



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 6:00 P.M. MONDAY, OCTOBER 16, 2017 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA**

<b>Mayor</b>	<b>Roger Laughlin</b>	mayor@westbranchiowa.org
<b>Mayor Pro Tem</b>	<b>Colton Miller</b>	mcolton@rocketmail.com
<b>Council Member</b>	<b>Jordan Ellyson</b>	Jordanellyson@gmail.com
<b>Council Member</b>	<b>Brian Pierce</b>	brianapierce@outlook.com
<b>Council Member</b>	<b>Mary Beth Stevenson</b>	mbstevenson115@gmail.com
<b>Council Member</b>	<b>Tim Shields</b>	timshieldswbcc@yahoo.com
<b>City Administrator</b>	<b>Redmond Jones II</b>	rjonesii@westbranchiowa.org
<b>City Attorney</b>	<b>Kevin Olson</b>	kevinolsonlaw@gmail.com
<b>Deputy City Clerk</b>	<b>Leslie Brick</b>	leslie@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. Convene to Closed Session**
  - 1. Review and Evaluate the Performance of the City Administrator
- C. Reconvene to Open Session**
- D. City Council Work Session (6:30 pm)**
  - 1. Setting a Bonding Obligation level
- E. Adjourn City Council Work Session**
- F. City Council Meeting Opening Ceremonies (7:00 pm)**
  - 1. Pledge of Allegiance
  - 2. Welcome
- C. Roll Call**

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**D. Guest Speaker, Presentations and Proclamations**

1. Employee Recognition – Kory Hanna

**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 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.*

**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 October 02, 2017.
2. Approve Claims Report.
3. Motion Approving the Purchase of 0.5 acres of Wetland Mitigation Bank Credits.
4. Motion Approving Sanitary Sewer Rehabilitation - Phase 2 Pay Estimate No. 2.

**G. Public Hearing / Non-Consent Agenda**

1. Motion Approving a Statement of Direction Regarding Bonding Obligation Options / Move to Action.
2. Resolution 1653: Approving the Final Plat of the Meadows, Subdivision Part 2; a Subdivision to West Branch IA.
3. Motion Approving a Change Order for Main Street Water Main Improvements. Change Order No. 2.
4. Discussion Item: Consideration to Allow Limited / Exclusive Muskrat Trapping Along the Wapsi Creek.
5. Motion Approving the Final Reading of an Ordinance Change of 69.08(section 55) entitled, "No Parking Zones".
6. Discussion Item: Consider contracting services to develop a RFP for the Croell site.

**H. Reports**

1. City Administrator's Report
2. City Attorney Report
3. Other Staff Reports

**I. Comments from Mayor and Council Members**

**J. Adjournment**

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*(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  
2017*

*City Council Meeting*

*October 2,*

**Council Chambers**

**7:00 p.m.**

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

**PUBLIC HEARING ON COLLEGE STREET BRIDGE REPLACEMENT PROJECT.**

Mayor Laughlin declared the hearing open at 7:01 p.m. City Engineer Dave Schechinger explained what the plan for the College Street Bridge entailed. He also explained some changes to the previously submitted plan which will lower the ramp height but will result in a three month delay due to the approval process. The hearing was closed at 7:04 p.m.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS.**

Employee recognition – Becky Knoche

Mayor Laughlin presented an award to Becky Knoche for ten years of service to the City of West Branch.

West Branch Library Annual Report – Nick Shimmin

Library Director Shimmin presented an overview of the highlights of the Library Annual Report. Highlights included a circulation size of 42,661, electronic item usage increased 15% over 2016 to 3,977. Program attendance was 9,449 this year compared to an average of 2,899 for libraries in similar sized communities in the area.

West Branch Main Street Quarterly Update / Christmas Past - Kevin Rogers  
Executive Director of Community Development Group, Kevin Rogers reported on CDG activities. Volunteer hours are down 32% from last year, Simply Summer is under review and will be modified for next year, CDG spent a day at the State Fair promoting West Branch. He also reviewed plans for Christmas Past and noted that carolers will be wearing Period Costumes from the Cedar County Historical Society.

**PUBLIC COMMENT.**

Ryan Granaman, 508 N Oliphant, spoke about the problems associated with a semi-tractor being parked in a residential neighborhood. While his problem had

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been resolved, he was told that there is no ordinance against it and wondered if something should be done to prevent it from occurring again.

Mike Jones, proprietor of The Down Under, reported that he had been told if he submitted his documents by the Wednesday before a Council Meeting, he would be on the agenda. He was told to contact all of the Council members the next time he wanted to be on the agenda.

Jeff Bernell, of Northridge Drive, thanked the Council for notifying the residents of the proposed change in parking rules but thought that having a 2 a.m. to 6 a.m. but might be counterproductive.

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

Approval of City Council Meeting Minutes September 18, 2017

Approve Claims Report

Motion Accepting the West Branch Library Annual Report

Motion Approving the CDG Street Closure Request

Motion Approving the CDG Special Event Permit.

EXPENDITURES		10/2/2017
ALLIANT ENERGY	SALT SHED-ELECTRICAL	1,685.17
BRET F STOUT	REPAIR-FOSTER STREET	875.00
BSN SPORTS INC	YOUTH SPORTS SUPPLIES	583.72
CHIEF SUPPLY CORPORATION	SUPPLIES	19.88
F&B COMMUNICATIONS INC	AUG/SEP WEB HOSTING	64.90
FEHR GRAHAM	308 PV PARK IMP DESIGN	6,106.50
HOLLYWOOD GRAPHICS	HOLLYWOOD GRAPHICS	507.10
HOTSY CLEANING SYSTEMS	EQUIP MAINTENANCE SUPPLIES	1,497.09
IMWCA	WORK COMP PREMIUMS	5,143.00
INTERSTATE POWER SYSTEMS I	MAINTENANCE SERVICE	612.82
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	563.75
IOWA MUNICIPAL FINANCE OFF	CLERK CERTIFICATION FEE	125.00
JOHN DEERE FINANCIAL	CLOTHING ALLOWANCE/SUPPLIES	294.47
KNOCHE, REBECCA	BLDG INCENTIVE REIMBURSEMENT	623.76
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,425.43
LOWES BUSINESS ACCT/GEGRB	MAINTENANCE SUPPLIES	191.15
LYNCH DALLAS, P.C. ATTORNE	LEGAL FEES - EMPLOYEE HANDBOOK	2,300.00
LYNCH'S EXCAVATING INC	SEWER REPAIR-COLLEGE ST	6,638.35
LYNCH'S EXCAVATING INC	SEWER REPAIR-5TH AND COLLEGE	6,246.80
LYNCH'S EXCAVATING INC	SEWER REPAIR-E ORANGE ST	1,763.49
LYNCH'S PLUMBING INC	314 N 1ST ST IMPROVEMENTS	117.00
LYNCH'S PLUMBING INC	310 COL ST BRIDGE LOCATE WATER & SEWER LINES	1,676.00
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	87.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	730.00
SCHIMBERG CO	SUPPLIES	590.36
STATE HYGIENIC LAB	LAB ANALYSIS	177.00
UNIFORM DEN INC.	UNIFORMS	105.55
UPS	SEWER-SHIPPING	21.29
VEENSTRA & KIMM INC.	314 N 1ST ST IMP-RES REVIEW	9,858.00
VEENSTRA & KIMM INC.	P & Z-PV MULTI FAMILY REVIEW	166.00
VEENSTRA & KIMM INC.	316 SANITARY SEWER REHAB PH 2	1,424.43
VEENSTRA & KIMM INC.	P & Z-MEADOWS PART 2 RES REVIEW	2,569.01
VEENSTRA & KIMM INC.	315 MAIN ST WATER MAIN	7,788.30
VEENSTRA & KIMM INC.	318 COLLEGE ST & 2ND ST IMPROVEMENTS	10,620.00
VEENSTRA & KIMM INC.	310 COLLEGE ST BRIDGE R-O-W ACQUISITION	12,574.10
VISU-SEWER INC	316 I & I LINE/GROUT PH 2	105,930.23
YOTTYS, INC.	GOLF CART RENTAL	1,000.00
TOTAL		192,881.65
PAID BETWEEN MEETINGS		

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AMAZON	BOOKS	936.47
BAKER & TAYLOR	BOOKS	494.04
DEWEYS JACK & JILL	SUPPLIES	129.20
HOLLYWOOD GRAPHICS	YOUTH VOLLEYBALL SHIRTS	489.30
MEDIACOM	CABLE SERVICE	48.40
UPS	SEWER-SHIPPIING	20.43
US BANK CORPORATE CARD	CREDIT CARD PAYMENTS	1,757.83
VAN METER INC	LIGHTS-VOLLEYBALL COURTS	3,335.56
VERIZON WIRELESS	WIRELESS SERVICE	978.50
WALMART COMMUNITY	DVDS, PROGRAM SUPPLIES	231.02
WEX BANK	VEHICLE FUEL	1,675.64
TOTAL		10,096.39
PAYROLL 9/22/2017		53,177.60
GRAND TOTAL EXPENDITURES		256,155.64
FUND TOTALS		
001 GENERAL FUND	33,536.64	
022 CIVIC CENTER	43.29	
031 LIBRARY	7,307.63	
036 TORT LIABILITY	4,751.02	
110 ROAD USE TAX	6,428.20	
112 TRUST AND AGENCY	12,039.14	
308 PARK IMP - PEDERSEN VALLEY	6,106.50	
309 PHASE 1 PARK IMPROVEMENTS	3,335.56	
310 COLLEGE STREET BRIDGE	14,250.10	
314 N FIRST ST IMPROVEMENTS	9,975.00	
315 MAIN ST WATER MAIN IMPROVEMENTS	7,788.30	
316 I & I LINE/GROUT PHASE 2	122,003.30	
318 COLLEGE ST & 2ND ST IMPROVEMENTS	10,620.00	
600 WATER FUND	8,996.03	
610 SEWER FUND	8,974.93	
GRAND TOTAL	256,155.64	

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

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

Discussion- Staff is Requesting a Statement of Direction Regarding Bonding Obligation Options. Finance Officer Gordon Edgar reviewed the funding requirements for the current capital projects and recommended issuing \$4.2 million in bonds in November. This would take the city to 80% of the current debt capacity. After much discussion it was decided to have a work session at 6:00, prior to the Council meeting on October 16 to make a final decision.

Motion approving appointment of Jace Gongora to the West Branch Fire Department. / Move to action.

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

Resolution 1651, authorizing and internal advance to the North First Street Improvements Project Capital Fund. / Move to action.

Motion by Shields, second by Stevenson to approve Resolution 1651. AYES: Shields, Stevenson, Pierce, Miller, Ellyson. NAYS: None. Motion carried.

Resolution 1652, authorizing the transfer of funds for approved capital projects. / Move to action.

Motion by Shields, second by Stevenson to approve Resolution 1652. AYES: Shields, Stevenson, Pierce, Ellyson, Miller. NAYS: None. Motion carried.

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Motion approving Change Order No. 1 to Main Street Water Main Improvements Project. / Move to action.

City Engineer Schechinger explained the reasons for the items listed on the Change Order. Motion by Pierce, second by Miller to approve Change Order No. 1. AYES: Pierce, Miller, Ellyson, Stevenson, Shields. NAYS: None. Motion carried.

Motion approving Pay Estimate No. 1 to Main Street Water Main Improvements Project. / Move to action.

Motion by Stevenson, second by Ellyson to approve Pay Estimate No. 1. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. NAYS: None. Motion carried.

Motion approving Pay Estimate No. 1 to North First Street Improvements Project. / Move to action.

Motion by Stevenson, second by Ellyson to approve Pay Estimate No. 1. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. NAYS: None. Motion carried.

Motion approving Second Reading of an Ordinance change to Chapter 69.08(55)

Motion by Stevenson, second by Ellyson to approve Second Reading. Stevenson then amended her motion to strike Section 2 that had been inserted into the Second Reading version of the Ordinance. The amendment was seconded by Ellyson. Voting on amendment: AYES: Stevenson, Ellyson, Pierce, Shields. NAYS: Miller. Motion carried. Voting on Original Motion: AYES: Stevenson, Ellyson, Pierce, Shields. NAYS: Miller. Motion carried.

**CITY STAFF REPORTS**

Jones announced that Cedar County will have a contractor begin resurfacing 290<sup>th</sup> Street on October 3<sup>rd</sup>. Jones then announced his appointments to the Wastewater Treatment Facility task force. They are: Redmond Jones II, Matt Goodale, Mary Beth Stevenson, Tim Moss and Colton Miller. He then reported that there was information from Nate Kass of Fehr Graham that should be reviewed for the bond finance work session on October 16. Jones said there will be a Great Places meeting on October 3<sup>rd</sup> at the Community State Bank office.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin said they had a nice Trail Meeting last week with city residents, Tipton residents and a Johnson County Supervisor. People are fired up and want to connect Tipton, West Branch, Solon and Iowa City. He also said the golf course is going to seek assistance and he will try to use TIF for it. He also wants the Council to keep downstream widening on their radar for the goal setting session we will have.

Stevenson asked for a Chicken Ordinance from Kevin Olson for October 16 and he agreed to provide one.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:58 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Gordon R. Edgar, Deputy City Clerk

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	October 16, 2017
<b>AGENDA ITEM:</b>	Approve Claims / Payroll / Items paid between meetings
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon R. Edgar, Finance Officer
<b>DATE:</b>	October 9, 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.

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

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**EXPENDITURES**

ALLIANT ENERGY  
ALTORFER INC  
BAKER & TAYLOR INC.  
BARRON MOTOR SUPPLY  
BEAN & BEAN  
BLUELINE EMERGENCY VEHICLE  
CAJ ENTERPRISES INC  
CEDAR COUNTY RECORDER  
CORALVILLE PARK & RECREATI  
COSTCO WHOLESALE  
CY'S TREE SERVICE  
D&R PEST CONTROL  
DONAHUES CARPET & UPHOLSTERY  
EASTERN IOWA EXCAVATING &  
FELD FIRE EQUIPMENT CO. IN  
HARRY'S CUSTOM TROPHIES LT  
HEATHER HIGHLY  
IOWA DEPARTMENT OF NATURAL  
JESSICA KILEY  
JOHNSON COUNTY REFUSE INC.  
KNOCHE, REBECCA  
KOCH BROTHERS INC  
LENOCH & CILEK  
LINN COUNTY R.E.C.  
MATT PARROTT/STOREY KENWORTHY  
MENARDS  
MUNICIPAL SUPPLY INC.  
OASIS ELECTRIC LLC  
OFFICE EXPRESS  
OVERDRIVE INC  
PLUNKETT'S PEST CONTROL INC  
PORT 'O' JONNY INC.  
PYRAMID SERVICES INC.  
QUILL CORP  
REDMOND JONES II  
SHIMMIN, NICK  
STATE HYGIENIC LAB  
STEVENS EROSION CONTROL INC  
SUPPLYWORKS  
TRUGREEN PROCESSING CENTER  
TUMBLEWEED PRESS INC  
UNITED STATES GEOLOGICAL S  
UPS  
US BANK EQUIPMENT FINANCE  
VISU-SEWER INC  
WEST BRANCH REPAIRS  
WEST BRANCH TIMES  
WEX BANK

**10/16/2017**

UTILITIES-WATERTOWER 8,734.52  
REPAIR PARTS 137.70  
BOOKS 589.21  
MAINTENANCE SUPPLIES 973.29  
GRAVE OPENING 550.00  
PREP VEHICLE FOR TRADE 490.00  
ROADSTONE 146.80  
RECORDING FEES 116.00  
STAGE RENTAL 2,166.00  
SUPPLIES 181.35  
TREE REMOVAL 3,895.00  
LIBRARY PEST CONTROL 70.00  
CARPET CLEANING 657.12  
PAY EST #1 161,162.77  
REPAIR PARTS 166.00  
FOOTBALL SUPPLIES 195.00  
BUILDING INCENTIVE 537.96  
ANNUAL WATER USE FEE 2018 134.00  
BUILDING INCENTIVE 873.99  
RECYCLING SEPT 2017 3,823.75  
PROGRAM SUPPLIES 105.33  
COPIER MAINTENANCE 262.14  
MAINTENANCE SUPPLIES 77.98  
SIREN @ GREENVIEW 137.30  
LASER UTILITY BILLS 352.22  
MAINTENANCE SUPPLIES 1,024.74  
SUPPLIES 1,406.00  
ELECTRICAL SERVICE-SALT SHED 2,621.14  
OFFICE SUPPLIES 106.68  
AUDIOBOOKS 376.98  
PEST CONTROL-CITY OFFICE 95.18  
SERVICE-LITTLE LEAGUE 174.00  
LEAF BLOWER 292.32  
OFFICE SUPPLIES 258.75  
MILEAGE 147.02  
TRAVEL EXPENSE 13.27  
LAB ANALYSIS 504.00  
STEVENS EROSION CONTROL INC 720.00  
SUPPLIES 49.12  
LAWN SERVICE LIONS FIELD 775.00  
SUBSCRIPTION 299.50  
WAPSIPINOC CREEK STUDY 24,000.00  
SEWER-SHIPPING 20.43  
COPIER LEASE 241.80  
PAY EST #2 12,042.67  
VEHICLE REPAIR 182.00  
ADVERTISING-LEGAL PUBLICATIONS 735.55  
VEHICLE FUEL 1,260.25

**TOTAL****233,881.83**

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**PAID BETWEEN MEETINGS**

LESLIE BRICK	MILEAGE	65.29
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	39.15
SHERRY HILL	VIDEOTAPING SERVICES	150.00
LINDSAY KLEIN	REFUND	35.00
UPS	SEWER SHIPPING	20.86
US BANK EQUIPMENT FINANCE	COPIER LEASE	59.00
ASHLEY PAUL	REFUND	32.47
JASON MANN	REFUND	4.95
CROELL INC	CONCRETE-SALT SHED	1,226.75

**TOTAL** **1,633.47**

**PAYROLL 10/6/2017** **42,824.11**

**GRAND TOTAL EXPENDITURES** **278,339.41**

**FUND TOTALS**

001 GENERAL FUND	37,252.22
022 CIVIC CENTER	425.05
031 LIBRARY	8,335.24
110 ROAD USE TAX	13,421.08
112 TRUST AND AGENCY	4,598.48
310 COLLEGE STREET BRIDGE	62.22
314 N FIRST ST IMPROVEMENTS	161,162.77
316 I & I LINE/GROUT PH 2	12,042.67
600 WATER FUND	10,696.76
610 SEWER FUND	6,342.92
740 STORM WATER UTILITY	24,000.00

**GRAND TOTAL** **278,339.41**

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	769.55
		ALLIANT ENERGY	SERVICES	253.63
		OFFICE EXPRESS	OFFICE SUPPLIES	6.99
		BLUELINE EMERGENCY VEHICLE SOLUTION LL	PREP VEHICLE FOR TRADE	490.00
			TOTAL:	1,520.17
FIRE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	VEHICLE REPAIR	182.00
		FELD FIRE EQUIPMENT CO. INC	REPAIR PARTS	166.00
		ALLIANT ENERGY	SERVICES	760.89
			TOTAL:	1,108.89
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	SIREN @ GREENVIEW	137.30
		ALLIANT ENERGY	SERVICES	2,118.09
			SERVICES	204.54
			TOTAL:	2,459.93
PARK & RECREATION	GENERAL FUND	HARRY'S CUSTOM TROPHIES LTD	FOOTBALL SUPPLIES	195.00
		TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	775.00
		PORT 'O' JOHNNY INC.	SERVICE-LITTLE LEAGUE	87.00
		COSTCO WHOLESALE	SUPPLIES	27.99
		ALLIANT ENERGY	LIGHTS-LIONS FIELD	27.39
			LIGHTS-219 E GREEN	12.08
			SERVICES	78.32
			TOTAL:	1,202.78
CEMETERY	GENERAL FUND	LENOCH & CILEK	MAINTENANCE SUPPLIES	77.98
		PORT 'O' JOHNNY INC.	SERVICE-CEMETERY	87.00
		WEX BANK	VEHICLE FUEL	220.67
		BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	13.27
		BEAN & BEAN	GRAVE OPENING	550.00
		TOTAL:	948.92	
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING-LEGAL PUBLICAT	150.00
		CORALVILLE PARK & RECREATION DEPT	STAGE RENTAL	2,166.00
		ALLIANT ENERGY	HMTD UTILITIES	20.65
			TOTAL:	2,336.65
ECONOMIC DEVELOPMENT	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING-LEGAL PUBLICAT	150.00
		HEATHER HIGHLY	BUILDING INCENTIVE	537.96
		JESSICA KILEY	BUILDING INCENTIVE	873.99
			TOTAL:	1,561.95
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	47.59
		KOCH BROTHERS INC	COPIER MAINTENANCE	262.14
		ALLIANT ENERGY	SERVICES	215.98
		OFFICE EXPRESS	OFFICE SUPPLIES	99.69
		REDMOND JONES II	MILEAGE	147.02
		US BANK EQUIPMENT FINANCE	COPIER LEASE	241.80
			TOTAL:	1,014.22
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING-LEGAL PUBLICAT	373.33
		CEDAR COUNTY RECORDER	RECORDING FEES	116.00
			TOTAL:	489.33
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING SEPT 2017	3,823.75
			TOTAL:	3,823.75

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL - TOWN HALL	47.59
		ALLIANT ENERGY	SERVICES	377.46
			TOTAL:	425.05
LIBRARY	LIBRARY	OVERDRIVE INC	AUDIOBOOKS	130.00
			AUDIOBOOKS	168.98
			AUDIO BOOKS	78.00
		TUMBLEWEED PRESS INC	SUBSCRIPTION	299.50
		SHIMMIN, NICK	TRAVEL EXPENSE	13.27
		COSTCO WHOLESALE	SUPPLIES	13.99
			SUPPLIES	26.99
			SUPPLIES	110.38
		QUILL CORP	OFFICE SUPPLIES	15.18
			OFFICE SUPPLIES	192.82
			OFFICE SUPPLIES	10.38
			OFFICE SUPPLIES	10.79
			OFFICE SUPPLIES	29.58
		KNOCHE, REBECCA	PROGRAM SUPPLIES	13.98
			TRAVEL EXPENSE	91.35
		BAKER & TAYLOR INC.	BOOKS	87.56
			BOOKS	152.13
			BOOKS	366.98
			BOOKS	17.46
		D&R PEST CONTROL	LIBRARY PEST CONTROL	70.00
		ALLIANT ENERGY	SERVICES	732.54
		DONAHUES CARPET & UPHOLSTERY CLEANING	CARPET CLEANING	657.12
		SUPPLYWORKS	SUPPLIES	49.12
			TOTAL:	3,305.18
ROADS & STREETS	ROAD USE TAX	OASIS ELECTRIC LLC	ELECTRICAL SERVICE-SALT SH	2,114.37
		ALTORFER INC	REPAIR PARTS	16.40
			REPAIR PARTS	121.30
		PYRAMID SERVICES INC.	LEAF BLOWER	265.95
			MAINTENANCE SUPPLIES	26.37
		STEVENS EROSION CONTROL INC	STEVENS EROSION CONTROL IN	720.00
		MENARDS	MAINTENANCE SUPPLIES	1,024.74
		WEX BANK	VEHICLE FUEL	89.11
		CY'S TREE SERVICE	TREE REMOVAL	3,895.00
		CAJ ENTERPRISES INC	ROADSTONE	146.80
		ALLIANT ENERGY	SERVICES	28.32
		BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	942.47
			TOTAL:	9,390.83
INVALID DEPARTMENT	COLLEGE STREET BRI WEST BRANCH TIMES		ADVERTISING-LEGAL PUBLICAT	62.22
			TOTAL:	62.22
INVALID DEPARTMENT	N FIRST ST IMPROV EASTERN IOWA EXCAVATING & CONCRETE LLC		PAY EST 1	161,162.77
			TOTAL:	161,162.77
INVALID DEPARTMENT	I & I LINE/GROUT P VISU-SEWER INC		PAY EST #2	12,042.67
			TOTAL:	12,042.67
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	ANNUAL WATER USE FEE 2018	134.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		MUNICIPAL SUPPLY INC.	SUPPLIES	1,406.00
		MATT FARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	176.11
		STATE HYGIENIC LAB	LAB ANALYSIS	504.00
		OASIS ELECTRIC LLC	SECURITY LIGHT	506.77
		WEX BANK	VEHICLE FUEL	89.11
		ALLIANT ENERGY	UTILITIES-WATERTOWER	71.52
			SERVICES	2,622.09
		BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	17.55
			TOTAL:	5,527.15
SEWER OPERATING	SEWER FUND	MATT FARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	176.11
		UPS	SEWER-SHIPPIING	20.43
		WEX BANK	VEHICLE FUEL	91.81
		ALLIANT ENERGY	SERVICES	1,111.02
			TOTAL:	1,399.37
STORM WATER UTILITY	STORM WATER UTILIT	UNITED STATES GEOLOGICAL SURVEY	WAPSIPINOC CREEK STUDY	24,000.00
			TOTAL:	24,000.00

===== FUND TOTALS =====	
001 GENERAL FUND	16,566.59
022 CIVIC CENTER	425.05
031 LIBRARY	3,305.18
110 ROAD USE TAX	9,390.83
310 COLLEGE STREET BRIDGE	62.22
314 N FIRST ST IMPROVEMENTS	161,162.77
316 I & I LINE/GROUT PH 2	12,042.67
600 WATER FUND	5,527.15
610 SEWER FUND	1,399.37
740 STORM WATER UTILITY	24,000.00
-----	-----
GRAND TOTAL:	233,881.83
-----	-----

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	October 16, 2017
<b>AGENDA ITEM:</b>	Motion Approving the Purchase of 0.5 acres of Wetland Mitigation Bank Credits.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Nate Kass, Fehr Graham
<b>DATE:</b>	October 6, 2017

**BACKGROUND:**

The wetland mitigation requirements for Cubby Park have been permitted to be covered by purchase of bank credits from River Products, Inc., but no credits were available at the time. However, the required credits are now available and the Cubby Park project may proceed following purchase of the credits. Purchase agreement and documentation has been provided. Purchase price is \$26,000 the previously approved amount.

<b>STAFF RECOMMENDATION:</b>	Approve this Motion / Move To Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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River Products Company, Inc.  
3273 Dubuque Street NE  
PO Box 2120  
Iowa City, Iowa 52244-2120

October 6, 2017

Redmond Jones II  
City Administrator  
City of West Branch  
110 N. Poplar St.  
West Branch, IA 52358

Re: USACE Permit #: CEMVR-OD-P-2017-0973  
Project Title: Cubby Park Improvements

#### WETLAND CREDIT PURCHASE AGREEMENT

This WETLAND CREDIT PURCHASE AGREEMENT ("Agreement") is entered into as of 6th day of October, 2017, by and between The River Products Company, Inc., an Iowa Corporation, P O Box 2120, Iowa City, IA 52244-2120 ("Seller"), and the City of West Branch ("Purchaser"). This agreement pertains to the River Products Mitigation Bank #1 ("Bank").

#### RECITALS

- A. Seller owns and operates the River Products Mitigation Bank #1 (CEMVR-OD-P-2011-0529) legally as described as follows:

The Southeast Quarter of the Southeast Quarter (SE ¼ SE ¼) of Section Fifteen (15), Township Seventy-eight (78), Range Six (6), West of the 5<sup>th</sup> Principal Meridian of Johnson County, Iowa, subject to all easements, covenants, agreements, and restrictions of record; also known as: The East Forty (40) acres of Lot Four (4) in Section Fifteen (15), Township Seventy-eight (78), Range Six (6), West of the 5<sup>th</sup> Principal Meridian of Johnson County, Iowa, subject to all easements, covenants, agreements, and restrictions of record.

- B. Seller represents that the Bank is operating in accordance with the Federal Guidance for the Establishment, Use and Operation of Mitigation Banks; Notice published in the Tuesday, November 28, 1995 Federal Register, Volume 60, No. 228.
- C. The Bank offers wetland credits to a service territory including portions of HUC 07080206, 07080208 and 07080209. The Bank is located in the Iowa River – Lower HUC-8 watershed (07080209). The primary Service Area for the Bank includes the Cedar River – Lower (07080206 - except for the small portion of 07080206 at its northern tip that lies within a different Ecological Drainage Unit [EDU]) and the Iowa River – Lower (07080209 - except for the small portion of 07080209 in Northeast Johnson County that lies within a different EDU) HUC–8 watersheds. The Secondary Service Area includes the Iowa River – Middle (07080208) HUC–8 watershed, the small portion of Cedar River – Lower

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(07080206) HUC-8 watershed that lies within the Maquoketa/Upper Cedar EDU, and the small portion of the Iowa River – Lower (07080209) HUC-8 watershed that lies within the Upper Iowa EDU. The Primary Service Area includes portions of Cedar, Des Moines, Iowa, Johnson, Keokuk, Linn, Louisa, Mahaska, Muscatine, Poweshiek, Scott, and Washington Counties. The Secondary Service Area includes portions of Benton, Grundy, Iowa, Johnson, Linn, Marshall, Poweshiek, Story and Tama Counties in Iowa.

- D. Seller represents that the Bank is in compliance with the Banking Instrument.
- E. Purchaser desires to acquire Wetland Credits in connection with compensatory mitigation necessary to satisfy unavoidable impacts described in the above referenced Permit Number and Project Title. As used in this Agreement, Wetland Credits means wetland mitigation credits that have been approved, authorized, and released by the United States Army Corps of Engineers (USACE) into the River Products Mitigation Bank #1 Ledger for sale as wetland mitigation bank credits, available for immediate use in connection with wetland mitigation for projects permitted by the USACE.
- F. The Parties desire to enter into this Agreement, as set forth in the terms and conditions below:

#### AGREEMENT

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. AMOUNT OF CREDITS PURCHASED: Upon execution of this Agreement, River Products Company will debit a total of 0.5 Purchased Credits from the River Products Mitigation Bank #1 Ledger, and such Purchased Credits shall be transferred and available to Purchaser, subject to USACE approval and procedure process. All transfers of Purchased Credits shall be accompanied with documented evidence acceptable to the USACE that certifies said transfers. The Seller shall request said transfer be reflected on any applicable records of the USACE, including the USACE's mitigation credit ledger applicable to the subject bank.
2. TYPE OF CREDITS PURCHASED: Without limiting this obligation in any way, the parties contemplate that immediately upon execution of this Agreement, River Products Company shall transfer to Purchaser 0.5 of  Emergent Wetland Credits.
3. COMPENSATION FOR PURCHASED CREDITS: Purchaser shall pay to The River Products Company, Inc. the sum of \$26,000.00 Total Purchase Price, as follows:
  - a) Ten Percent (10%) of the Total Purchase Price upon the Execution of this Agreement, as earnest money to be delivered to The River Products Company, Inc.;
  - b) Balance of the Purchase Price paid in cash or cash equivalent on the day of closing;
  - c) The date of closing shall be no later than Forty-five (45) days from the date of this Agreement, as evidenced by the approval of Seller on the signature page below, indicating the closing date;

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- d) In the event the USACE has not approved the Purchaser's application for the subject compensatory mitigation project utilizing the Purchased Credits by the Closing Date, and no postponement of the Closing Date has been agreed to by the Parties in writing, then either Party may cancel this Agreement by giving written notice to the other. In this case, the earnest money deposit will be returned to the Purchaser, and neither Party shall have any further obligations under this Agreement;
  - e) In the event the USACE has approved the Purchaser's application for the subject compensatory mitigation project utilizing the Purchased Credits prior to the Closing Date and no postponement of the Closing Date has been agreed to by the Parties in writing and the transaction is not completed on or before the Closing Date, through no fault of the Seller, the earnest money deposit shall be retained by the Seller, and this Agreement shall become null and void.
  - f) The Closing Date, location, and time may be amended by written consent of both Parties.
  - g) The parties also are entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain judgment for costs and attorney fees as permitted by law.
4. FURTHER ACTS. The parties will execute and deliver to the other, from time to time, for no additional consideration and at no additional cost to the requesting party, such further assignments, certificates, instruments, records, or other documents, assurances or things as may be reasonably necessary to give full effect to this Agreement and to allow each party fully to enjoy and exercise the rights accorded and acquired by it under this Agreement. This obligation shall include, without limitation, Seller's obligation to cooperate and direct the USACE to document and reflect on its ledgers any information relevant to the transfer of Purchased Credits.
5. NOTICES. Any notice required to be given shall be in writing and shall be deemed effectively given when sent by certified mail to the address set forth below. All other communication shall be to the respective parties to this Agreement at the following addresses:

SELLER:

Todd A. Scott, VP & General Counsel  
The River Products Company, Inc.  
P O Box 2120  
Iowa City, IA 52244-2120  
Telephone: (319) 338-1184  
Facsimile: (319) 338-8510  
E-mail: [tscott@riverproducts.com](mailto:tscott@riverproducts.com)

PURCHASER:

Redmond Jones II, City Administrator  
City of West Branch  
110 N. Poplar St.  
West Branch, IA 52358  
Telephone: 319-643-5888  
E-mail: [rjonesii@westbranchiowa.org](mailto:rjonesii@westbranchiowa.org)

If necessary, copy The United States Army Corps of Engineers at:

Joey Shoemaker  
Regulatory Project Manager  
Rock Island District Corps of Engineers  
Clock Tower Building – PO Box 2004  
Rock Island, IL 61204-2004

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6. AGENCY: Purchaser acknowledges and agrees that Earthview Environmental, Inc. is assisting the Seller in satisfaction of its obligations under this Agreement. Since Purchaser may also rely on Earthview Environmental, Inc. for professional advice, a conflict of interest may arise. Therefore, the Purchaser is advised to seek its own independent legal, financial, tax, and any other professional advice prior to executing this Agreement.
7. NON-TRANSFERABLE. The Purchaser agrees to not sell, transfer, or assign its rights herein without the express written permission of the Seller.
8. TIME IS OF THE ESSENCE. Time is of the essence in this Agreement.
9. ENTIRE AGREEMENT: This Agreement constitutes the full and entire understanding and agreement between the Parties with regard to the transaction contemplated herein, and no party shall be liable or bound to any other in any manner by any representations, warranties, covenants, and agreements except as specifically set forth herein.
10. MODIFICATIONS: No modification or waiver of any provision of this Agreement or consent to departure therefrom, shall be effective unless in writing and signed by both of the Parties.
11. AGREEMENT BINDING ON SUCCESSORS IN INTEREST. This Agreement shall apply to and bind the successors in interest of the parties.
12. CHOICE OF LAW. This Agreement shall be governed by, and construed in the accordance with, the laws of the State of Iowa.

Buyer:

City of West Branch

By: \_\_\_\_\_ Dated \_\_\_\_\_  
 Redmond Jones II, City Administrator

THIS AGREEMENT IS APPROVED AS TO FORM AND CONTENT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

Seller

The River Products Company, Inc.

By: \_\_\_\_\_  
 Thomas R. Scott, President & CEO

Seller

The River Products Company, Inc.

By: \_\_\_\_\_  
 Todd A. Scott, Vice President & Secretary

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**REQUEST FOR COUNCIL CONSIDERATION**

**MEETING DATE:** October 16, 2017

**AGENDA ITEM:** Motion Approving Sanitary Sewer Rehabilitation – Phase 2 Pay Estimate No. 1

**CITY GOAL:** Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.

**PREPARED BY:** Veenstra & Kimm, Inc. / Dave Schechinger

**DATE:** October 10, 2017

**BACKGROUND:**

This pay request is to cover work completed under the contract with Visu-Sewer for Phase 2 of the Sanitary Sewer Rehabilitation project. This is a budgeted item with prior City Council Approval(s).

**STAFF RECOMMENDATION:** Seek Approval of this Resolution – Move to Action

**REVIEWED BY CITY ADMINISTRATOR:**

**COUNCIL ACTION:**

**MOTION BY:**

**SECOND BY:**

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**VEENSTRA & KIMM, INC.**

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

October 6, 2017

**PAY ESTIMATE NO. 2**  
**SANITARY SEWER REHABILITATION - PHASE 2**  
**WEST BRANCH, IOWA**

Visu-Sewer, Inc.  
W230N4855 Betker Drive  
Pewaukee, WI 53072

Contract Amount \$136,370.50  
Contract Date February 6, 2017  
Pay Period August 31, 2017- October 06,2017

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	xxxxx	xxxxx	\$ 3,250.00	100%	\$ 3,250.00
1.2	Traffic Control	LS	xxxxx	xxxxx	\$ 100.00	100%	\$ 100.00
1.3	Sanitary Sewer 8" Cleaning	LF	5,575	\$ 1.00	\$ 5,575.00	5,596	\$ 5,596.00
1.4	Sanitary Sewer 8" Televising	LF	10,462	\$ 0.50	\$ 5,231.00	10,481	\$ 5,240.50
1.5	Cured-in-Place Lined Sewer 8"	LF	4,887	\$ 19.50	\$ 95,296.50	4,830	\$ 94,185.00
1.6	CIPP Service Reinstatement	LF	79	\$ 25.00	\$ 1,975.00	58	\$ 1,450.00
1.7	Sewer Service Grouting	Ea.	79	\$ 290.00	\$ 22,910.00	42	\$ 12,180.00
1.8	Protruding Services	Ea.	9	\$ 100.00	\$ 900.00	11	\$ 1,100.00
1.9	Pipe Reaming	LF	1,244	\$ 0.50	\$ 622.00	1,126	\$ 563.00
1.10	Root Sawing	LF	1,022	\$ 0.50	\$ 511.00	1,035	\$ 517.50
<b>Contract Price:</b>					<b>\$ 136,370.50</b>		<b>\$ 124,182.00</b>

SUMMARY		
	Total Approved	Total Completed
Contract Price	\$ 136,370.50	\$ 124,182.00
Approved Change Order (list each)		
Revised Contract Price	\$ 136,370.50	\$ 124,182.00
Stored		
	Total Earned	\$ 124,182.00
	Retainage (5%)	\$ 6,209.10
	Total Earned Less Retainage	\$ 117,972.90
Total Previously Approved (list each)	Pay Estimate No. 1	\$105,930.23

Percent Complete 91% Total Previously Approved \$ 105,930.23  
**Amount Due This Request \$ 12,042.67**

The amount \$12,042.67 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Visu-Sewer, Inc.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
West Branch, Iowa

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

Signature: \_\_\_\_\_  
Name: Dave Schechinger  
Title: Engineer  
Date: October 6, 2017

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

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> October 16, 2017
---------------------------------------

<b>AGENDA ITEM:</b> Motion Approving a Statement of Direction Regarding Bonding Obligation Options / Move to Action.
--

<b>CITY GOAL:</b> Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
---

<b>PREPARED BY:</b> Redmond Jones, City Administrator
---

<b>DATE:</b> October 9, 2017
------------------------------

**BACKGROUND:**

If we want to proceed with a bond sale on November 6 for the City, the Council will need to decide how much they want to borrow. A decision on October 2 allows the Official Statement to be approved on October 16 so we can sell bonds on November 6 and close in early December.

**Option #1 – Borrow \$1,065,000**

**Option #2 – Borrow \$3,710,000**

**Option #3 – Borrow \$4,620,000**

**Option #4 – Borrow \$4,200,000**

*Staff has also been reviewing an option to borrow \$4,100,000 for the reasons stated in option 2# and Option #3. Receiving recent change orders leads to the notion that several of our current capital improvements maybe under estimated or may have lower contingency expectations than will be needed once these projects enter into the construction phase of these projects. Combined with the expensive proposition of going back to the bond market if our projects run out of money once they are started, we believe \$4.2 million will insulate our projects from the implications of overages, and keep us below of reaching 80% of our debt capacity.*

<b>STAFF RECOMMENDATION:</b> Motion to approve a direction to borrow \$_____ / Move to Action
---

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
--

<b>COUNCIL ACTION:</b>
------------------------

<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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**Option #1 – Borrow \$1,065,000**

This option will give the City the money to pay for the CIP projects only, which include College Street Bridge and Extension. Some of these projects are complete or are under contract/construction now, and the City needs or will need money soon to pay these projects in full.

Risk Associated: By only borrowing this amount you are not including any Park Improvement monies from your bond referendum. You risk the interest rates moving upward before you can lock in at least some of the park improvement money.

**ESTIMATED PROJECT COSTS**  
**City of West Branch, Iowa**  
**\$1,065,000 General Obligation Corporate Purpose Bonds**  
**Series 2017**



	Estimated
1 College Street Bridge & Extension	469,624.00
2 CIP Projects	566,250.00
<b>Total New Money</b>	<b>\$ 1,035,874.00</b>
3 Estimated Cost of Issuance	18,910.00
4 Underwriter Discount ( .8% Max. )	8,520.00
5 Miscellaneous	1,696.00
<b>Total Project Cost.....</b>	<b>\$ 1,065,000.00</b>
Less: Cash	-
<b>Total Bond Sale.....</b>	<b>\$ 1,065,000.00</b>

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

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**Option #2 – Borrow \$3,710,000**

This option will give the City the money to pay for the CIP projects (with College Street Bridge and Extension included) and also \$2,600,000 of the park project. This would leave another \$900,000 of your remaining authority left to borrow at a later time, maybe summer/fall 2018. The original referendum was \$4m and the City borrowed \$500,000 for engineering/planning and design in 2016. This option has been discussed with the prior administration, based on the benefit of only borrowing so much to get the park project underway but following bidding of the project and seeing if there are change orders (up or down). This allows you to only borrow what you need to for the project if the bids come in lower than anticipated. Risks Associated: By only borrowing part of the park money you risk the rise in interest rates for the second part.

ESTIMATED PROJECT COSTS City of West Branch, Iowa \$3,710,000 General Obligation Corporate Purpose Bonds	
Series 2017	
	Estimated
1 Pedersen Valley Park (54% TIF, 46% LOST)	\$ 2,600,000.00
2 College Street Bridge	469,624.00
3 CIP Projects	566,250.00
<b>Total New Money</b>	<b>\$ 3,635,874.00</b>
4 Estimated Cost of Issuance	43,345.00
5 Underwriter Discount ( .8% Max. )	29,680.00
6 Miscellaneous	1,101.00
<b>Total Project Cost.....</b>	<b>\$ 3,710,000.00</b>
Less: Cash	-
<b>Total Bond Sale.....</b>	<b>\$ 3,710,000.00</b>

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

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**Option #3 – Borrow \$4,620,000**

This option will give the City the money to pay for the CIP projects (with College Street Bridge and Extension included) and all of the remaining authority on the park project. There would be no additional funds to borrow for the park, those costs would have to come from cash sources. This would not require another bond issue for the park 10-12 months from now.

Risk Associated – Over-borrowing for the park project. Some Cities would say you could never over-borrow for this type of project and say they could spend the extra on upgrades, but if the project came in significantly lower you don't have the option to pay the money back until the call date, which is 6-7 years away.

**ESTIMATED PROJECT COSTS**  
**City of West Branch, Iowa**  
**\$4,620,000 General Obligation Corporate Purpose Bonds**  
**Series 2017**

	<b>Estimated</b>
1 Pedersen Valley Park (54% TIF, 46% LOST)	\$ 3,500,000.00
2 College Street Bridge	469,624.00
3 CIP Projects	566,250.00
<b>Total New Money</b>	<b>\$ 4,535,874.00</b>
4 Estimated Cost of Issuance	45,015.00
5 Underwriter Discount ( .8% Max. )	36,960.00
6 Miscellaneous	2,151.00
<b>Total Project Cost.....</b>	<b>\$ 4,620,000.00</b>
<b>Less: Cash</b>	<b>-</b>
<b>Total Bond Sale.....</b>	<b>\$ 4,620,000.00</b>

SPEER FINANCIAL, INC.

**PRELIMINARY - SUBJECT TO CHANGE**

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**Option #4 – Borrow \$4,200,000**

This options pays approximately 98% of our Fund Transfers (loans from other city funds), and City Council Approved Capital Projects (past, current, and future). This places the city approximately at 85% of its bond capacity, this represents 25 over typical financial management practices. The 80% bond capacity limit is a rule typically, self-imposed and thought to exist for grave emergency purposes. It is thought that we will have project(s) dropping off our debt rolls in the next two fiscal years. This is expected to take us below the 80% threshold.

SPEER FINANCIAL, INC.

**ESTIMATED PROJECT COSTS**  
**City of West Branch, Iowa**  
**\$4,100,000 General Obligation Corporate Purpose Bonds**  
**Series 2017**

	Estimated
1 Pedersen Valley Park (54% TIF, 46% LOST)	\$ 2,986,811.00
2 College Street Bridge	469,624.00
3 CIP Projects	566,250.00
<hr/>	
<b>Total New Money</b>	<b>\$ 4,022,685.00</b>
4 Estimated Cost of Issuance	44,515.00
5 Underwriter Discount ( .8% Max. )	32,800.00
6 Miscellaneous	
<b>Total Project Cost.....</b>	<b>\$ 4,100,000.00</b>
<b>Less: Cash</b>	<b>-</b>
<hr/>	
<b>Total Bond Sale.....</b>	<b>\$ 4,100,000.00</b>

SPEER FINANCIAL, INC.

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**ESTIMATED COSTS OF ISSUANCE**  
**City of West Branch, Iowa**  
**\$4,100,000 General Obligation Corporate Purpose Bonds**  
**Series 2017**

	\$	Estimated Cost
1 Speer Financial, Inc. (Professional Services) .....	\$	14,500.00
2 Speer Auction .....		1,500.00
3 Final Official Statement Printing and Distribution.....		850.00
4 Copies, Postage and Delivery (Est.).....		300.00
5 Good Faith Wire Fee.....		115.00
<b>Total Billed by Speer</b>	<b>\$</b>	<b>17,265.00</b>
6 Bond Counsel - Dorsey & Whitney LLP (Est.).....	\$	15,000.00
7 Rating Agency.....		11,500.00
8 Registrar/Paying Agent (setup and 1st year).....		750.00
9 Verification Agent.....		0.00
10 Parity Certificate.....		0.00
11 Escrow Agent.....		0.00
12 Registrar/Paying Agent - Redemption Fee.....		0.00
13 DTC/CUSIP Expense (Negotiated Deals).....		0.00
14 Misc./Contingency.....		0.00
<b>Total Direct Pay by the City</b>	<b>\$</b>	<b>27,250.00</b>
15 Underwriter Discount (8/10 of 1%Max).....		32,800.00
<b>Total Estimated Cost of Issuance.....</b>	<b>\$</b>	<b>77,315.00</b>
<b>Total without underwriter's discount.....</b>	<b>\$</b>	<b>44,515.00</b>

SPEER FINANCIAL, INC.

01-Oct-17

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**SPEER FINANCIAL, INC.**

City of West Branch, Iowa

\$4,100,000 General Obligation Corporate Purpose Bonds, Series 2017

**\*\*PRELIMINARY - SUBJECT TO CHANGE\*\***

**Debt Service Schedule**

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/05/2017	-	-	-	-	-
06/01/2018	165,000.00	1.250%	53,843.78	218,843.78	218,843.78
12/01/2018	-	-	54,036.25	54,036.25	-
06/01/2019	335,000.00	1.500%	54,036.25	389,036.25	443,072.50
12/01/2019	-	-	51,523.75	51,523.75	-
06/01/2020	340,000.00	1.750%	51,523.75	391,523.75	443,047.50
12/01/2020	-	-	48,548.75	48,548.75	-
06/01/2021	350,000.00	1.950%	48,548.75	398,548.75	447,097.50
12/01/2021	-	-	45,136.25	45,136.25	-
06/01/2022	355,000.00	2.150%	45,136.25	400,136.25	445,272.50
12/01/2022	-	-	41,320.00	41,320.00	-
06/01/2023	360,000.00	2.400%	41,320.00	401,320.00	442,640.00
12/01/2023	-	-	37,000.00	37,000.00	-
06/01/2024	370,000.00	2.650%	37,000.00	407,000.00	444,000.00
12/01/2024	-	-	32,097.50	32,097.50	-
06/01/2025	380,000.00	2.950%	32,097.50	412,097.50	444,195.00
12/01/2025	-	-	26,492.50	26,492.50	-
06/01/2026	215,000.00	3.200%	26,492.50	241,492.50	267,985.00
12/01/2026	-	-	23,052.50	23,052.50	-
06/01/2027	220,000.00	3.400%	23,052.50	243,052.50	266,105.00
12/01/2027	-	-	19,312.50	19,312.50	-
06/01/2028	230,000.00	3.550%	19,312.50	249,312.50	268,625.00
12/01/2028	-	-	15,230.00	15,230.00	-
06/01/2029	240,000.00	3.685%	15,230.00	255,230.00	270,460.00
12/01/2029	-	-	10,807.50	10,807.50	-
06/01/2030	175,000.00	3.850%	10,807.50	185,807.50	196,615.00
12/01/2030	-	-	7,438.75	7,438.75	-
06/01/2031	180,000.00	4.000%	7,438.75	187,438.75	194,877.50
12/01/2031	-	-	3,838.75	3,838.75	-
06/01/2032	185,000.00	4.150%	3,838.75	188,838.75	192,677.50
<b>Total</b>	<b>\$4,100,000.00</b>	<b>-</b>	<b>\$885,513.78</b>	<b>\$4,985,513.78</b>	<b>-</b>

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Speer Financial, Inc.  
Public Finance Since 1954

Page 1

**PRELIMINARY - SUBJECT TO CHANGE**

*"Turning Vision Into Reality is our Business"*

**SPEER FINANCIAL, INC.**

City of West Branch, Iowa

\$4,100,000 General Obligation Corporate Purpose Bonds, Series 2017

**\*\*PRELIMINARY - SUBJECT TO CHANGE\*\***

**Debt Service Schedule**

Part 2 of 2

**Yield Statistics**

Bond Year Dollars	\$27,839.44
Average Life	6.790 Years
Average Coupon	3.1807883%
Net Interest Cost (NIC)	3.2986067%
True Interest Cost (TIC)	3.2761118%
Bond Yield for Arbitrage Purposes	3.1408478%
All Inclusive Cost (AIC)	3.4622994%
<b>IRS Form 8038</b>	
Net Interest Cost	3.1807883%
Weighted Average Maturity	6.790 Years

2017 West Branch GO Comb | Issue Summary | 10/1/2017 | 3:10 PM

Speer Financial, Inc.  
Public Finance Since 1954

Page 2

**PRELIMINARY - SUBJECT TO CHANGE**

*"Turning Vision Into Reality is our Business"*



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	October 16, 2017
<b>AGENDA ITEM:</b>	Resolution 1653: Approving the Final Plat of the Meadows, Subdivision Part 2; a Subdivision to West Branch IA.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator / City Clerk
<b>DATE:</b>	October 9, 2017

### BACKGROUND:

The final plat has been presented to the Planning and Zoning advisory board; and has received the board's approval last week. Based on Counsel of the City Attorney this item ready for City Council Consideration.

<b>STAFF RECOMMENDATION:</b>	Approval this Resolution
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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RESOLUTION NO. 1653

A RESOLUTION APPROVING THE FINAL PLAT OF THE MEADOWS  
SUBDIVISION, PART 2; A SUBDIVISION TO WEST BRANCH, IA.

WHEREAS, the Final Plat of Meadows Subdivision has been presented to the City Council of West Branch, Iowa, containing the following real estate in the City of West Branch and County of Cedar, Iowa:

A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, A PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, AND A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER ALL OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, WEST BRANCH, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE MEADOWS SUBDIVISION – PART ONE, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN BOOK 1110 AT PAGES 307-321 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE S79°28'59"W, ALONG THE NORTH LINE OF SAID THE MEADOWS SUBDIVISION – PART ONE, A DISTANCE OF 369.96 FEET; THENCE S14°37'27"E, ALONG SAID NORTH LINE, 41.90 FEET; THENCE S67°25'19"W, ALONG SAID NORTH LINE, 200.62 FEET, THENCE S22°34'41"E, ALONG SAID NORTH LINE, 20.16 FEET; THENCE S67°25'19"W, ALONG SAID NORTH LINE, 174.26 FEET; THENCE N32°15'55"W, 472.62 FEET; THENCE N61°03'30"E, 271.17 FEET; THENCE S28°56'30"E, 23.66 FEET; THENCE N61°03'30"E, 68.43 FEET; THENCE S88°48'26"E, 80.24 FEET; THENCE S15°39'23"E, 32.45 FEET; THENCE N77°42'45"E, 246.77 FEET; THENCE N86°46'30"E, 234.27 FEET; THENCE S86°03'04"E, 75.92 FEET, TO THE NORTHWEST CORNER OF PEDERSEN VALLEY PART 4, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN BOOK 768 AT PAGES 1-19 OF THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE S00°51'21"W, ALONG THE WEST LINE OF SAID PEDERSEN VALLEY PART 4, A DISTANCE OF 300.23 FEET, TO THE POINT OF BEGINNING. SAID TRACT OF LAND CONTAINS 7.75 ACRES, AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

AND WHEREAS, the Plat has been examined by the Planning and Zoning Commission of the City of West Branch, Iowa, which recommended that such plat be accepted and approved; and

WHEREAS, the City Council of the City of West Branch, Iowa, finds that said plat complies with the statutes of the State of Iowa and the Ordinances for the City of West Branch, Iowa, relative to plats, additions and subdivisions within the corporate limits of the City of West Branch, Iowa.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Branch, Iowa, that said final plat and subdivision located on the above-described property be and the same is hereby approved.

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

Passed and approved this 16<sup>th</sup> day of October, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Clerk

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> October 16, 2017
---------------------------------------

<b>AGENDA ITEM:</b> Motion Approving a Change Order for Main Street Water Main Improvements Change Order No. 2
--

<b>CITY GOAL:</b> Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
---

<b>PREPARED BY:</b> Eric Gould, Project Engineer / Veenstra & Kimm, Inc.
--

<b>DATE:</b> September 26, 2017
---------------------------------

**BACKGROUND:**

Change Order # 2 to reconnect the intake located at the intersection of 6<sup>th</sup> and Main Street.

C-900 material placed in a rock envelope will be used to reconnect the existing Storm Intake. The existing storm pipe was unknown and removed due to the proximity of the new water main. The storm pipe ran paralleled to Main Street and the purpose of the storm pipe is still unclear. City staff are trying to identify the pipes purpose by use of smoke testing.

<b>STAFF RECOMMENDATION:</b> Seek Approval from the City Council on this topic
--

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
--

<b>COUNCIL ACTION:</b>
------------------------

<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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**VEENSTRA & KIMM, INC.**

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

October 06, 2017

CHANGE ORDER NO.   2  

MAIN STREET WATER MAIN IMPROVEMENTS  
WEST BRANCH, IOWA

Change Order No. 2 is for the following modifications to the project:

1. Additional labor, materials, and equipment to install 10" storm sewer from the intake near 6<sup>th</sup> Street to the large storm box on main street.

a. C-900 pipe w/ rock envelope	100/LF @\$51.00/LF	\$ 5,100.00
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Total:	<u>\$ 5,100.00</u>
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Change Order No. 2 increases the contract amount by \$   5,100.00  .

**BWC EXCAVATING, LLC**

**CITY OF WEST BRANCH, IOWA**

By \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

By \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

**VEENSTRA & KIMM, INC.**

**ATTEST:**

By \_\_\_\_\_  
 Title   Project Engineer    
 Date   10/06/17  

By \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

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Previous Council Approved Change Order on this Project  
(used just as a point of reference)



**VEENSTRA & KIMM, INC.**

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

September 25, 2017

CHANGE ORDER NO. 1

**MAIN STREET WATER MAIN IMPROVEMENTS  
WEST BRANCH, IOWA**

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

1. Contract completion date will be extended with a new completion date of November 15, 2017.
  2. Additional labor, materials, and equipment to configure for future water main on 6<sup>th</sup> Street.
    - a. Install 8" tee LS \$ 605.00
    - b. Install 8" gate valve LS \$ 660.00
    - c. Install 8" cap LS \$ 370.00
  3. Additional labor, materials, and equipment to reconfigure the connection to existing 4" water main and to rotate the hydrant on 6<sup>th</sup> Street.
    - a. Install 4" cap LS \$ 330.00
    - b. Rotate hydrant LS \$ 510.00
  4. Additional labor, materials, and equipment to install 8" 45 bends to go under existing sanitary sewer. LS \$ 2,225.00
  5. Additional labor, materials, and equipment to repair 4" sanitary sewer service. LS \$ 295.00
- Total: \$ 4,995.00

Change Order No. 1 increases the contract amount by \$ 4,995.00.

**BWC EXCAVATING, LLC**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**CITY OF WEST BRANCH, IOWA**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**VEENSTRA & KIMM, INC.**

By  \_\_\_\_\_  
Title Project Engineer  
Date 9/25/17

**ATTEST:**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

V&K Job No. 368235

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> October 16, 2017
---------------------------------------

<b>AGENDA ITEM:</b> Discussion Item: To allow limited muskrat trapping along the Wapsi Creek
--

<b>CITY GOAL:</b> Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
---

<b>PREPARED BY:</b> Mayor Pro Tem Colton Miller
---

<b>DATE:</b> September 26, 2017
---------------------------------

**BACKGROUND:**

The muskrat population has been very damaging to the West Branch Village sewer treatment process. Trapping season is coming soon, and the thought would allowing a designated trapper(s) to trap only during the trapping season to assist this growing rodent population.

<b>STAFF RECOMMENDATION:</b> Seek Approval from the City Council on this topic
--

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	October 16, 2017
<b>AGENDA ITEM:</b>	Motion Approving the Final Reading of an Ordinance Change of 69.08(section 55) entitled, “No Parking Zones”.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Police Chief, Mike Horihan
<b>DATE:</b>	September 22, 2017

**BACKGROUND:**

There have been ongoing issues and the city has had numerous complaints of limited parking on Northridge Dr. This ordinance would permit more parking for residents of Northridge as well as for other businesses on that street.

**Subject: Change in ordinance 69.08(55) and 69.09(7) Overnight Parking.**

No parking zone. This is what 69.08(55) says. Both sides of the two-way traffic Street and the inside edge of the one way street of Northridge Drive. This is the recommended change.

“55. The south side of the two-way traffic street and the inside edge of the one-way street of Northridge Drive.”

This means that there would be parking on the north side of the two-way traffic street. There is an ordinance that says they can't park in front of driveways/business drive. Parking would be ok on the north-side of Northridge Drive until one way starts.

There is a concern of business owner's on Northridge Drive that Northridge Drive will become a storage lot if we allow parking on that street. For this reason, it is recommended that the City of West Branch make the following ordinance addition.

<b>STAFF RECOMMENDATION:</b>
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

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**69.08 NO PARKING ZONES.** No one shall stop, stand or park a vehicle in any of the following specifically designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal.

*(Code of Iowa, Sec. 321.236 [1])*

1. The south side of Orange Street from Fourth to Sixth Streets;
2. The east side of Fourth Street from Main to the north City limits, and on the west side of Fourth Street except in the following instances:
  - A. The west side of Fourth Street from the north curb line of Main Street to a point north approximately 120 feet;
  - B. The west side of Fourth Street from the south curb line of the intersection of College and Fourth Street to a point approximately 260 feet to the south, between the hours of 5:00 p.m. and 8:00 a.m.; *(Ord. 642 - Aug. 08 Supp.)*
  - C. The west side of Fourth Street from a point 115 feet to the north of the north curb line of the intersection of College and Fourth Street to the intersection of Fourth Street and Orange Street.
3. The west side of Downey Street from the south line of Friends Church property, north to the north City limits, except that the west side parking will be permitted between the hours of 7:00 a.m. and 12:00 noon on Sunday.
4. The east side of Second Street from Main Street to Water Street.
5. The west side of Second Street from a point 100 feet south of the bridge to the south end of the street.
6. Both sides of South Downey Street from the south City limits, north to Water Street.
7. The west side of South Downey Street from Water Street north to its intersection with Wetherell Street.
8. The south side of Northside Drive from its intersection with North Downey Street if extended to Oliphant Street.
9. The south side of West Orange Street from its intersection with Downey Street west to the end of the street.
10. The east side of Oliphant Street from its intersection with Main Street north to the south line of the West Branch Community School District property.

11. The east side of Oliphant Street from its intersection with Orange Street to a point 150 feet south.
12. Both sides of Oliphant Street from Main Street north to the intersection of Orange Street from 12:00 a.m. to 6:00 a.m.
13. Both sides of Oliphant Street from Main Street to the football field.
14. The east side of South Poplar Street from its intersection with Main Street south to the end of the street.
15. The north side of Main Street from its intersection with Poplar Street west to Oliphant Street.
16. Both sides of West Main Street from Oliphant Street west to the City limits.
17. Both sides of East Main Street from the intersection with Fourth Street east to the City limits.
18. The west side of Poplar Street where it intersects with West Main Street to Wetherell Street.
19. The west side of Fifth Street from its intersection with Main Street north to its intersection with Orange Street.
20. The west side of Second Street from Main Street to College Street.
21. The south side of Cedar Street from the corner of Second Street South and Cedar Street, 56 feet to the west. Parking is allowed on the balance of the south side of the street.
22. The south side of Cookson Drive.
23. The west side of Fifth Street.
24. The west side of Sixth Street.
25. The south side of East Orange Street.
26. The south side of College Street that lies east of the C R I & P Railway right-of-way.
27. The south side of Green Street that lies east of the C R I & P Railway right-of-way.
28. The north side of College Street that lies west of the C R I & P Railway right-of-way.
29. The east side of North First Street that lies north of Green Street.

30. The south side of Wetherell Street.
31. The south side of West Main Street at its intersection with the west line of Oliphant Street extending east 180 feet. *(Ord. 550 – Jun. 02 Supp.)*
32. The west side of Foster Street.
33. The west side of Thomas Drive.
34. The west side of North Maple Street from its intersection with West Orange Street north to the cemetery entrance.
35. The south side of Northside Drive from Oliphant Street to Maple Street.
36. The west side of Oliphant Street that lies north of West Orange Street.
37. *(Deleted by Ordinance No. 550 – Jun. 02 Supp.)*
38. The south side of Water Street.
39. Both sides of Cookson Drive.
40. The east side of South Fourth from its intersection with Maple Street to Cookson Drive.
41. The north side of Cedar Street.
42. Both sides of North Poplar from its intersection with Main Street to the school property line.
43. Both sides of North Maple from its intersection with Orange Street to the school property line.
44. The north side of Cookson Drive from its intersection with First Street to Second Street.
45. Both sides of Parkside Drive.
46. The south side of Wetherell Street between Poplar and Downey.
47. On the north side of Wetherell Street from Poplar Street to Downey from 2:00 a.m. to 6:00 a.m.
48. The east side of North Downey from where Orange Street intersects with said North Downey, to the City limits.
49. Both sides of Thomas Drive from Main Street to the north curb line of Sagert Drive.
50. South of the gazebo on South Downey Street.
51. The west side of Sagert Drive.

- 52. The east side of Scott Drive. *(Ord. 515 – Sep. 99 Supp.)*
- 53. The outer edge of Bickford Drive.
- 54. Both sides of 300<sup>th</sup> Street.

Current language



55. Both sides of the two-way traffic street and the inside edge of the one-way street of Northridge Drive.

55. The south side of the two-way traffic street and the inside edge of the one-way street of Northridge Drive.

Proposed language



- 56. Beginning at a point 70 feet west of the east property line to a point ending 48 feet north of the south property line on the street side of Lot 39 of Northside 3<sup>rd</sup> Addition. *(Ord. 510 – Sep. 99 Supp.)*
- 57. West side of Pedersen Street from its intersection with West Main Street to its intersection with Hilltop Drive and the east side of Pedersen Street from its intersection with West Main Street to a point 70 feet north. *(Ord. 605 – Mar. 06 Supp.)*
- 58. The west side of Pedersen Street from its intersection with Hilltop Drive to its intersection with West Orange Street.
- 59. The south and west sides of Hilltop Drive from its intersection with Pedersen Street to its intersection with West Orange Street. *(Subsections 57-59 – Ord. 587 – Jul. 05 Supp.)*
- 60. Either side of Baker Avenue in corporate City limits from Interstate 80 to south corporate City limits. *(Ord. 609 – Mar. 06 Supp.)*
- 61. The south side of Sullivan Street from its intersection with Gilbert Drive west to the end of the street. *(Ord. 624 – Oct. 07 Supp.)*
- 62. The west side of Gilbert Drive from its intersection with Orange Street north to the end of the street. *(Ord. 624 – Oct. 07 Supp.)*
- 63. The west side of Greenview Drive from its intersection with Orange Street to the end of the street. *(Ord. 624 – Oct. 07 Supp.)*
- 64. Both sides of Council Street. *(Ord. 637 – Oct. 07 Supp.)*
- 65. The east side of Oliphant Street from the intersection with Orange Street extending north 125 feet. *(Ord. 684 – Feb. 13 Supp.)*
- 66. The north side of Greenview Drive beginning at the east property line of 5 Greenview Drive and extending west 320 feet. *(Ord. 724 – May 15 Supp.)*

**ORDINANCE NO. 746**

**AN ORDINANCE AMENDING CHAPTER 69 OF THE CODE OF ORDINANCES REGARDING PARKING REGULATIONS ON NORTHRIDGE DRIVE**

NOW, THEREFORE, BE IT ORDAINED:

Section 1.      Amendment. The Code of Ordinances of the City of West Branch is hereby amended by deleting subparagraph (55) of Section 69.08 by deleting subparagraph (55) and replacing it with the following:

“55. The south side of the two-way traffic street and the inside edge of one-way street Northridge Drive.”

Section 2.      Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3.      Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4.      Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First Reading:            September 18, 2017  
Second Reading:        October 2, 2017  
Third Reading:          October 16, 2017

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

ATTEST:

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

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> October 16, 2017
---------------------------------------

<b>AGENDA ITEM:</b>	Discussion Item: Consider contracting services to develop a RFP for the Croell site.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Mayor, Roger Laughlin
<b>DATE:</b>	September 22, 2017

**BACKGROUND:**

The City of West Branch is a growing community outside of “Iowa City” a growing university community. Home of one of only 13 Presidential Libraries in the nation, and known for its wonderfully preserved downtown; West Branch is primed to one of Iowa’s most livable communities. The City of West Branch seeks proposal from qualified developers (individuals or firms) interested in presenting a viable design and development concept for a mixed – use development on 3.450 acres of real estate located in Downtown West Branch, Iowa, owned by the City of West Branch (“Site”). The Site is currently being used as a concrete ready-mix plant. Using the existing grain elevators... the city is looking for a creative approach to develop that accommodates entertainment venues such as a city market, hotel, housing, brewery and/or other significant mixed-used developments on the site (all ideas will get considerable review and investigation.

Questions:

- Should the city seek outside coordination of this project from experienced professionals that specialize in this type of development?
- Does Staff have the time to bring this project forward?
- Is there funding available for this type of work?

<b>STAFF RECOMMENDATION:</b>
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<b>REVIEWED BY CITY ADMINISTRATOR:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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# Current RFP Draft / Starting Point



Office of the City Administrator  
110 North Poplar Street  
P.O. Box 218  
West Branch, Iowa 52358  
PH: 319-643-5888

## **Mixed-use Development Request for Proposals (RFP)**

*City of West Branch, Office of the City Administrator  
Proposals are Due: (Date To Be Announced)*

The City of West Branch is a growing community outside of “Iowa City” a growing university community. Home of one of only 13 Presidential Libraries in the nation, and known for its wonderfully preserved downtown; West Branch is primed to one of Iowa’s most livable communities. The City of West Branch seeks proposal from qualified developers (individuals or firms) interested in presenting a viable design and development concept for a mixed – use development on 3.450 acres of real estate located in Downtown West Branch, Iowa, owned by the City of West Branch (“Site”). The Site is currently being used as a concrete ready-mix plant. Using the existing grain elevators... the city is looking for a creative approach to develop that accommodates entertainment venues such as a city market, hotel, housing, brewery and/or other significant mixed-used developments on the site (all ideas will get considerable review and investigation).

### **1 Background**

The property was purchased in 1989 by Croell Redi-mix, a cement company with more than 130 locations in six states, and employs its own crew that not only pours foundations and walls but constructs plants. Croell Redi-mix operated on a four-acre parcel at 325 East Green Street which is ranged north to south between Main Street and College Street. While planning for a plant expansion at that site, the city proposed land swap. Instead of having this industrial use expand its operations in this transitional area that exist between a celebrated historic downtown with 14 buildings on the National Historic Register, and a well-established neighborhood known for its mature tree line and eclectic housing; the city pursued a land swap that exchanged 12 acres of industrial park property for the aforementioned 4 acre site. The RFP is a request for proposals for this primary 4 acre site. However there has been conceptual discussions with neighboring land and business

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owners, and in some cases there is a receptiveness to selling adjacent properties to enhance a potential mixed-use project.

## 2 Required Elements

- Interested developers must accommodate or provide strategy of the operations of any retail / commercial uses of their proposal. Such activities are encouraged to have and/or be prepared to provide a feasibility study with relevant information about market / area conditions related to the proposed retail / commercial use(s).
- Interested developers should consider incorporating vertical mixed-use developments as well. Developments should recognize the value of the site as one of the few remaining developmental opportunities remaining in the downtown area.
- Interested developers must design a development that provides sufficient on-site parking and/or people mover strategy that ties in overall downtown pedestrian traffic. Viable parking facilities may have positive evaluation.
- Interested developers must be able to accommodate design elements of the surrounding neighborhood(s) and district(s)

Examples:



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### 3 Guiding Principles

- The City is interested in receiving proposals from developers having the financial resources and vision to create a unique addition to the heart of the Downtown business district.
- The City is interested in competitively-priced purchase offers and/or land options. The City may also consider long-term lease arrangements (the typical lease term would be 40 years; however, if presented with compelling project financing challenges longer leasing terms can be considered). If the City Council determines that a lease of the site is in the best interest of the City.
- Proposals should describe in general terms the anticipated schedule for the project(s) and specifically when the following milestones could be obtained: (i) approval of a final site plan. (ii) Commencement of construction; and (iii) completion of project(s) with certificate of occupancy issued.
- The City would consider a permanent closure or creation new roads, alleys, or pedestrian trails / walkways with an approved mixed-use development plan. Developer would be required to bear the cost of relocation any utilities and would be required to pay fair market value for the land within any vacated right-of-way.
- Developers may seek additional agreements with neighboring property owners in an effort to assemble more land to better accommodate the requirements of this RFP. Any such agreements must be stated in the response and verified with a letter of consent from the property owner(s). (some who have shown interest in participating with land purchase or options in the past)
- The City seeks a developer willing to accept the site as-is, who will address environmental issues should they arise, and clean –up or remediate as a part of the development.
- The site is real property in the City of West Branch, Cedar County, Iowa: Lot 4, Rummells Commercial Subdivision, West Branch, Iowa.
- Proposals must evidence the developers’ familiarity with urban design principals, with emphasis on pedestrian-friendly street edges and landscaping. Specifically, interested developers must design a development in accordance with the goals and

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objectives of the Comprehensive Plan, and new urbanism influences. Design standards that tie in our historic, agriculture, prairie style heritage will be strongly considered.

#### **4 Process / Procedure**

Interested developers will be asked to follow a specific process in preparing and submitting proposals for consideration:

- a) Information Gathering: In addition to reviewing applicable provisions of the City's Comprehensive Plan, Zoning Ordinance and Design Guidelines, applicants should familiarize themselves with the layout and history of the site.
- b) Submission of a Proposal: Proposal Due by Friday, **(yet to have been determined)**.
- c) Evaluation of Proposals by City: The City will review development proposals received and may select one or more developers whose professional and financial qualifications and the Proposal(s) deemed meritorious. The City will then explore the development proposal through further discussions with the selected developer(s). Upon request, any Developer selected at this stage shall provide any additional information requested by city staff. This is intended to allow a thorough investigation of the Developer's ability to fully complete the proposed development; including a review of the business integrity and reliability necessary to assure good faith performance.
- d) Final Selection: In the event the City identifies a Proposal that it deems to be the best interest of the City, city staff will enter into negotiations with the selected developer, toward the end of developing a written sales and developer's agreement. Any contract / agreement negotiated between a developer and city staff shall be subject to final approval of City Council. Terms and agreements shall still be open to change by city council prior to final disposition of the City Council.
- e) City Council approval: Under Iowa law, the City may sell this Site only after an advertised public hearing and approval of an ordinance authorizing the sale by a majority vote of City Council. The City reserves the right to reject any or all proposals and retain ownership of the site.

#### **5 Evaluation Criteria**

In addition to the preferences identified in Section 2, (page 1-2) the following factors will be of priority for the City in reviewing development proposals for this site:

- a) Whether the Proposal is likely to achieve a high quality mixed-use development that allocates sufficient space for a retail / entertainment/ brewery and that enhances the architectural character and the economic viability of the city.
- b) Whether the Proposal is likely to achieve substantial financial benefit to the City of West Branch; both in the short term, through compensation received from a sale of the site, and long term, whether through various tax revenues, revenue share agreements, payments in-lieu of taxes, or other means. Compensation

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offered by a developer shall be evaluated by the City in comparison with a current appraisal that may be obtained by the City of West Branch.

- c) Qualifications and Experience of the Developer and his team, including investors, designated Project Manager(s), etc. Such experience may be demonstrated through References and through information as to other projects of similar scope and size successfully implemented by the Developer.
- d) Financial ability to complete the project in a timely manner. Such ability may be demonstrated by presenting recent financial statements or through a statement of financial sufficiency from a known and established bank that demonstrates the financial capacity to carry out the project.

## **6 Content of Proposals**

In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal along with an electronic copy of the proposal on CD or flash drive either in Microsoft Word or PDF format must be submitted to the City as a complete sealed proposal.

Each proposal submitted in response to this RFP must contain, at a minimum the following information:

- a) Concept: The offeror should present a concept of the project that should demonstrate the offeror's understanding of the City's goals and will address the follow issues:
  - 1) Programming / Proposal needs accommodating the current grain elevator on the site. Clearly state how these landmarks will be used to enhance the proposed project.
    - i. Parking – clearly state # of publicly available parking spaces for commercial use, and separately state the # of private parking spaces
    - ii. Mixed use development – clearly state total building size, the amount of street level commercial space, and the number of dwelling units
  - 2) Environmental Issues – provide an understanding of the potential or expected environmental issues and how your proposal considers such conditions, challenges, and/or issues.
  - 3) Design attributes shall consider:
    - i. Street relationships and connections to surround neighborhoods and districts
      - 1. Building frontage
      - 2. Parking
      - 3. Loading and Service
    - ii. Street hierarchies
    - iii. Use of Open Space
    - iv. Building Character
      - 1. Structure height
    - v. Site requirements; maximum grades

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vi. Building elevations

- 4) Provide Site plan sketch and illustrations of Site development concept.
- 5) A narrative statement addressing zoning or design review issues
- 6) An Offer to purchase and/or gain land options on adjacent properties
- 7) A pro forma financial analysis (and willingness to provide detailed justification for assumptions presented) that demonstrates the feasibility of the proposed project.
- 8) Each proposal should include the name, address, phone number and type of project for at least four reference

**7 General Conditions**

- a) Proposals shall be submitted to:  
Office of the City Administrator  
110 N. Poplar Street, P.O. Box 218  
West Branch, Iowa 52358
- b) Each Proposal shall be sealed and clearly marked with the following label:  
Proposal for Croell / Mixed-use Development
- c) Each Developer understands that the City is a public entity subject to requirements of the Iowa freedom of information laws. Once submitted to the City, items are considered to be public records; thus open for inspection unless specifically exempted. Prior to awarding a contract the City may, in its discretion, withhold records relating to the negotiation and award of a contract for the sale of the site, where the release of such records would adversely affect the bargaining position or negotiating strategy of the City. It shall be the sole responsibility of each developer to protect information it consider proprietary. The City shall not be liable to any developer for a disclosure of information.

**8 Additional Information**

The following Information is provided as additional background:

- a) Comprehensive Plan
- b) Cedar County Assessor Property Report

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