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

**CITY COUNCIL MEETING AGENDA**  
**Monday, June 26, 2017 • 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 5, 2017 regular City Council Meeting.
  - b. Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina
  - c. Approve Class B Beer Permit (includes wine coolers) with Outdoor Service for West Branch Firefighters Inc. on August 4, 2017 and August 5, 2017.
  - d. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
  - a. Approve appointment of Nathaniel Turner to the West Branch Fire Department./Move to action.
  - b. Appointments/Reappointments./Move to action
    - i. Jaque Gutwein – Library Board of Trustees, June 30, 2020
  - c. Resolution 1600, approving a 28E agreement with the West Branch Community School District to employ a school resource officer./Move to action.
  - d. Resolution 1633, authorizing the transfer of funds./Move to action.
  - e. Resolution 1634, approving Croell Site plan./Move to action.
  - a. Public Hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder./Move to action.
  - b. Resolution 1635, approving a proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder./Move to action.
  - c. Resolution 1636, approving a workers compensation insurance proposal with IMWCA./Move to action.
  - d. Resolution 1637, approving a liability insurance proposal with ICAP./Move to action.



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- e. Resolution 1638, approving an agreement with Big Ten Rentals in the amount of \$1,469.60 for Tent and table rentals as a part of the 2017 Hoover's Hometown Days Celebration.
  - f. Resolution 1639, setting the City of West Branch standard mileage reimbursement rate for city officials and employees./Move to action.
  - g. Resolution 1640, approving Partial Pay Estimate No. 8 (final) in the amount of \$39,803.78 to Cornerstone Excavating, Inc. of Washington, IA and accepting the 4<sup>th</sup> Street Reconstruction Project as substantially completed./Move to action.
  - h. Resolution 1641, approving Partial Pay Estimate No. 2 (final) in the amount of \$6,333.95 to All American Concrete, Inc. of West Liberty, IA and accepting the Main Street Sidewalk – Phase 4 Project as substantially completed./Move to action.
8. City Staff Reports
- a. IT Director Nick Shimmin - Downtown Wireless
  - b. IT Director Nick Shimmin - Email services
  - c. Public Works Director Matt Goodale - Right-of-Way mowing
  - d. Finance Officer Gordon Edgar - Grounds-care/mowing funds distribution
  - e. City Engineer Dave Schechinger - West Branch Village Trail Project
  - f. City Engineer Dave Schechinger - Casey's Street Line Painting
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](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**

**June 5, 2017  
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: Colton Miller, Mary Beth Stevenson, Tim Shields, Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: Interim City Administrator Nick Shimmin, Deputy City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Kevin Stoolman and Park & Recreation Director Melissa Russell.

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

Approve minutes from the May 4, 2017 City Council Work Session

Approve minutes from the May 15, 2017 City Council Meeting.

Approve minutes from the May 20, 2017 City Council Work Session

Approve minutes from the May 24, 2017 City Council Work Session

Approve street closures for the 2017 Hoovers Hometown Days Celebration.

2nd Street from Main Street to the Water Street Parking Lot from 5:00 p.m. on Friday August 4, 2017 to 1:00 a.m. on Sunday August 6, 2017.

Main Street from Parkside Drive to 2<sup>nd</sup> Street from 12:00 a.m. on Saturday August 5, 2017 to 12:00 a.m. on Sunday August 6, 2017.

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 5, 2017.

N. Downey Street from Main Street to Green Street from 2:30 a.m. on Saturday August 5, 2017 to 6:00 p.m. on Saturday August 5, 2017.

W Orange St. from N Oliphant St. to Ridge View Dr. on Saturday, August 5<sup>th</sup> from 8:15 a.m. to 10:15 a.m.

Pedersen St. from W Orange St. to Hilltop Dr. on Saturday, August 5<sup>th</sup> from 8:15 a.m. to 10:15 a.m.

Approve FY17 Cigarette Permit renewals for: Kum & Go LC dba Kum & Go #254, Fisher's Market Nauvoo IL Inc. dba Dewey's Jack & Jill, Casey's Marketing Company, dba Casey's General Store #3463, and Shivji LLC, dba BP Amoco.

Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Kum & Go, LC, dba Kum & Go #254.

Approve claims.

EXPENDITURES	6/5/2017	
AWFUL PURDIES	AWFUL PURDIES-SUMMER CONCERT	675.00
BAKER & TAYLOR INC.	BOOKS	451.19
BEST BUY BUSINESS ADVANTAG	OFFICE SUPPLIES	359.98
CEDAR COUNTY COOPERATIVE	FIRE TRUCK FUEL	501.15
CEDAR COUNTY RECORDER	RECORDING FEES	125.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	36.93
CEDAR VALLEY OUTFITTERS	AMMUNITION	456.00
CJ COOPER & ASSOCIATES	PREEMPLOYMENT TEST	35.00
CROELL, INC.	FILL SAND	63.84
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	35.20
D&R PEST CONTROL	PEST CONTROL	70.00
DAVID SOLIZ	SOUL STORM-SUMMER CONCERT	600.00
DEMCO	SUPPLIES	43.50
DIAMOND VOGEL PAINTS	STREET PAINT	1,068.05
F&B COMMUNICATIONS INC	WEB HOSTING	29.95
FEHR GRAHAM	308 PV PARK IMP DESIGN	18,277.78

FREEMAN LOCKSMITHING, LLC	KEYS	56.25
HAWKINS INC	CHEMICALS	848.05
IOWA CITY PUBLIC LIBRARY	BOOK	22.00
IOWA DEPARTMENT OF NATURAL	OPERATOR CERT RENEWALS	480.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	282.01
JOHNSON COUNTY REFUSE INC.	LANDFILL-SPRING CLEANUP	610.80
LACKENDER FABRICATIONS INC	POLY/STEEL BROOM	450.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,364.09
LYNCH'S EXCAVATING INC	WATER MAIN-SALT SHED	7,785.00
LYNCH'S PLUMBING INC	SUPPLIES	86.00
MATT PARROTT/STOREY KENWOR	LASER CHECKS	318.28
MENARDS	SHOWER CURTAINS	112.12
MISCELLANEOUS VENDOR	LINDA MCCANN:BOOK	207.75
MUNICIPAL SUPPLY INC.	EQUIPMENT	900.00
OASIS ELECTRIC LLC	DISCONNECT-CONNECT ST LIGHTS	2,346.63
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
OVERDRIVE INC	AUDIO BOOKS, EBOOKS	442.89
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-TOWN HALL	95.18
PORT 'O' JONNY INC.	CEMETERY-SERVICE	210.49
QUILL CORP	OFFICE SUPPLIES	258.57
RACOM CORPORATION	RADIO	6,733.41
RICHARD WAGOR	BERNEMANN BROS.-SUMMER CONCERT	650.00
Rathje Construction Co.	TREE GRINDING	8,050.00
STEVE SPRAGUE	LIBERTY BAND-SUMMER CONCERT	500.00
TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	376.00
UNIFORM DEN INC.	PROTECTIVE VESTS	816.06
USA BLUE BOOK	SUPPLIES	226.02
VEENSTRA & KIMM INC.	ADMIN USGS FLOOD STUDY	30,610.96
WRIGHT-WAY TRAILERS, INC.	TRAILER	2,035.00
TOTAL		91,202.13
PAID BETWEEN MEETINGS		
IOWA LEAGUE OF CITIES	TRAINING & EDUCATION	750.00
MEDIACOM	TELEPHONE/OPERATIONS	40.90
PARKSIDE SERVICE	REPAIR/MAINTENANCE-VEHICLES	2,194.74
UPS	SEWER-SHIPPIING	20.86
HILL, SHERRY	VIDEOTAPING SERVICES	150.00
SHIMMIN, NICK	EXPENSE REIMBURSEMENT	131.88
US BANK CORPORATE CARD	TRAINING & EDUCATION, TRAVEL	1,729.13
TROPICAL STEEL	SUMMER CONCERT	2,000.00
VERIZON WIRELESS	WIRELESS SERVICE	838.36
TOTAL		7,855.87
PAYROLL 5-19-17	46,428.34	
PAYROLL 6-02-17	37,417.24	
GRAND TOTAL EXPENDITURES	182,903.58	
FUND TOTALS		
001 GENERAL FUND	60,222.90	
022 CIVIC CENTER	90.71	
031 LIBRARY	11,824.19	
110 ROAD USE TAX	16,856.89	
112 TRUST AND AGENCY	15,171.36	
308 PARK IMP - PEDERSEN VALLEY	21,077.78	
309 PHASE I PARK IMPROVEMENTS	463.00	
310 COLLEGE STREET BRIDGE	23,215.00	
313 MAIN ST SIDEWALK-PHASE 4	5,912.59	
600 WATER FUND	19,211.77	
610 SEWER FUND	8,857.39	
GRAND TOTAL	182,903.58	

Motion by Pierce, second by Shields to approve agenda/consent agenda items A through E with a minor change to the cigarette permit renewals with the year change to FY18. AYES: Pierce, Shields, Stevenson, Miller, Ellyson. Motion carried.

## COMMUNICATIONS/OPEN FORUM

No Comments.

## PUBLIC HEARING/NON-CONSENT AGENDA

### Appointments/Reappointments./Move to action.

Kristin Nalan - Library Board of Trustees, June 30, 2018

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

### Kevin Rogers - West Branch Community Development Group Update.

Rogers provided an update on recent events ongoing within the organization.

### Resolution 1619, amending the City of West Branch Police Department Policies and Procedure Manual./Move to action

Horihan noted a few changes upon further review by the West Branch Police Department and specifically mentioned that the DCI has requested a local policy which provides regulations regarding fingerprinting juveniles. The policy has been updated accordingly.

Motion by Ellyson, second by Miller to approve Resolution 1619. AYES: Ellyson, Miller, Stevenson, Pierce, Shields. Motion carried.

### Resolution 1620, approving the articles of agreement creating the Lower Cedar Watershed Management Authority./ Move to action.

Stevenson introduced the resolution for the 28E agreement and stated that both Cedar and Muscatine counties have signed on. Stevenson also noted that there were no fees associated with the agreement.

Motion by Stevenson, second by Shields to approve Resolution 1620. AYES: Stevenson, Shields, Pierce, Ellyson, Miller. Motion carried.

### Resolution 1622, approving Pedersen Valley Part Three - Phase One, Lot 21 Site Plan./Move to action.

Schechinger said that he had been working with the contractor on the site plan which did pass with the Planning & Zoning Commission previously and that all items and concerns have been addressed.

Motion by Miller, second by Stevenson to approve Resolution 1622. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. Motion carried.

### Public Hearing to dispose of an interest in real property to Barnhart Properties and Peter Tuttle.

Public Hearing opened at 7:24 p.m. No public comments. Public Hearing closed at 7:24 p.m.

### Resolution 1623, directing the Mayor and Deputy City Clerk to execute a quit claim deed of a 0.07 acre tract to Barnhart Properties LLC and Peter Tuttle./Move to action

City Attorney Kevin Olson said the property was of no use to the City and can be returned to the tax rolls.

Motion by Miller, second by Shields to approve Resolution 1623. AYES: Miller, Shields, Ellyson, Stevenson, Pierce. Motion carried.

### Resolution 1624, approving a Social Media Policy./Move to action

Shimmin described the policy to protect the City with regard to social media posts or content on the city's social media sites. The policy will also be added to the employee handbook and all employees will be expected to follow the policy when using City or personal social media sites.

Motion by Shields, second by Pierce to approve Resolution 1624. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

Resolution 1625, setting salaries for appointed officers and employees for the fiscal year 2017-2018./Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1625. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. Motion carried.

Resolution 1627, approving the employment agreement for the City Administrator/City Clerk of the City of West Branch, Iowa./Move to action.

Olson stated that Mr. Jones and the City reached an agreement to the terms of his employment. Mayor Laughlin and the Council welcomed Mr. Jones to the City and said they were happy to have him. Ellyson abstained from voting due to being absent from the interview process.

Motion by Stevenson, second by Pierce to approve Resolution 1627. AYES: Stevenson, Pierce, Miller, Shields. Abstain: Ellyson. Motion carried.

Resolution 1628, amending Resolution 1602./Move to action

Shimmin noted that this resolution was to correct a prior resolution that indicated incorrect names of employees who were hired last year.

Motion by Shields, second by Pierce to approve Resolution 1628. AYES: Shields, Pierce, Stevenson, Miller, Ellyson. Motion carried.

Resolution 1629, setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder./Move to action.

Finance Officer Edgar stated the purpose of this loan was for funding the College Street bridge replacement, North First Street Improvements project and refunding the General Obligation Judgement Settlement Note.

Motion by Stevenson, second by Miller to approve Resolution 1629. AYES: Stevenson, Miller, Pierce, Ellyson, Shields. Motion carried.

Resolution 1630, approving an Escrow Agreement with Croell, Inc./Move to action

Olson explained that the City would sign the warranty deed for the land exchange agreement but hold it until Croell finished relocating to their new site and meet other conditions per the land exchange agreement. Olson said the deed would then be sent to the County Recorder and delivered to Croell upon completion of the project.

Motion by Ellyson, second by Miller to approve Resolution 1630. AYES: Ellyson, Miller, Stevenson, Pierce, Shields. Motion carried.

Resolution 1631, establishing new funds./Move to action.

Edgar said funds would be created for two capital projects.

Motion by Ellyson, second by Miller to approve Resolution 1631. AYES: Ellyson, Miller, Shields, Pierce, Stevenson. Motion carried.

Resolution 1632, approving an engagement letter from Dorsey & Whitney./Move to action.

Shimmin explained that this engagement letter would be for services rendered by Dorsey & Whitney for Resolution 1629.

Motion by Pierce, second by Ellyson to approve Resolution 1632. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

## **CITY STAFF REPORTS**

Olson stated that the Iowa Senate recently passed file 489 which allows the sale of fireworks in Iowa and suggested the Council review the City's ordinance on the use of fireworks. Council asked for feedback from the Police Chief and Fire Chief on the subject. Horihan suggested that he and Chief Stoolman meet to discuss and report back to Council at the next regular meeting.

Edgar informed the Council that a billing issue was recently uncovered for a resident who has resided in West Branch for several years but was not getting a utility bill (water/sewer/stormwater/recycling). Edgar asked for permission to back charge the resident for a portion of the usage. After several minutes of discussion, the Council agreed that the resident should be billed for a portion of the water used and given an opportunity to be on a payment plan.

Edgar advised the Council that the outdoor emergency siren was not working properly out at Greenview and that repairs would cost approximately \$3500.00. The council asked Edgar to obtain a quote for a new siren.

Future City Administrator Redmond Jones introduced his wife and two children via Skype to the Council and staff and thanked the Council for the opportunity to join the City.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Shields asked if staff would consider offering alternate hours for the brush pile to be open on weekends to allow residents to access it as needed without obtaining a key. Shields thanked Library Director/Interim City Administrator Nick Shimmin for filling in during the City Administrator search and suggested awarding Shimmin some sort of compensation. Pierce thanked the office staff and suggested awarding compensation to them as well for taking on additional responsibilities during the transition.

Miller briefly explained background information on an ongoing incident with Dave’s Welding who had a water valve malfunction in February 2016 which resulted in an elevated utility bill. On May 23, 2017 Peden sent a bill in the amount of \$375.00 to the City for the repair of his water valve. Deputy City Clerk Brick shared photos of the valve that Peden brought to the city office on April 11, 2017. Public Works Director Goodale stated that property owners are responsible for their service lines and valves from their property to the main which includes the valve. After consideration of the information, the Council directed staff to not pay the bill from Peden.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:44 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk

**City of West Branch  
Advisory Board/Commission  
Application Form**

Individuals serving on boards or commissions play an important role in advising the City Council on matters of interest to our community and its future. For the most part, Board and Commission members must be residents of West Branch.

When a vacancy occurs an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

**This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.**

Name of Board or Commission: Library Board Date: 6/22/17

Your Name: Jacqueline Gutwein Street Address: 103 W Orange St West Branch

Phone number(s): (evening) [REDACTED] (day) [REDACTED]

Email: [REDACTED]

Do you live within the corporate limits of West Branch?  Yes  No

How long have you been a resident of West Branch? 7 yrs

Occupation: Sr Appl Sys Analyst Employer: GEICO

**Optional Questions (use back of application if necessary)**

What experience and/or skills do you have that might especially qualify you to serve on this board or commission?

I have been a board member of a youth hockey association for several years and am currently serving a 2<sup>nd</sup> term as treasurer. I love the library and West Branch.

What particular contributions do you feel you can make to this board or commission?

I love reading and libraries in general. That love will be an asset in making decisions/recommendations <sup>in the</sup> ~~for~~ ~~the~~ best ~~of~~ interests of the library. As a community member, I encouraged my children to participate in library events and as they've grown, even encouraged one to volunteer here.



RESOLUTION NO. 1600

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 June 12, 2017 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 26th day of June, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

AMENDMENT TO THAT CERTAIN 28E AGREEMENT BY AND BETWEEN  
THE CITY OF WEST BRANCH AND THE WEST BRANCH COMMUNITY SCHOOL  
DISTRICT REGARDING THE SCHOOL RESOURCE OFFICER

REFERENCE is hereby made to that certain 28E Agreement (the "Agreement") dated as of \_\_\_\_\_, 2017, by and between the City of West Branch, Iowa (the "City") and the West Branch Community School District (the "School").

WHEREAS, both the City and School desire to employ the use of the School Resource Officer on a more frequent basis; and

WHEREAS, to that end, the parties desire to amend the Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Section 4(C)(1) of the Agreement is hereby amended by replacing the phrase "10-12 hours" with "10-20 hours" of (average) weekly support August 1 through May 31 and 5-10 hours of (average) weekly support June 1 through July 31.
2. City / School District will provide 60 days of advance notification regarding recommended amendments or the discontinuation of the contract.
3. In all other aspects except as outlined in Section 1 of this Amendment, the Agreement shall remain in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.


CITY:

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

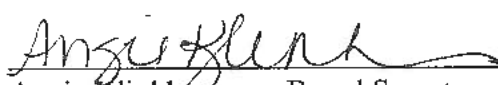
ATTEST:

\_\_\_\_\_  
(appointed), City Administrator/Clerk

SCHOOL:

  
\_\_\_\_\_  
Mike Colbert, President

ATTEST:

  
\_\_\_\_\_  
Angie Klinkhammer, Board Secretary

RESOLUTION NO. 1633

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the Finance Officer is hereby authorized to transfer funds in the amount of \$3,753.75 from the TIF Debt Service Fund (125) into the Debt Service Fund (226) to pay the interest on Community State Bank Loan #370643.

Passed and approved this 26th day of June, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

RESOLUTION NO. 1634

A RESOLUTION APPROVING CROELL REDI-MIX, INC SITE PLAN

WHEREAS, Croell Redi-Mix, Inc. has heretofore submitted a proposed Site plan at 145 Fawcett Drive in the City of West Branch, Iowa (the "Project"); and

WHEREAS, said Site Plan has heretofore been reviewed by City Staff, including the City Engineer; and

WHEREAS, the Site Plan has been found to conform to the West Branch Code of Ordinances; and

WHEREAS, The City of West Branch Planning and Zoning Commission has reviewed the Site Plan and recommended its approval to the West Branch City Council; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned Site Plan for the Project is hereby accepted and approved.

\* \* \* \* \*

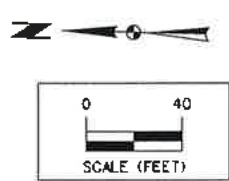
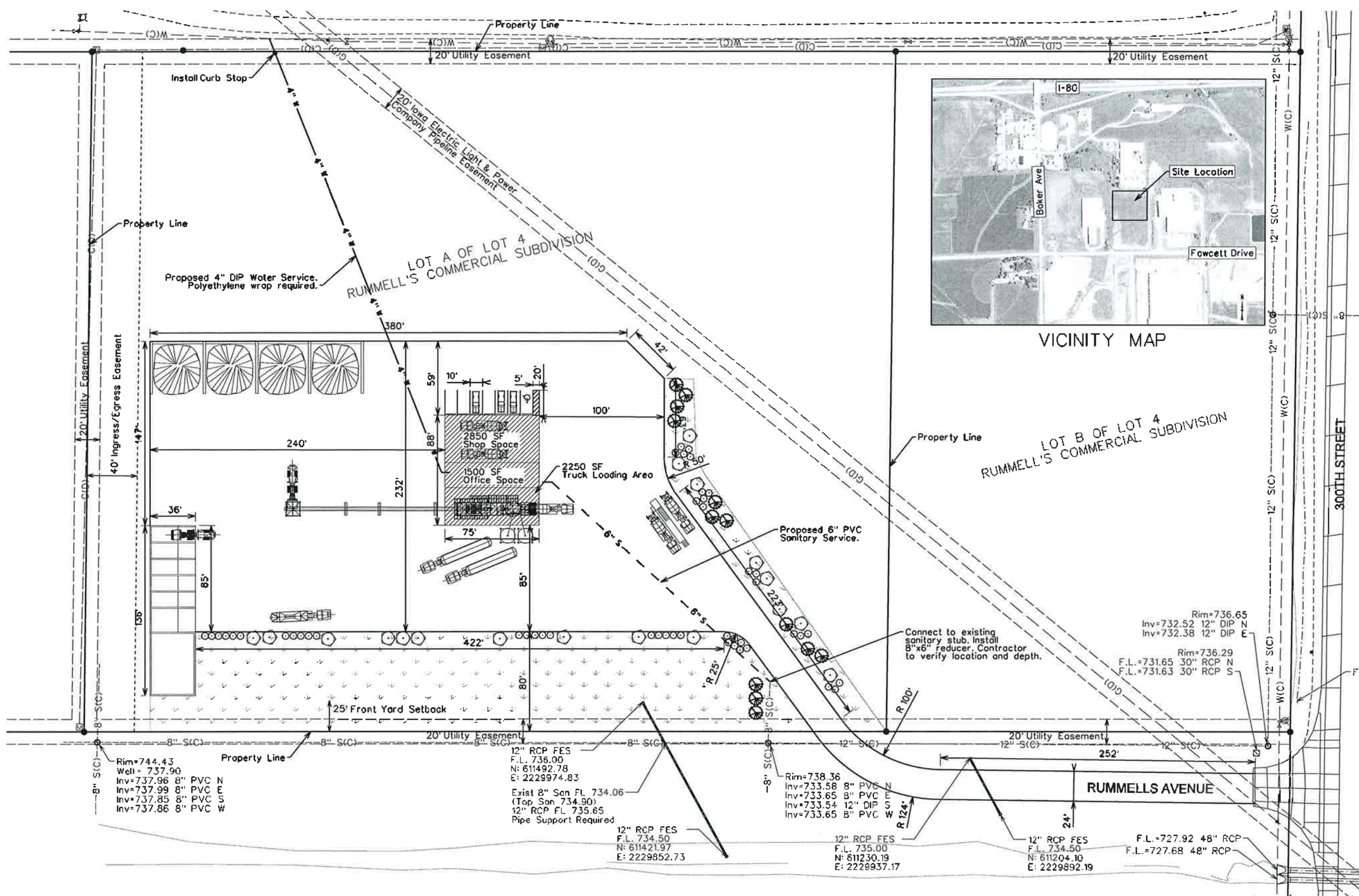
Passed and approved this 26th day of June, 2017.

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

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk

6/17/2017 15:42 PM  
 C:\PROJECTS\160878-Croell\Site Plan West Branch\Code\160878\_01\_site\_plan.dwg  
 1/18/2017 15:42 PM  
 Y:\Projects\160878-Croell\Site Plan West Branch\Code\160878\_01\_site\_plan.dwg



**Owner/Applicant:**  
 Croell, Inc.  
 P.O. Box 430  
 2010 Kenwood Avenue  
 New Hampton, Iowa 50659

**Prepared By:**  
 Lacy Croell, P.E.  
 Snyder & Associates, Inc.  
 5005 Bowling St., Suite A  
 Cedar Rapids, Iowa 52404

**Structure Information:**  
 1. Building use: office, machine shop, and a loading (batch) area  
 2. Total floor area: 6,600 SF  
 3. Estimated number of employees: 5

**Site Information:**  
 1. The project is not located in a Flood Zone.  
 2. 6" PCC Pavement with 6" of Modified Subbase to be used.

**Variances:**  
 1. No Curb & Gutter to be installed  
 2. Park Stops to be utilized for parking areas adjacent to building

**Landscaping**

**1. Open Space**  
 25% Open Space Required  
 170,125/4 = 42,531 SF Required  
 46,500 SF Open Space Provided

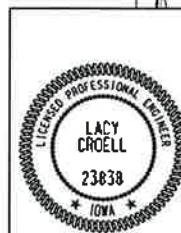
**2. Trees Required:**  
 1 per 1,500 SF of Open Space  
 46,500/1,500 = 31 Trees Required  
 13 Trees 1.5"-2" Caliper Diameter Req'd  
 18 Trees 1"-1.5" Caliper Diameter Req'd  
 Total of 31 Trees Provided

**3. Shrubs Required:**  
 1 per 1,000 SF of Open Space  
 46,500/1,000 = 47 Shrubs Required  
 47 Shrubs Provided

**Site Address:**  
 145 Fawcett Drive

**Legal Description:**  
 Lot A of Lot 4, Rummell's Commercial Subdivision

1"-1.5" Caliper Diameter Tree  
 1.5"-2" Caliper Diameter Tree  
 Shrub  
 Seeded Open Space



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Iowa.

*Lacy Croell* 4/21/17  
 Lacy Croell, P.E. Date

License Number 23838  
 My License Renewal Date is December 31, 2018

Pages or sheets covered by this seal:  
 1-2

MARK	REVISION	DATE	BY
Engineer: LMC	Checked By: TAC	Scale: 1"=80'	
Technician: DJD	Date: 06-21-17	Field No:	
Project No:	160878	Sheet	1

**WEST BRANCH, IOWA**

**CROELL REDI-MIX SITE PLAN**

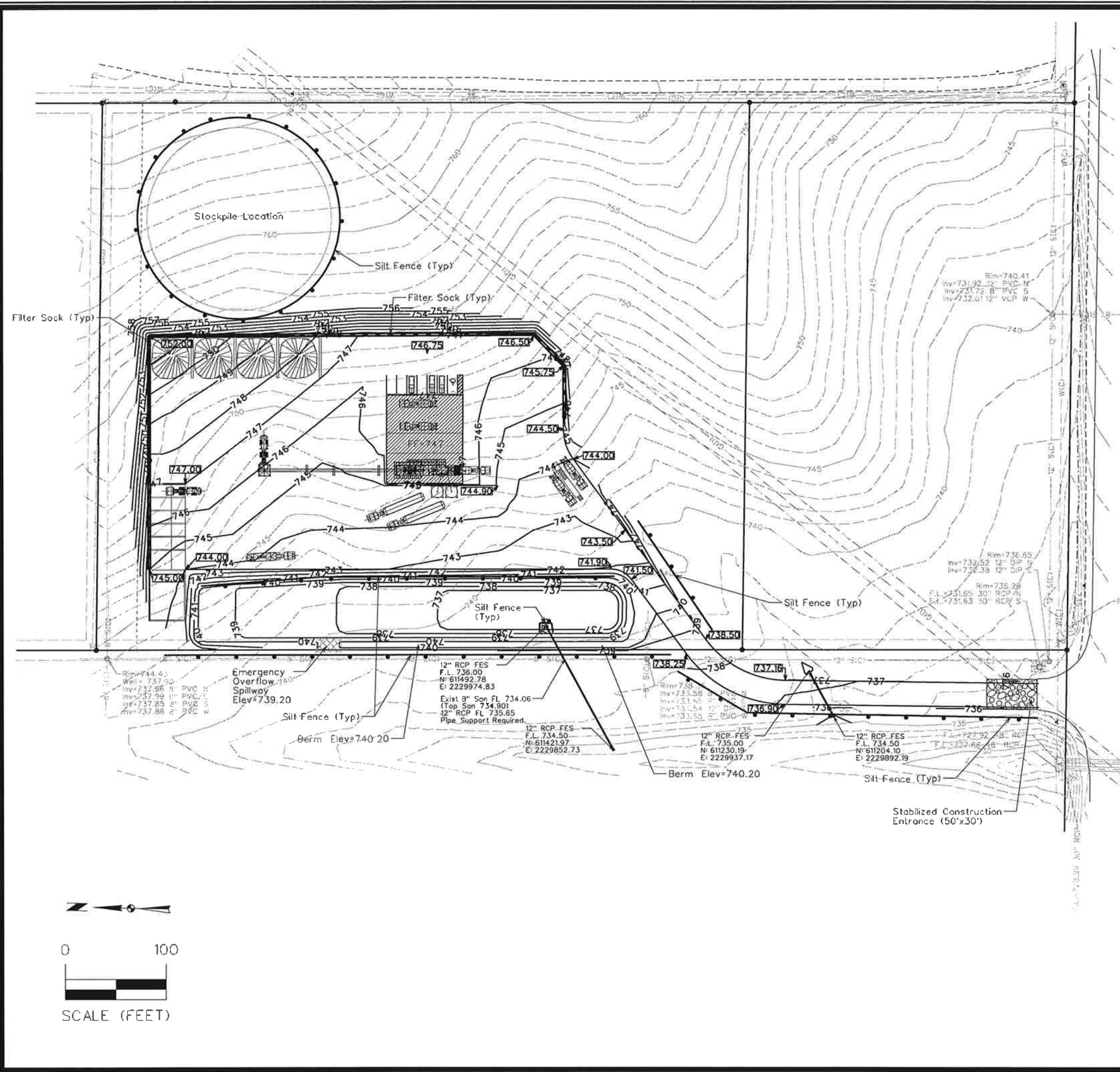
**SITE PLAN**

**SNYDER & ASSOCIATES, INC.**

5005 BOWLING STREET S.W.  
 CEDAR RAPIDS, IA 52404  
 319-362-9394 | www.snyder-associates.com

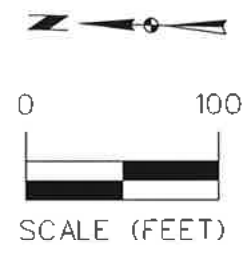
Project No: 160878  
 Sheet 1

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 User: jphillips  
 Title: 160878\_02 grading plan.dwg



**POLLUTION PREVENTION NOTES**

- A. POLLUTION PREVENTION AND EROSION PROTECTION**
- 1. CODE COMPLIANCE:** THE CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL POTENTIAL POLLUTION AND SOIL EROSION CONTROL REQUIREMENTS OF THE IOWA CODE, THE IOWA DEPARTMENT OF NATURAL RESOURCES (IDNR) NPDES PERMIT, THE U.S. CLEAN WATER ACT AND ANY LOCAL ORDINANCES. THE CONTRACTOR SHALL TAKE ALL NECESSARY STEPS TO PROTECT AGAINST EROSION AND POLLUTION FROM THIS PROJECT SITE AND ALL OFF-SITE BORROW OR DEPOSIT AREAS DURING PERFORMANCE OR AS A RESULT OF PERFORMANCE.
  - 2. DAMAGE CLAIMS:** THE CONTRACTOR WILL HOLD THE OWNER AND ARCHITECT / ENGINEER HARMLESS FROM ANY AND ALL CLAIMS OF ANY TYPE WHATSOEVER RESULTING FROM DAMAGES TO ADJOINING PUBLIC OR PRIVATE PROPERTY INCLUDING REASONABLE ATTORNEY FEES INCURRED TO OWNER. FURTHER, IF THE CONTRACTOR FAILS TO TAKE NECESSARY STEPS TO PROMPTLY REMOVE EARTH SEDIMENTATION OR DEBRIS WHICH COMES ONTO ADJOINING PUBLIC OR PRIVATE PROPERTY, THE OWNER MAY, BUT NEED NOT, REMOVE SUCH ITEMS AND DEDUCT THE COST THEREOF FROM AMOUNTS DUE TO THE CONTRACTOR.
- B. STORM WATER DISCHARGE PERMIT**
- 1. THIS PROJECT REQUIRES COVERAGE UNDER THE NPDES GENERAL PERMIT NO. 2 FOR STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITIES FROM THE IDNR, AS REQUIRED BY THE ENVIRONMENTAL PROTECTION AGENCY (EPA). THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS ARE RESPONSIBLE FOR COMPLIANCE WITH AND FULFILLMENT OF ALL REQUIREMENTS OF THE NPDES GENERAL PERMIT NO. 2 INCLUDING CREATING OR MAINTAINING THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND POSSIBLY OBTAINING THE GENERAL PERMIT COVERAGE FROM THE IDNR.**
  - 2. ALL DOCUMENTS RELATED TO THE STORM WATER DISCHARGE PERMIT, INCLUDING, BUT NOT LIMITED TO, THE NOTICE OF INTENT, PROOF OF PUBLICATIONS, DISCHARGE AUTHORIZATION LETTER, CURRENT SWPPP, SITE INSPECTION LOG, AND OTHER ITEMS, SHALL BE KEPT ON SITE AT ALL TIMES AND MUST BE PRESENTED TO ANY JURISDICTIONAL AGENCIES UPON REQUEST. FAILURE TO COMPLY WITH THE NPDES PERMIT REQUIREMENTS IS A VIOLATION OF THE CLEAN WATER ACT AND THE CODE OF IOWA.**
  - 3. A "NOTICE OF DISCONTINUATION" MUST BE FILED WITH THE IDNR UPON FINAL STABILIZATION OF THE DISTURBED SITE AND REMOVAL OF ALL TEMPORARY EROSION CONTROL MEASURES. ALL PLANS, INSPECTION REPORTS, AND OTHER DOCUMENTS MUST BE RETAINED FOR A PERIOD OF THREE YEARS AFTER PROJECT COMPLETION. THE CONTRACTOR SHALL RETAIN A RECORD COPY AND PROVIDE THE ORIGINAL DOCUMENT TO THE OWNER UPON PROJECT ACCEPTANCE AND/OR SUBMITTAL OF THE NOTICE OF DISCONTINUATION.**
- C. POLLUTION PREVENTION PLAN:**
- 1. THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) IS A SEPARATE DOCUMENT IN ADDITION TO THESE PLAN DRAWINGS. THE CONTRACTOR SHOULD REFER TO THE SWPPP FOR ADDITIONAL REQUIREMENTS AND MODIFICATIONS TO THE POLLUTION PREVENTION PLAN MADE DURING CONSTRUCTION.**
  - 2. THE SWPPP ILLUSTRATES GENERAL MEASURES AND BEST MANAGEMENT PRACTICES (BMP) FOR COMPLIANCE WITH THE PROJECT'S NPDES PERMIT COVERAGE. ALL BMP'S AND EROSION CONTROL MEASURES REQUIRED AS A RESULT OF CONSTRUCTION ACTIVITIES ARE THE RESPONSIBILITY OF THE CONTRACTOR. IDENTIFY, NOTE AND IMPLEMENT ADDITIONAL BMP'S FROM THOSE SHOWN ON THE PLAN MAY BE REQUIRED.**
  - 3. THE SWPPP AND SITE MAP SHOULD BE EXPEDITIOUSLY REVISED TO REFLECT CONSTRUCTION PROGRESS AND CHANGES AT THE PROJECT SITE.**
  - 4. THE CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL REQUIREMENTS OF THE GENERAL PERMIT AND SWPPP INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING BMP'S UNLESS INFEASIBLE OR NOT APPLICABLE:**
    - a. UTILIZE OUTLET STRUCTURES THAT WITHDRAW WATER FROM THE SURFACE WHEN DISCHARGING FROM BASINS, PROVIDE AND MAINTAIN NATURAL BUFFERS AROUND SURFACE WATERS, DIRECT STORM WATER TO VEGETATED AREAS TO INCREASE SEDIMENT REMOVAL AND MAXIMIZE STORM WATER INFILTRATION, AND MINIMIZE SOIL COMPACTION.**
    - b. INSTALL PERMETER AND FINAL SEDIMENT CONTROL MEASURES SUCH AS SILT BARRIERS, DITCH CHECKS, DIVERSION BERMS, OR SEDIMENTATION BASINS DOWNSTREAM OF SOIL DISTURBING ACTIVITIES PRIOR TO SITE CLEARING AND GRADING OPERATIONS.**
    - c. PRESERVE EXISTING VEGETATION IN AREAS NOT NEEDED FOR CONSTRUCTION AND LIMIT TO A MINIMUM THE TOTAL AREA DISTURBED BY CONSTRUCTION OPERATIONS AT ANY TIME.**
    - d. MAINTAIN ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES IN WORKING ORDER, INCLUDING CLEANING, REPAIRING, REPLACEMENT AND SEDIMENT REMOVAL THROUGHOUT THE PERMIT PERIOD. CLEAN OR REPLACE SILT CONTROL DEVICES WHEN THE MEASURES HAVE LOST 50% OF THEIR ORIGINAL CAPACITY.**
    - e. INSPECT THE PROJECT AREA AND CONTROL DEVICES (BY QUALIFIED PERSONNEL ASSIGNED BY THE CONTRACTOR) EVERY SEVEN CALENDAR DAYS. RECORD THE FINDINGS OF THESE INSPECTIONS AND ANY RESULTING ACTIONS IN THE SWPPP WITH A COPY SUBMITTED WEEKLY TO THE OWNER OR ENGINEER DURING CONSTRUCTION. REVISE THE SWPPP AND IMPLEMENT ANY RECOMMENDED MEASURES WITHIN 7 DAYS.**
    - f. PREVENT ACCUMULATION OF EARTH AND DEBRIS FROM CONSTRUCTION ACTIVITIES ON ADJOINING PUBLIC OR PRIVATE PROPERTIES, INCLUDING STREETS, DRIVEWAYS, SIDEWALKS, DRAINAGEWAYS, OR UNDERGROUND SEWERS. REMOVE ANY ACCUMULATION OF EARTH OR DEBRIS IMMEDIATELY AND TAKE REMEDIAL ACTIONS FOR FUTURE PREVENTION.**
    - g. INSTALL NECESSARY CONTROL MEASURES SUCH AS SILT BARRIERS, EROSION CONTROL MATS, MULCH, DITCH CHECKS OR RIPRAP AS SOON AS AREAS REACH THEIR FINAL GRADES AND AS CONSTRUCTION OPERATIONS PROGRESS TO ENSURE CONTINUOUS RUNOFF CONTROL. PROVIDE INLET AND OUTLET CONTROL MEASURES AS SOON AS STORM SEWERS ARE INSTALLED.**
    - h. RESPREAD A MINIMUM OF 4 INCHES OF TOPSOIL (INCLUDING TOPSOIL FOUND IN SOD) ON ALL DISTURBED AREAS, EXCEPT WHERE PAVEMENT, BUILDINGS OR OTHER IMPROVEMENTS ARE LOCATED.**
    - i. STABILIZE UNDEVELOPED, DISTURBED AREAS WITH MULCH, TEMPORARY SEED MIX, PERMANENT SEED MIX, OR SOD AS SOON AS PRACTICAL UPON COMPLETION OR DELAY OF GRADING OPERATIONS. INITIATE STABILIZATION MEASURES NO LATER THAN 14 CALENDAR DAYS AFTER CONSTRUCTION ACTIVITY HAS FINISHED OR IS PLANNED TO BE DELAYED MORE THAN 21 CALENDAR DAYS.**
    - j. COORDINATE LOCATIONS OF STAGING AREAS WITH THE OWNER AND RECORD IN THE SWPPP. UNLESS NOTED OTHERWISE, STAGING AREAS SHOULD CONTAIN THE FOLLOWING: JOB TRAILERS, FUELING / VEHICLE MAINTENANCE AREA, TEMPORARY SANITARY FACILITIES, MATERIALS STORAGE, AND CONCRETE WASHOUT FACILITY. CONTROL RUNOFF FROM STAGING AREAS WITH DIVERSION BERMS AND/OR SILT BARRIERS AND DIRECT TO A SEDIMENT BASIN OR OTHER CONTROL DEVICE WHERE POSSIBLE. CONCRETE WASHOUT MUST BE CONTAINED ON-SITE.**
    - k. REMOVE ALL TEMPORARY EROSION CONTROL MEASURES AND SITE WASTE PRIOR TO FILING OF THE "NOTICE OF DISCONTINUATION".**



MARK	REVISION	DATE	BY	SCALE	DATE	BY	DATE	BY	DATE
Engineer: LMC	Checked By: TAC	Scale: 1"=100'			Project No: 160878				Sheet 2
Technician: DJD	Date: 06-21-17	Drawn By: Pfr							

**WEST BRANCH, IOWA**

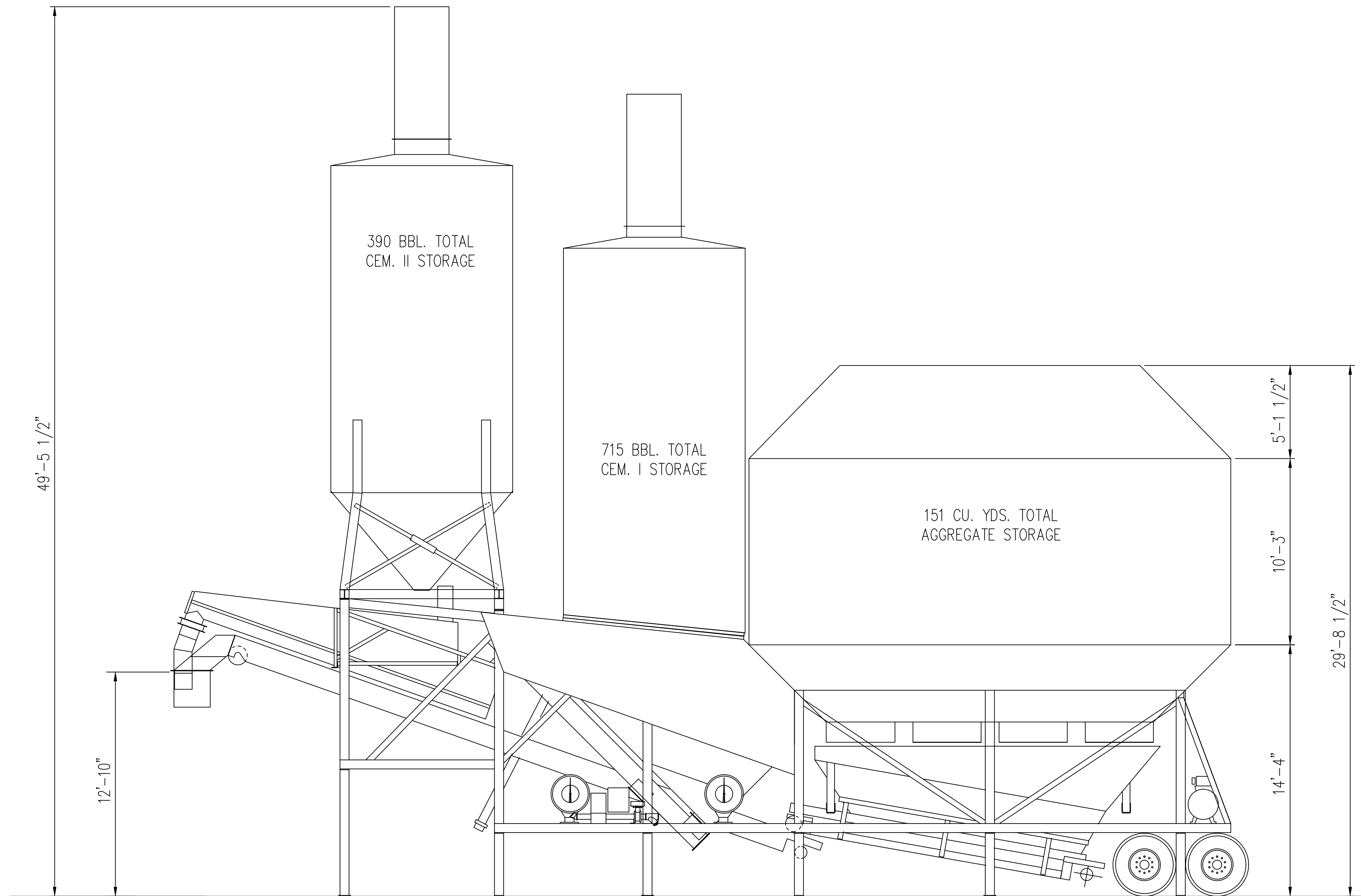
**CROELL REDI-MIX SITE PLAN**

**GRADING AND EROSION CONTROL PLAN**

**SNYDER & ASSOCIATES, INC.**

5005 BOWLING STREET S.W.  
CEDAR RAPIDS, IA 52404  
319-362-9394 | www.snyder-associates.com

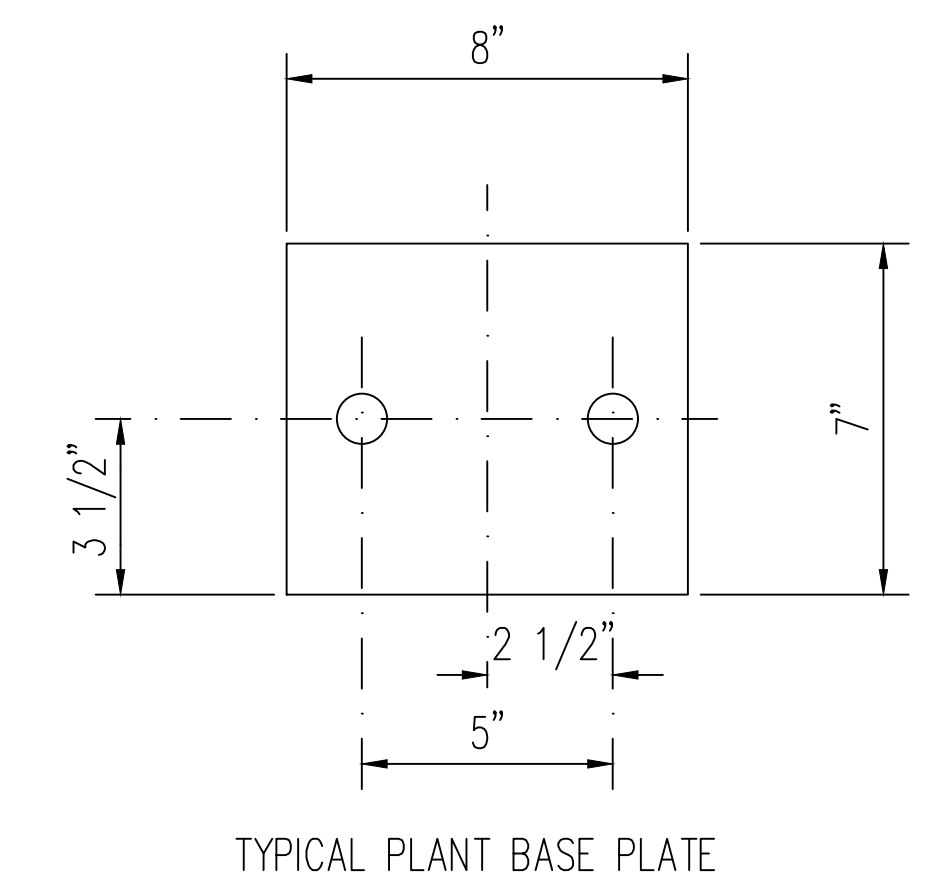
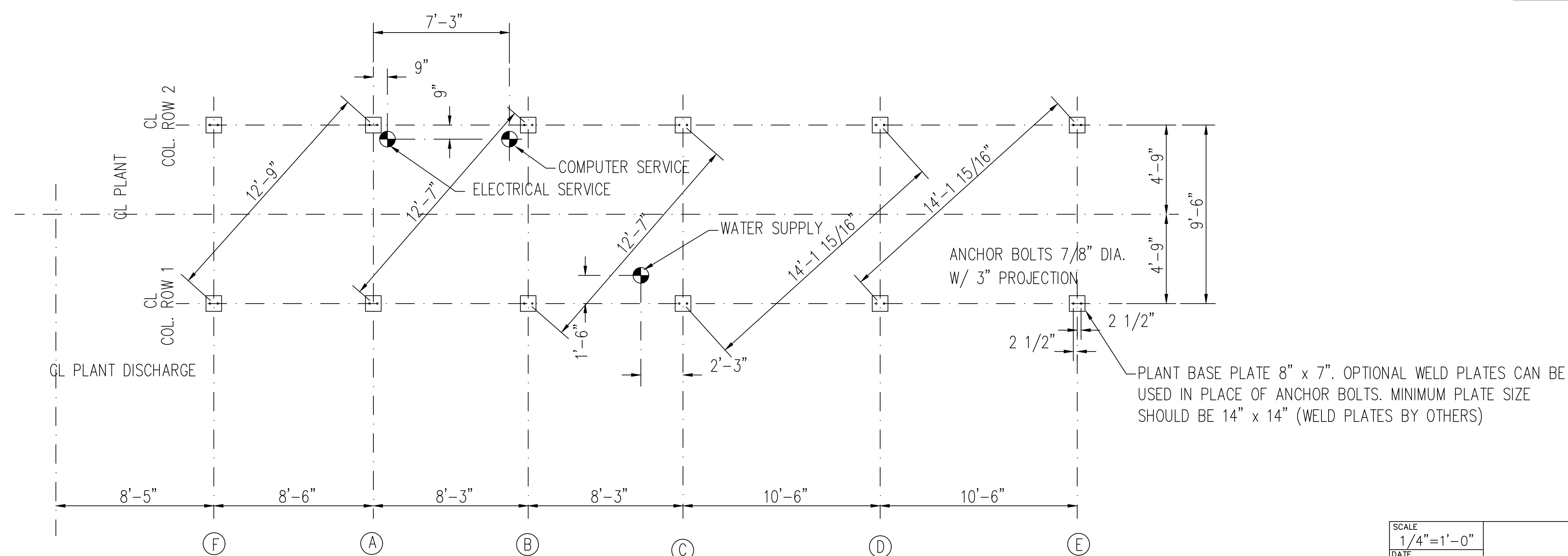
Project No: 160878
Sheet 2



NOTES:

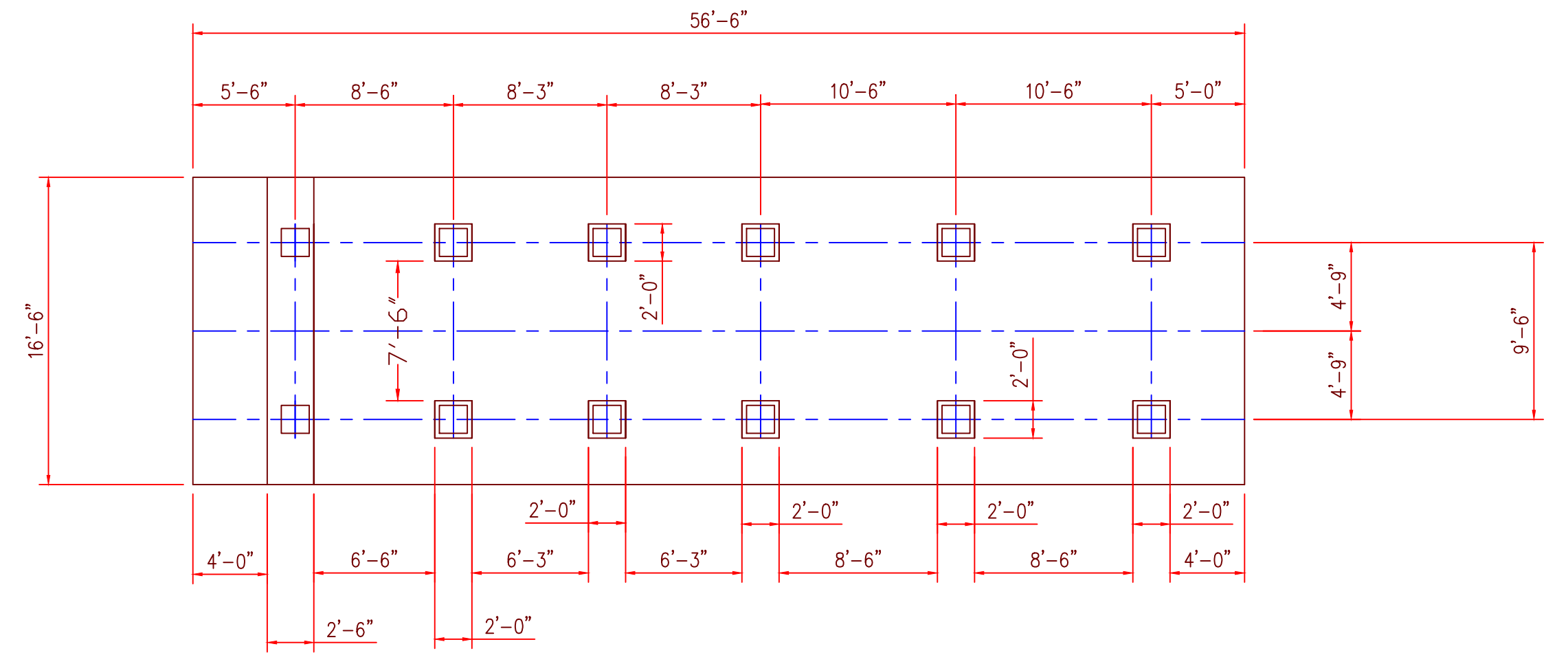
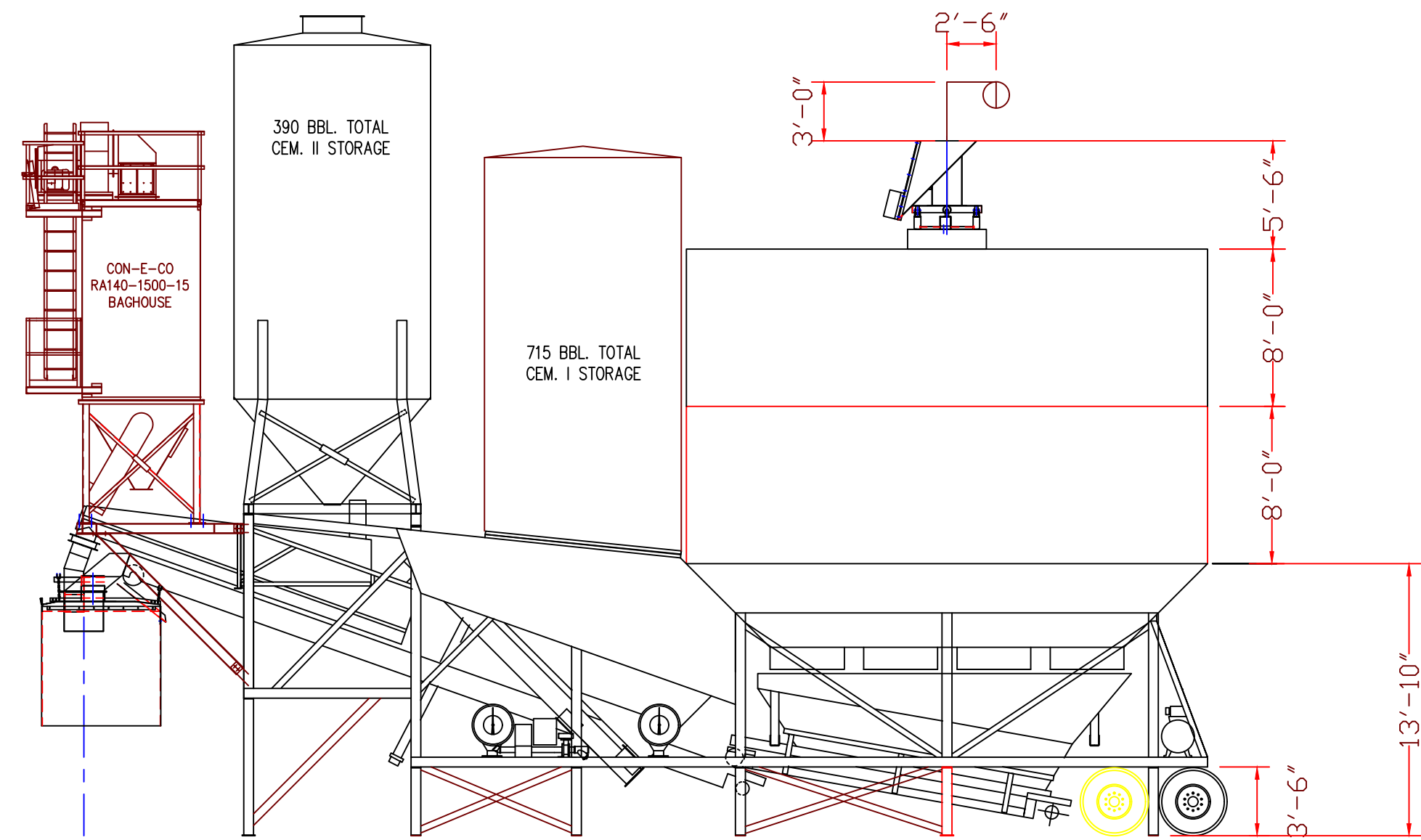
- (1) k = 1000 LBS.
- (2) ALL LOADS OCCUR AT THE BOTTOM OF BASE PLATES, TOP OF FOUNDATION.
- (3) WIND LOADS ARE BASED ON UNIFORM BUILDING CODE (1982), 90 MPH.
- (4) CONSULT WITH A REPUTABLE PROFESSIONAL ENGINEER FOR THE DESIGN OF THE FOUNDATION.
- (5) THE CONCRETE EQUIPMENT CO DOES NOT ASSUME RESPONSIBILITY FOR FOUNDATION DESIGN.
- (6) IMPORTANT: IF INSTALLING PLANT IN A PERMANENT LOCATION IT MAY BE DESIRABLE TO DESIGN FOUNDATION FOR FUTURE ADD ON STORAGE MODULES. CONSULT FACTORY FOR REVISED FOUNDATION LOADINGS.
- (7) EXTEND FOOTINGS BELOW FROST LINE.
- (8) BE SURE TO CHECK TRUCK HEIGHT BEFORE POURING DRIVEWAY AT ELEVATION 100.0'. CONVEYOR DISCHARGE HOOD GIVES 12'-10" CLEARANCE TO LOWEST POINT (STEEL) AND 11'-0" CLEARANCE TO BOTTOM OF DISCHARGE SHROUD WITH DRIVEWAY AT EL. 100.0'.

FOUNDATION LOADING SUMMARY (PER COLUMN)			
COLUMN	MAX. COLUMN LOAD	MAX. UPLIFT LOAD	MAX. SIDE LOAD
F	61 k	9.7 k	6.6 k
A	86 k	17.5 k	5.6 k
B	106 k	4.2 k	-0-
C	121 k	15.8 k	8.9 k
D	139 k	5.9 k	-0-
E	81 k	7.9 k	6.6 k

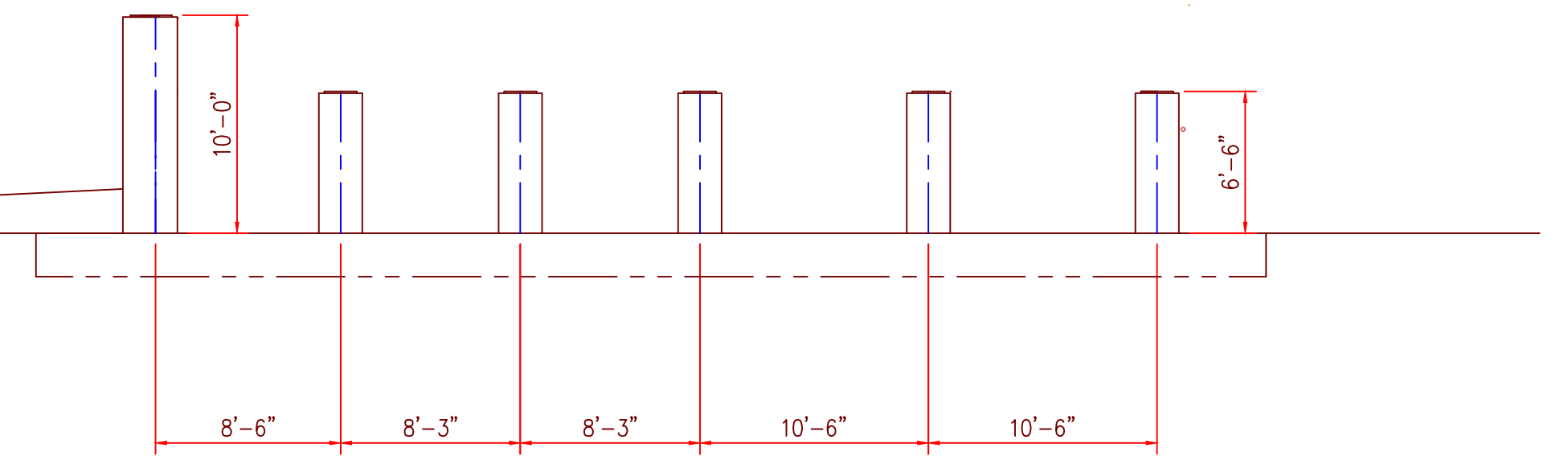


REVISED 2/16/87 (RAISED PLANT 6")

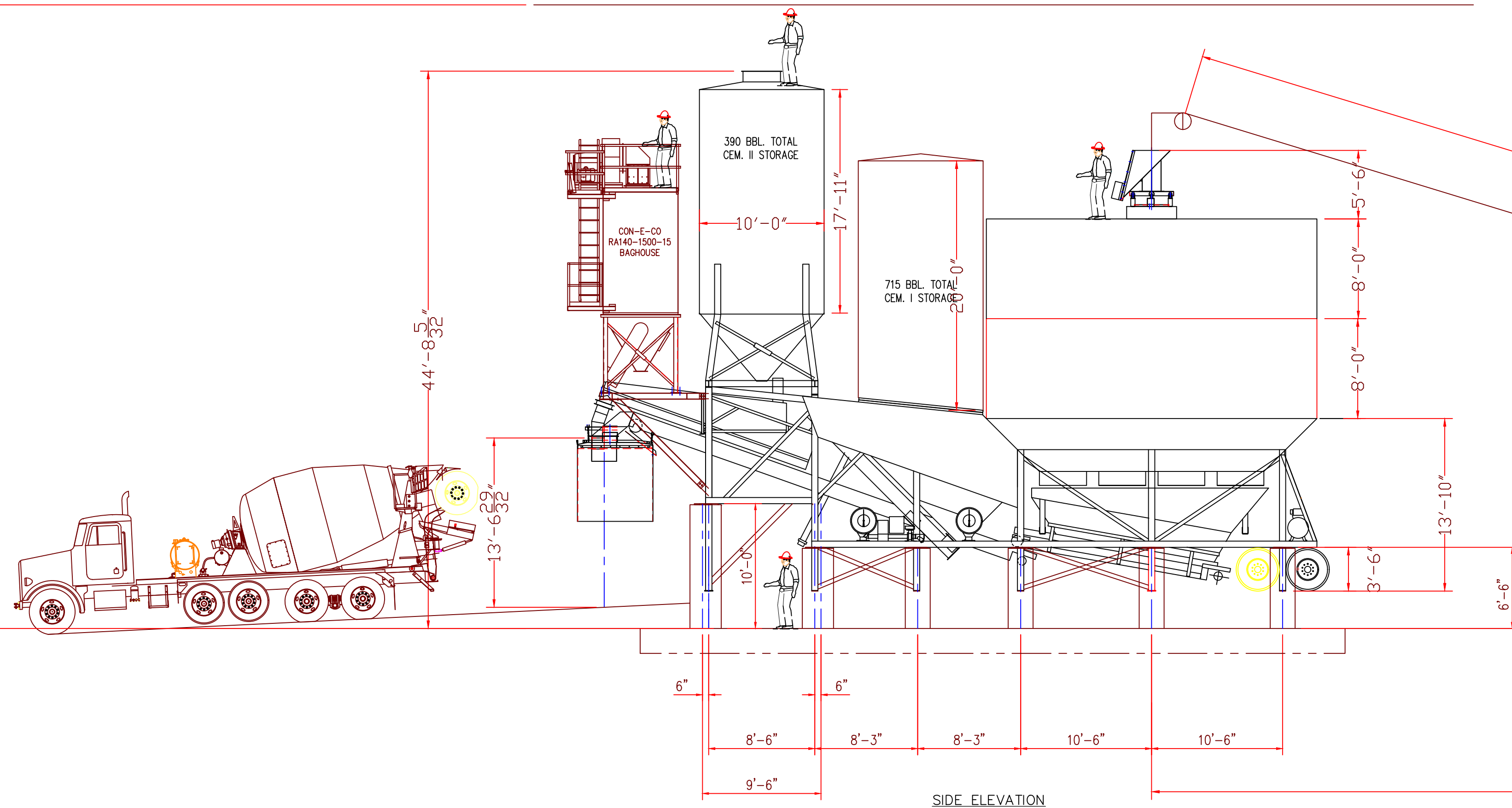
SCALE 1/4"=1'-0" DATE 2-4-87 DRAWN JHS CHECKED	TITLE FOUNDATION LAYOUT	CONCRETE EQUIPMENT CO. BLAIR, NE 68008 (402)-426-4181	PART NO.
	CUSTOMER SITE-MIX CONCRETE		JOB NO.
	LOCATION LAFAYETTE, INDIANA		DWG. NO.
			C-3400-F



PLAN VIEW



SIDE ELEVATION



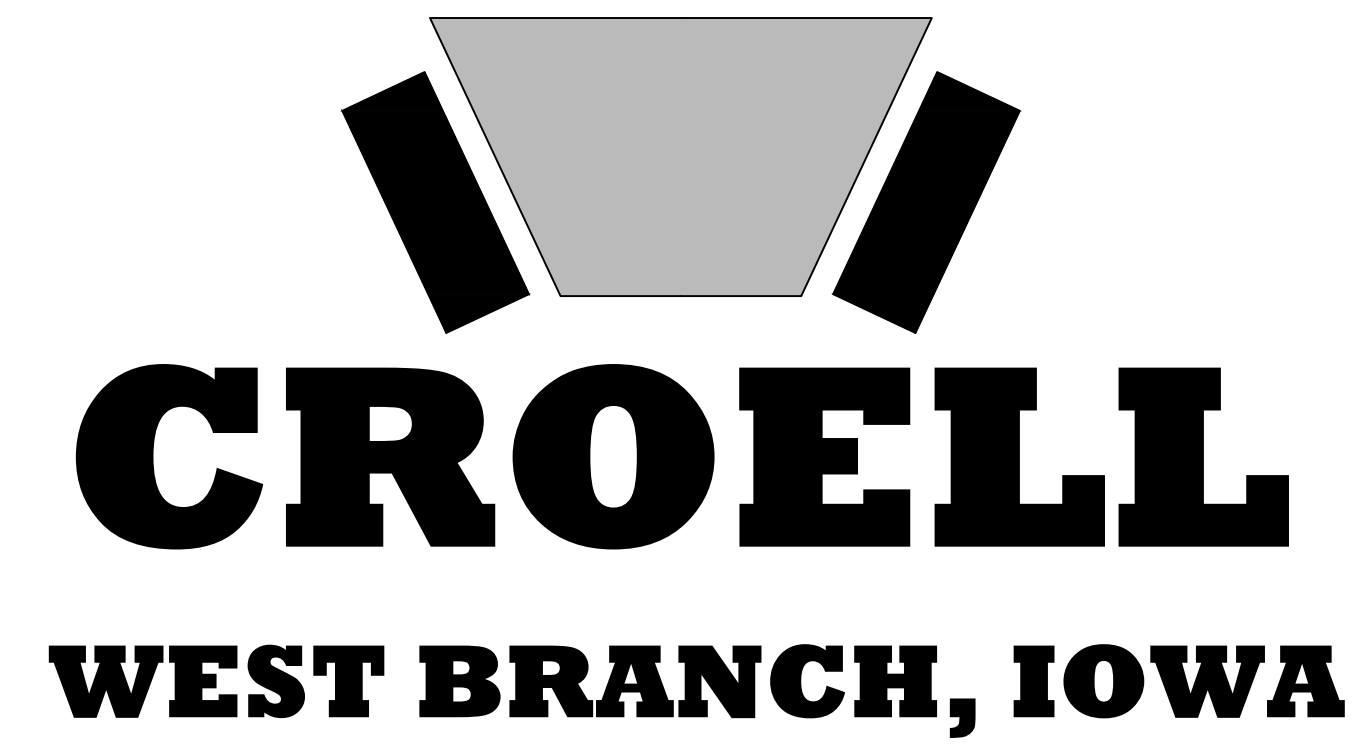
**CROELL**  
WEST BRANCH, IOWA

134'-5<sup>5</sup>/<sub>32</sub>"

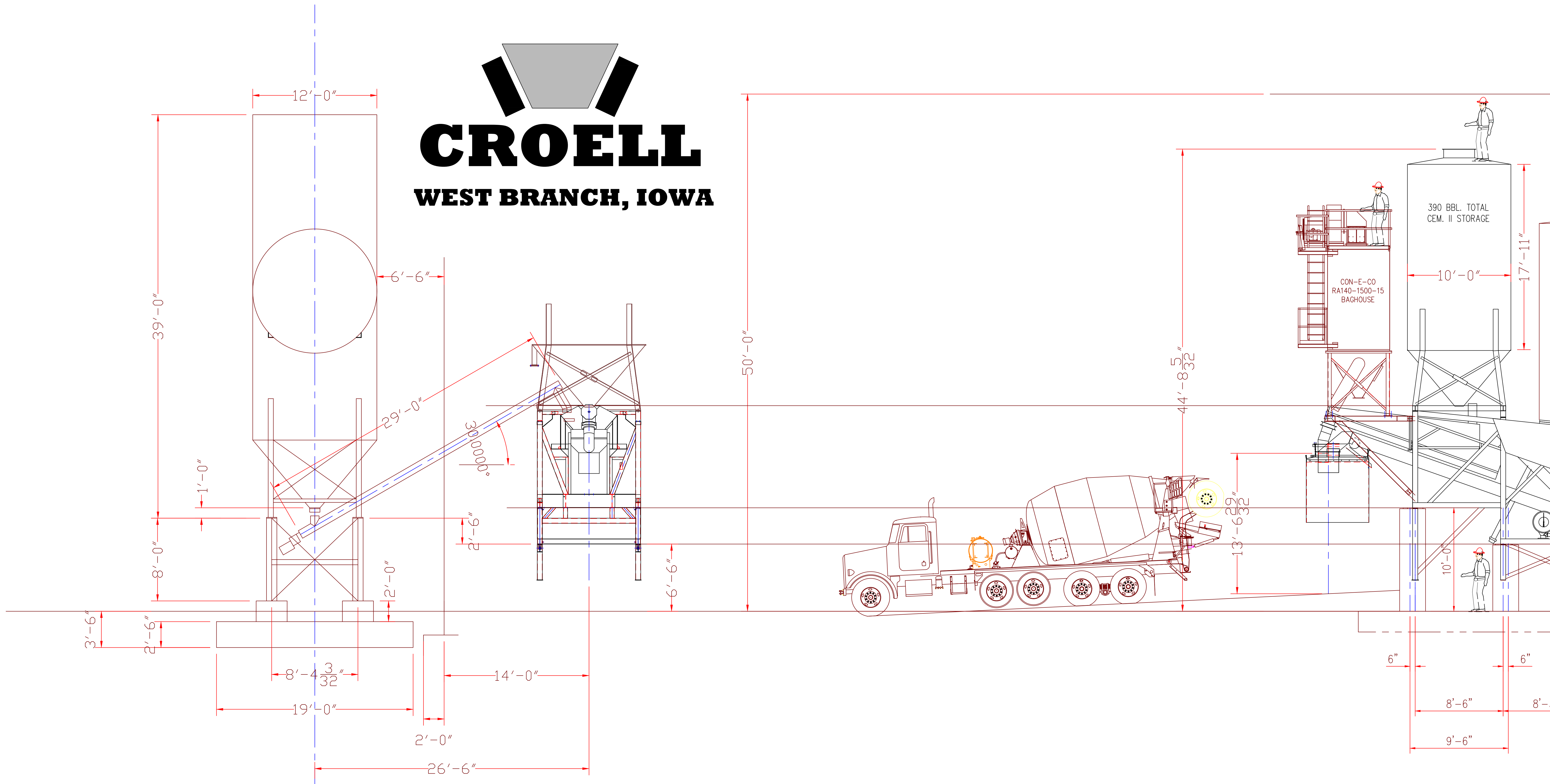
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131'-0<sup>31</sup>/<sub>32</sub>"





**CROELL**  
WEST BRANCH, IOWA



2017

# Croell Redi-Mix

## STORMWATER MANAGEMENT PLAN

145 Fawcett Drive  
West Branch, Iowa



Prepared By:

Snyder & Associates  
5005 Bowling St. SW  
Cedar Rapids, IA 52404  
Telephone: (319) 362-9394

## **TABLE OF CONTENTS**

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1. Hydrologic Summary
2. General Information
3. Design Parameters
4. Existing Conditions
5. Proposed Conditions
6. Conclusions and Recommendations

## **APPENDIX**

- A. Site Plan
- B. Detention Calculations

## **1. Hydrologic Summary**

---

This design was completed using the SCS Unit Hydrograph Method. Data was entered into the Bentley's Pondpack v. 08.11.01.56 program. A brief summary of the results are shown in the information below and additional details are provided throughout the report.

Modeled Drainage Area = 4.85 Acres

### **Pre-Developed Peak Flows**

Pre-Developed 5-Year Peak Flow = 7.06 cfs

### **Post Developed Peak Flows w/Detention Facilities**

Basin Volume = 1.5 acre-ft

Bottom Elevation = 736.00 ft

Top Water Elevation = 739.20 ft

Freeboard Elevation = 740.20 ft

100 Year Design Storm Routing:

Peak Outflow = 5.02 cfs

**100-Yr Post-Developed Outflow < 5-Yr Pre-Developed Flow**

**5.02 cfs < 7.06 cfs**

## **2. General Information**

---

This stormwater management study was developed to analyze the pre and post-developed conditions for a proposed Concrete Plant for Croell Redi-Mix located in West Branch, Iowa. The described site includes 8 acres of development analyzed for the study.

The subject property is Lot A of Lot 4 in the Rummell's Commercial Subdivision. More specifically the development is located at 145 Fawcett Drive.

The purpose of this study is to evaluate the impact to the rate of stormwater runoff by developing the subject property. The existing and proposed conditions of the watershed were assessed and recommendations made regarding the necessary storm water detention and outfall improvements.

### ***3. Design Parameters***

---

Multiple design standards were referenced for specific computational methods and parameters necessary for the calculation of the detention area.

The Natural Resources Conservation Service (NRCS) soils map indicated that the soil in this region falls under hydrologic soils group C. Coefficients from the hydrologic soil group C were used to design the storm drainage.

The Iowa Rainfall Intensity Chart was used to determine rainfall for Section 6. These estimates determined updated rainfall intensities for storm events specifically in the area of interest.

Hydrographs were created for both the pre-developed and post-developed conditions. These hydrographs were developed using the SCS Unity Hydrograph Method utilizing Bentley Pond Pack software. This software creates and routes the hydrograph for each condition through the watershed network by use of reaches.

Statewide Urban Design and Specifications (SUDAS) was referenced while designing for the detention area and water quality constraints.

### ***4. Existing Conditions***

---

The new improvements for the Croell Redi-Mix will develop approximately 4.85 acres of the 8 acres for the entire site. In its existing state, the property is a contoured field on a hillside. Based on these considerations, a Runoff Coefficient of 0.71 was used for the property. The pre-developed time of concentration was determined to be 15 minutes for the water to reach the west end of the property from the far eastern property line. There were no other sources of water runoff that were included in the calculations.

Refer to the appendix included with this report for the pre-developed network summary and calculations.

## **5. Proposed Conditions**

---

The post-developed conditions for this project include a concrete plant and all associated driveways, parking lots, out buildings, cleaning facilities, and detention basin. Upon completion of the project, approximately 4.85 acres of the drainage area will be directed through the detention basin. A Runoff Coefficient of 0.81 and time of concentration of 5 minutes was applied to the post-developed state since most of the disturbed area will be paved with concrete with the eastern half of the drainage area remaining as grass. Green space will be provided along the front and sides of the property.

One detention basin is proposed on the site to collect the storm water runoff and release it in a controlled manner. The 4.85 developable acres of the property were taken into consideration when designing this detention pond to ensure adequate storage. An outlet pipe will be used in the detention basin to ensure the 100 year post-developed flows remain below the 5 year pre-developed. The outlet structure will direct flow to the unnamed streambed. Refer to the attached site plan for the proposed storm water detention system.

Refer to the Hydrologic Summary at the beginning of this report and/or the Pond Pack output information in the Appendix for detailed flow information.

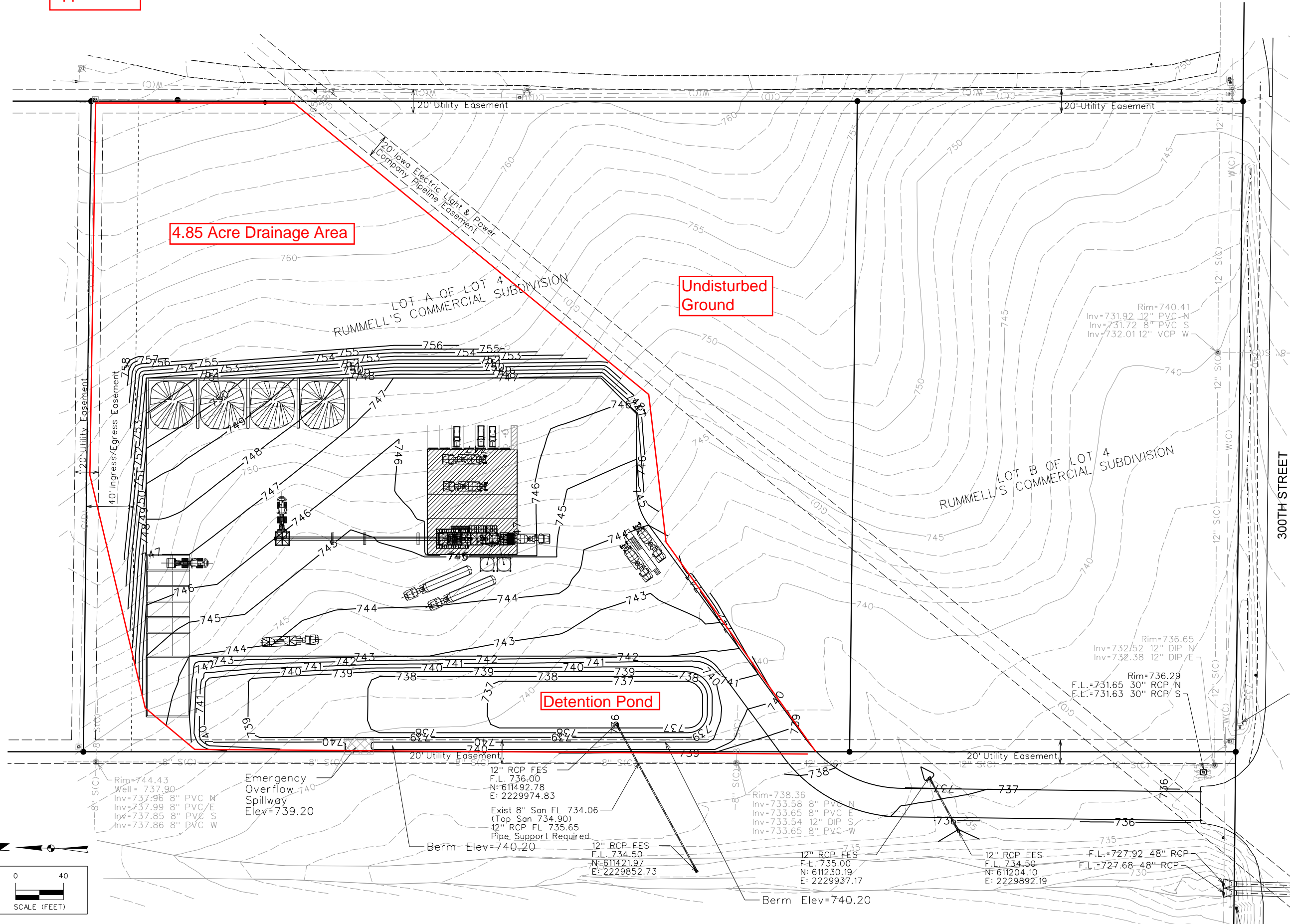
## **6. Conclusion and Recommendations**

---

The development of the Croell Redi-Mix site will not adversely impact downstream properties or facilities, as the 100 year post-developed peak flow rates will be controlled and maintained below the 5 year flow rates in the existing conditions. The site will be graded to direct the runoff into the detention basin and the runoff will be released from the basin in a controlled manner.

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Snyder  
180

Appendix A



4.85 Acre Drainage Area

Undisturbed Ground

Detention Pond

Emergency Overflow Spillway Elev=739.20

12" RCP FES  
F.L. 736.00  
N: 611492.78  
E: 2229974.83

Exist 8" San FL 734.06  
(Top San 734.90)  
12" RCP FL 735.65  
Pipe Support Required

Berm Elev=740.20  
12" RCP FES  
F.L. 734.50  
N: 611421.97  
E: 2229852.73

Rim=738.36  
Inv=733.58 8" PVC N  
Inv=733.65 8" PVC E  
Inv=733.54 12" DIP S  
Inv=733.65 8" PVC W

Berm Elev=740.20

12" RCP FES  
F.L. 735.00  
N: 611230.19  
E: 2229937.17

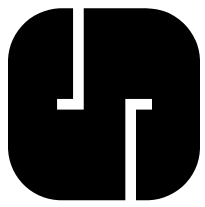
12" RCP FES  
F.L. 727.92 48" RCP  
F.L. 734.50  
N: 611204.10  
E: 2229892.19

Rim=736.65  
Inv=732.52 12" DIP N  
Inv=732.38 12" DIP E  
Rim=736.29  
F.L.=731.65 30" RCP N  
F.L.=731.63 30" RCP S

Rim=740.41  
Inv=731.92 12" PVC N  
Inv=731.72 8" PVC S  
Inv=732.01 12" VCP W

CROELL REDI-MIX SITE PLAN

SITE PLAN



Project No: 1160878

Sheet 1

WEST BRANCH, IOWA

SNYDER & ASSOCIATES, INC.

5005 BOWLING STREET S.W.  
CEDAR RAPIDS, IA 52404  
319-362-9394 | www.snyder-associates.com

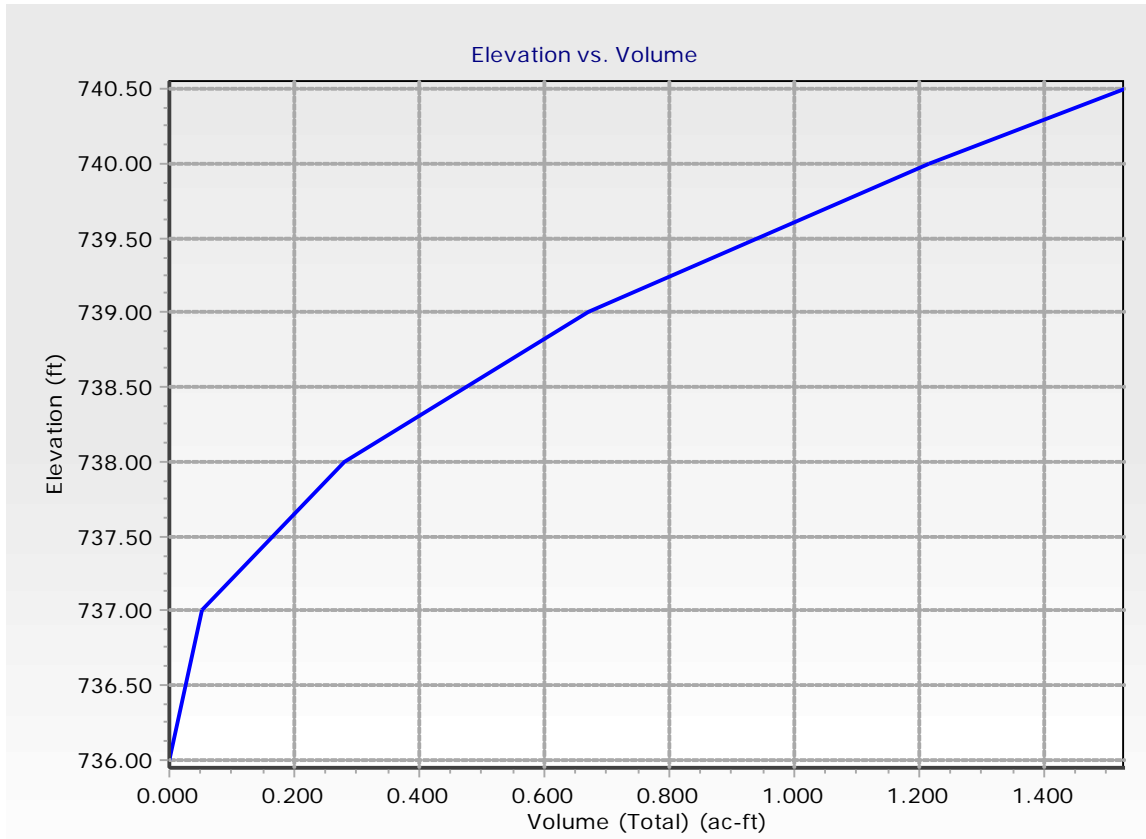
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PondMaker Worksheet Detailed Report: Worksheet (PO-1) - 1

Element Details			
ID	39		
Label	Worksheet (PO-1) - 1		
Select Pond to Design	PO-1		
Flow Allowed Below Target	100.0		
Flow Allowed Above Target	0.0		
Flow Allowed Below Target	100.0		
Flow Allowed Above Target	0.0		
Volume Allowed Below Target	100.0		
Volume Allowed Above Target	50.0		
Tolerance Display	Display PASS for values within specified tolerance		
Notes			
Volume			
Pond Type	Elevation-Area	Use Void Space?	False
Elevation-Area			
Pond Elevation (ft)	Pond Area (acres)		
736.00	0.000		
737.00	0.160		
738.00	0.300		
739.00	0.490		
740.00	0.600		
740.50	0.660		
Infiltration			
Infiltration Method	No Infiltration		
Output			
Detention Time	None		
Initial Conditions			
Is Outflow Averaging On?	False	Define Starting Water Surface Elevation	Pond Invert



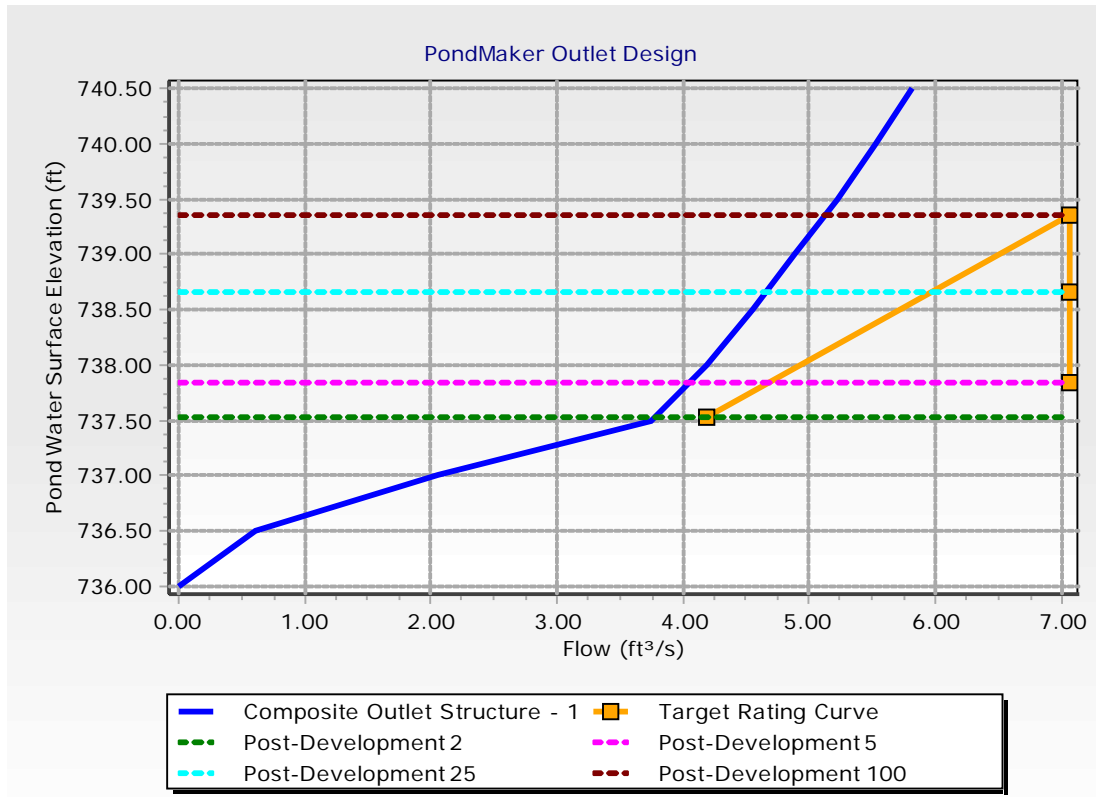
# PondMaker Worksheet Detailed Report: Worksheet (PO-1) - 1



# PondMaker Worksheet Detailed Report: Worksheet (PO-1) - 1

## PondMaker Worksheet (Outlet Design)

Design Scenario			Design Return Event	Target Peak Outflow (ft <sup>3</sup> /s)	Target Outflow Volume (ac-ft)	Peak Pond Inflow (ft <sup>3</sup> /s)	Total Inflow Volume (ac-ft)
Post-Development 2			2	4.19	0.308	9.65	0.533
Post-Development 5			5	7.06	0.493	13.95	0.772
Post-Development 25			25	7.06	0.493	24.76	1.363
Post-Development 100			100	7.06	0.493	36.46	2.023
Estimated Storage (ac-ft)	Estimated Max Water Surface Elevation (ft)	Estimated Freeboard Depth	Design Outlet Structure		Estimated Peak Outflow (ft <sup>3</sup> /s)	Estimated Peak Outflow vs. Target	
0.173	737.53	Pass	Composite Outlet Structure - 1		3.76	Pass	
0.244	737.84	Pass	Composite Outlet Structure - 1		4.05	Pass	
0.538	738.66	Pass	Composite Outlet Structure - 1		4.66	Pass	
0.864	739.35	Pass	Composite Outlet Structure - 1		5.12	Pass	



# PondMaker Worksheet Detailed Report: Worksheet (PO-1) - 1

## PondMaker Worksheet (Routing Design)

Design Scenario		Design Return Event	Target Peak Outflow (ft <sup>3</sup> /s)	Computed Peak Outflow (ft <sup>3</sup> /s)	Computed Peak Outflow vs. Target	Target Outflow Volume (ac-ft)
Post-Development 2		2	4.19	3.65	Pass	0.308
Post-Development 5		5	7.06	4.03	Pass	0.493
Post-Development 25		25	7.06	4.59	Pass	0.493
Post-Development 100		100	7.06	5.02	Pass	0.493
Computed Volume Outflow (ac-ft)	Computed Outflow Volume vs. Target	Routing Outlet Structure	Computed Max Water Elevation (ft)	Freeboard Depth	Maximum Storage (ac-ft)	
0.532	Fail	Composite Outlet Structure - 1	737.47	Pass	0.143	
0.770	Fail	Composite Outlet Structure - 1	737.82	Pass	0.228	
1.360	Fail	Composite Outlet Structure - 1	738.56	Pass	0.477	
2.019	Fail	Composite Outlet Structure - 1	739.20	Pass	0.773	

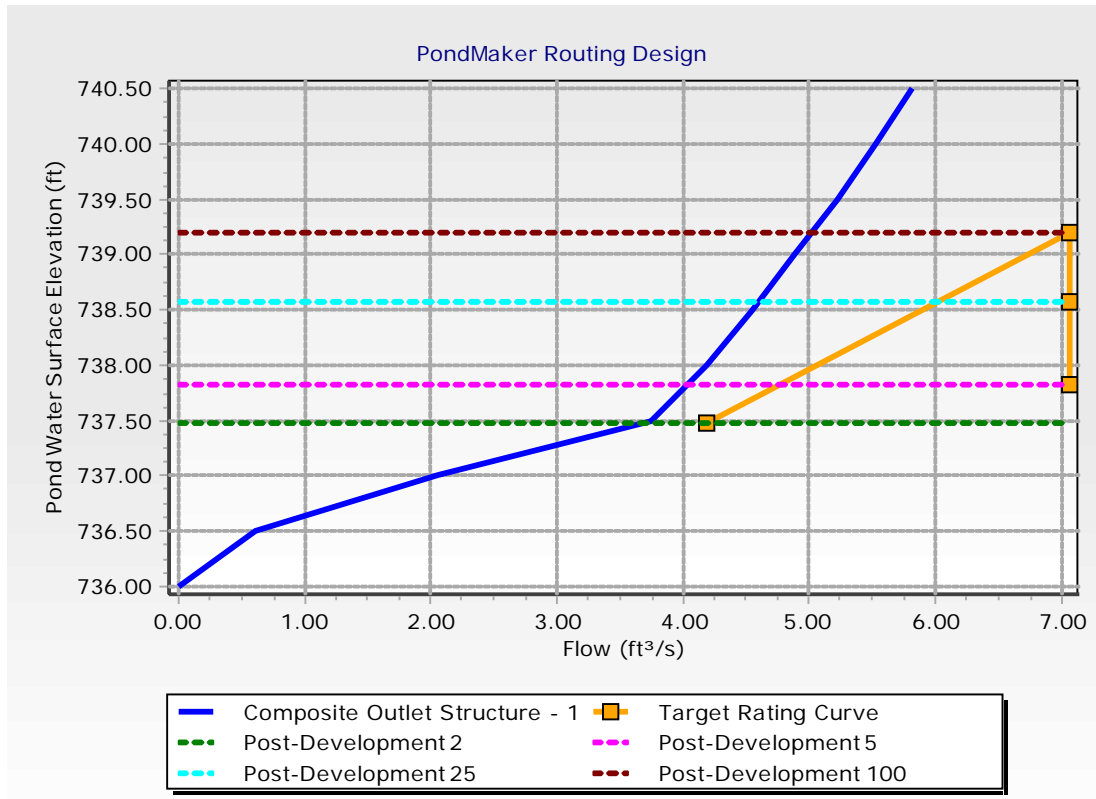


Table 2B-4.01: Runoff Coefficients for the Rational Method


Cover Type and Hydrologic Condition	Runoff Coefficients for Hydrologic Soil Group											
	A			B			C			D		
	Recurrence Interval											
	5	10	100	5	10	100	5	10	100	5	10	100
<b>Open Space (lawns, parks, golf courses, cemeteries, etc.)</b>												
Poor condition (grass cover < 50%)	.25	.30	.50	.45	.55	.65	.65	.70	.80	.70	.75	.85
Fair condition (grass cover 50% to 75%)	.10	.10	.15	.25	.30	.50	.45	.55	.65	.60	.65	.75
Good condition (grass cover >75%)	.05	.05	.10	.15	.20	.35	.35	.40	.55	.50	.55	.65
<b>Impervious Areas</b>												
Parking lots, roofs, driveways, etc. (excluding ROW)	.95	.95	.98	.95	.95	.98	.95	.95	.98	.95	.95	.98
Streets and roads:												
Paved; curbs & storm sewers (excluding ROW)	.95	.95	.98	.95	.95	.98	.95	.95	.98	.95	.95	.98
Paved; open ditches (including ROW)	---	---	---	.70	.75	.85	.80	.85	.90	.80	.85	.90
Gravel (including ROW)	---	---	---	.60	.65	.75	.70	.75	.85	.75	.80	.85
Dirt (including ROW)	---	---	---	.55	.60	.70	.65	.70	.80	.70	.75	.85
<b>Urban Districts (excluding ROW)</b>												
Commercial and business (85% impervious)	---	---	---	---	---	---	.85	.85	.90	.90	.90	.95
Industrial (72% impervious)	---	---	---	---	---	---	.80	.80	.85	.80	.85	.90
<b>Residential Districts by Average Lot Size (excluding ROW)<sup>1</sup></b>												
1/8 acre (36% impervious)	---	---	---	---	---	---	.55	.60	.70	.65	.70	.75
1/4 acre (36% impervious)	---	---	---	---	---	---	.55	.60	.70	.65	.70	.75
1/3 acre (33% impervious)	---	---	---	---	---	---	.55	.60	.70	.65	.70	.75
1/2 acre (20% impervious)	---	---	---	---	---	---	.45	.50	.65	.60	.65	.70
1 acre (11% impervious)	---	---	---	---	---	---	.40	.45	.60	.55	.60	.65
2 acres (11% impervious)	---	---	---	---	---	---	.40	.45	.60	.55	.60	.65
<b>Newly Graded Areas (pervious areas only, no vegetation)</b>												
<b>Agricultural and Undeveloped</b>												
Meadow - protected from grazing (pre-settlement) .....	.10	.10	.25	.10	.15	.30	.30	.35	.55	.45	.50	.65
<b>Straight Row Crops</b>												
Straight Row (SR) .....	Poor Condition	.33	.39	.55	.52	.58	.71	.70	.74	.84	.78	.89
	Good Condition	.24	.30	.46	.45	.51	.66	.62	.67	.78	.73	.86
SR + Crop Residue (CR) .....	Poor Condition	.31	.37	.54	.50	.56	.70	.67	.72	.82	.75	.87
	Good Condition	.19	.25	.41	.38	.45	.61	.55	.60	.73	.62	.78
Contoured (C) .....	Poor Condition	.29	.35	.52	.47	.53	.70	.60	.65	.77	.70	.84
	Good Condition	.21	.26	.43	.38	.45	.61	.55	.60	.73	.65	.80
C+CR .....	Poor Condition	.27	.33	.50	.45	.51	.66	.57	.63	.75	.67	.82
	Good Condition	.19	.25	.41	.36	.43	.59	.52	.58	.71	.62	.78
Contoured & Terraced (C&T) .....	Poor Condition	.22	.28	.45	.36	.43	.59	.50	.56	.70	.55	.73
	Good Condition	.16	.22	.38	.31	.37	.54	.45	.51	.66	.52	.71
C&T + CR .....	Poor Condition	.13	.19	.35	.31	.37	.54	.45	.51	.66	.52	.71
	Good Condition	.10	.16	.32	.27	.33	.50	.43	.49	.65	.50	.70

<sup>1</sup> The average percent impervious area shown was used to develop composite coefficients.

Note: Rational coefficients were derived from SCS CN method


- b. Composite Runoff Analysis:** Care should be taken not to average runoff coefficients for large segments that have multiple land uses of a wide variety (i.e., business to agriculture). However, within similar land uses, it is often desirable to develop a composite runoff coefficient based on the percentage of different types of surface in the drainage area. The composite procedure can be applied to an entire drainage area, or to typical sample blocks as a guide to selection of reasonable values of the coefficient for an entire area.

**Table 2B-2.06: Section 5 - Central Iowa**  
*Rainfall Depth and Intensity for Various Return Periods*

	Return Period															
	1 year		2 year		5 year		10 year		25 year		50 year		100 year		500 year	
	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I
5 min	0.39	4.78	0.46	5.59	0.57	6.91	0.67	8.1	0.81	9.76	0.92	11.1	1.04	12.4	1.33	15.9
10 min	0.58	3.51	0.68	4.08	0.84	5.08	0.98	5.92	1.19	7.16	1.35	8.13	1.52	9.15	1.94	11.6
15 min	0.71	2.84	0.83	3.32	1.03	4.12	1.20	4.82	1.45	5.81	1.65	6.61	1.86	7.44	2.37	9.50
30 min	0.99	1.99	1.16	2.33	1.45	2.91	1.70	3.40	2.05	4.11	2.34	4.68	2.63	5.27	3.36	6.73
1 hr	1.29	1.29	1.51	1.51	1.89	1.89	2.23	2.23	2.72	2.72	3.13	3.13	3.55	3.55	4.62	4.62
2 hr	1.58	0.79	1.85	0.92	2.33	1.16	2.76	1.38	3.39	1.69	3.91	1.95	4.46	2.23	5.88	2.94
3 hr	1.75	0.58	2.06	0.68	2.60	0.86	3.09	1.03	3.82	1.27	4.42	1.47	5.07	1.69	6.76	2.25
6 hr	2.05	0.34	2.40	0.40	3.03	0.50	3.61	0.60	4.47	0.74	5.20	0.86	5.98	0.99	8.02	1.33
12 hr	2.34	0.19	2.74	0.22	3.44	0.28	4.07	0.33	5.01	0.41	5.79	0.48	6.62	0.55	8.79	0.73
24 hr	2.67	0.11	3.08	0.12	3.81	0.15	4.46	0.18	5.44	0.22	6.26	0.26	7.12	0.29	9.37	0.39
48 hr	3.06	0.06	3.49	0.07	4.25	0.08	4.94	0.10	5.96	0.12	6.81	0.14	7.71	0.16	10.0	0.20
3 day	3.34	0.04	3.81	0.05	4.63	0.06	5.36	0.07	6.43	0.08	7.31	0.10	8.25	0.11	10.6	0.14
4 day	3.59	0.03	4.09	0.04	4.96	0.05	5.74	0.05	6.86	0.07	7.78	0.08	8.74	0.09	11.1	0.11
7 day	4.25	0.02	4.83	0.02	5.82	0.03	6.69	0.03	7.93	0.04	8.93	0.05	9.98	0.05	12.5	0.07
10 day	4.87	0.02	5.50	0.02	6.58	0.02	7.52	0.03	8.86	0.03	9.94	0.04	11.0	0.04	13.8	0.05

D = Total depth of rainfall for given storm duration (inches)  
 I = Rainfall intensity for given storm duration (inches/hour)

**Table 2B-2.07: Section 6 - East Central Iowa**  
*Rainfall Depth and Intensity for Various Return Periods*

	Return Period															
	1 year		2 year		5 year		10 year		25 year		50 year		100 year		500 year	
	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I
5 min	0.38	4.56	0.44	5.30	0.54	6.56	0.63	7.65	0.76	9.18	0.86	10.3	0.97	11.6	1.23	14.8
10 min	0.55	3.33	0.64	3.87	0.8	4.8	0.93	5.58	1.11	6.70	1.26	7.60	1.42	8.54	1.80	10.8
15 min	0.67	2.70	0.78	3.14	0.97	3.88	1.13	4.53	1.36	5.45	1.54	6.18	1.73	6.94	2.20	8.81
30 min	0.95	1.90	1.11	2.22	1.38	2.76	1.61	3.22	1.94	3.88	2.20	4.40	2.47	4.95	3.14	6.29
1 hr	1.23	1.23	1.44	1.44	1.80	1.80	2.11	2.11	2.58	2.58	2.96	2.96	3.36	3.36	4.37	4.37
2 hr	1.51	0.75	1.77	0.88	2.22	1.11	2.62	1.31	3.22	1.61	3.71	1.85	4.24	2.12	5.60	2.80
3 hr	1.68	0.56	1.96	0.65	2.47	0.82	2.93	0.97	3.63	1.21	4.22	1.40	4.85	1.61	6.50	2.16
6 hr	1.97	0.32	2.30	0.38	2.89	0.48	3.45	0.57	4.3	0.71	5.02	0.83	5.8	0.96	7.87	1.31
12 hr	2.28	0.19	2.65	0.22	3.31	0.27	3.93	0.32	4.88	0.40	5.68	0.47	6.56	0.54	8.87	0.73
24 hr	2.60	0.10	3.01	0.12	3.75	0.15	4.42	0.18	5.44	0.22	6.29	0.26	7.22	0.30	9.64	0.40
48 hr	2.98	0.06	3.43	0.07	4.22	0.08	4.93	0.10	6.01	0.12	6.90	0.14	7.86	0.16	10.3	0.21
3 day	3.28	0.04	3.72	0.05	4.51	0.06	5.24	0.07	6.32	0.08	7.22	0.10	8.19	0.11	10.7	0.14
4 day	3.53	0.03	3.98	0.04	4.78	0.04	5.50	0.05	6.58	0.06	7.49	0.07	8.46	0.08	10.9	0.11
7 day	4.17	0.02	4.67	0.02	5.53	0.03	6.29	0.03	7.39	0.04	8.30	0.04	9.25	0.05	11.6	0.06
10 day	4.75	0.01	5.30	0.02	6.24	0.02	7.04	0.02	8.20	0.03	9.12	0.03	10.0	0.04	12.4	0.05

D = Total depth of rainfall for given storm duration (inches)  
 I = Rainfall intensity for given storm duration (inches/hour)

Worksheet 2B-3.01: Time of Concentration (T<sub>c</sub>) or Travel Time (T<sub>t</sub>)

Project Croell Site Plan By LC Date 10/27/16  
 Location West Branch Checked \_\_\_\_\_ Date \_\_\_\_\_

Circle one: Present    Developed

Circle one: T<sub>c</sub>    T<sub>t</sub> through subarea

Notes: Space for as many as two segments per flow type can be used for each worksheet.

Include a map, schematic, or description of flow segments.

Sheet flow (Applicable to T<sub>c</sub> only)

1. Surface description (Table 2B-3.01).....
2. Manning's roughness coeff., n (Table 2B-3.01).....
3. Flow Length, L (Total L less than or equal to 300')...
4. Two year, 24 hour rainfall, P<sub>2</sub>.....
5. Land slope, s.....
6.  $T_t = \frac{0.007(nL)^{0.8}}{(\sqrt{P_2})^{0.4}}$  Compute T<sub>t</sub>.....

Segment ID	1	
	Cultivated Soil >20%	
	0.17	
ft	100	
in	3.01	
ft / ft	0.04	
hr	0.14	+ = 0.14

Shallow concentrated flow

7. Surface description (paved or unpaved).....
8. Flow length, L.....
9. Watercourse slope, s.....
10. Average velocity, V (Figure 2B-3.01).....
11.  $T_t = \frac{L}{3600V}$  Compute T<sub>t</sub>.....

Segment ID	2	
	unpaved	
ft	430	
ft / ft	0.053	
ft / s	1.25	
hr	0.10	+ = 0.10

Open channel / pipe flow

12. Cross sectional flow area, a.....
13. Wetted perimeter, P<sub>w</sub>.....
14. Hydraulic radius,  $r = \frac{a}{P_w}$  Compute r.....
15. Channel slope, s.....
16. Manning's roughness coeff., n.....
17.  $V = \frac{1.49r^{2/3}s^{1/2}}{n}$  Compute V.....
18. Flow length, L.....
19.  $T_t = \frac{L}{3600V}$  Compute T<sub>t</sub>.....
20. Watershed or subarea T<sub>c</sub> or T<sub>t</sub> (add T<sub>t</sub> in steps 6, 11 and 19).....

Segment ID		
ft <sup>2</sup>		
ft		
ft		
ft / ft		
ft / s		
ft		
hr		+ =
		0.24

MINUTES FOR HEARING AND  
ADDITIONAL ACTION ON ENTERING  
INTO A LOAN AGREEMENT

439235-12

West Branch, Iowa

June 26, 2017

The City Council of the City of West Branch, Iowa, met on June 26, 2017, at 7:00 p.m., at the City Hall, West Branch, Iowa.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

This being the time and place specified for taking action on the proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,600,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member \_\_\_\_\_ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member \_\_\_\_\_. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. \_\_\_\_\_

Resolution Taking Additional Action on Proposal to Enter into a General  
Obligation Corporate Purpose and Refunding Loan Agreement

WHEREAS, the City of West Branch (the “City”), in Cedar and Johnson Counties, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$1,600,000 for the purpose of paying the costs, to that extent, of (i) constructing bridge improvements; (ii) constructing street, sanitary sewer system, and water system improvements; and (iii) refunding the General Obligation Judgment Settlement Note, dated March 7, 2017, and pursuant to law and duly published notice has held a public hearing on such proposal on June 26, 2017;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that General Obligation Corporate Purpose Bonds or Notes be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

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

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved June 26, 2017.

\_\_\_\_\_

Mayor

Attest:

\_\_\_\_\_

City Clerk



••••

On motion and vote, the meeting adjourned.

---

Mayor

Attest:

---

City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
COUNTIES OF CEDAR AND JOHNSON SS:  
CITY OF WEST BRANCH

I, the undersigned, City Clerk of the City of West Branch, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to the public hearing and additional action on the City Council's intention of entering into a certain Loan Agreement in the future.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
City Clerk

June 22, 2017

**Via Email**

Nick Shimmin  
Interim City Administrator/City Hall  
West Branch, Iowa

Re: General Obligation Corporate Purpose and Refunding Loan Agreement  
Our File No. 439235-12

Dear Nick:

We have prepared and attach proceedings related to the action to be taken on the City's General Obligation Corporate Purpose and Refunding Loan Agreement at the June 26<sup>th</sup> City Council meeting.

The proceedings attached include the following items:

1. Minutes of the meeting covering the public hearing, followed by the resolution taking additional action in connection with the Loan Agreement. This resolution simply sets forth the City Council's determination to enter into the Loan Agreement in the future, and its adoption constitutes the "additional action" required by the Iowa Code.
2. Attestation Certificate with respect to the validity of the transcript.

On June 26<sup>th</sup> the City Council should meet as scheduled, hold the hearing on its intention to enter into the Loan Agreement and adopt the attached resolution. The minutes as drafted assume that no objections will be filed or made.

As soon as possible after the City Council meeting, please return one fully executed copy of all of the completed pages in these proceedings. If you have any questions, please contact Emily Hammond or me.

Best regards,

John P. Danos

Attachments

cc: Maggie Burger  
Gordon Edgar  
Diana VanVleet

RESOLUTION NO. 1636

RESOLUTION APPROVING WORKERS COMPENSATION INSURANCE PROPOSAL  
WITH IMWCA

WHEREAS, the City of West Branch, Iowa received an insurance renewal quotation from the Iowa Municipalities Worker's Compensation Association (IMWCA); and

WHEREAS, after reviewing the insurance renewal quotation, the City Council has decided to accept the quotation of IMWCA, effective July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance renewal with IMWCA is hereby approved.

Passed and approved this 26th day of June, 2017.

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk

2017-2018  
Workers' Compensation  
Coverage Documents  
Packet

**PLEASE MAINTAIN THESE DOCUMENTS IN YOUR INSURANCE FILE**

*Information Page of the Coverage Memorandum*  
(Includes endorsements, if applicable)

*Estimated Premium Schedule for 2017-2018*

*Experience Modification Factor Worksheet*  
(If applicable)

**THE INVOICE WILL BE MAILED SEPERATELY**

**West Branch (0851)**  
**Estimated Premium Schedule as of 6/15/2017**  
**Policy Period: 7/1/2017-7/1/2018**

**Workers' Compensation Coverage**

Class Code	Description	Rate	Payroll	Premium	Modified Premium	Discounted Premium
5506	Street or Road Paving	8.25%	26,493	2,186	2,536	2,232
7520	Waterworks Operations & Driver	5.5%	53,082	2,920	3,387	2,981
7580	Sewage Disposal Plant Operation	2.66%	24,998	665	771	678
7720	Police Officers & Drivers	4.42%	250,760	11,084	12,857	11,314
8810	Clerical Office Employees - NO	0.28%	348,035	974	1,130	994
9102	Parks NOC - All Employees	4.82%	72,340	3,487	4,045	3,560
9220	Cemetery Operations & Drivers	6.17%	54,722	3,376	3,916	3,446
7711	Volunteer Firefighters & Drivers	49.91%	33,800	16,870	19,569	17,221
9402	Street Cleaning & Drivers	5.47%	9,442	516	599	527
7720V	Reserve Peace Officers & Drive	4.42%	35,000	1,547	1,795	1,580
8810V	Elected or Appointed Officials	0.28%	15,000	42	49	43
8380	Automobile - All Others	3.79%	71,100	2,695	3,126	2,751
9101	Public Library/Museums - Maint	7.07%	1,686	119	138	121
<b>Totals:</b>			<b>996,458</b>	<b>46,481</b>	<b>53,918</b>	<b>47,448</b>

**Your IMWCA Discount for Workers' Compensation Coverage:**

Longevity Credit:	\$ 539	1%
Loss Experience Credit:	\$ 0	0%
Large Premium Discount:	\$ 5,931	11%
<b>Total Discount:</b>	<b>\$ 6,470</b>	<b>12%</b>

**Workers' Compensation Premium Calculation**

Pure Premium:	\$ 46,481
Experience Modification Factor: X	1.16
Modified Premium:	\$ 53,918
IMWCA Discount Amount: -	\$ 6,470
Discounted Premium:	\$ 47,448
Expense Constant: +	\$ 160
Annual Premium:	\$ 47,608
Total Premium:	\$ 47,608

**Other Coverage**

**Non-Statutory Medical Coverage**

Rate: \$10/Volunteer, Minimum Premium \$100  
 Estimated Number of Volunteers 40 Rate: 10 Premium: 400

Non-Stat. Vol. Premium: 400  
 Minimum Premium: 400

**Total Estimated Coverage Premium: \$ 48,008**

**This is not an invoice.**

**West Branch (0851)****Information Page of the Coverage Memorandum**

As of 5/23/2017

Policy Period: 7/1/2017-7/1/2018

1. Participant: West Branch  
P O Box 218  
West Branch, Iowa 52358021
- Policy Number: 0851-1718-WC  
FEIN

**2. Workers' Compensation Coverage**

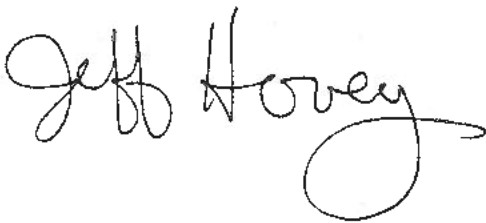
This Workers' Compensation Coverage Memorandum is effective from 12:01 AM on July 01, 2017 to 12:01 AM on July 01, 2018.

3. A. Workers' Compensation Coverage: This section of the Coverage Memorandum applies to the Workers' Compensation Law of Iowa.  
B. Employers' Liability Coverage: Part Two of this Memorandum applies to work in Iowa. The limits of the Association's liability under Part Two are:  
Bodily Injury by Accident: \$1,000,000 each accident  
Bodily Injury by Disease: \$1,000,000 memorandum limit  
Bodily Injury by Disease: \$1,000,000 each employee  
C. Other States' Coverage: Part Three of this Memorandum applies to the states, if any, listed here: All states except ND, OH, WA, WY.  
D. This Memorandum includes a Voluntary Compensation and Employers' Liability Coverage Endorsement and Schedule as well as a Longshoremen's and Harbor Workers' Compensation Act Coverage Endorsement and Schedule.
4. The Estimated Premium Schedule attached hereto and by this reference made a part hereof, is based on the association's manuals of rules, classifications, rates and rating plans. This initial calculation is subject to verification and change by audit.
5. Volunteers other than those shown on the Estimated Premium Schedule are not covered by the provisions of the Workers' Compensation Coverage Memorandum.

**Other Coverage****Non-Statutory Medical Only Coverage****Coverage Period: 7/1/2017 to 7/1/2018**

When this medical-only payment coverage applies, the Association will pay promptly when due, the hospital, nursing and medical benefits. These benefits will not exceed \$25,000 per occurrence or extend beyond two years from the date of injury. Payments made pursuant to this endorsement are not considered to be workers' compensation benefits. Premium will be determined by a \$10 charge per volunteer per year with a minimum premium of \$100.

Signed at Des Moines, Iowa, on May 23, 2017.



Authorized Signature

RESOLUTION NO. 1637

RESOLUTION APPROVING A LIABILITY INSURANCE PROPOSAL WITH ICAP

WHEREAS, the City of West Branch, Iowa received an insurance renewal quotation from the Iowa Communities Assurance Pool (ICAP); and

WHEREAS, after reviewing the insurance renewal quotation, the City Council has decided to accept the quotation from and continue membership with ICAP, effective July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance renewal with ICAP is hereby approved.

Passed and approved this 26th day of June, 2017.

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk





**Iowa Communities Assurance Pool**

**INVOICE**

**FOR**

**City of West Branch**

**Anniversary Date: 07/01/2017**

**5701 Greendale Road  
Johnston, IA 50131  
[www.icapiowa.com](http://www.icapiowa.com)**



**Iowa Communities Assurance Pool**

## **Commitment to Continue Membership**

I, City of West Branch, do hereby affix my signature to this form and promise to submit the contribution of \$42,418.07 (less attached vouchers if applicable) by \_\_\_\_\_ . In order to fulfill this commitment, our check will be received by the Iowa Communities Assurance Pool, at the address on this form, no later than \_\_\_\_\_ .

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Iowa Communities  
Assurance Pool  
5701 Greendale Road  
Johnston, IA 50131



## Anniversary Information Acknowledgement

The undersigned representative of the City of West Branch acknowledges that he/she:

- Reviewed the information provided on all Iowa Communities Assurance Pool applications and all applicable supplemental applications.
- Reviewed all applicable property and vehicle schedules.
- Confirms, to the best of his/her knowledge, that all information provided is complete and accurate.
- Reviewed the optional coverage(s) offered by the Iowa Communities Assurance Pool for increased limits. After consideration of the coverage(s) offered and the contribution for same, City of West Branch has elected to:
  - Waive any and all coverage(s) and any applicable contribution charges. City of West Branch understands that to add increased limits coverage in the future, it will be subject to Iowa Communities Assurance Pool's approval and underwriting guidelines at the time of the request and that such request must be made in writing. In addition, City of West Branch will not hold the Iowa Communities Assurance Pool responsible for this decision to waive optional coverage(s).
  - Accept the increased limits: \_\_\_\_\_  
(Limit of Liability Accepted)

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, by the undersigned duly authorized officer of the Governmental Subdivision (City of West Branch) indicated below:

BY: \_\_\_\_\_

Title: \_\_\_\_\_

Member: City of West Branch

Member Number: 883

Anniversary Date: 07/01/2017



## Schedule of Covered Vehicles

City of West Branch

Effective Date: 07/01/2017

Printed on: 06/12/2017

### 1 - 1 - 105 S. 2nd St., West Branch, IA 52358

Year	Make	Model	VIN	Type	Value	Valuation	Comp	Ded	Coll	Ded
1	2008	Dodge	3D7KS19 DX8G223 822	Police	55,000	ACV	Y	\$250	Y	\$500
2	2013	Ford	1FM5K8 ARXDGA 88897	Police	55,000	ACV	Y	\$250	Y	\$500
3	2014	Ford	1FAHP2 MT9EG1 27753	Police	55,000	ACV	Y	\$250	Y	\$500
4	2015	Dodge	1C4SDJF T2FC953 613	Police	55,000	ACV	Y	\$200	Y	\$500

Total Location Vehicle Value: 220,000

### 10 - 17 - 338 Cookson Dr., West Branch, IA 52358

Year	Make	Model	VIN	Type	Value	Valuation	Comp	Ded	Coll	Ded
1	1997	Ford	1FDPF70 J4VVA28 937	Dump Trucks	24,000	ACV	Y	\$250	Y	\$500
<i>SOLD 9-27-16</i>										
2	1997	Ford	1FTCR10 ASVUC1 5410	Passenger Car/Vans/Pic kups	24,000	ACV	Y	\$250	Y	\$500
3	2000	Oshkosh	1OTBFL B3X4S06 6053	Dump Trucks	148,000	ACV	Y	\$250	Y	\$500
4	2004	Ford	1FDWF3 7S04ED4 6121	Dump Trucks	29,500	ACV	Y	\$250	Y	\$500
5	2003	Ford	1FTYR10 D33PA95 957	Passenger Car/Vans/Pic kups	9,300	ACV	Y	\$250	Y	\$500
6	2002	Ford	1FTYR10 D92PA07 704	Passenger Car/Vans/Pic kups	5,200	ACV	Y	\$250	Y	\$500
<i>SOLD 9-27-16</i>										
7	1991	International	1HTSDZ 4NXMH3 25983	Dump Trucks	10,550	ACV	Y	\$250	Y	\$500
8	2012	Dodge	3C6JD7D T4CG166 616	Passenger Car/Vans/Pic kups	25,800	ACV	Y	\$250	Y	\$500



## Additional Property Statement of Values

City of West Branch

Effective Date: 07/01/2017

Printed on: 06/12/2017

**1 - 1 - 105 S. 2nd St., West Branch, IA 52358**

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 EDP - Hardware	Unscheduled EDP Hardware (individual item value not to exceed \$10,000 per item)		\$40,000	RC	\$500
2 EDP - Software	Unscheduled EDP Software		\$1,143	RC	\$500
Total Location EDP - Hardware				\$40,000	
Total Location EDP - Software				\$1,143	
<b>Total Location Additional Property Scheduled Value</b>				<b>\$41,143</b>	

**2 - 3 - 201 E. Main St., West Branch, IA 52358**

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 EDP - Hardware	Unscheduled EDP Hardware		\$1,500	RC	\$500
Total Location EDP - Hardware				\$1,500	
<b>Total Location Additional Property Scheduled Value</b>				<b>\$1,500</b>	

**9 - 15 - 300 N. Downey St., West Branch, IA 52358**

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 EDP - Hardware	Unscheduled EDP Hardware		\$16,690	RC	\$500
2 EDP - Hardware	Savin C9120 Copier		\$4,000	RC	\$500
Total Location EDP - Hardware				\$20,690	
<b>Total Location Additional Property Scheduled Value</b>				<b>\$20,690</b>	

**10 - 17 - 338 Cookson Dr., West Branch, IA 52358**

Line Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1 EDP - Hardware	Unscheduled EDP Hardware		\$1,300	RC	\$500
2 Miscellaneous Property Scheduled	2014 Tarco 10' Leaf Box		\$7,900	RC	\$500
3 Miscellaneous Property Scheduled	2010 John Deere Z925A Mower w/60" Deck	TC925AP012 943	\$9,000	ACV	\$500
4 Miscellaneous Property Scheduled	2003 John Deere 47" 2-Stage Snowblower	M047SBX026 221	\$2,235	ACV	\$500
5 Miscellaneous Property Scheduled	2012 Caterpillar 262C2 SA Skid Loader w/Bucket	TMW01362/0 65SSGP0682 37	\$50,000	RC	\$500
6 Miscellaneous Property Scheduled	6' Bush Hog 3 Point Mower		\$2,000	ACV	\$500









# Iowa Communities Assurance Pool

## General Liability Breakout

City of West Branch  
Anniversary: 07/01/2017

	<b>Total Contribution</b>	<b>% of Total</b>
<b>Initial Loading</b>	\$7,284.93	69.38%
<b>Fire Dept.</b>	\$77.04	0.73%
<b>Sewer Dept.</b>	\$297.16	2.83%
<b>Waterworks Dept.</b>	\$624.40	5.95%
<b>DPW</b>	\$443.31	4.22%
<b>Road Construction</b>	\$624.58	5.95%
<b>Parks and Recreation</b>	\$525.60	5.01%
<b>Secondary Loading</b>		
Fireworks displays	\$89.04	0.85%
Volunteer Firefighters - Basic	\$534.24	5.09%
<b>GL Excess</b>	\$3,491.70	
<b>Total</b>	\$13,992.00	
<b>Public Officials Wrongful Acts</b>	\$1,894.83	
<b>Excess</b>	\$629.82	
<b>Total</b>	\$2,524.65	
<b>Law Enforcement</b>	\$1,632.96	
<b>Excess</b>	\$542.82	
<b>Total</b>	\$2,175.78	
<b>Bond</b>	\$150.00	
<b>Agency Fee</b>	\$9.37	

**Iowa Communities Assurance Pool**  
**Automobile Physical Damage Breakout**  
City of West Branch  
Anniversary: 07/01/2017

<u>Veh. No.</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Value</u>	<u>Contribution</u>
1	1997	Ford	F70 Dump Truck w/Blade	\$24,000	\$47.31
2	1997	Ford	Ranger Pickup	\$24,000	\$44.18
3	2000	Oshkosh	P1823 Plow Truck	\$146,000	\$287.80
4	2004	Ford	Dump Truck w/Blade	\$29,500	\$58.15
5	2003	Ford	Ranger Pickup	\$9,300	\$17.12
6	2002	Ford	Ranger Pickup	\$5,200	\$9.57
7	1991	International	4900 w/Plow	\$10,550	\$20.80
8	2012	Dodge	Ram 1500 ST	\$25,800	\$47.49
9	2014	Trailer	Maxey 83" Wide Dump Trailer	\$7,350	\$7.16
10	2008	Dodge	1500 Mega Cab w/Eqpt.	\$55,000	\$82.29
11	2013	Ford	Explorer w/Eqpt.	\$55,000	\$82.29
12	2014	Ford	Interceptor AWD w/Eqpt.	\$55,000	\$82.29
22	2015	Dodge	Durango w/Eqpt.	\$55,000	\$84.46
23	2016	Ford	F-550 w/Eqpt.	\$71,135	\$130.93
24	2016	Dodge	Ram 1500 Pickup	\$25,435	\$46.82
<b>TOTALS</b>				<b>\$598,270</b>	<b>\$1,048.66</b>

99-99: Liability Only

Liability Only  
West Branch, IA 52358

\$0.00

\$0.00

**Earthquake**

\$6,507.35

**Property Coverage Extension**

\$250.00

**TOTALS**

\$11,001,805.04

\$17,185.61

RESOLUTION NO. 1638

RESOLUTION APPROVING AN AGREEMENT WITH BIG TEN RENTALS, INC. IN THE AMOUNT OF \$1,469.60 FOR TENT AND TABLE RENTAL DURING THE 2017 HOOVER'S HOMETOWN DAYS CELEBRATION ON FRIDAY AUGUST 4, 2017 AND SATURDAY AUGUST 5, 2017.

WHEREAS, the City's premier event of the year is Hoover's Hometown Days; and

WHEREAS, the City of West Branch is organizing stage entertainment and food vendors located on Main Street as part of the 2017 Hoover's Hometown Days Celebration; and

WHEREAS, the budget for Hoover's Hometown Days 2017 includes funding for rental of a tent, tables, and seating located on Main Street; and

WHEREAS, the Big Ten Rental, Inc. has submitted a proposed service agreement to provide said services, which include set-up and take-down of the tent, tables, and chairs on Friday August 4, 2017 and Saturday August 5, 2017, in the amount of \$1,469.60; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with Big Ten Rentals, Inc. is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 26th day of June, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

1820 BOYRUM STREET  
 IOWA CITY, IA 52240  
 www.bigtenrentals.com  
 319-337-7368 Phone  
 319-351-1221 Fax

**Status: Reservation**

Contract #: 15744

Event Beg: Fri 8/ 4/2017 2:00PM

Event End: Sat 8/ 5/2017 5:00PM

Operator: Kirk Dzurisin

Customer #: 16675

City of West Branch

319-643-7100 Phone

Main Street  
 PO Box 786  
 WEST BRANCH, IA 52358

Job Descr: Hoover's Hometown Days - 2017

**\*\*DELIVERY/PU DATES ARE NOT CONFIRMED. \*\***

Ordered By: Melissa Russell 319-930-0393

Salesman: Kirk Dzurisin sales@bigtenrentals.com

**Delivery and Pickup**

Delivery: Fri 8/ 4/2017

Contact: Melissa Russell

Pickup Date: Sat 8/ 5/2017

Phone: 319-930-0393

Location: Main and Downey

Used at Address: 103 N. Downey ; WEST BRANCH, IA 52358

Delivery Notes: Street closes 8/4 9am. Up by noon. Strike after event

Qty	Items Rented	Each	Price
1	Frame Top 20x40 1-piece Main Street Tent	\$399.00	\$399.00
6	Water Barrel 55 gallon w/ ratchet straps Customer must have a water source NEARBY.	\$10.00	\$60.00
150	Chair - Black Plastic Folding NOTE: Please re-stack chairs as delivered. Rental price does not include set-up or take-down.	\$0.95	\$142.50
1	Fan, Misting 110V High Velocity NOT for use in a completely enclosed area. NON REFUNDABLE RENTAL This fan requires a separate 110V circuit to operate.	\$250.00	\$250.00
10	Umbrella 48" Table Package For pick-up of items have all items stacked as delivered. Prices do not include set-up or take-down of tables.	\$23.45	\$234.50
1	Setup & Strike - After Hours Charges	\$100.00	\$100.00
1	Labor Set up 20-wide Frame Tents	\$50.00	\$50.00
1	Delivery / Pickup	\$125.00	\$125.00

Rental Retail	Damage Waiver:	Sales Retail:	Delivery Charge:		
\$1,086.00	\$108.60	\$150.00	\$125.00		
<b>Subtotal:</b>			<b>Total:</b>	<b>Paid:</b>	<b>Amount Due:</b>
\$1,469.60			\$1,469.60	\$0.00	\$1,469.60

Big Ten requires at minimum 72 hour window for Deliveries and Pickups. The delivery and pickup times on the contract are just a reference and not actual time of services. We will call you to confirm your actual delivery and pickup times. Additional labor fees might be added if we don't have direct access to the delivery and pickup site and/or no one is there when we deliver/pickup the items and need to return to the site at a later time ...

Customer must call "Iowa One Call" (811) if any items are to be staked into the ground,

A 35% Non-Refundable deposit is due at the time of reservation. Balances must be paid in full 8 days before delivery will be scheduled. A finance charge of 1.5% monthly will be charged on all unpaid balances. An open credit card will be kept on file for any and all additional charges resulting from: damage, items kept longer than the agreed upon rental period, delinquent payments, cleaning fees, other fees and/or for the purchase of nonreturned items.

Cancellations can be made anytime 1 week prior to the reservation with only the loss of the 35% deposit. Cancellations made after will be subject to full contract payment.

Prompt return of your rentals saves you money. All time is charged including Saturday, Sunday and holidays.

I have read and understand the terms and conditions of both sides of this agreement and certify that those printed on the other side are agreed to as if printed above my signature. There are no oral or other representations not included herein. Unless declined, I also agree to the damage waiver charges. I have received a copy of this agreement.

**Signature:**

City of West Branch

RESOLUTION NO. 1639

RESOLUTION SETTING THE CITY OF WEST BRANCH STANDARD MILEAGE REIMBURSEMENT RATE FOR CITY OFFICIALS AND EMPLOYEES.

WHEREAS, the City Council of the City of West Branch set the mileage reimbursement rate with the passage of Resolution 763 on May 1, 2006 at 44.5 cents per mile; and

WHEREAS, on December 13, 2016 the Internal Revenue Service issued the 2017 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes at 53.5 cents per mile; and

WHEREAS, the City Council intends for the City reimbursement rate to equal the IRS rate.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the standard mileage reimbursement rate for city officials and employees is set to 53.5 cents per mile, effective July 1, 2017.

Passed and approved this 26th day of June, 2017.

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

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk

RESOLUTION NO. 1640

RESOLUTION APPROVING PARTIAL PAY ESTIMATE NUMBER EIGHT (FINAL) IN THE AMOUNT OF THE RETAINAGE (\$39,803.78) TO CORNERSTONE EXCAVATING, INC OF WASHINGTON, IA AND ACCPTING THE WEST BRANCH, IA. 4<sup>TH</sup> STREET RECONSTRUCTION PROJECT AS SUBSTANTIALLY COMPLETED.

WHEREAS, Cornerstone Excavating, Inc. of Washington, IA was awarded the construction contract for the West Branch, Iowa 4<sup>th</sup> Street Reconstruction Project (the "Project") by the City Council through the passage of Resolution 1440 on April 4, 2016; and

WHEREAS, Veenstra & Kimm, Inc. has declared that said Project has now been completed in accordance with the drawings and specifications on the Project, based on observations during construction, certification by the material suppliers, testing performed, and an on-site review of the completed construction by Dave Schechinger, P.E.; and

WHEREAS, it is now necessary for the City Council to accept the aforementioned Project as substantially completed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Partial Pay Estimate Number eight (final) in the amount of the retainage (\$39,803.78) to Cornerstone Excavating, Inc. of Washington, IA is approved and the West Branch, IA 4<sup>th</sup> Street Reconstruction Project is accepted as substantially completed.

Passed and approved this 26th day of June, 2017.

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

ATTEST:

\_\_\_\_\_  
Redmond Jones, 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(WA1S)

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June 13, 2017

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

WEST BRANCH, IOWA  
4<sup>th</sup> STREET RECONSTRUCTION  
CERTIFICATE OF COMPLETION

Enclosed are two copies of the Certificate of Completion for the project. The final contract price is \$796,075.56. The certificate should be executed by the Mayor after the City Council has approved acceptance of the project.

Please sign both copies of the Certificate of Completion. Forward one copy to our office and keep the other copy for your files.

Partial Payment Estimate No. 8 (final) in the amount of the retainage will be submitted to the City after 31 days has elapsed from the date of acceptance of the project by the City.

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

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'Eric Gould', is written over a faint, light-colored signature line.

Eric Gould  
EDG:mmc  
368170  
Enclosure



**CERTIFICATE OF COMPLETION**

**4<sup>th</sup> STREET RECONSTRUCTION  
WEST BRANCH, IOWA**

May 23, 2017

We hereby certify that we have made an on-site review of the completed construction of the 4<sup>th</sup> Street Reconstruction under the Contract as performed by Cornerstone Excavating, Inc. of Washington, Iowa.

As Engineers for the project it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is Seven Hundred Ninety-Six Thousand Seventy-Five and 56/100 Dollars (\$796,075.56).

**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date June 13, 2017

Date \_\_\_\_\_

# **CERTIFICATE OF COMPLETION**

## **4<sup>th</sup> STREET RECONSTRUCTION WEST BRANCH, IOWA**

May 23, 2017

We hereby certify that we have made an on-site review of the completed construction of the 4<sup>th</sup> Street Reconstruction under the Contract as performed by Cornerstone Excavating, Inc. of Washington, Iowa.

As Engineers for the project it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is Seven Hundred Ninety-Six Thousand Seventy-Five and 56/100 Dollars (\$796,075.56).

**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date June 13, 2017

Date \_\_\_\_\_



**VEENSTRA & KIMM, INC.**

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

---

June 13, 2017

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. 8 (final)

Enclosed is one copy of Partial Payment Estimate No. 8 (final) for the retainage 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 \$39,803.78.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 8 (final) 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



June 13, 2017

**PAY ESTIMATE NO.** 8 (final)  
4th STREET RECONSTRUCTION  
WEST BRANCH, IOWA

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 Retainage

**BID ITEMS**

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	Clear + Grubb	Unit	10	\$ 200.00	\$ 2,000.00	10	\$ 2,000.00
2	Excavation, CL 10, Rdwy + Borrow	CY	2,486	\$ 8.25	\$ 20,509.50	2,486	\$ 20,509.50
3	Excavation, CL 10, Unsuited/Unstab Mat'l	CY	3,091	\$ 25.75	\$ 79,593.25	3,091	\$ 79,593.25
4	Excavation, CL 13, Rdwy + Borrow	CY	565	\$ 8.25	\$ 4,661.25	565	\$ 4,661.25
5	Topsoil, Strip, Salvage + Spread	CY	700	\$ 10.00	\$ 7,000.00	700	\$ 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	1,116	\$ 37,386.00
9	Relocation Of Mail Box	Ea.	13	\$ 250.00	\$ 3,250.00	14	\$ 3,500.00
10	STD/S-F PCC Pav't, CL C CL 3, 7"	SY	3,853	\$ 40.00	\$ 154,120.00	3,853	\$ 154,120.00
11	HMA Comm Mix (Incl Asph Binder)	Ton	176	\$ 103.00	\$ 18,128.00	211.9	\$ 21,825.70
12	Granular Surf On Rd, CL A CR Stone	Ton	280	\$ 19.75	\$ 5,530.00	290.70	\$ 5,741.33
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	50	\$ 2,500.00
18	Manhole, San SWR, SW-301, 48"	Ea.	2	\$ 3,200.00	\$ 6,400.00	2	\$ 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	6	\$ 27,450.00
24	Intake, SW-510	Ea.	8	\$ 5,800.00	\$ 46,400.00	8	\$ 46,400.00
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	1,602	\$ 15,219.00
29	Subdrain Outlet, DR-303	Ea.	2	\$ 175.00	\$ 350.00	18	\$ 3,150.00
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	559	\$ 11,180.00
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	195	\$ 8,092.50
38	Rmvl of Pav't	SY	1,550	\$ 9.50	\$ 14,725.00	1,550	\$ 14,725.00
39	Rmvl of Sidewalk	SY	52	\$ 7.50	\$ 390.00	52	\$ 390.00
40	Sidewalk, PCC, 4"	SY	527	\$ 35.00	\$ 18,445.00	527	\$ 18,445.00
41	Detectable Warning	SF	80	\$ 36.00	\$ 2,880.00	80	\$ 2,880.00
42	Driveway, PCC, 6"	SY	232	\$ 40.00	\$ 9,280.00	251.5	\$ 10,060.00
43	Driveway, PCC, 7"	SY	1,051	\$ 40.00	\$ 42,040.00	1,098	\$ 43,920.00
44	Rmv + Reinstall Sign	Ea.	6	\$ 200.00	\$ 1,200.00	4	\$ 800.00
45	Construction Survey	LS	1	\$ 10,000.00	\$ 10,000.00	100%	\$ 10,000.00
46	Traffic Control	LS	1	\$ 5,500.00	\$ 5,500.00	100%	\$ 5,500.00
47	Mobilization	LS	1	\$ 48,500.00	\$ 48,500.00	100%	\$ 48,500.00
48	Water Main, Trenched, PVC, 8"	LF	75	\$ 36.50	\$ 2,737.50	36	\$ 1,314.00
49	Fittings By Count, DI, MJ	Ea.	12	\$ 450.00	\$ 5,400.00	10	\$ 4,500.00
50	Valve Box Extension	Ea.	2	\$ 300.00	\$ 600.00	7	\$ 2,100.00
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	1	\$ 4,800.00
53	Spec. Ditch Control, Wood Excels. Mat	SQ	30	\$ 20.00	\$ 600.00	63.9	\$ 1,278.00
54	Silt Fence	LF	911	\$ 2.00	\$ 1,822.00	620	\$ 1,240.00
55	Rmvl of Silt Fence/Fenc-Ditch Check	LF	911	\$ 0.50	\$ 455.50	310	\$ 155.00
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>\$ 770,840.03</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	\$ 770,840.03
Approved Change Order (list each)	Change Order No. 1	\$ 5,645.00	\$ 5,645.00
	Change Order No. 2	\$ -	\$ -
	Change Order No. 3 (Revised)	\$ 13,530.59	\$ 13,530.59
	Change Order No. 4	\$ 3,535.50	\$ 3,535.50
	Change Order No. 5	\$ 2,524.44	\$ 2,524.44
	Revised Contract Price	\$ 781,568.03	\$ 796,075.56

Stored

Total Earned \$ 796,075.56

Retainage (5%)

Total Earned Less Retainage \$ 796,075.56

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 168,985.52	
	Pay Estimate No. 2	\$ 136,502.89	
	Pay Estimate No. 3	\$ 113,818.09	
	Pay Estimate No. 4 Revised	\$ 251,010.96	
	Pay Estimate No. 5	\$ 46,101.82	
	Pay Estimate No. 6	\$ 33,361.15	
	Pay Estimate No. 7 Revised	\$ 6,491.35	

Total Previously Approved \$ 756,271.78

Percent Complete 100%

**Amount Due This Request \$ 39,803.78**

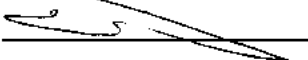
The amount \$39,803.78 is recommended for approval for payment in accordance with the terms of the contract.

**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: June 13, 2017

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

RESOLUTION NO. 1641

RESOLUTION APPROVING PARTIAL PAY ESTIMATE NUMBER TWO (FINAL) IN THE AMOUNT OF THE RETAINAGE (\$6,333.95) TO ALL AMERICAN CONCRETE, INC OF WEST LIBERTY, IA AND ACCPTING THE MAIN STREET SIDEWALK – PHASE 4 PROJECT AS SUBSTANTIALLY COMPLETED.

WHEREAS, All American Concrete, Inc. of West Liberty, IA was awarded the construction contract for the West Branch, Iowa Main Street Sidewalk – Phase 4 Project (the “Project”) by the City Council through the passage of Resolution 1587 on April 3, 2017; and

WHEREAS, Veenstra & Kimm, Inc. has declared that said Project has now been completed in accordance with the drawings and specifications on the Project, based on observations during construction, certification by the material suppliers, testing performed, and an on-site review of the completed construction by Dave Schechinger, P.E.; and

WHEREAS, it is now necessary for the City Council to accept the aforementioned Project as substantially completed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Partial Pay Estimate Number two (final) in the amount of the retainage (\$6,333.95) to All American Concrete, Inc. of West Liberty, IA is approved and the West Branch, Main Street Sidewalk – Phase 4 Project is accepted as substantially completed.

Passed and approved this 26th day of June, 2017.

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

ATTEST:

\_\_\_\_\_  
Redmond Jones II, 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)

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June 14, 2017

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

WEST BRANCH, IOWA  
MAIN STREET SIDEWALK – PHASE 4  
CERTIFICATE OF COMPLETION


Enclosed are two copies of the Certificate of Completion for the project. The final contract price is \$126,679.03. The certificate should be executed by the Mayor after the City Council has approved acceptance of the project.

Please sign both copies of the Certificate of Completion. Forward one copy to our office and keep the other copy for your files.

Partial Payment Estimate No. 2 (final) in the amount of the retainage will be submitted to the City after 31 days has elapsed from the date of acceptance of the project by the City.

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

VEENSTRA & KIMM, INC.



Eric Gould  
EDG:mmc  
368219  
Enclosure



**CERTIFICATE OF COMPLETION**

**MAIN STREET SIDEWALK – PHASE 4  
WEST BRANCH, IOWA**

April 26, 2017

We hereby certify that we have made an on-site review of the completed construction of the MAIN STREET SIDEWALK – PHASE 4 under the Contract as performed by All American Concrete, Inc. of West Liberty, Iowa.

As Engineers for the project it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is One Hundred Twenty-Six Thousand Six Hundred Seventy-Nine and 03/100 Dollars (\$126,679.03).

**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date June 14, 2017

Date \_\_\_\_\_

**CERTIFICATE OF COMPLETION**

**MAIN STREET SIDEWALK – PHASE 4  
WEST BRANCH, IOWA**


April 26, 2017

We hereby certify that we have made an on-site review of the completed construction of the MAIN STREET SIDEWALK – PHASE 4 under the Contract as performed by All American Concrete, Inc. of West Liberty, Iowa.

As Engineers for the project it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is One Hundred Twenty-Six Thousand Six Hundred Seventy-Nine and 03/100 Dollars (\$126,679.03).

**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date June 14, 2017

Date \_\_\_\_\_



**VEENSTRA & KIMM, INC.**

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

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June 14, 2017

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

WEST BRANCH, IOWA  
MAIN STREET SIDEWALK – PHASE 4  
PARTIAL PAY ESTIMATE NO. 2 (final)

Enclosed is one copy of Partial Payment Estimate No. 2 (final) for retainage under the under the contract between the City of West Branch and All American Concrete, Inc.


We have reviewed the estimate and recommend payment to All American Concrete, Inc. in the amount of \$6,333.95.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 2 (final) to All American Concrete, Inc. for signature and return to the City of West Branch.

Please sign all copies of the partial payment estimates forwarded to you by All American Concrete, Inc. in the spaces provided and return one signed copy to our office and one copy All American Concrete, Inc. with payment.

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

VEENSTRA & KIMM, INC.



Eric Gould  
EDG:mmc  
368219  
Enclosure



June 14, 2017

**PAY ESTIMATE NO.** 2 (final)  
**MAIN STREET SIDEWALK - PHASE 4**  
**WEST BRANCH, IOWA**

All American Concrete, Inc.  
 1489 Highway 6  
 West Liberty, IA 52776

Contract Amount \$129,149.00  
 Contract Date April 3, 2017  
 Pay Period Retainage

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	xxxxx	xxxxx	\$ 20,000.00	100%	\$ 20,000.00
1.2	Construction Staking	LS	xxxxx	xxxxx	\$ 3,300.00	100%	\$ 3,300.00
1.3	Traffic Control	LS	xxxxx	xxxxx	\$ 3,200.00	100%	\$ 3,200.00
1.4	Pavement Removal	SY	190	\$ 15.00	\$ 2,850.00	190	\$ 2,850.00
1.5	Sidewalk Removal	SY	217	\$ 15.00	\$ 3,255.00	217	\$ 3,255.00
1.6	Remove PCC Landing Pad	CY	1	\$ 200.00	\$ 200.00	1	\$ 200.00
1.7	Remove PCC Wall	LS	xxxxx	xxxxx	\$ 1,500.00	100%	\$ 1,500.00
1.8	Mill 3" HMA	SY	150	\$ 13.00	\$ 1,950.00	231.11	\$ 3,004.43
1.9	Remove Intake	EA	1	\$ 600.00	\$ 600.00	1	\$ 600.00
1.10	Remove & Reinstall Sign	EA	2	\$ 210.00	\$ 420.00		\$ -
1.11	PCC Curb & Gutter	LF	275	\$ 43.00	\$ 11,825.00	275	\$ 11,825.00
1.12	HMA 1M	Tons	100	\$ 120.00	\$ 12,000.00	99.13	\$ 11,895.60
1.13	6" PCC Sidewalk	SY	184	\$ 80.00	\$ 14,720.00	184	\$ 14,720.00
1.14	PCC Sidewalk Wall	CY	41	\$ 1.00	\$ 41.00	41	\$ 41.00
1.15	PCC Step # 1	CY	7	\$ 1.00	\$ 7.00	7	\$ 7.00
1.16	PCC Step # 2	CY	2	\$ 1.00	\$ 2.00	2	\$ 2.00
1.17	Existing Storm Connections	EA	5	\$ 630.00	\$ 3,150.00	5	\$ 3,150.00
1.18	SW-511	EA	2	\$ 3,400.00	\$ 6,800.00	2	\$ 6,800.00
1.19	SW-511 Minor Modification	EA	1	\$ 900.00	\$ 900.00	1	\$ 900.00
1.20	Manhole Storm SWR-401, 48"	EA	1	\$ 2,100.00	\$ 2,100.00	1	\$ 2,100.00
1.21	Trench Drains	EA	4	\$ 1,100.00	\$ 4,400.00	4	\$ 4,400.00
1.22	Storm Gravity, Trenched RCP 15"	LF	183	\$ 63.00	\$ 11,529.00	183	\$ 11,529.00
1.23	HDPE 6" Pipe	LF	10	\$ 20.00	\$ 200.00	10	\$ 200.00
1.24	Water Service Replacement	EA	4	\$ 3,300.00	\$ 13,200.00	2	\$ 6,600.00
1.25	Modified Subbase	CY	200	\$ 55.00	\$ 11,000.00	200	\$ 11,000.00
<b>Contract Price:</b>					<b>\$ 129,149.00</b>		<b>\$ 123,079.03</b>

<b>SUMMARY</b>			
		<b>Total Approved</b>	<b>Total Completed</b>
Contract Price		\$ 129,149.00	\$ 123,079.03
Approved Change Order (list each)	Change Order No. 1	\$ 3,600.00	\$ 3,600.00
	Revised Contract Price	\$ 132,749.00	\$ 126,679.03

Stored

Total Earned \$ 126,679.03

Retainage (5%)

Total Earned Less Retainage \$ 126,679.03

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 120,345.08	

Total Previously Approved \$ 120,345.08

Percent Complete 100%

**Amount Due This Request \$ 6,333.95**

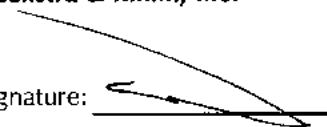
The amount \$6,333.95 is recommended for approval for payment in accordance with the terms of the contract.

**Prepared By:**  
All American Concrete, Inc.

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

**Approved By:**  
West Branch, Iowa

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

Signature:  \_\_\_\_\_  
Name: Eric Gould  
Title: Engineer  
Date: June 14, 2017

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

**RESOLUTION 1642**

A RESOLUTION SETTING THE SALARY FOR AN EMPLOYEE FOR THE FISCAL YEAR 2017-2018.

WHEREAS, Tim Moss currently serves as the Lead Water Operator for the City of West Branch and the City Council would like to set the salary for this position for fiscal year 2017-2018.

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

Section 1. 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	Hourly/Wage	Basic Hours
Lead Water Operator	Tim Moss	\$23.41/hr	40

SECTION 2. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

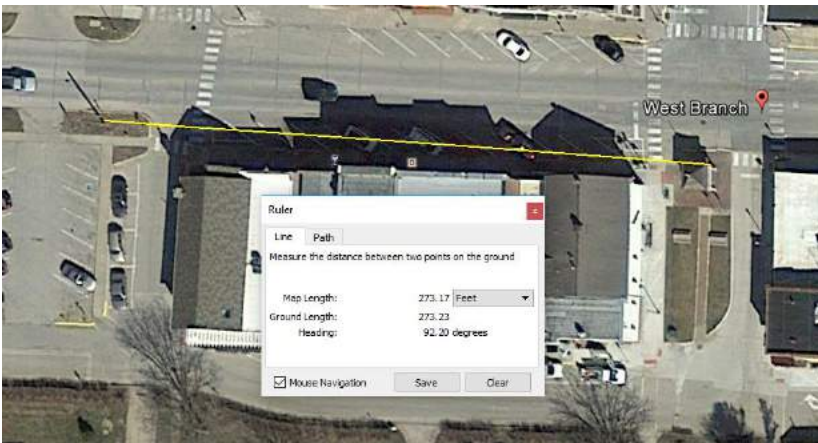
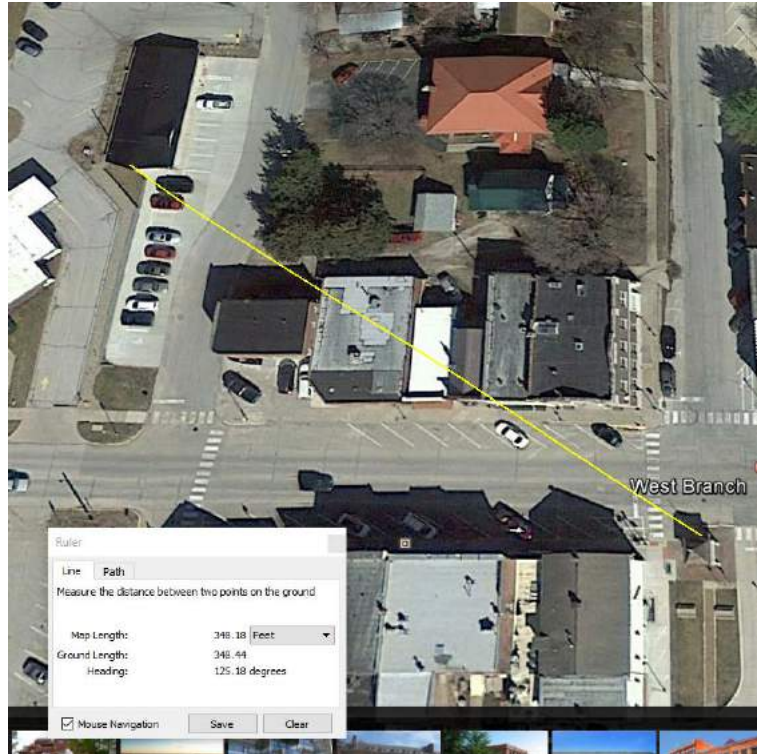
SECTION 3. This resolution will be effective upon final passage of the City Council.

Passed and Approved this 26th day of June, 2017.

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

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk





413 N Calhoun Street  
 West Liberty, IA 52776  
 (P) 319-627-2145

Customer	City of West Branch
Prepared By	J. Jackson
Date	6/5/2017
Project	Public Wireless Project

Item	Quantity	Description	Cost
<b>Location: West Liberty</b>			
Suggested Work - IT Support	1.5	Item 5551 - 10 Hours / Pre-Paid IT Support (\$95/hour)	\$1,425.00
	3	UniFi AC Mesh Pro AP	\$1,736.10
	1	UniFi Security Gateway	
	1	UniFi Switch 8 60W	
	1	UniFi Cloud Key	
	3	ESD Protection	
	1	CAT6 - Outdoor Rated cable 1000'	
	2	Hana Wireless - Enclosure	
	2	Electrical Work (Light Pole / 110 Single gang Power Outlet) Estimated cost being \$500	NOT INCLUDED
<b>Monthly Fees</b>			NOT INCLUDED
	50	Monthly Internet Fee (If we utilize a separate connection)	
	25	Open DNS	
		Estimated Monthly Expense	\$75.00

Sub-Total	\$3,161.10
Tax	
Shipping	\$64.00

<b>Total</b>	<b>\$3,225.10</b>
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Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



# GOOGLE SUITE PROPOSAL

To say that electronic communication and similar transfer of information (i.e., calendar schedules, files) is important to the operation of the City of West Branch would be an understatement. City communication relies heavily on the communication through email on a minute-by-minute basis; large packets of information are routinely sent out to partners - commissions, engineers, and planners; meetings are planned and schedules are kept and created for locations such as Town Hall, Beranek Park, soccer fields, and volleyball courts.

As such, the following parts of this communication are vital to the city:

- Reliability
- Functionality
- Ease of Use
- Sustainability

The city's current system for such communication fails on these points on a regular basis, primarily due to complexity and inability.

## **Background**

The city currently operates on a heavily localized or client-based system for such communication. For example, the individual computers are the source and repository for files and information. As such, if someone wants to access any of that information, they have to get it from individual desktop computers. This means that information has to be obtained from computers not intended to send out information and through networking designed to prevent random/unwanted information requests. This generally requires a lot of work-arounds and specialized software to correctly direct such requests. Any break in this chain causes it to stop working, which it does on a regular basis.

The city staff currently rely heavily on the Microsoft Outlook software which acts as this client on each employee's computers. It is not generally meant to distribute information without supportive server software called Exchange. Microsoft has actually acknowledged the deficiency in this system through software development in web-based systems in more recent software versions.

In many cases within the city, the cost and complexity means that it just has never been set up, and staff have done without or created work-arounds for each problem.

To address each issue:

## **Email**

The city's email system works on a very basic level, but is problematic in a number of ways. The basic system operates as discussed above. Computer files are downloaded and held on an individual device being removed from the overall server after two weeks. On the short term, this is fine. Messages are downloaded to the computer and an associated devices and is basically okay. The problems with this are:

- If changes are made on a computer, such as a draft email, these are not distributed to devices such as cell phones and tablets so people cannot continue work outside the office.
- Once email is deleted from the local computer and device, it is gone permanently. If there is turnover, either in technology or in staff, the chance for loss is high.
- Since files are stored locally, malicious software is received and held locally. It makes it easier to transmit such software between machines.
- The current spam/virus/phishing filters are mediocre and such software is let through too frequently. This causes significant problems in system stability, random communication through city networks, and serves as a threat to data security and confidentiality.
- There is no accounting for records retention in regards to electronic communication.

### **Calendars/Scheduling**

One of the downfalls of the current system is in calendar syncing and scheduling. In the most general case, there is no synchronization between employees and among each employee's devices.

The city has acknowledged the importance of information transfer in the issuance of smart phones to many of the employees. It is a major downfall in Functionality and Reliability in that most employees cannot have the calendars they keep on their desktop computers synchronize to their smart phones. There is only one user who can retrieve work-created calendar events on their phone and to do this, the city runs and maintains a server with the Exchange server software just to transmit this one bit of calendar data. It is an important feature, and it should be usable by everyone and it shouldn't be as complicated to do so.

Likewise, due to the inability for information to be transmitted between users and machines, scheduling for the city's public-use spaces is inefficient and ineffective, failing in Reliability, Ease of Use, and Sustainability. The overall scheduling calendar has been held on the local computer of the Deputy City Clerk, out of the direct visibility and use of the primary users of many of the spaces - the Parks & Recreation director, commission, coaches, and the public. However, as primary recipient of fund and forms for the space uses, the schedules have to be easily and quickly accessible to the Deputy City Clerk. On a similar note, schedules are not available for the community to view so they are unable to see location availability.

### **Google Suite**

Google Suite basically takes the Google apps that are available for personal use and makes them usable for a business setting. This includes such products as Gmail, Google Calendar, and Google Drive which would be the most beneficial to the city's

### **Cost**

The cost for Google Apps for Work have an initial cost of

**\$950 for setup**  
and a recurring cost of  
**\$50 per user annually**

*\*an estimated annual cost of approximately \$500-\$750 total depending on who would be using an account.*

Google operates its own servers, though, and this alleviates any local support costs including staff time and machine

### **Email**

The service, instead of storing files on local machines, keeps the files on the Google servers. This has the following benefits:



- The files can be easily accessed with any device that has an internet connection such as phones, computers, and tablets.
- It synchronizes drafts and files on the Google servers, so in-progress work is easily continued on other devices and computers.
- As files are stored on Google servers, malicious software is not transmitted to the actual computer unless directly downloaded or installed.
- From experience, the Google spam filters are more aggressive and do not generally let as much spam or problematic email through.
- Google has a 15GB space allotment, compared to the current 200 MB, which will facilitate the transmission of large files, like packets and engineering images.

A couple notes on the paid service that are currently offered, but are important to note for those who may be familiar with the free Google email services. The paid version provides operation with the city's domain address, allowing emails like mayor@westbranchiowa.org rather than using an @gmail.com address. The paid email service also communicates and synchronizes with the Microsoft Outlook software as is a requirement of some city staff while allowing those who are used to google services

### **Calendar**

The Google Calendar software, like the email services, is hosted on Google servers and is meant for interaction among users. Such benefits include:

- Easy integration among computers, allowing for use among multiple devices including desktop, phones, and tablets.
- Simple calendar sharing, allowing for
  - multiple users to create, view, and manage events on a single calendar. This will allow city locations like parks, fields, and buildings to be scheduled by city staff, coaches, and, if desired, users.
  - multiple users to view and invite people to events. This means that viewing schedules among city employees will be far easier.





413 N Calhoun Street  
West Liberty, IA 52776  
(P) 319-627-2145

Customer	City of West Branch
Prepared By	J. Jackson
Date	6/5/2017
Project	IT Support

Item	Quantity	Description	Cost
<b>Location: West Liberty</b>			
Suggested Work - IT Support	1	Item 5551 - 10 Hours / Pre-Paid IT Support (\$95/hour)	\$950.00

Sub-Total	\$950.00
Tax	
Shipping	

<b>Total</b>	<b>\$950.00</b>
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Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_