12)
3. Pilot 5 Stormwater Best Management Practices (12)
3. Flood Retention Structures (12)
6. Mayor/Council Pay Ordinance (11)
6. Trail Expansion (11)
8. Municipal Golf Course (10)
9. Add 4<sup>th</sup> Full-Time Police Officer (9)
9. Implement CIP into FY16 Budget (9)
9. Code Revisions (9)
12. Provide online payment option for utility bills (8)
13. Creek Clean-Up (7)
14. Adopt a PTO Plan, Disability and Maternity/Adoption Policy (4)
14. Place Cemetery Information Online (4)
16. Later Office Hours (3)

The City Council adopted the following set of goals at their September 3, 2013 Goal Setting Session:

1. Capital Improvement Plan (CIP) to include sidewalks (20)
2. Bus Barn/Library discussion between Council and School Board (17)
3. Park planning process (14)
4. Renew partnership with CEDCO (13)
5. Street upkeep (11)
6. Funding for HHTD inflatables and fireworks (10)
6. Place cemetery information online (10)
6. Creek Clean-Up (litter clean-up, stream bank stabilization, brush removal, and native plantings, especially at Main Street Bridge) (10)
9. Adopt a stormwater utility (9)
10. Electronic Council packets (IPads, Kindles, Nooks or notebook computers) (8)
10. Continue trail expansion (8)
12. Bike racks downtown (4)

The City Council adopted the following set of goals at their October 9, 2012 Goal Setting Session:

1. Make repairs to wastewater infrastructure identified in I & I Study (27)
2. Continue I&I work (21)
3. New lift station (12)
4. Develop comp plan and CIP plan (11)
5. Acquire automated water meter reading equipment (10)
6. Two pedestrian bridges across the Wapsi Creek - WB Village to Hoover Trail and Beranek Park to the proposed dog park (10)
7. Street Upkeep (10)
8. Plan for future community center site acquisition and/or purchase (9)
9. Creek clean up (8)
10. Work with School District to increase safety of children going to and from the elementary/middle school complex (7)
11. Adopt plan for Wapsi Creek Park based on recommendations from the Park & Rec Commission (6)
12. Work with Animal Control Commission and community organizations to construct a dog park (5)
13. Update City's Zoning Map (3)

The City Council adopted the following set of goals at their September 19, 2011 Goal Setting Session:

1. Offer for sale the Cookson Center Property and plan for future community center site acquisition and/or purchase. (10 votes)
2. Parking on Main Street between Parkside Dr and Second Street. (9 votes)
3. Creek clean up. (8 votes)
4. Create stormwater utility. (7 votes)
5. Adopt plan for park space (Wapsi View Trailer Court) based on recommendations from the Park & Rec Commission. (7 votes)
6. Continue I&I work (7 votes)
7. Develop comp plan and CIP plan. (7 votes)
8. Adopt financial and purchasing policies including spending limits and debt limits. (7 votes)
9. Increase funding for Hoover's Hometown Days, including band for fireworks and larger fireworks display. (6 votes)
10. Make repairs to wastewater infrastructure identified in I & I Study. (6 votes)
11. New lift station (6 votes)
12. Provide raises for employees in FY 11 & 12 (6 votes)
13. Update resolution and ordinance books (5 votes)
13. Clear site of Wapsi View Trailer Court and plant grass. (4 votes)
14. Continue second year of funding of the three-year plan to bring up salaries at Library. (4 votes)

September 19, 2011 Goal Setting Session Results (continued):

15. Work with School District to increase safety of children going to and from the elementary/middle school complex. (4 votes)
16. Increase partnership and level of support for West Branch Main Street. (4 votes)

The City Council adopted the following set of goals at their September 1, 2010 Goal Setting Session:

1. Consolidate City offices (19 votes)
2. Provide raises for employees in FY 2011/2012 (17 votes)
3. New lift station (15 votes)
4. Continue I&I work (15 votes)
5. Plan for Park and Rec building – Cookson. (15 votes )
6. Look at consolidating cleaning services ( 10 votes)
7. Adopt a PTO plan. Comp to be used as time off only (9 votes)
8. Contract with independent financial advisor (7 votes)
9. Have a teen program for summer (7 votes)
10. Library expansion (7 votes)
11. Acciona to build wind turbine to power City buildings. &/or whole town. (7 votes)
12. Make administrative assistant full time position. (6 votes)
13. Develop comp plan and CIP plan (6 votes)
14. Update resolution and ordinance books (6 votes)
15. Sidewalk plan - repair current sidewalks. Build new sidewalks. (4 votes)
16. Growing population. Need more police officers. (4 votes)
17. Repaint water tower (3 votes)
18. Annex the interstate (3 votes)
19. Conduct an annexation study. (1 vote)
20. Increase revenue for the City (1 vote)

xx<sup>th</sup>, 2016

Recipient Name & Title

Address Line 1

Address Line 2

Address Line 3

Dear Resident,

HBK staff want to thank you for your input at the June 13<sup>th</sup> meeting. We presented your concerns and ideas to City Council at the July 18<sup>th</sup> meeting. There was positive feedback and appreciation for time spent voicing your experiences with past flooding issues, concerns about future development, and understanding how this project will address streambank erosion.

After working closely with City staff and the City attorney there are concerns that if land was deeded over to you this would place your property in the floodplain, requiring you to obtain flood insurance to satisfy mortgage requirements and increase your insurance rates. In light of this, City Council has outlined 3 options:

- 1) To require all structures located on City property to be moved back within your property.
- 2) City sells a 20' buffer of land off the back of properties (as shown in the map) to a Homeowners Association created by the landowners.
- 3) City maintains ownership of the property and current structures are grandfathered in for the duration of the life of that structure.

The City recognizes that residents also want clarity as to where City property is located and who will be in charge of maintaining that area. In order to address this they will delineate their property line along the east side of the creek and permanently demarcate where City maintenance begins.

This is an ongoing process and we would like to offer an opportunity to discuss these options with you. We have scheduled another neighborhood meeting for Thursday, September 22<sup>nd</sup> from 6-7pm at the Lions Field Pavilion. If you have any questions please call me at (319) 338-7557 extension 4434 or email me at [voraiz@hbkengeering.com](mailto:voraiz@hbkengeering.com).

Sincerely,

Vanessa Fixmer-Oraiz  
Community Planner



# CIP Infrastructure/Road Projects

Matt Goodale August 25, 2016

After taking part in the National Park Service concrete restoration program I believe the City could benefit from a similar approach on several areas of town that are currently listed as CIP projects and could be done as a normal expenditure from the Road Use Fund, General Fund Road Use or a combination of those as well as utilizing the water and sewer fund for smaller projects outside of the CIP. Those are listed below

1. South 1<sup>st</sup> Street, Cookson to Cedar FY18 CIP
2. Foster Street, W Main Street to school FY19 CIP
3. N 1<sup>st</sup> Street, E College Street to dead end FY20 CIP

There are several other streets that would benefit from implementing this program that are not currently listed as CIP projects. If the council approves of this approach a restoration schedule could be provided at budget time or prior to budget time this year.

There are also several projects that I feel should be added to the possible pool of CIP projects. Those are listed below.

1. East Green Street, N 5<sup>th</sup> Street to N 6<sup>th</sup> Street- Concrete curb and gutter, asphalt overlay of the existing sealcoat street. Minimal work to prepare this project as there is no water main or sanitary sewer main on this street. Storm water would need to be addressed for the two properties on the corners of N 6<sup>th</sup> Street and East Green Street.
2. East College Street, N 4<sup>th</sup> Street to N 6<sup>th</sup> Street- Concrete curb and gutter, asphalt overlay of the existing sealcoat street. This project would require water main replacement and would likely be a good area to upgrade to an 6 or 8 inch main to provide higher volume to the east side of town. I believe an engineer would be best to decide which would be necessary for this area. Sanitary sewer main repairs have been completed to this section of town but if this street were to be replaced I would suggest installing a half block of sanitary sewer main between N 5<sup>th</sup> Street and N 6<sup>th</sup> street to serve these residents who have extremely long services that are located under the edge of the road surface.
3. East Orange Street, N 4<sup>th</sup> Street to N 5<sup>th</sup> Street- Concrete curb and gutter with an asphalt overlay of the existing sealcoat. Water main on the block from N 5<sup>th</sup> Street to N 6<sup>th</sup> Street will need to be replaced and upsized to 6 inch main. All sewer main repairs have been made to this street except for the lining and grouting which should be completed in this fiscal year. Storm water intakes and piping should be inspected thoroughly and upgraded as needed.
4. East Green Street, N Downey Street to N 2<sup>nd</sup> Street- This section of street is occasionally used as a detour route. It also receives high traffic at times due to the proximity to Downtown, Parking at the Methodist Church and is connectivity between two major roadways. Due to that I believe

a road surface consistent with surrounding roads should be used. The connecting roads are concrete with curb and gutter or concrete with curb and gutter and an asphalt overlay. This street is likely to become more highly used in the future as the Wapsi Creek Park on N 2<sup>nd</sup> Street and trailhead parking for the Hoover Nature Trail are developed. The water main on this street should not require any additional work and there is no sanitary sewer main. The block between N 1<sup>st</sup> Street and n 2<sup>nd</sup> Street will require storm sewer installation for approximately half of the block.

5. One that may not be a project but is still very important is the televising and repairs of the remaining 3 phases of sanitary sewer mains. Round 1 went quickly with the additional funds utilized during the lift station project for the repairs. That phase was completed in 1 year and televising followed up with for phase 2 and 3 immediately. Phase 2 is now going on 3 years of repairs and should be completed this year. That is simply due to lack of funds available to complete it all quickly. The remaining Phases were shown to be the least troublesome during initial flow monitoring 5 or 6 years ago which leads me to believe they could be completed rather quickly if funds were available and it was put out as one or two projects-point repairs and lining/grouting. This would help cut down on the City's I&I issues which will eventually be a major determining factor in the size of a mechanical plant or additional treatment methods necessary to maintain compliance with our NPDES permit. The more quickly these repairs are made the better for the City in the long run. Many of these repairs would be necessary to make before some of the road projects or during them so getting them all at once would prepare the areas for the road repairs.

I am suggesting this as a possible project due to the possible savings the city could see doing this as one big project and due to the time frame required if it is completed through the City's Sewer Fund. I would estimate the City I&I program as currently funded will take approximately 9 years to complete the remaining 3 phases. This would put our total I&I program at a 13 to 14 year turn around. It is my opinion that a faster turnaround for the initial repairs would leave the City in a better position to effectively implement yearly televising and repairs utilizing funds available currently within the Sewer Fund.

6. I also believe another well should be looked at as a possible CIP project for future funding. The City currently has 4 operational wells. One of those is a Jordan well while the other three are Silurian. The City previously plugged another Silurian well that was located near the water tower on West Orange Street. Our current water production is covered with the wells the City has in use but another well would provide the option of less run time for each well daily which would lead to a better recharge rate for each well and would also provide the City with additional options for providing a constant supply of clean water.
7. Lastly I believe painting water tower #2 should be worked into the CIP plan. This tower was cleaned last year and the paint was in good shape but it was estimated that 3 to 4 years more without painting is the longest we should go. Water tower #1 was painted 5 years ago at an approximate cost of \$180,000.

Moving some of the water and wastewater projects to the CIP to be completed along with road projects would allow for the Water and Sewer Funds to be utilized as more of a maintenance or repair function. As funded neither the water or sewer budgets can cover the cost of these large scale projects in this time frame and provide maintenance for wells, repainting of water towers, installation of generators at the water plant or lagoons or full replacement of air lines at the lagoons. I do believe that road projects should not be completed without the infrastructure underneath being replaced or rehabilitated. The life expectancy of a surface should be taken into account when determining if infrastructure repairs should be completed at the time of surfacing as well as the remaining life expectancy of the infrastructure.

# CIP Infrastructure FY17

Matt Goodale August 25, 2016

These prices for improvements are figured from previous projects mainly done with Lynchs Excavating. More precise prices may be given by the engineers. This also does not include any engineering.

## Beranek Drive Improvements

**Engineers Estimate for Road Work** **\$225,000**

Would it be possible to instead of doing a total reconstruction to just remove curbs and install new curbs at appropriate locations 4 inches higher than the existing parking lot and overlay the existing parking lot with 4-6 inches of asphalt? That would still give a good surface but potentially lower the cost of the whole project.

## First Street- Main to Green

**Engineers Estimate for Road Work** **\$81,000**

Televising of the sanitary sewer in this area has not been completed but I believe it should be done before roadwork begins. I would estimate the repairs to this area would be in the \$25,000 range. The water main is also in need of replacement in this area at an approximate cost of \$35,000. There are 4 storm sewer intakes that should be replaced as well at a cost of \$20,000.

**Total Estimated Cost with Infrastructure** **\$161,000**

## Second Street- Main to Green

**Engineers Estimate for Road Work** **\$140,000**

Televising has been completed and no major defects found. Newer pvc pipe and concrete manholes. Replacement of cover with gasketed covers and chimney seals should be completed at time of road work. This would be a minimal project and would cost around \$2,000. The water main should be replaced with this project at a cost of \$35,000. There is no real storm sewer installed on this street but it may be necessary for portions of it. I would estimate \$25,000 would cover this work.

**Total Estimated Cost with Infrastructure** **\$202,000**

## South Maple Street- S 2<sup>nd</sup> to S 4<sup>th</sup>

**Engineers Estimate for Road Work** **\$60,000**

Televising of the sanitary sewer in this area has not been completed but I believe it should be done before roadwork begins. The sanitary sewer work without televising that is a guess. Two manholes to potentially replace and pipe that could have point repairs as well as likely needing lined. Lining could be completed after the surface was completed. I would estimate \$40,000 in repairs.

**Total Estimated Cost with Infrastructure** **\$100,000**

# CIP Infrastructure FY18

Matt Goodale August 25, 2016

## College Street Bridge

**Total from Engineers Estimate** **\$725,000**

There are significant sanitary sewer, storm water and water main projects that should be undertaken at the time of road replacement. What projects would need completed is dependent on how far to the south, east or west road work is completed. There are 7 taps needing removed in a 280 foot stretch of Second Street from Green Street to College Street. This is a newer pvc line and no other repairs are needed so this has been left until the street work was completed. There is also around 375 foot of 4 inch water main on this street that should be replaced at an approximate cost of \$35,000. The water main to the west is 4 inch and should be replaced with at a minimum 6 inch pipe. Also to the west televising of sanitary sewer and repairs associated with that will need to be completed. To the east there are a few minimal sanitary sewer repairs that should be completed as well as replacement of a 4 inch water main with a minimum of 6 inch pipe. There is approximately 1,000 foot of water main from N 1st Street to N 4<sup>th</sup> Street with a creek crossing and tie ins to several other mains. Using prices from the recent 4<sup>th</sup> Street quote for 400 foot of 6 inch main as well as engineer estimates for the East Main Street Water Main Project there would be an approximate cost of \$200,000 for the water main project in this area. The sewer sanitary sewer work for everything east of N 2<sup>nd</sup> Street would be in the \$25,000 range with the rest to be determined by televising but likely in the \$20,000 range. The work on N 2<sup>nd</sup> Street would be in the \$20,000 range for removing the taps that are not in use.

**Total Estimated Cost with Infrastructure** **\$1,025,000**

## South 1<sup>st</sup> Street, Cookson to Cedar

**Total from Engineers Estimate** **\$102,000**

Due to several recent repairs I would recommend removing this from the CIP completely. There are some smaller repairs that could be made to this street and I would recommend completing those out of the normal operating budget.

# CIP Infrastructure FY19

Matt Goodale August 25, 2016

## Cookson Drive, Maple to end

**Engineers Estimate for Road Work** **\$73,000**

An overlay of this street would not be my recommendation without extensive reconstruction of the concrete paving underneath that would be required due to the recent decline in this particular section of roadway. Storm water in this area has been an issue and should be completed before replacement or reconstruction of this road. The storm water project previously discussed for the property south of the city shop and east to the creek would likely be the best option for achieving this. That was estimated at around \$90,000. The additional street reconstruction would likely be in the \$50,000 to \$70,000 range. So \$140,000 to \$ 160,000 total additional cost to this project.

**Total Estimated Cost with Infrastructure** **\$233,000**

## Foster Street, Main to School

**Engineers Estimate for Road Work** **\$158,000**

There are no utilities in this street so no additional work would be required. I also do not agree with this as a project. The condition of this street in comparison to many others is excellent. The minimal patching on this street could be completed within our normal operating budget if council so chooses. I believe this money would be better spent on a failing street such as the Cookson Drive project or an entirely different street, possibly replacing East Green from N Downey Street to 2<sup>nd</sup> Street which would tie in the previous 2 years' projects nicely.

## Town Hall Renovation

**Engineers Estimate for Project** **\$400,000**

I have nothing to add to this project except I believe a historical building such as this should be kept up and made useable without disrupting the appearance negatively or getting rid of the charm that it provides to this area of town. The interior work should likewise fit the building.

**Oliphant Street, N Downey Street to 551 N Oliphant Street**

**Engineers Estimate for Road Work**

**\$130,000**

The sanitary sewers in this area have not been televised but should be completed as well as repairs made prior to this work being completed. There would likely be a manhole replacement as well as point repairs and some lining. I would estimate \$30,000 worth of sanitary sewer repairs to this area but televising would be essential to getting an appropriate price.

**Total Estimated Cost with Infrastructure**

**\$160,000**

# CIP Infrastructure FY20

Matt Goodale August 25, 2016

## North First Street, College Street to Dead End

**Engineers Estimate for Road Work** **\$239,000**

This is another street I do not agree with being in the CIP but if the council chooses to keep this as a project then I have provided all the pertinent information for infrastructure work necessary. This street has a new water main that was installed in the past 10 years. The sanitary sewer main has not been televised but due to the condition of the road surface over the manholes and some sections of pipe my assumption is that there will be a decent amount of repairs to be made in this area. I would guess somewhere in the \$30,000 range. The road surface has numerous areas that will require patching but most of that work will be completed with the point repairs to the sanitary sewer system. The remaining repairs could be completed using the normal operating budget if the council so chooses. There is one section at the north end that would require large scale replacement to return it to a like new condition and another length of panels about halfway down the street that will need removed and replaced. Storm sewer repairs were recently completed to this street.

**Total Estimated Cost with Infrastructure** **\$269,000**

## Northside Drive, N Oliphant Street to N Maple Street

**Engineers Estimate for Road Work** **\$113,000**

This street has not been televised but has several manholes that will need replaced/repared as well as any point repairs that are indicated by televising. I would guess the sanitary sewer repairs would be somewhere in the \$30,000 range. The water main is 4 inch and should be replaced prior to road work being completed. It should be around \$30,000. There is also a small amount of storm water infrastructure on this street that would require attention at a cost of \$15,000.

**Total Estimated Cost with Infrastructure** **\$188,000**

## West Main Street Overlay

**Engineers Estimate for Road Work** **\$215,000**

## East Main Street Overlay

**Engineers Estimate for Road Work** **\$205,000**

West Branch CIP FY16-FY20

	<u>Budgeted Amount</u>	<u>Council App. Date for Eng</u>	<u>Council App. \$ Amount</u>	<u>Res. #</u>	<u>Council App. Date for Const</u>	<u>Council App. \$ Amount</u>	<u>Res. #</u>	<u>Minus Water/Sewer</u>	<u>\$ Amount</u>	<u>CO#1</u>	<u>CO#2</u>	<u>CO#3</u>	<u>Total</u>
<b><u>FY16</u></b>													
4th Street, Animal Clinic to Reagan	\$ 500,000.00	6/1/2015	\$ 65,000.00	1340	4/4/2016	\$ 756,332.50	1440	\$ 60,534.00	\$ 760,798.50	\$ 5,645.00	\$ 49,247.50		\$ 815,691.00
Main St Crossings @ Pedersen/Scott	\$ 70,000.00	6/1/2015	\$ 7,700.00	1341	5/16/2016	\$ 42,310.09	1465		\$ 50,010.09				\$ 50,010.09
Main & Oliphant Intersection	\$ 110,000.00	6/1/2015	\$ 11,550.00	1341	5/16/2016	\$ 63,465.14	1465		\$ 75,015.14				\$ 75,015.14
Main & Foster Intersection	\$ <u>150,000.00</u>	6/1/2015	\$ 15,750.00	1341	5/16/2016	\$ 86,543.37	1465		\$ 102,293.37				\$ 102,293.37
Subtotal	\$ 830,000.00								\$ 988,117.10				\$ 1,043,009.60
<b><u>FY17</u></b>													
Beranek Street (Parking Lot)*	\$ 400,000.00								\$ 225,000.00				\$ 225,000.00
S. Maple, 2nd to 4th	\$ 60,000.00								\$ 100,000.00				\$ 100,000.00
N. 1st St., Main to Green	\$ 81,000.00								\$ 151,000.00				\$ 151,000.00
N. 2nd St., Green to College**	\$ 135,000.00								\$ -				\$ -
N. 2nd St., Main to Green	\$ <u>140,000.00</u>								\$ 197,990.40				\$ 197,990.40
Subtotal	\$ 816,000.00								\$ 673,990.40				\$ 673,990.40
<b><u>FY18</u></b>													
College Street Bridge	\$ 750,000.00								\$ 885,000.00				\$ 885,000.00
S. 1st Street, Cookson to Cedar***	\$ <u>102,000.00</u>								\$ 20,000.00				\$ 20,000.00
Subtotal	\$ 852,000.00								\$ 905,000.00				\$ 905,000.00
<b><u>FY19</u></b>													
Cookson Drive, Maple to Dead End	\$ 73,000.00								\$ 214,945.00				\$ 214,945.00
Foster Street, Main to School	\$ 158,000.00								\$ 25,000.00				\$ 25,000.00
Town Hall Restoration	\$ 400,000.00								\$ 400,000.00				\$ 400,000.00
Oliphant St., Downey to 551 N.	\$ <u>130,000.00</u>								\$ 160,000.00				\$ 160,000.00
Subtotal	\$ 761,000.00								\$ 799,945.00				\$ 799,945.00
<b><u>FY20</u></b>													
N. 1st St., College St to Dead End	\$ 239,000.00								\$ 35,500.00				\$ 35,500.00
Northside, Oliphant to Maple	\$ 113,000.00								\$ 188,000.00				\$ 188,000.00
West Main Street Overlay	\$ 215,000.00								\$ 215,000.00				\$ 215,000.00
East Main Street Overlay	\$ <u>205,000.00</u>								\$ 205,000.00				\$ 205,000.00
Subtotal	\$ 772,000.00								\$ 643,500.00				\$ 643,500.00
<b>Grand Total</b>	\$ 4,031,000.00								\$ 4,010,552.50				\$ 4,065,445.00

\*Council preference to reduce scope of project

\*\*Timing of project questioned, rolled into College St. Bridge Project

\*\*\*Public Works recommends removal after recent work done to this street.