



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY, SEPTEMBER 11, 2017 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA

Mayor	Roger Laughlin	mayor@westbranchiowa.org
Mayor Pro Tem	Colton Miller	mcolton@rocketmail.com
Council Member	Jordan Ellyson	Jordanellyson@gmail.com
Council Member	Brian Pierce	brianapierce@outlook.com
Council Member	Mary Beth Stevenson	mbstevenson115@gmail.com
Council Member	Tim Shields	timshieldswbcc@yahoo.com
City Administrator	Redmond Jones II	rjonesii@westbranchiowa.org
City Attorney	Kevin Olson	kevinolsonlaw@gmail.com
Deputy City Clerk	Gordon Edgar	gordon@westbranchiowa.org

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.*

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

C. Roll Call

D. Guest Speaker, Presentations and Proclamations

1. Kiwanis – Jim Dane
2. Mike Colbert, School Board President – Update on the New Bond Issue.
3. Nathan Kass with Fehr Graham Engineering and Environmental – Wetland bank credits (potential project set-back) Cubby Park Project.

E. Public Comment

Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and

"Turning Vision Into Reality is our Business"

written comments may be submitted to the Deputy City Clerk. Special instructions for public comments will be provided at the meeting if a public hearing or quasi-judicial matter is scheduled on the agenda. If there are items the public wishes to bring to Council that will take longer than three minutes, it is preferred the citizen present this topic to the City Administrator prior to the meeting.

F. Approve Agenda / Consent Agenda / Move to Action

Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion. The remaining items on the Consent Agenda will be voted on with one motion being made for all items on the Consent Agenda. Then the item will be removed from the Consent Agenda, and will be separately considered and voted on.

1. Approval of City Council Meeting Minutes August 21, 2017
2. Approve Claims Report

G. Public Hearing / Non-Consent Agenda

1. Motion Approving West Branch Homecoming Activities and Homecoming Parade Route
2. Resolution 1645: A resolution approving the final plat of Lynch Heights.
3. Resolution 1647: approving and accepting public improvements constructed in Lynch Heights.
4. Resolution 1648: authorizing the acquisition of certain real property interest for the "College Street Bridge Reconstruction Project".
5. Discussion Item: the Installment of the Staff Work Plan – Police and Fire.
6. Motion Approving Change Order No. 1 for North First Street Improvements.
7. Motion Approving Special Consideration allowing a controlled burn of brush for Cedars Edge Golf Course.

H. Reports

1. City Administrator's Report
 - a. Set date and time for closed session to discuss City Administrator's Job Evaluation as prescribed in the City Administrator's Offer of Employment.
2. City Attorney Report
3. Other Staff Reports

I. Comments from Mayor and Council Members

J. Adjournment

"Turning Vision Into Reality is our Business"

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

**West Branch, Iowa
Council Chambers**

City Council Meeting

**August 21, 2017
7:00 p.m.**

Mayor Pro Tem Colton Miller called the West Branch City Council meeting to order at 7:00 p.m. Mayor Pro Tem invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Pro Tem Miller was present. Mayor Roger Laughlin was absent. Council members: Tim Shields, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. Miller welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Library Director Nick Shimmin, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS.

Miller presented an employee service award to Public Works employee Paul O'Neil for fifteen years of service. Public Works Director Matt Goodale said O'Neil's primary responsibilities include parks and cemetery grounds maintenance and that O'Neil takes a lot of pride in his work. Goodale said O'Neil does a good job for the city.

Leland Belding, Veenstra & Kimm, Inc. gave a presentation on the College Street bridge project's progress. Belding gave an overview of the process and timeline of events to occur. He stated that the current stage of the project is right of way acquisition and that only one individual's property was affected. The remaining properties would only need easement agreements in order to complete the work. Several residents were in attendance and raised concerns regarding past and future flooding issues. Belding explained that the bridge project was not to address flood issues however he noted that the bridge expansion and street improvements would help alleviate some issues of the past. He also stated it would not help with a 100 year flood as there is no control for that type of event. Dave Schechinger, Veenstra & Kimm said a public meeting would be held in the near future to answer any additional questions for residents.

PUBLIC COMMENT.

Ray Carley, 332 n. 4th Street – requested sewer forgiveness for leaving a garden hose running.

John Fuller, Co-chairperson Historic Preservation Commission presented the revised Historic Preservation plan to the City Council. Fuller explained that University of Iowa, School of Urban Planning & Zoning students Adam Kofoed, Todd Bagby and Abdullah Mohammed completed the plan revisions. A public hearing was held on August 1, 2017 to present the plan and then was approved by the Historic Preservation Commission on August 15, 2017. Fuller said the revised plan was needed in order to apply for the Certified Local Government status which if accepted, would allow the City to apply for grants to help with restoration projects of the West Branch historic area.

"Turning Vision Into Reality is our Business"

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approval of City Council Meeting Minutes August 7, 2017

Approve the appointment of Karina Krall to the Library Board

Approve Claims and Year –End Report (FY2016-17)

EXPENDITURES	8/21/2017	
ALLIANT ENERGY	UTILITIES-WATER TOWER	70.69
ALLIANT ENERGY	HHTD UTILITIES	21.98
ALLIANT ENERGY	LIGHTS-LIONS FIELD	26.86
ALLIANT ENERGY	VARIOUS CITY LOCATIONS	8,720.31
AMAZON	PROGRAM SUPPLIES	360.53
BAKER & TAYLOR INC.	BOOKS	274.23
BARRON MOTOR SUPPLY	VEHICLE REPAIR PARTS	601.00
BP AMOCO	VEHICLE FUEL	381.47
BUSINESS RADIO SALES	RADIO REPAIR	110.00
CEDAR COUNTY RECORDER	RECORDING FEES	27.00
DEWEYS JACK & JILL	DAY CAMP/REC SUPPLIES	163.70
ECONO SIGNS LLC	SIGNS	2,155.34
GALAXY CLEANING SERVICES	GALAXY CLEANING SERVICES	1,185.18
HARRY'S CUSTOM TROPHIES	EMPLOYEE SERVICE AWARD	40.41
IMWCA	IMWCA	5,143.00
INTOXIMETERS	INTOXIMETERS	115.00
IOWA ONE CALL	LOCATION SERVICE	76.50
ISWEP	ANNUAL DUES	525.00
LINN COUNTY R.E.C.	SIREN AT GREENVIEW	138.00
MENARDS	REPAIR SUPPLIES	34.80
METROPOLITAN COMPOUNDS INC	WEED KILLER	607.19
MOORE'S WELDING INC	REPAIR SERVICE	195.00
MUNICIPAL SUPPLY INC.	WATER METERS	928.00
NESPER SIGN ADVERTISING INC	SIGNS	769.20
OFFICE EXPRESS	COPIER PAPER	53.80
PARKSIDE SERVICE	REPAIR SERVICES	29.50
PLAY IT AGAIN SPORTS	VOLLEYBALLS	239.96
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	684.00
QUALITY ENGRAVED SIGNS	NAME PLATES	40.00
QUILL CORP	OFFICE SUPPLIES	31.99
REPUBLIC SERVICES	DOCUMENT DESTRUCTION	50.95
RIVER PRODUCTS COMPANY INC	ROCK	396.92
RUSSELL, MELISSA	DAY CAMP/REC SUPPLIES	176.92
SIMPLEXGRINNELL	FIRE ALARM TEST/INSPECT	959.05
ST. PAUL STAMP WORKS INC	ANIMAL TAGS	86.41
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
UNIFORM DEN INC.	UNIFORMS	282.54
UPS	SEWER-SHIPPIING	20.86
US BANK CORPORATE CARD	REC PROGRAMS, TRAVEL EXP	2,093.92
WALMART COMMUNITY/RFCSLLC	BOOKS, DVDS, PROGRAM SUPPLIES	329.06
WATER SOLUTIONS UNLIMITED	PHOSPHATE	2,576.09
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,140.00
ZEPHYR PRINTING & DESIGN	HHTD POSTERS	81.75
TOTAL		31,970.11
PAID BETWEEN MEETINGS		
COSTCO WHOLEALES	CONCESSION/DAY CAMP SUPPLIES	188.59
FUNCITY SPECIAL EVENTS	DAY CAMP ACTIVITY	765.00
UPS	SEWER-SHIPPIING	10.43
US BANK EQUIPMENT FINANCE	LIBRARY-COPIER LEASE	59.00
US BANK EQUIPMENT FINANCE	CITY OFFICE-COPIER LEASE	241.80
TOTAL		1,264.82

"Turning Vision Into Reality is our Business"

PAYROLL 8-11-17	46,602.70
GRAND TOTAL EXPENDITURES	79,837.63

FUND TOTALS	
001 GENERAL FUND	31,867.08
022 CIVIC CENTER	658.83
031 LIBRARY	8,509.58
036 TORT LIABILITY	4,751.02
110 ROAD USE TAX	7,143.01
112 TRUST AND AGENCY	5,044.72
600 WATER FUND	13,552.43
610 SEWER FUND	7,785.96
740 STORM WATER UTILITY	525.00
GRAND TOTAL	79,837.63

Motion by Stevenson, second by Pierce to approve agenda/consent agenda items. AYES: Stevenson, Pierce, Shields, Ellyson, Miller. NAYS: None. Motion carried.

PUBLIC HEARING/NON-CONSENT AGENDA

Resolution 1644 – authorizing the City Administrator the authority to spend the amount not to exceed \$57,233.12 of city funds for pump repairs and pipe replacement (1500 ft. water line for well #6.)

Motion by Shields, second by Stevenson to approve Resolution 1644. AYES: Shields, Stevenson, Miller, Ellyson, Pierce. NAYS: None. Motion carried.

Approve a Motion directing the City Administrator to waive a portion of the sewer fees to resident Willard Salemink.

Jones reminded the council that the resident addressed them at a prior meeting asking for consideration for a portion of sewer fees to be refunded due a faulty drip-line system installed at his residence. Council discussed the matter and felt that this was an issue of maintenance and that the resident was responsible for all charges billed. The council further directed staff to advise residents that future requests may result in the same response.

Motion by Stevenson, second by Ellyson to approve the sewer fee waiver. AYES: Stevenson, Ellyson. NAYS: Shields, Miller, Pierce. Motion failed.

Discussion Item: Installment of the Staff Work Plan – Public Works:

Goodale indicated that he had reviewed all projects on the staff work plan and provided current statuses to each project. He invited the council to the Public Works shop to view the new salt shed that was nearing completion.

Discussion Item: Request for 25 months of baseline service:

Jones told the council that he had received a letter from a former resident requesting a refund of 25 months of water, sewer and storm water fees. The resident moved from West Branch two years ago and the home has been vacant and confirmed that no water has been used during this time period. The owner further acknowledged that the curb stop was inoperable and he chose not to repair it due to the cost to do so. The property has now been sold and the new owner will take possession later this month. The city attorney referred to the West Branch Code of Ordinances and said the Code requires an operable curb stop. The council discussed that the curb stop will need to be repaired at some point in the future. The council chose to take no further action on this request.

"Turning Vision Into Reality is our Business"

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stevenson said that a resident had asked her to send a letter of support of the School Bond to the editor of the West Branch Times and asked if any other of the council members were willing to sign in support the bond.

Shields mentioned that he had conversations with Goodale and John Fuller, chairperson of Planning & Zoning regarding street widths, street grades and bike trails. Shields said he would like the Planning & Zoning commission to review the current requirements in the Code to help lessen the requests for variances and allow developers more flexibility.

CITY STAFF REPORTS

City Administrator Jones reviewed his weekly report and highlighted a few items that he had been working on. Jones made mention of the recent discovery of the issues affecting Well #6 and the urgency to get it repaired as soon as possible. Jones also advised the council that the City had been notified this week that the DNR has given the City 52 months to design, finance and construct a new wastewater treatment facility. This project is estimated to be approximately \$5 million dollars.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:24 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Approve Claims / Payroll / Items paid between meetings
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon R. Edgar, Finance Officer
DATE:	September 1, 2017

BACKGROUND:

These are routine expenditure that include such items as payroll, budget expenditures, and other financial items that are related to council approved day to day operational tasks.

STAFF RECOMMENDATION:	Approve claims/Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

EXPENDITURES

9/5/2017

AERO RENTAL INC	EQUIPMENT RENTAL	55.00
BAKER & TAYLOR INC.	BOOKS	532.92
BEAVER HEATING AND AIR CON	AIR CONDITIONER MAINTENANCE	153.00
CAJ ENTERPRISES INC	HAULING	214.55
CEDAR COUNTY TREASURER	PROPERTY TAXES	960.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	130.58
CHIEF SUPPLY CORPORATION	MISCELLANEOUS SUPPLIES	163.87
DEMCO	SUPPLIES	159.51
EDGAR, GORDON	POSTAGE	14.40
FINANCIAL ADJUSTMENT BUREA	COLLECTION SERVICE	20.00
HAZELHASKY LLC DBA HERB &	GIFT CERTIFICATES	444.43
IMAGE TREND INC	ANNUAL FEE	600.00
KELTEK INC	ACCESSORIES/INSTALLATION	19,278.43
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,336.42
LYNCH'S EXCAVATING INC	SEWER REPAIR - 4TH & COLLEGE	9,417.60
MARK E ADAMS	MARK E ADAMS	296.86
MATT PARROTT/STOREY KENWOR	WINDOW ENVELOPES	143.72
MEDIACOM	CABLE SERVICE	40.90
NOVUS AUTO GLASS	WINDOW REPAIR	370.00
OVERDRIVE INC	AUDIO BOOK	189.37
PHYSIO-CONTROL INC	MEDICAL SUPPLIES	287.29
PITNEY BOWES INC	POSTAGE MACHINE SUPPLIES	171.67
PLASTIC RECYCLING OF IOWA	TABLE & CHAIRS	1,131.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL	95.18
PORT 'O' JONNY INC.	SERVICE	219.30
QUILL CORP	OFFICE SUPPLIES	180.68
UPS	SEWER-SHIPPIING	20.86
USA BLUE BOOK	CHEMICALS	320.09
VEENSTRA & KIMM INC.	308-PARK IMP - ENG REVIEW	1,143.25
VEENSTRA & KIMM INC.	314-N FIRST ST IMPROVEMENTS	1,000.00
VEENSTRA & KIMM INC.	314-N FIRST ST IMPROVEMENTS-RES REVIEW	142.00
VEENSTRA & KIMM INC.	316-I & I LINE/GROUT PH 2 RES REVIEW	142.10
VEENSTRA & KIMM INC.	310-COL ST BRIDGE FINAL DESIGN	13,929.00
VEENSTRA & KIMM INC.	LYNCH HEIGHTS CONSTRUCTION REVIEW	642.29
VEENSTRA & KIMM INC.	315-MAIN ST WATER MAIN IMP GEN SERVICE	1,797.94
VEENSTRA & KIMM INC.	318-COL ST & 2ND ST IMP	19,470.00
VEENSTRA & KIMM INC.	301-REAP GRANT PROJECT	2,935.00
VEENSTRA & KIMM INC.	310-COL ST BRIDGE -ROW ACQUISITION	5,388.90
VEENSTRA & KIMM INC.	SEWER PERMIT	325.50
VEENSTRA & KIMM INC.	WATER PERMIT AMENDMENT	166.00
VERIZON WIRELESS	SERVICE	844.85
WEST BRANCH FORD	REPAIRS-2014 TAURUS	406.54
TOTAL		85,281.00

"Turning Vision Into Reality is our Business"

PAID BETWEEN MEETINGS

JOHNSON COUNTY AMBULANCE SERVICE	MEDICAL SUPPLIES	110.96
REDMOND JONES II	TRAVEL-IMFOA SEMINAR	158.37
CAMI KELLEY	REFUND	145.00
MELISSA RUSSELL	PROGRAM SUPPLIES	193.60
SPRINGDALE AGENCY	PREMIUM ADJUSTMEN	9.00
UPS	SEWER-SHIPPING	21.03
WEX BANK	VEHICLE FUEL	1,510.15
NEIL KORSMO	MAILBOX REIMBURSEMENT	26.72

TOTAL 4,519.08

PAYROLL 8-25-17 56,047.30

GRAND TOTAL EXPENDITURES 145,847.38

FUND TOTALS

001 GENERAL FUND	51,277.93
022 CIVIC CENTER	90.68
031 LIBRARY	7,882.12
036 TORT LIABILITY	9.00
110 ROAD USE TAX	3891.54
112 TRUST AND AGENCY	14646.4
301 REAP GRANT PROJECT	2,935.00
308 PARK IMP - PEDERSEN VALLEY	1,143.25
310 COLLEGE STREET BRIDGE	19,317.90
314 N FIRST ST IMPROVEMENTS	1,142.00
315 MAIN ST WATER MAIN IMPROVEMENTS	1,797.94
316 I & I LINE/GROUT PH 2	142.1
318 COLLEGE ST & 2ND ST IMPROV	19,470.00
600 WATER FUND	6722.3
610 SEWER FUND	15,379.22

GRAND TOTAL 145,847.38

"Turning Vision Into Reality is our Business"

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	CHIEF SUPPLY CORPORATION	MISCELLANEOUS SUPPLIES	163.87
		QUILL CORP	OFFICE SUPPLIES	77.99
		VERIZON WIRELESS	WIRELESS 11-14 TO 12-13	313.94
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	249.55
		KELTEK INC	ACCESSORIES/INSTALLATION	19,278.43
		WEST BRANCH FORD	REPAIRS-2014 TAURUS	406.54
		TOTAL:		20,490.32
FIRE OPERATION	GENERAL FUND	PHYSIO-CONTROL INC	MEDICAL SUPPLIES	287.29
		IMAGE TREND INC	ANNUAL FEE	600.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	99.56
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	44.19
		TOTAL:		1,031.04
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	87.00
		VERIZON WIRELESS	SERVICE-LITTLE LEAGUE	132.30
		HAZELHASKY LLC DBA HERB & LOUS	WIRELESS 11-14 TO 12-13	36.78
		LIBERTY COMMUNICATIONS	GIFT CERTIFICATES	444.43
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	155.17
TOTAL:		855.68		
ECONOMIC DEVELOPMENT	GENERAL FUND	MARK E ADAMS	MARK E ADAMS	296.86
TOTAL:				296.86
CLERK & TREASURER	GENERAL FUND	MATT PARROTT/STOREY KENWORTHY	WINDOW ENVELOPES	143.72
		QUILL CORP	OFFICE SUPPLIES	19.99
		PLUNKETT'S PEST CONTROL INC	OFFICE SUPPLIES	34.71
		EDGAR, GORDON	PEST CONTROL-CITY OFFICE	47.59
		LIBERTY COMMUNICATIONS	POSTAGE	14.40
		FITNEY BOWES INC	TELEPHONE SERVICE	333.22
		CEDAR COUNTY TREASURER	POSTAGE MACHINE SUPPLIES	171.67
		CEDAR COUNTY TREASURER	PROPERTY TAXES	30.00
		CEDAR COUNTY TREASURER	PROPERTY TAXES	930.00
		TOTAL:		1,725.30
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	67.44
		MEDIACOM	CABLE SERVICE	40.90
		TOTAL:		108.34
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LYNCH HTS CONST REVIEW	642.29
TOTAL:				642.29
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	47.59
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.09
TOTAL:				90.68
LIBRARY	LIBRARY	OVERDRIVE INC	AUDIO BOOK	49.99
		BEAVER HEATING AND AIR CONDITIONING IN	BOOKS	139.38
		CEDAR RAPIDS PHOTO COPY INC	AIR CONDITIONER MAINTENANC	153.00
		PLASTIC RECYCLING OF IOWA FALLS INC	COPIER MAINTENANCE	78.04
		DEMCO	CAPIER MAINTENANCE	52.54
		QUILL CORP	TABLE & CHAIRS	1,131.00
		BAKER & TAYLOR INC.	SUPPLIES	159.51
		BAKER & TAYLOR INC.	TECHNOLOGY SUPPLIES	47.99
		BAKER & TAYLOR INC.	BOOKS	115.94
		BAKER & TAYLOR INC.	BOOKS	416.98

"Turning Vision Into Reality is our Business"

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	188.51
		FINANCIAL ADJUSTMENT BUREAU INC	COLLECTION SERVICE	20.00
			TOTAL:	2,552.88
ROADS & STREETS	ROAD USE TAX	AERO RENTAL INC	EQUIPMENT RENTAL	55.00
		VERIZON WIRELESS	WIRELESS 11-14 TO 12-13	164.71
		NOVUS AUTO GLASS	WINDOW REPAIR	370.00
		CAJ ENTERPRISES INC	CAJ ENTERPRISES INC	214.55
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.90
			TOTAL:	856.16
CAPITAL PROJECT	REAP GRANT PROJECT VEENSTRA & KIMM INC.		301-REAP GRANT PROJECT	2,935.00
			TOTAL:	2,935.00
INVALID DEPARTMENT	PARK IMP - PEDERSE VEENSTRA & KIMM INC.		308-PARK IMP - ENG REVIEW	1,143.25
			TOTAL:	1,143.25
INVALID DEPARTMENT	COLLEGE STREET BRI VEENSTRA & KIMM INC.		310-COL ST BRIDGE FINAL DE	13,929.00
			310-COL ST BRIDGE-ROW ACQU	5,398.90
			TOTAL:	19,317.90
INVALID DEPARTMENT	N FIRST ST IMPROV VEENSTRA & KIMM INC.		314-N FIRST ST IMP	1,000.00
			314-N FIRST ST IMP-RES REV	142.00
			TOTAL:	1,142.00
INVALID DEPARTMENT	MAIN ST WATER MAIN VEENSTRA & KIMM INC.		315-MAIN ST WATER MAIN IMP	1,797.94
			TOTAL:	1,797.94
INVALID DEPARTMENT	I & I LINE/GROUT P VEENSTRA & KIMM INC.		316-I & I LINE/GROUT PH 2	142.10
			TOTAL:	142.10
INVALID DEPARTMENT	COLLEGE ST & 2ND S VEENSTRA & KIMM INC.		318-COL ST & 2ND ST IMP	19,470.00
			TOTAL:	19,470.00
WATER OPERATING	WATER FUND	VERIZON WIRELESS	WIRELESS 11-14 TO 12-13	164.71
		VEENSTRA & KIMM INC.	WATER PERMIT AMENDMENT	166.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.90
		USA BLUE BOOK	CHEMICALS	127.82
			REPAIR PARTS	90.45
			REPAIR PARTS	101.82
			TOTAL:	702.70
SEWER OPERATING	SEWER FUND	LYNCH'S EXCAVATING INC	SEWER REPAIR - 4TH & COLLE	9,417.60
		UPS	SEWER-SHIPING	20.86
		VERIZON WIRELESS	WIRELESS 11-14 TO 12-13	164.71
		VEENSTRA & KIMM INC.	SEWER PERMIT	325.50
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.89
			TOTAL:	9,980.56

"Turning Vision Into Reality is our Business"

DEPARTMENT FUND VENDOR NAME DESCRIPTION AMOUNT

===== FUND TOTALS =====

001	GENERAL FUND	25,149.83
022	CIVIC CENTER	90.68
031	LIBRARY	2,552.88
110	ROAD USE TAX	856.16
301	REAP GRANT PROJECT	2,935.00
308	PARK IMP - PEDERSEN VALLE	1,143.25
310	COLLEGE STREET BRIDGE	19,317.90
314	N FIRST ST IMPROVEMENTS	1,142.00
315	MAIN ST WATER MAIN IMPROV	1,797.94
316	I & I LINE/GROUT PH 2	142.10
318	COLLEGE ST & 2ND ST IMPRO	19,470.00
600	WATER FUND	702.70
610	SEWER FUND	9,980.56

GRAND TOTAL:		85,281.00

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Motion Approving West Branch Homecoming Activities and Homecoming Parade Route.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones, City Administrator
DATE:	August 31, 2017

BACKGROUND:

Abby Noelck, Spanish teacher and Student Government Advisor at West Branch High School is organizing the Homecoming activities the week of September 18th -22nd. As a part of these events is a Home Coming Parade, scheduled for September 20th. The request for City Council consideration is approval of the time and route of the parade.

STAFF RECOMMENDATION:	Move to Action to approve
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

West Branch High School Homecoming Parade, Wednesday, September 20, 2017 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. by 6:00 p.m. and will wrap around the field. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser), 319-643-7216 ext. 327, anoelck@west-branch.k12.ia.us

CURRENT ROUTE

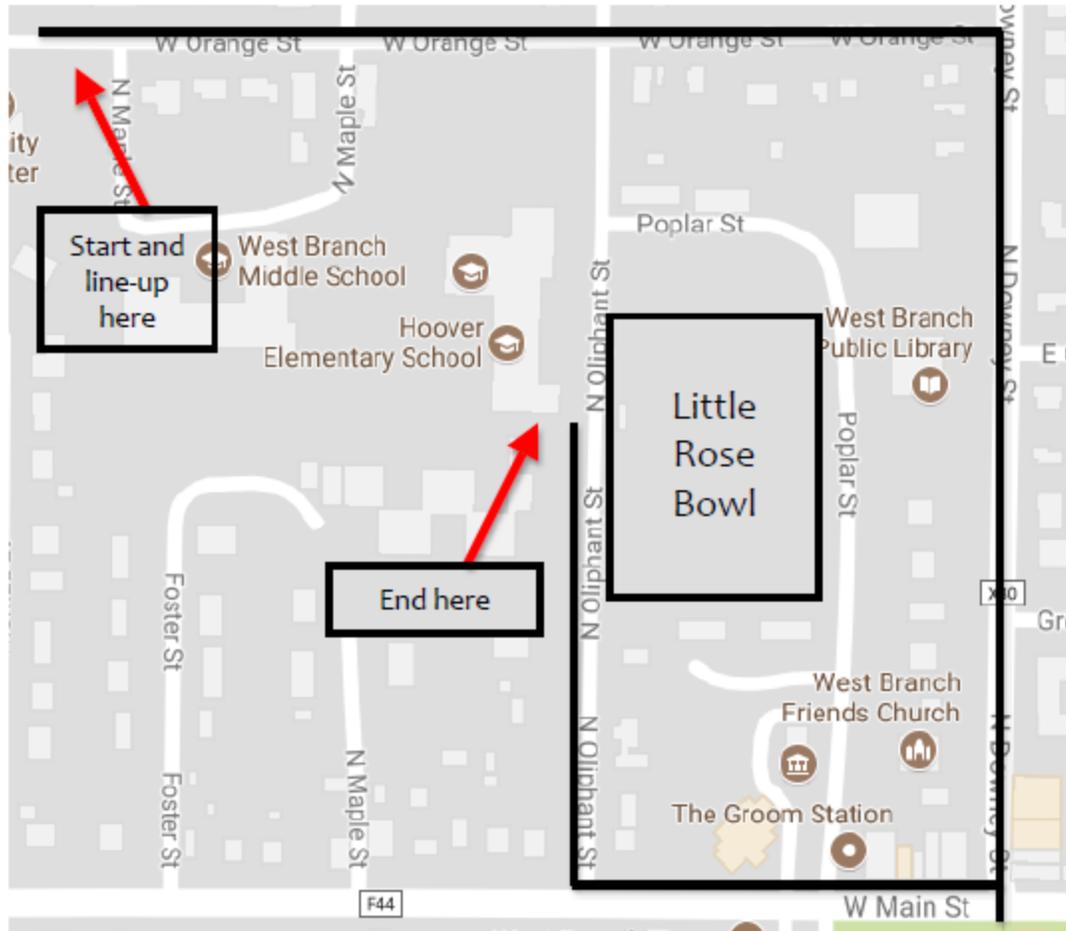


"Turning Vision Into Reality is our Business"

West Branch High School Homecoming Parade, Wednesday, September 20, 2017 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. by 6:00 p.m. and will wrap around the field. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser), 319-643-7216 ext. 327, anoelck@west-branch.k12.ia.us

ALTERNATE ROUTE 1

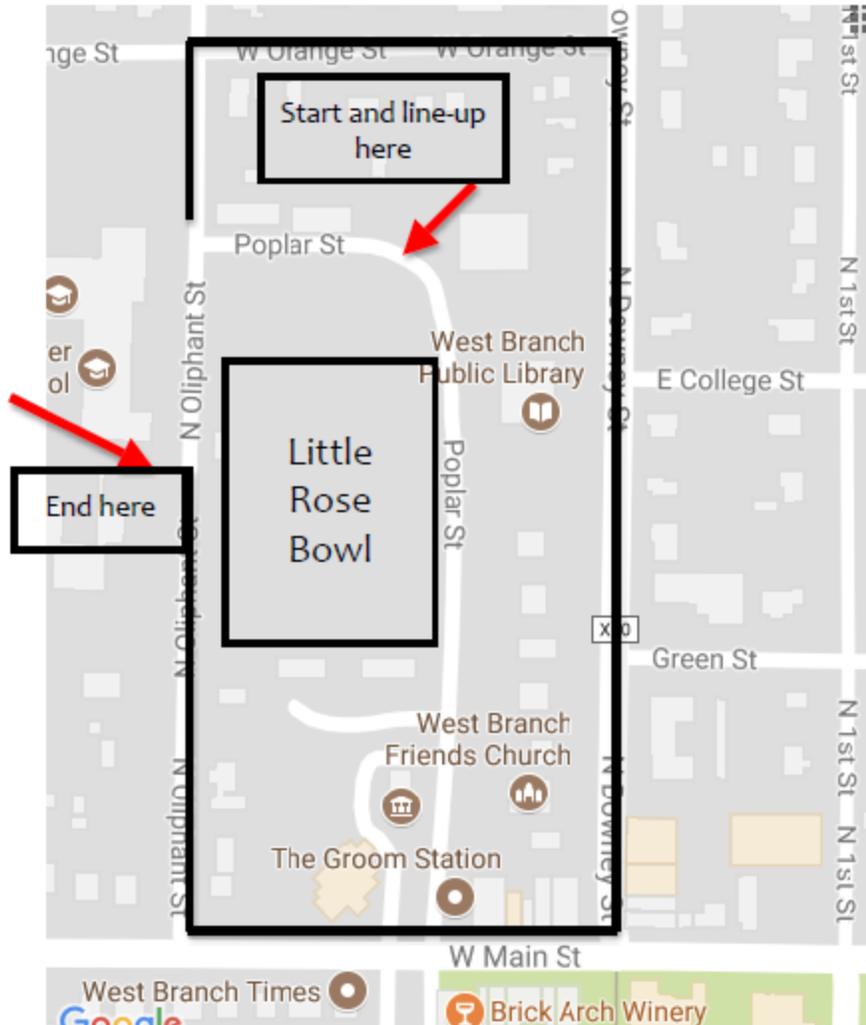


"Turning Vision Into Reality is our Business"

West Branch High School Homecoming Parade, Wednesday, September 20, 2017 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. by 6:00 p.m. and will wrap around the field. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser), 319-643-7216 ext. 327, anoelck@west-branch.k12.ia.us

ALTERNATE ROUTE 2



"Turning Vision Into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Resolution 1645: approving the final plat of Lynch Heights, West Branch, Iowa.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	August 29, 2017

BACKGROUND:

Resolution 1645: A resolution approving the final plat of Lynch Heights Subdivision, a new subdivision to West Branch, Iowa.

Lynch Plumbing (the “Developer”) is requesting approval of the final plat for Lynch Heights, West Branch, Iowa. The final plat has been reviewed by the West Branch Planning and Zoning Commission and its recommendation has been forwarded to the City Council. If approved, the final plat, along with the ancillary documents required by Chapter 354 of the Code of Iowa, will be forwarded to Cedar County for recording so that the lots in this subdivision can be sold or built upon by the Developer.

The Planning & Zoning Commission approved the final plat on August 22, 2017.

STAFF RECOMMENDATION:	Move to Action to approve Resolution 1645
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

RESOLUTION 1645

RESOLUTION APPROVING THE FINAL PLAT OF LYNCH HEIGHTS, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a final plat for Lynch Heights, West Branch, Iowa; and

WHEREAS, the legal description for said Subdivision is as follows:

Lot 1 of "A" and Lot 2 of "A" in the east-half of the SE ¼ of Section 6, Township 79 North, Range 4 West of the 5th P.M. in the City of West Branch, Cedar County, Iowa, in accordance with the plat thereof recorded in Book "G" at page 223, in the Records of the Cedar County Recorder's Office; and

WHEREAS, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the final platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coralville, Iowa, that the final platting of Lynch Heights, West Branch, Iowa, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk of the City of West Branch, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Cedar County, Iowa, along with all other required ancillary documents.

* * * * *

Passed and approved this 11th day of September, 2017.

Roger Laughlin, Mayor

ATTEST:

Gordon Edgar, Deputy City Clerk

"Turning Vision Into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Resolution 1647: approving and accepting municipal improvements for Lynch Heights
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Kevin D. Olson, City Attorney
DATE:	August 29, 2017

BACKGROUND:

Previously, Lynch Plumbing (the “Developer”) and the City entered into a Subdivider’s Agreement which required the Developer to install listed municipal improvements for the Lynch Heights subdivision. After review by the City Engineer, the Developer has completed all items, **excepting sidewalks** (which are built after a home is built on each lot). Therefore, to clear title for the Developer to sell lots, the City is required to pass a Resolution accepting these municipal improvements as completed. The Subdivider’s Agreement is attached for reference purposes.

STAFF RECOMMENDATION:	Seek Approval from the City Council on this topic
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

RESOLUTION 1647

RESOLUTION APPROVING AND ACCEPTING PUBLIC IMPROVEMENTS
CONSTRUCTED IN LYNCH HEIGHTS, WEST BRANCH, IOWA.

WHEREAS, the City and Lynch's Plumbing (the "Developer") entered into that certain Subdivider's Agreement (the "Agreement"), whereby the Developer would be required to construct certain municipal improvements in Lynch Heights (the "Subdivision"); and

WHEREAS, the Developer has installed all of the public improvements, excepting the sidewalks; and

WHEREAS, the City Council is hereby required to issue a release for the previously installed public improvements for said Subdivision.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned public improvements, **excepting the sidewalks to be constructed on each individual lot**, which was required by the Agreement are hereby accepted. Further, the City Clerk is hereby directed to record a copy of this Resolution with the Cedar County Recorder to serve as a release of this requirement as described above without further documentation.

Passed and approved this 11th day of September, 2017.

Roger Laughlin, Mayor

ATTEST:

Gordon Edgar, Deputy City Clerk

CITY OF WEST BRANCH, IOWA/SUBDIVIDER'S AGREEMENT

LYNCH HEIGHTS SUBDIVISION

This Agreement is made by and between Lynch's Plumbing, Inc., an Iowa corporation, hereinafter referred to as the "Subdivider", and the City of West Branch, Iowa, a Municipal corporation, hereinafter referred to as the "City".

WITNESSETH

SECTION 1. MUNICIPAL IMPROVEMENTS; CONSTRUCTION AND INSTALLATION OF MUNICIPAL IMPROVEMENTS.

In consideration of the city approving the plat and subdivision of real estate known and designated as Lynch Heights Subdivision, West Branch, Iowa, prior to Subdivider's installation and construction of the required municipal improvements, Subdivider shall make escrow provisions as provided herein. Municipal improvements shall include a 31-foot PCC street known as Ohrt Street, sanitary sewers, water mains, storm sewers, sump-pump lines, fire hydrants with appropriate STORZ connections as approved by the Fire Chief and a storm water infiltration structures. Said municipal improvements shall be constructed and installed in accordance with construction plans and specifications approved by the City Engineer of the City who shall have the right to make or authorize occasional inspections of the work in progress. Said inspections shall not relieve or release the Subdivider from the responsibility to construct the municipal improvements in accordance with the approved plans and specifications.

SECTION 2. SIDEWALKS.

The Subdivider agrees that no later than three (3) years from the date of the City's Resolution approving the Final Plat of Lynch Heights Subdivision, West Branch, Iowa, or upon seventy-five percent (75%) of the development of the lots therein, whichever occurs first, to install sidewalks abutting each lot which shall be at least five (5) feet wide and constructed according to the plans and specifications as approved by the City Engineer. The escrow provision need not include the sidewalk installation, however, the same shall remain a lien against each lot until accepted and released by the City.

SECTION 3. ESCROW MONIES

The Subdivider shall deposit with the City Clerk in escrow an amount equal to the estimated cost of constructing the municipal improvements plus 10% thereof as determined by the City Engineer and said deposit shall be referred to as "Municipal Improvements Escrow". The escrow deposit shall be in the form of cash, bank check that will be cashed, bond or irrevocable letter of credit, all as approved by the City Attorney.

{00259418.DOC}

SECTION 4. USE OF ESCROW MONIES

If, after one year from the date of the City's resolution approving the preliminary plat of the subdivision, the municipal improvements have not been constructed and installed for the subdivision, then City may use and/or make demand upon the municipal improvements escrow to construct and install said municipal improvements. The City shall release any bond or letter of credit or refund to the Subdivider any portions of or any excess escrow monies not used by the City after construction, installation and acceptance of all of the municipal improvements. Any cash or check held in escrow shall be released as needed for payment of the costs of the improvements.

In addition, the City may make use of any of the proceeds of the security provided by Subdivider in order to enforce the erosion control requirements pursuant to Section 170.15(15) of the West Branch Code of Ordinances.

SECTION 5. WAIVER

In the event the Subdivider shall sell or convey or make application for a building permit on any lot or lots in the subdivision without having first constructed and installed all the municipal improvements for the subdivision, then the City shall have the right to proceed therewith as provided in Section 3 above.

SECTION 6. LIEN

The costs of the construction and installation of the municipal improvements shall be a lien and charged against all lots in said subdivision and need not meet the requirements of notice, benefit or value as provided for by the Code of Iowa for assessing said municipal improvements which may exceed the municipal improvements escrow.

SECTION 7. RELEASE

The City agrees that when all municipal improvements have been constructed and installed for the subdivision, to the satisfaction of the City and upon acceptance by resolution, to furnish the Subdivider a good and sufficient Release for filing in the office of the County Recorder so that this Agreement will not constitute a cloud upon the title.

SECTION 8. PUBLIC SERVICES.

Subdivider agrees that public services including, street maintenance, snow plowing, water and sanitary sewer service, will not be provided in said subdivision until the municipal improvements have been constructed, installed and accepted by the City.

SECTION 9. STORM WATER RAIN GARDEN/OUTLOT A.

The Subdivider shall install a rain garden on Outlot A in strict compliance with the Iowa Stormwater Management Manual after said plans have been approved by the City Engineer. In addition, the Subdivider shall provide a public access to Outlot A. After installation and acceptance of the rain garden and the public access by the City Engineer, the Subdivider shall convey Outlot A to the City.

SECTION 10. PAVED ACCESSES TO 829 W MAIN STREET.

The Subdivider shall pave both accesses from Ohrt street (cul-de-sac) to the home located on Lot 1 (829 W. Main Street).

SECTION 11. PAYMENT OF SANITARY SEWER CONNECTION FEE.

Prior to the approval of the final plat of the Lynch Heights Subdivision, the Subdivider shall pay to the City the sum of \$3,000.00 as payment of the Sanitary Sewer Connection Fee District.

SECTION 12. STORM WATER EROSION CONTROL AND TOPSOIL REQUIREMENTS.

Subdivider or its assigns or successors in interest shall be responsible for the maintenance of appropriate erosion control measures during construction of the infrastructure and during building of any structures in the Subdivision. In addition, the Subdivider shall be responsible for the placement of 4-inches of topsoil or allowed substitute upon each lot after the structures have been constructed prior to the issuance of any occupancy permit for said structure.

SECTION 13. ASSIGNS AND SUCCESSORS

This agreement shall be binding upon the parties, their assigns or successors in interest and it is understood that the City, at its option, may contract for the construction and installation of the municipal improvements as provided above.

Dated this 27 day of June, 2016.

Lynch's Plumbing, Inc.:

City of West Branch:

By: Wayne Lynch
Wayne Lynch President
Print name and title

Roger Laughlin
Roger Laughlin, Mayor

ATTEST:

Matt Muckler
Matt Muckler, City Administrator/Clerk

STATE OF IOWA, COUNTY OF CEDAR, ss:

On this 28th day of June, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Roger Laughlin and Matt Muckler, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of West Branch, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Roger Laughlin and Matt Muckler acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Leslie Brick
A Notary Public in and for the State of Iowa



STATE OF IOWA, COUNTY OF CEDAR, ss:

This instrument was acknowledged before me on the 27th day of June, 2016, by Wayne Lynch as President of Lynch's Plumbing, Inc.

Leslie Brick
Notary Public





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Resolution 1648: authorizing the acquisition of certain real property interests for the “College Street Bridge Reconstruction Project”.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Dave Schechinger, City Engineer / Kevin Olson, City Attorney
DATE:	July 28, 2017

BACKGROUND:

Pursuant to Section 6B.2C of the Code of Iowa (2017), this Resolution is passed to start the formal process of acquiring property interests for the College Street Bridge Project. This resolution allows the City to follow the federal process necessary for the receipt of federal monies for the Project. The ultimate goal is to acquire all of the property interests needed for this Project via voluntary negotiations based upon appraisals, however, if the city is required to use its power of eminent domain, this Resolution is also necessary to start that process.

STAFF RECOMMENDATION:	Seek Approval from the City Council on this topic
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision Into Reality is our Business"

RESOLUTION 1648

RESOLUTION AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY INTERESTS FOR THE "COLLEGE STREET BRIDGE RECONSTRUCTION PROJECT".

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to construct certain municipal improvements, said project having been referred to as the "College Street Bridge Reconstruction Project" (the "Project"); and

WHEREAS, the Project Areas are generally described as College Street between 4th Street and 1st Street, including the replacement of the College Street Bridge, and Second Street between College Street and Green Street; and

WHEREAS, the City of West Branch proposes to acquire property under the power of eminent domain for said project; and

WHEREAS, pursuant to Section 6B.2C of the Code of Iowa (2017), the authority to condemn property is not conferred, and condemnation proceedings shall not commence, unless the governing body for the acquiring agency approves the use of condemnation and there is a reasonable expectation the applicant will achieve its public purpose, comply with all reasonable standards, and obtain the necessary permits.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the use of the power of eminent domain to acquire the properties in the Project area is hereby approved.

BE IT FURTHER RESOLVED, that the City Administration is directed to proceed with the proposed acquisitions of property and comply with all reasonable standards and obtain all necessary permits necessary to further said project in accordance with applicable law.

BE IT FURTHER RESOLVED, that the City Administrator is hereby directed to determine fair market value for the properties necessary to complete said project, and acquire said properties at fair market value via voluntary agreement, gift, trade or condemnation. Further, the Mayor and City Clerk are hereby directed to execute any and all documentation necessary to complete said acquisitions without further approval.

Passed and approved this 11th day of September, 2017

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II City Administrator / Clerk

"Turning Vision Into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Discussion: the Installment of the Staff Work Plan – Police and Fire Departments
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Public Safety Chiefs Mike Horihan and Kevin Stoolman
DATE:	August 25, 2017

BACKGROUND:

In the effort to maintain an Open, Agile, and Purposeful Government; staff is moving forward with implementing a “Staff Work Plan”. It is intended to provide a margin of accountability to the work progress, task(s), and communication related to projects identified and funded by the Mayor and City Council. The goal is to have the entire Staff Work Plan representative of every department / division within the city. The work plan will be placed on the city web-site and will be viewable by both the public and elected officials.

Projects, task(s), and directives will be provided a designation of: complete, in-progress, not completed (stalled /not started), or no longer an objective. It should be noted that the not completed will always come with some explanation as to the circumstance surrounding the project in question. We are working to have greater explanation for the final draft.

STAFF RECOMMENDATION:	Discussion and Feedback – No Action Needed
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision Into Reality is our Business"

Police and Fire Departments

School Resource Officer Program

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Our School Resource Officer (SRO) is a sworn law enforcement officers responsible for safety and crime prevention in our West Branch schools. The City and the School District have partnered together in commitment and dedicated resources in an effort to create a safer environment. The responsibilities of our SRO are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. Beyond law enforcement, our SRO also serves as an educator, emergency manager, and informal counselor. While our SRO primary responsibility is law enforcement, whenever possible, our SRO strives to employ non-punitive techniques when interacting with students. Arrests are used only as a last resort under specified circumstances. This program is ongoing

Fire Service Township 28E Agreements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The purpose of these agreements is to improve the provision of fire protection and emergency medical services within the respective jurisdictions of the parties of the agreement. The parties of this agreement to share in the cost of providing emergency aid and fire protection. This task is on-going.

Law Enforcement MOU with National Park Service

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The objective of the Agreement is to coordinate emergency law enforcement assistance between the two agencies. Herbert Hoover NHS is under concurrent legislative jurisdiction, and the NPS and the West Branch Police Department (hereinafter WBPD) therefore share a common interest in law enforcement at Herbert Hoover NHS. Both agencies recognize through long experience that violations affecting the safety and welfare of citizens, property, and resources under their protection frequently involve individuals and groups operating across jurisdictional boundaries. Both agencies also recognize that the most effective and sometimes only method to detect, deter, and solve these crimes is through cooperative efforts. Accordingly, the NPS and the WBPD do hereby enter into an agreement to provide emergency cooperative assistance to maintain public safety and welfare on lands and roadways in West Branch, Iowa, within and

"Turning Vision Into Reality is our Business"

surrounding Herbert Hoover NHS, as both parties can mutually benefit from the expertise and resources of their respective agencies. This task is on-going.

Police Department Evidence Facility

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Nearly every department has an evidence room or an evidence locker or even a large evidence storage facility. It is well documented that well maintained, well documented, and orderly evidence rooms have helped put and keep dangerous criminals in prison. Additionally, well, maintained facilities, rooms, or lockers prevent missing evidence; which, can also prevent those wrongly convicted of crimes and serving prison time the ability to have evidence retested with new and future technologies.

Upon review of our current capacities in this area, staff believes this is a topic for a future CIP item and/or budget discussion. It is also possible with the old Casey's store coming up for sale and with the city's position as first right of refusal, a low cost agreement can be obtained. This task has not been started and currently is not an objective of the city.

Fire Truck Replacement – Phase 1 (FY18)

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The Department currently maintains and operates a variety of vehicles in its fire-service fleet. The goal of the Department is to provide comprehensive fire/EMS services as quickly, safely, and efficiently as possible. Based on our Vehicle Replacement program, Truck 191 is due for replacement. The fire department is currently working of developing specifications and expect to go out for bid next month.

Wireless Emergency Notification System

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

WENS continues to be actively maintained to provide emergency and informational notices to the residents of West Branch and Cedar County as a whole via email, text, and automated phone messages. Primary use is currently in providing environmental alerts such as tornado and flood warnings, but is also used to provide notices for boil orders, snow emergencies, and other such information within the community when they occur. This project is on-going.

"Turning Vision Into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Motion Approving Change Order No.1 for North First Street Improvements.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Eric Gould, Project Engineer
DATE:	August 30, 2017

BACKGROUND:

Intakes Located mid-block of North First Street are scheduled to have “Minor Intake Adjustment” completed to match the proposed pavement elevations. After reviewing the condition of the intakes with City Staff and exposing the storm sewer between the intakes during water main installation, it was determined that the intakes and storm sewer crossing under the road should be replaced as part of the street reconstruction to give the City a better finished product. The current project scope includes the minor intake adjustment. The bid price for the adjustment is slightly higher than the cost for intake removal, so the removal does not add to the existing contract if those items are switched out. The cost impact to the project to construct new intakes and install new storm sewer under the street is shown in the attached change order. The existing storm sewer along the west side of First Street to the intersection of Green Street appears to be in good condition and can be reused as planned. Discussions with the Public Works Director indicate that there are funds available in the Stormwater budget to cover the additional cost.

STAFF RECOMMENDATION:	Seek Approval from the City Council on this topic
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision Into Reality is our Business"



VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565
519-466-1000 • 519-466-1000(FAX) • 333-241-3001(WATS)

August 31, 2017

CHANGE ORDER NO. 1

**NORTH FIRST STREET IMPROVEMENTS
WEST BRANCH, IOWA**

Change Order No. 1 is for the following modifications to the project:

1. Delete Bid Item 1.9 Intake Adjustment	2 Ea. @ \$850/Ea.	\$ <u>(1,700.00)</u>
2. Add Removal of Intake	2 Ea. @ \$700/Ea.	\$ <u>1,400.00</u>
3. Add SW-501 Intakes	2 Ea. @ \$3,100/Ea.	\$ <u>6,200.00</u>
4. Add Connection to Existing 15" Storm Sewer	2 Ea. @ \$1,150/Ea.	\$ <u>2,300.00</u>
5. Add 12" RCP Storm Sewer	40 LF @ \$68.75/LF	\$ <u>2,750.00</u>
	Total:	\$ <u>10,950.00</u>

Change Order No. 1 increases the contract amount by \$ 10,950.00.

EASTERN IOWA EXCAVATING LLC

By _____

Title _____

Date _____

CITY OF WEST BRANCH, IOWA

By _____

Title _____

Date _____

VEENSTRA & KIMM, INC.

By _____

Title Project Engineer

Date 8/31/17

ATTEST:

By _____

Title _____

Date _____

V&K Job No. 368216

"Turning Vision Into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 11, 2017
AGENDA ITEM:	Motion Approving Special Consideration allowing a controlled burn of brush for Cedars Edge Golf Course.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Roger Laughlin, Mayor
DATE:	September 1, 2017

BACKGROUND:

As we know fire is a natural part of both forest and grassland ecology. Keeping large acreage clear of brush, high grass and undergrowth can be preventative from allowing excess fuel that could turn the naturally occurring fires into out-of-control infernos. Special consideration is also being considered due to the large amount of brush being cleared; thus, cutting down on the public expense of having the brush grinded and chipped.

Special requirements of the burn – the wind must be from the south and blowing north. The burn site must be on the extreme north corner of the property, and the burn site must be buried in three days after the controlled burn. In the event that the smoke becomes a nuisance to neighboring communities and the Fire Department is called to extinguish the fire a charge / fee for services rendered will be assessed to the Cedars Edge Golf Course.

STAFF RECOMMENDATION:	Seek Approval from the City Council on this topic
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision Into Reality is our Business"