



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 6:00 P.M. MONDAY, APRIL 16, 2018 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA**

<b>Mayor</b>	<b>Roger Laughlin</b>	<a href="mailto:mayor@westbranchiowa.org">mayor@westbranchiowa.org</a>
<b>Mayor Pro Tem</b>	<b>Colton Miller</b>	<a href="mailto:mcolton@rocketmail.com">mcolton@rocketmail.com</a>
<b>Council Member</b>	<b>Jordan Ellyson</b>	<a href="mailto:Jordanellyson@gmail.com">Jordanellyson@gmail.com</a>
<b>Council Member</b>	<b>Brian Pierce</b>	<a href="mailto:brianapierce@outlook.com">brianapierce@outlook.com</a>
<b>Council Member</b>	<b>Jodee Stoolman</b>	<a href="mailto:j.stoolmanwbcc@yahoo.com">j.stoolmanwbcc@yahoo.com</a>
<b>Council Member</b>	<b>Nick Goodweiler</b>	<a href="mailto:nickgoodweilerwbcc@gmail.com">nickgoodweilerwbcc@gmail.com</a>
<b>City Administrator</b>	<b>Redmond Jones II</b>	<a href="mailto:rjonesii@westbranchiowa.org">rjonesii@westbranchiowa.org</a>
<b>City Attorney</b>	<b>Kevin Olson</b>	<a href="mailto:kevinolsonlaw@gmail.com">kevinolsonlaw@gmail.com</a>
<b>Deputy City Clerk</b>	<b>Gordon Edgar</b>	<a href="mailto:gordon@westbranchiowa.org">gordon@westbranchiowa.org</a>

**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. Special Joint City Council and School Board Meeting**

1. Open (anticipate 6:05pm)
2. Poplar Street Project
3. School Safety
4. General Discussion
5. Close (anticipate 6:45pm – 7:00pm)

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

1. Little Lights (on the Main and on the Lane) Development Proposal  
Erin Vicent

**F. 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.*

**G. 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*

1. Motion to Approve Meeting Minutes for City Council Meeting April 2nd 2018.
2. Resolution 1703 – A Resolution Approving a Contract with Eastern Iowa Brass Band for the 2018 Hoover’s Hometown Days Celebration in the Amount of \$3,500.
3. Motion to Accept the Resignation of Jacque Gutwein and Approve the Library Board Appointment of Lizabeth Osborne.
4. Motion to Approve the Appointments of Gerry Brink, Neil Gerot, and Ben Litscher to the West Branch Fire Department.
5. Approve Claims Report.

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

1. Motion approving the Quote from Full Compass Systems, Ltd for Wireless Microphone Components.
2. Second Reading, Ordinance 750, Amending Chapter 41 Discussion – Regarding the Proposed Amendment to Ordinance 41.11 entitled Fireworks.
3. Resolution 1702 – A Resolution Establishing a New Reserve Fund.
4. Resolution 1704 – A Resolution Approving a Contracts for GIS services with Midland GIS.
5. Discussion Item: Proposal to Remove Side Walks and Replace with Sod in Heritage Square Park.

**I. Reports**

1. City Administrator’s Report
2. City Attorney Report
3. Other Staff Hearsays

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

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

*West Branch, Iowa*  
**Council Chambers**

*City Council Meeting*

*April 2, 2018*  
**7:00 p.m.**

Mayor 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: Council members: Colton Miller, Nick Goodweiler, Jodee Stoolman, Jordan Ellyson and Brian Pierce were present. Laughlin welcomed the audience and the following City staff: Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman and Police Chief Mike Horihan. City Administrator Redmond Jones was absent.

### **GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

None.

### **PUBLIC COMMENT**

National Park Service Superintendent Pete Swisher said the storm water project had been approved and is ready to move forward. Swisher stated that they hoped to accomplish five goals with this project; construct a detention basin at the base of the prairie, complete channel improvement from E. Main Street to South 2<sup>nd</sup> Streets, replace the bridge on South Downey Street, re-routing a sanitary sewer line and repairing a retaining wall. The project design is anticipated to be completed by this August, construction documents issued by March of 2019, awarding of contract by August 2019 and project completion by October 2020. Swisher said the improvements will have a substantial impact on the park.

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

Motion to approve minutes for City Council meeting March 19, 2018.

Approve Claims Report.

#### **EXPENDITURES**

**4/2/2018**

AERO RENTAL INC	TREE SPADE RENTAL	234.00
BAKER & TAYLOR INC.	BOOKS	1,194.28
CATHERINE STEEN	CATHERINE STEEN	88.48
D&R PEST CONTROL	D&R PEST CONTROL	70.00
DAN'S OVERHEAD DOORS & MORE	DOOR REPAIR	313.00
IOWA RURAL WATER ASSOC.	MEMBERSHIP DUES	275.00
JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL	248.85
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,332.61
MECHANICSVILLE PUBLIC LIBR	CLIPART SUBSCRIPTION	10.00
OASIS ELECTRIC LLC	SERVICE CALLS	280.51
OLSON, KEVIN D	LEGAL SERVICES APRIL 2018	1,500.00
OVERDRIVE INC	AUDIO BOOK	222.96
PELLA PUBLIC LIBRARY	BOOK	16.99
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
QUILL CORP	OFFICE SUPPLIES	56.99
SHRED-IT USA	DOCUMENT DESTRUCTION	45.00
THE LIBRARY STORE INC	OFFICE SUPPLIES	224.62
UNITED STATES GEOLOGICAL S	WAPSINOC CREEK STUDY	8,640.00
UPS	SEWER-SHIPING	22.00
USA BLUE BOOK	SAFETY EQUIPMENT	2,403.17
VERIZON WIRELESS	VERIZON WIRELESS	1,983.39
WEST BRANCH FORD	VEHICLE REPAIR	18.93
<b>TOTAL</b>		<b>19,360.78</b>

#### **PAID BETWEEN MEETINGS**

FEHR-GRAHAM	308-PV PARK IMPROVEMENTS-CONSTRUCTION	1,895.00
MEDIACOM	CABLE SERVICE	40.90

*"Turning Vision Into Reality is our Business"*

UPS	SEWER-SHIPPING	21.82
REDMOND JONES II	RELOCATION ADVANCE	7,000.00
<b>TOTAL</b>		<b>8,957.72</b>
PAYROLL 3-23-18		53,147.61
TOTAL EXPENDITURES		81,466.11
FUND TOTALS		
001 GENERAL FUND	31,085.47	
022 CIVIC CENTER	43.24	
031 LIBRARY	19,943.24	
110 ROAD USE TAX	3,742.20	
308 PARK IMPROV - PEDERSEN VALLEY	1,895.00	
600 WATER FUND	7,327.68	
610 SEWER FUND	8,789.28	
740 STORM WATER UTILITY	8,640.00	
GRAND TOTAL	81,466.11	

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

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

Motion to approve hiring temporary Part-time Park & Recreation interns for 2018. /Move to action.

Motion by Miller, second by Ellyson. AYES: Miller, Ellyson, Stoolman, Pierce, Goodweiler. NAYS: None. Motion carried.

Resolution 1700, approving 28E agreements between the City of West Branch, Iowa and the boards of trustees of Cass, Gower, Graham, Iowa, Scott, and Springdale townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials. /Move to action.

Motion by Stoolman, second by Pierce to approve Resolution 1700. AYES: Stoolman, Pierce, Goodweiler, Ellyson, Miller. NAYS: None. Motion carried.

Resolution 1701, approving a fire truck and equipment purchase agreement with the City of Lisbon. /Move to action.

Goodweiler questioned if the sale amount was fair market value for the truck. Chief Stoolman responded that he had researched the current value of truck and was satisfied with the amount.

Motion by Goodweiler, second by Ellyson to approve Resolution 1701. AYES: Goodweiler, Ellyson, Stoolman, Miller, Pierce. NAYS: None. Motion carried.

First Reading Ordinance 750, amending Chapter 41 - Fireworks. /Move to action.

Motion by Miller, second by Stoolman to approve first reading of Ordinance 750. AYES: Miller, Stoolman, Pierce, Goodweiler, Ellyson. NAYS: None. Motion carried.

#### Discussion – Review updates to the West Branch Schedule of Fees

Deputy Clerk Brick explained the changes to the fee schedule and requested that the council provide direction to move forward with the suggested updates. The Council said to move forward but also questioned current fees such as peddler permits and public user fees. Brick said she would gather more information from surrounding communities and bring back recommendations.

#### Discussion – GIS Capabilities for Public Works

Goodale reminded the Council that this item was previously added to the council's list of goals for FY19.

*"Turning Vision Into Reality is our Business"*

At that time, Council had suggested that water service lines be the first added to the application since it seemed to be more important. Goodale agreed, but said the water fund was not adequate at this time to fund the project and suggested doing sewer lines first since the sewer fund had money available. Goodale also said the application provides a work order system that he felt would provide a consistent method for notifying his department of work issues or situations and provides a tracking system of work completed. Council decided to move forward with Goodale's recommendation. Goodale said he would bring a contract back for Council vote at the next meeting.

**CITY ADMINISTRATOR REPORT**

City Administrator Jones was absent.

**CITY ATTORNEY REPORT**

Kevin Olson had nothing to report at this time.

**CITY STAFF REPORTS**

Goodale said that he and a member of his staff would be giving a presentation at the Iowa Water Environmental Association (IAWEA) on Thursday, April 5, 2018 in Washington from 4:00 p.m. to 7:00 p.m. Goodale invited the Council to attend.

**COMMENTS FROM MAYOR AND COUNCIL MEMBER**

Mayor Laughlin said that the Flood Inundation Report was complete and it indicated a major issue downstream near Beranek Park that needs to be addressed. Laughlin said he was trying to schedule meetings with property owners in the affected areas and work out a plan to help correct the problems. Laughlin said a meeting was tentatively scheduled for April 12, 2018 for Maggie Burger, Speer Financial, to provide the Council a seminar on TIF. He also mentioned that on April 16<sup>th</sup>, the City Council will be having a joint meeting with the West Branch School Board to discuss Poplar Street improvements. Laughlin further commented that the former Croell site is looking good and suggested the Council consider future site preparation plans.

**ADJOURNMENT**

Motion to adjourn by Ellyson, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:45 p.m.

---

Roger Laughlin, Mayor

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

*"Turning Vision Into Reality is our Business"*



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Resolution 1703 – A Resolution Approving a Contract with Eastern Iowa Brass Band for the 2018 Hoover’s Hometown Days Celebration in the Amount of \$3,500.
<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>	Nick Shimmin, Library/IT Director
<b>DATE:</b>	April 9, 2018

**BACKGROUND:**

Eastern Iowa Brass Band (EIBB) will provide a concert beginning at 8:30 pm on Saturday, August 4<sup>th</sup>. A brief intermission will follow prior to their accompaniment of the fireworks display roughly beginning at 9:35 pm.

The band will provide chairs, stands, and needed musical equipment.

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

*"Turning Vision Into Reality is our Business"*

**RESOLUTION 1703**

**A RESOLUTION APPROVING A CONTRACT WITH EASTERN IOWA BRASS BAND FOR THE 2018 HOOVER'S HOMETOWN DAYS CELEBRATION IN THE AMOUNT OF \$3,500.**

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

**WHEREAS**, both the fiscal year 2017-2018 and the fiscal year 2018-2019 budget for Hoover's Hometown Days includes funding for entertainment and services for the event; and

**WHEREAS**, the initial deposit and the final payment will be in paid from separate fiscal year budgets; and

**WHEREAS**, the Eastern Iowa Brass Band has submitted a proposed service agreement in the amount of \$3,500 to provide musical entertainment performance on stage, and will provide musical accompaniment with the Firework Display event; and

**WHEREAS**, it is now necessary to approve said agreement.

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

\* \* \* \* \*

Passed and approved this 16th day of April, 2018.

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk

*"Turning Vision Into Reality is our Business"*



### REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Motion to Accept the Resignation of Jacque Gutwein and Approve the Library Board Appointment of Lizabeth Osborne.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Nick Shimmin, Library/IT Director
<b>DATE:</b>	April 11, 2018

**BACKGROUND:**

Approve the resignation of Jacque Gutwein from the West Branch Public Library Board of Trustees. Approve the appointment of Lizabeth Osborne to the West Branch Public Library Board of Trustees to the vacant seat with term ending June 30, 2020.

Unfortunately, Ms. Gutwein will be moving from the area due to occupational purposes and thus will not be able to continue as a member of the West Branch Public Library Board of Trustees.

Ms. Osborn has completed the application for West Branch Boards and Commissions as attached and is submitted for approval. She will fill the empty seat of Ms. Gutwein which has the term expiration of June 30, 2020.

**STAFF RECOMMENDATION:** Approve Motion

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

*"Turning Vision Into Reality is our Business"*



Advisory Board/Commission  
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

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

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

Board or Commission Library Board Today's Date April 5, 2018

(Please print)

Name: Lizabeth Osborne Address: 654 E Main

Phone: (home) [REDACTED] Phone: (cell) [REDACTED]

Email: [REDACTED]

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

How long have you been a resident of West Branch? since July 1994

Occupation: Program Assistant Employer: City of Iowa City

Optional Questions (use the back if necessary)

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

I worked in the Serials Dept @ Uof I library for 2yr  
then later worked for 18 yr in the library @  
Ellsworth Community College.

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

I understand and know the functions of a library  
and I consider libraries to be a huge asset to  
a community - and a well run/operating one  
is a gem to all those in the community.

Thank you for your interest! We will contact you after your application has been reviewed.

*"Turning Vision Into Reality is our Business"*



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Motion to approve the appointments of Gerry Brick, Neil Gerot, and Ben Litscher to the West Branch Fire Department.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Deputy City Clerk Leslie Brick
<b>DATE:</b>	April 12, 2018

**BACKGROUND:**

Motion to approve appointment of:

Neil Gerot- Firefighter EMT-P

Ben Litscher – Firefighter

Gerry Brick – Firefighter - EMT

Effective 4/11/2018 to the West Branch Fire Department.

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

*"Turning Vision Into Reality is our Business"*

## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> April 16, 2018
-------------------------------------

<b>AGENDA ITEM:</b> Motion to Approve the Claims Report
<b>CITY GOAL:</b> Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b> Gordon Edgar, Finance Officer
<b>DATE:</b> April 11, 2018

**BACKGROUND:**

These are routine expenditures that include such items as payroll, budget expenditures, and other financial items that relate to council approved items and/or other day to day operational disclosures.

<b>STAFF RECOMMENDATION:</b> Approve Claims Report
--

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

*"Turning Vision Into Reality is our Business"*

## EXPENDITURES

4/16/2018

ALLIANT ENERGY	WATER TOWER	10,158.57
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	1,138.71
BP AMOCO	VEHICLE FUEL	140.52
BUSINESS RADIO SALES	RADIO REPAIRS	68.38
CAJ ENTERPRISES INC	ROAD STONE	79.10
CEDAR COUNTY RECORDER	RECORDING FEES	56.00
CJ COOPER & ASSOCIATES	DRUG TESTING	147.30
DEWEYS JACK & JILL	MAINTENANCE SUPPLIES	9.07
ELECTRIC PUMP INC	SERVICE CALL	664.20
FEHR GRAHAM	308 PARK IMP PEDERSEN VALLEY	5,316.25
FRONTLINE PLUS FIRE & RESC	ANNUAL SIREN CONTRACT	500.00
HOLLYWOOD GRAPHICS	JERSEYS	1,065.00
HUTCHCO, INC DBA ALLEGRA	BANNER	176.00
IOWA DEPARTMENT OF NATURAL	DW DIST 2 OP CERT	120.00
IOWA STATE UNIVERSITY, TRE	IOWA STATE UNIVERSITY, TREASUR	130.00
JC CROSS CO	BLOWER REPAIR	5,040.00
JOHNSON COUNTY REFUSE INC.	RECYCLING MAR 2018	3,857.00
JONES JANITOR SUPPLIES	JONES JANITOR SUPPLIES	115.00
KELLY TREE FARM LLC	TREES	10,347.00
KNOCHE, REBECCA	BLDG INCENTIVE REIMBURSEMENT	304.77
LACKENDER FABRICATIONS INC	EQUIPMENT REPAIR	670.00
LINN COUNTY R.E.C.	SECURITY LIGHTS & SIREN	155.30
LYNCH'S PLUMBING INC	SERVICE CALL	139.50
MARK E ADAMS	BLDG INCENTIVE REIMBURSEMENT	148.43
MENARDS	SUPPLIES	1,176.36
MIDWEST FRAME & AXLE	EQUIPEMENT REPAIR	518.44
MIKE OR LYN REDINGTON	BLDG INCENTIVE REIMBURSEMENT	770.77
PHYSIO-CONTROL INC	BATTERY	377.00
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE METER	1,005.00
PLAY IT AGAIN SPORTS	YOUTH SPORTS SUPPLIES	670.17
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-CITY OFFICE	95.18
PYRAMID SERVICES INC.	EQUIPMENT MAINTENANCE	67.87
QC ANALYTICAL SERVICES LLC	TRAINING	300.00
QUALITY ENGRAVED SIGNS	INK PAD	8.00
QUILL CORP	OFFICE SUPPLIES	122.62
REPUBLIC RESPONSEABILITY	SUPPLIES	1,948.00
RIVER PRODUCTS COMPANY INC	ROCK	109.95
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
SUMMIT COMPANIES	ANNUAL FIRE EXT SERVICE	338.00
TIPTON ELECTRIC MOTORS	MOTOR REPAIR	154.71
UPS	SEWER-SHIPPIING	10.46
WEST BRANCH FORD	VEHICLE REPAIR	1,413.99
WEST BRANCH REPAIRS	VEHICLE REPAIRS	2,353.18
WEST BRANCH TIMES	LEGAL PUBLICATIONS-ADVERTISING	915.11
WEX BANK	VEHICLE FUEL	1,557.19
<b>TOTAL</b>		<b>54,484.10</b>

*"Turning Vision Into Reality is our Business"*

**PAID BETWEEN MEETINGS**

GALAXY CLEANING SERVICES	CLEANING SERVICE	1,278.66
HIME, JULIA	UTILITY REFUND	28.08
HULL, DINA	UTILITY REFUND	13.79
GILLESPIE, RUBY	UTILITY REFUND	65.07
IOWA INSURANCE DIVISION	ANNUAL CEMETERY FEES	76.00
US BANK EQUIPMENT FINANCE	COPIER LEASE	59.00

**TOTAL** 1,520.60

**PAYROLL 4-6-8** 41,934.01

**TOTAL EXPENDITURES** 97,938.71

**FUND TOTALS**

001 GENERAL FUND	38,666.92
022 CIVIC CENTER	1,112.97
031 LIBRARY	6,118.40
110 ROAD USE TAX	18,217.79
112 TRUST AND AGENCY	4,414.91
308 PARK IMP - PEDERSEN VALLEY	5,373.25
310 COLLEGE STREET BRIDGE	44.00
312 DOWNTOWN EAST REDEVELOPMENT	12.00
600 WATER FUND	9,360.86
610 SEWER FUND	14,617.61

**GRAND TOTAL** 97,938.71

*"Turning Vision Into Reality is our Business"*

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT			
POLICE OPERATION	GENERAL FUND	PHYSIO-CONTROL INC WEST BRANCH REPAIRS QUILL CORP WEX BANK SUMMIT COMPANIES ALLIANT ENERGY BARRON MOTOR SUPPLY WEST BRANCH FORD	BATTERY	377.00			
			VEHICLE REPAIRS	324.84			
			OFFICE SUPPLIES	29.99			
			VEHICLE FUEL	844.16			
			ANNUAL FIRE EXT SERVICE	30.00			
			SERVICES	879.30			
			MAINTENANCE SUPPLIES	96.92			
			VEHICLE REPAIR	1,413.99			
			TOTAL:	3,996.20			
			FIRE OPERATION	GENERAL FUND	LYNCH'S PLUMBING INC BP AMOCO WEST BRANCH REPAIRS IOWA STATE UNIVERSITY, TREASURER'S OFF JONES JANITOR SUPPLIES SUMMIT COMPANIES ALLIANT ENERGY CJ COOPER & ASSOCIATES FRONTLINE PLUS FIRE & RESCUE INC	SERVICE CALL	139.50
VEHICLE FUEL	60.67						
VEHICLE REPAIRS	2,028.34						
IOWA STATE UNIVERSITY, TRE	130.00						
JONES JANITOR SUPPLIES	115.00						
ANNUAL FIRE EXT SERVICE	37.00						
SERVICES	100.00						
DRUG TESTING	147.30						
ANNUAL SIREN CONTRACT	500.00						
TOTAL:	3,257.81						
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C. ALLIANT ENERGY				SECURITY LIGHTS & SIREN	155.30
						SERVICES	2,171.07
						SERVICES	255.52
			TOTAL:	2,581.89			
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL QUILL CORP HOLLYWOOD GRAPHICS PLAY IT AGAIN SPORTS ALLIANT ENERGY	MAINTENANCE SUPPLIES	9.07			
			OFFICE SUPPLIES	32.78			
			JERSEYS	1,065.00			
			YOUTH SPORTS SUPPLIES	670.17			
			LIGHTS-LIONS FIELD	29.75			
			LIGHTS 219 E GREEN	12.28			
			SERVICES	27.46			
			TOTAL:	1,846.51			
			CEMETERY	GENERAL FUND	PYRAMID SERVICES INC.  MENARDS  SUMMIT COMPANIES	EQUIPMENT MAINTENANCE	54.10
						EQUIPMENT MAINTENANCE	13.77
SUPPLIES	120.88						
SUPPLIES	8.99						
SUPPLIES	338.18						
SUPPLIES	31.76						
SUPPLIES	77.23						
ANNUAL FIRE EXT SERVICE	30.00						
TOTAL:	593.41						
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY				HHTD UTILITIES	18.65
			TOTAL:	18.65			
ECONOMIC DEVELOPMENT	GENERAL FUND	WEST BRANCH TIMES KNOCHE, REBECCA MARK E ADAMS MIKE OR LYN REDINGTON	LEGAL PUBLICATIONS-ADVERTI	150.00			
			BLDG INCENTIVE REIMBURSEME	304.77			
			BLDG INCENTIVE REIMBURSEME	148.43			
			BLDG INCENTIVE REIMBURSEME	770.77			
			TOTAL:	1,373.97			
CLERK & TREASURER	GENERAL FUND	QUILL CORP PLUNKETT'S PEST CONTROL INC	OFFICE SUPPLIES	29.99			
			PEST CONTROL-CITY OFFICE	47.59			

*"Turning Vision Into Reality is our Business"*

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		QUALITY ENGRAVED SIGNS	INK PAD	8.00
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	335.00
		ALLIANT ENERGY	SERVICES	345.97
			TOTAL:	766.55
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS-ADVERTI	618.11
			TOTAL:	618.11
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING MAR 2018	3,857.00
			TOTAL:	3,857.00
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	293.10
			TOTAL:	293.10
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	47.59
		SUMMIT COMPANIES	ANNUAL FIRE EXT SERVICE	45.00
		ALLIANT ENERGY	SERVICES	649.88
			TOTAL:	742.47
LIBRARY	LIBRARY	SUMMIT COMPANIES	ANNUAL FIRE EXT SERVICE	30.00
		ALLIANT ENERGY	SERVICES	531.71
			TOTAL:	561.71
ROADS & STREETS	ROAD USE TAX	WEST BRANCH TIMES	LEGAL PUBLICATIONS-ADVERTI	90.00
		RIVER PRODUCTS COMPANY INC	ROCK	109.95
		BP AMOCO	VEHICLE FUEL	79.85
		REPUBLIC RESPONSEABILITY	SUPPLIES	1,948.00
		MENARDS	SUPPLIES	553.50
		WEX BANK	VEHICLE FUEL	235.30
		SUMMIT COMPANIES	ANNUAL FIRE EXT SERVICE	113.00
		CAJ ENTERPRISES INC	ROAD STONE	79.10
		ALLIANT ENERGY	SERVICES	388.01
		BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	769.87
		HUTCHCO, INC DBA ALLEGRA	BANNER	176.00
		KELLY TREE FARM LLC	TREES	10,347.00
		MIDWEST FRAME & AXLE	EQUIPEMENT REPAIR	505.14
			EQUIPMENT REPAIR	13.30
			TOTAL:	15,408.02
INVALID DEPARTMENT	PARK IMP - PEDERSE	WEST BRANCH TIMES	LEGAL PUBLICATIONS-ADVERTI	57.00
		FEHR GRAHAM	308 PARK IMP PEDERSEN VALL	4,436.25
			308 PARK IMP PEDERSEN VALL	880.00
			TOTAL:	5,373.25
INVALID DEPARTMENT	COLLEGE STREET BRI	CEDAR COUNTY RECORDER	RECORDING FEES	44.00
			TOTAL:	44.00
INVALID DEPARTMENT	DOWNTOWN EAST REDE	CEDAR COUNTY RECORDER	RECORDING FEES	12.00
			TOTAL:	12.00
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	DW DIST 2 OP CERT	60.00
		STATE HYGIENIC LAB	DW TREAT 2 OP CERTIFICATE	60.00
		QUILL CORP	LAB ANALYSIS	26.00
		QC ANALYTICAL SERVICES LLC	OFFICE SUPPLIES	29.86
		WEX BANK	TRAINING	150.00
			VEHICLE FUEL	235.30

*"Turning Vision Into Reality is our Business"*

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SUMMIT COMPANIES	ANNUAL FIRE EXT SERVICE	38.00
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	335.00
		ALLIANT ENERGY	WATER TOWER SERVICES	142.05
			TOTAL:	2,563.04
SEWER OPERATING	SEWER FUND	BUSINESS RADIO SALES	RADIO REPAIRS	68.38
		LACKENDER FABRICATIONS INC	EQUIPMENT REPAIR	670.00
		UPS	SEWER-SHIPPIING	10.46
		QC ANALYTICAL SERVICES LLC	TRAINING	150.00
		MENARDS	SUPPLIES	127.32
		WEX BANK	VEHICLE FUEL	242.43
		TIPTON ELECTRIC MOTORS	MOTOR REPAIR	154.71
		SUMMIT COMPANIES	ANNUAL FIRE EXT SERVICE	15.00
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	335.00
		ALLIANT ENERGY	SERVICES	1,750.78
		BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	271.92
		ELECTRIC PUMP INC	SERVICE CALL	664.20
		JC CROSS CO	BLOWER REPAIR	5,040.00
			TOTAL:	9,500.20

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

001	GENERAL FUND	19,203.20
022	CIVIC CENTER	742.47
031	LIBRARY	561.71
110	ROAD USE TAX	15,408.02
308	PARK IMP - PEDERSEN VALLE	5,373.25
310	COLLEGE STREET BRIDGE	44.00
312	DOWNTOWN EAST REDEVELOPME	12.00
600	WATER FUND	3,639.25
610	SEWER FUND	9,500.20
-----		
GRAND TOTAL:		54,484.10
-----		

TOTAL PAGES: 3

*"Turning Vision Into Reality is our Business"*



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Motion Approving the Quote from Full Compass Systems, Ltd for Wireless Microphone Components.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Nick Shimmin, Library/IT Director
<b>DATE:</b>	April 11, 2018

### BACKGROUND:

A City Council goal established at the goal setting session on November 6, 2017 was the improvement of audio for the recordings of meetings held in the city council chambers. We have made some progress from an initial starting point in 2016 through the addition of a new audio switch installed that year.

The next issue that needs addressing is the microphone which records guest speakers in the podium area. The mic that records this area hangs in front of the projector fan, producing interference on that microphone. The fix for this is to put a mic on the podium itself which will improve the audio by bringing the microphone closer to the speaker while removing it from the path of the projector fan.

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

*"Turning Vision Into Reality is our Business"*

# Full Compass Systems, Ltd

9770 Silicon Prairie Parkway  
MADISON, WI 53593  
608-831-7330  
Fax: 608-831-6330

### Bill to:

WEST BRANCH PUBLIC LIBRARY  
PO BOX 460  
WEST BRANCH, IA 52358

### Ship to:

West Branch Public Library  
300 N Downey St  
WEST BRANCH, IA 52358

## Quotation

Confirmation #	SOC3584478-1
Page	1 of 1
Date	3/14/2018
Sales order	SOC3584478
Purchase order #	Podium wireless
Ordered by	Nick
Salesperson	Terrance Barrett
Payment	Net 30 days
Customer account	CUC2093722
FOB	FOBO

MFG	Item Number	Description	Quantity Ordered	Unit	Ship Via	Unit Price	Extended Price
SHU	MX890	Wireless Desktop Base,for SLX Frequency : G4	1	EA	FedExGrnd	\$345.63	\$345.63
SHU	SLX4	Wireless Diversity Receiver Frequency : G4	1	EA	FedExGrnd	\$331.79	\$331.79
SHU	MX410/C	Mic,Gooseneck 10" Cardioid	1	EA	FedExGrnd	\$274.18	\$274.18

---

<b>Sales subtotal amount:</b>	\$951.60
<b>Shipping &amp; handling:</b>	\$0.00
<b>Net amount:</b>	\$951.60
<b>Sales tax:</b>	\$0.00
<b>Total:</b>	\$951.60
<b>Prepaid:</b>	\$0.00
<b>Balance due:</b>	\$951.60

*"Turning Vision Into Reality is our Business"*



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Second Reading, Ordinance 750, Amending Chapter 41 – Public Health & Safety, Section 11 - Fireworks
<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>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	April 11, 2018

### BACKGROUND:

Changes suggested by Police Chief Mike Horihan and City Council to amend Chapter 41, section 11, Fireworks to impose fines for fireworks violations.

This is the second reading of Ordinance 750.

<b>STAFF RECOMMENDATION:</b>	Approve Second Reading of Ordinance 750
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision Into Reality is our Business"*

## ORDINANCE 750

### ORDINANCE REGULATING THE USE OF FIREWORKS WITHIN THE CORPORATE LIMITS OF THE CITY.

**WHEREAS**, the Iowa General Assembly recently passed legislation to allow for the sale of fireworks in the State of Iowa; and

**WHEREAS**, said state law allows cities to regulate the use or explosion of fireworks within its corporate limits; and

**WHEREAS**, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the use or explosion of fireworks within the City.

**NOW, THEREFORE, BE IT ORDAINED**, that:

1. Amendment. Section 41.11 of the Code of Ordinances is hereby deleted in its entirety and replaced with the following:

#### **“SECTION 41.11. FIREWORKS REGULATION.**

The sale, use or exploding of fireworks within the City are subject to the following:

1. Definition. The term “fireworks” includes any explosive composition, or combination of explosive substances, or articles prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, and specifically includes blank cartridges, firecrackers, torpedoes, skyrockets, roman candles, or other fireworks of like construction and any fireworks containing any explosive or flammable compound, or other device containing any explosive substance.

*(Code of Iowa, Sec. 727.2)*

2. Regulations. It is unlawful to use or explode any fireworks; provided the City may, upon application in writing, grant a permit for the display of fireworks by a City agency, fair associations, amusement parks and other organizations or groups of individuals approved by City authorities when such fireworks display will be handled by a competent operator. No permit shall be granted hereunder unless the operator or sponsoring organization has filed with the City evidence of insurance in the following amounts:

- A. Personal Injury: \$ 250,000.00 per person.
- B. Property Damage: \$ 50,000.00.
- C. Total Exposure: \$1,000,000.00.

*(Code of Iowa, Sec. 727.2)*

3. Exceptions. This section does not prohibit the sale by a resident, dealer, manufacturer or jobber of such fireworks as are not prohibited; or the sale of any kind of fireworks if

*"Turning Vision Into Reality is our Business"*

they are to be shipped out of State; or the sale or use of blank cartridges for a show or theatre, or for signal purposes in athletic sports or by railroads or trucks for signal purposes, or by a recognized military organization. This section does not apply to any substance or composition prepared and sold for medicinal or fumigation purposes.

*(Code of Iowa, Sec. 727.2)*

4. Penalty. The scheduled fine for a first violation of this Section 41.11 shall be \$100.00. The scheduled fine for each additional violation of this Section 41.11 shall be \$500.00.”

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: April 2, 2018

Second reading: April 16, 2018

Third Reading: May 7, 2018

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, Deputy City Clerk

*"Turning Vision Into Reality is our Business"*



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> April 16, 2018
-------------------------------------

<b>AGENDA ITEM:</b>	Resolution 1702 – A Resolution Establishing a New Reserve Fund.
<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>	Gordon R. Edgar, Finance Director
<b>DATE:</b>	April 11, 2018

**BACKGROUND:**

A group of ladies who are a part of the “One Hundred Women Who Want to Make a Difference in West Branch” club has offered to donate approximately \$5,000 to start a fund drive for a water feature project in the West Branch Park System. A reserve fund must be established for this project. The ladies of this group are willing to work on soliciting funds for this project.

<b>STAFF RECOMMENDATION:</b> Approve Resolution / Move to Action
--

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

*"Turning Vision Into Reality is our Business"*

**RESOLUTION 1702**

**A RESOLUTION ESTABLISHING A NEW RESERVE FUND**

**WHEREAS**, donations are being offered for a Water Feature Project in the West Branch Park System and a reserve fund for the Project must be established.

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

Section 1. A reserve fund for the Water Feature Project (Fund 028) is hereby created.

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

**PASSED AND APPROVED**, this 16th day of April 2018.

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk

*"Turning Vision Into Reality is our Business"*



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Resolution 1704 - A Resolution Approving a Contracts for GIS services with Midland.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Matt Goodale, Public Works Director
<b>DATE:</b>	April 11, 2018

**BACKGROUND:**

In accordance to Resolution 1674 “Adding GIS Capabilities to Public Works” as a high priority to the 2018-19 Goals and Objectives list. This project will provide electronic mapping of City owned utilities, records of repairs, record of work orders and provide a more up-to-date method of planning. Work will commence on this project in June with Sewer infrastructure to be followed by Water infrastructure in August. There was a request from a council member for pricing on individual service line valves being added to the scope. That contract pricing is included in a separate contract. Public Works would make the recommendation that those capabilities be added as well. This addition is part of the water mapping that would be expected to be worked on and completed in August.

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

*"Turning Vision Into Reality is our Business"*

**RESOLUTION 1704**

**A RESOLUTION APPROVING A CONTRACTS FOR GIS SERVICES WITH MIDLAND.**

**WHEREAS**, Adding GIS Capabilities to Public Works” is a high priority to the 2018-19 Goals and Objectives list as directed by City Council; and

**WHEREAS**, This project will provide electronic mapping of City owned utilities, records of repairs, record of work orders and provide a more up-to-date method of planning; and

**WHEREAS**, Work will commence on this project in June with Sewer infrastructure to be followed by Water infrastructure in August; and

**WHEREAS**, it is now necessary to approve said professional services agreement.

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

\* \* \* \* \*

Passed and approved this 16th day of April, 2018.

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk

*"Turning Vision Into Reality is our Business"*

**MIDLAND GIS SOLUTIONS, LLC.  
PROFESSIONAL SERVICES AGREEMENT**

**For**

**WEST BRANCH, IOWA**

**PROJECT NAME**

GPS Mapping, GIS Development and Web-GIS  
Implementation

*Prepared for:*

Matt Goodale  
Public Works Director  
City of West Branch  
110 N. Poplar St.  
PO Box 218  
West Branch, IA 52358

*By:*

Kirk Larson, Senior Vice President  
Midland GIS Solutions, LLC.  
501 N Market Street  
Maryville, MO 64468  
(660)562-0050

**Submittal Date:  
December 8, 2017**

## **PROFESSIONAL SERVICES AGREEMENT**

This AGREEMENT made and entered into by and between the City of West Branch, (hereafter referred to as "CLIENT") and Midland GIS Solutions, whose principal place of business is located at 501 North Market, Maryville, Missouri, (hereafter referred to as the "COMPANY").

### **PURPOSE AND INTENT**

This agreement covers the data collection, creation and construction of a utility GIS program for The City of West Branch, including the development of utility features in accordance with the attached Scope of Services in ATTACHMENT A for a GIS Implementation Program.

### **WITNESSETH**

WHEREAS, the COMPANY shall provide all qualified personnel and materials as required for the implementation of a utility GIS program for the CLIENT, and;

WHEREAS, the COMPANY has prior experience in this and/or other related mapping projects and therefore has a complete understanding of the needs and purpose of this utility GIS program and;

WHEREAS, the CLIENT desires to utilize the GIS services of the COMPANY;

NOW HERewith, the COMPANY agrees to execute this program and provide the services as outlined in the attached specifications known as ATTACHMENT A, herein made a part of this agreement.

## **SECTION ONE- GENERAL PROVISIONS**

- 1.1 Whenever the term "CLIENT" is used, it shall mean The City of West Branch.
- 1.2 Whenever the term "COMPANY" is used, it shall mean Midland GIS Solutions.
- 1.3 Whenever the term "GIS" is used, it shall mean Geographic Information System.
- 1.4 Whenever the term "ATTACHMENT A" is used, it shall mean the ATTACHMENT A – Scope of Services Document dated June 2, 2017
- 1.5 This contract between The City of West Branch and Midland GIS Solutions shall be deemed a Iowa contract and shall be governed by the Laws of the State of Iowa. It is specifically understood by the parties that this contract is not a contract with the State of Iowa. The COMPANY shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or any resulting agreement or its rights, title, or interest therein, or its power to execute such agreement, to any other person, COMPANY, or corporation, without the previous written approval of the CLIENT.
- 1.6 At the conclusion of this contract or in the event this agreement terminates, all work products of any kind and description shall become the property of the CLIENT.

- 1.7 Whenever the term "AGREEMENT", is used, it shall mean this document and all attachments and addendum and shall constitute the full agreement and complete contract between the parties except as amended according to Section 10.
- 1.8 COMPANY agrees to save and hold harmless the CLIENT and its agents, servants, and employees of, and from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting, or to result, from any of the COMPANY's business or operations resulting from any act or omission of the COMPANY's agents, servants or employees.
- 1.9 COMPANY shall comply with all applicable laws, ordinances, codes, and regulations, including all applicable OSHA regulations, in the performance of this contract. If the COMPANY is contacted by any federal, state, county, or CLIENT agency, or any private agency, regarding any aspect of this AGREEMENT, the COMPANY shall promptly contact the CLIENT and shall not respond to the agency without being expressly authorized by the CLIENT to do so.

## **SECTION TWO - ADDITIONAL PROVISIONS**

- 2.1 The Public Works Director shall designate the employees to be trained on the GIS program. Training provided by the COMPANY shall be sufficient to familiarize the CLIENT'S designated employees to operate and work within the GIS program.
- 2.2 The COMPANY shall, at the request of the CLIENT, prepare and present to the CLIENT, a progress report for each phase of the project.
- 2.3 During the term of this agreement and at all times COMPANY provides services to CLIENT, COMPANY shall have in effect commercial general liability insurance, automobile liability insurance and workers compensation and employers' liability insurance in those amounts set forth on the Certificate of Liability Insurance attached hereto.
- 2.4 COMPANY shall provide to the CLIENT, as Certificate Holder, a current certificate of insurance reflecting those coverage's set forth on the attached certificate that will remain in effect at all times COMPANY provides services to the CLIENT under this AGREEMENT.

## **SECTION THREE - SCOPE OF SERVICES**

- 3.1 COMPANY agrees to perform the Scope of Services outlined in Attachment A of this AGREEMENT. Attachment A is hereby incorporated into this AGREEMENT.

## **SECTION FOUR - PROSECUTION OF WORK AND COMPLETION**

- 4.1 The COMPANY shall commence the work to be performed under ATTACHMENT A of this AGREEMENT after acceptance and project schedule approval by the CLIENT and COMPANY.
- 4.2 The COMPANY shall carry on the GIS Implementation program without interruption and shall make available to the CLIENT all work that has been completed and approved by the CLIENT to be used by the CLIENT during and at the completion of this contract agreement.
- 4.3 Final delivery of all approved items for each phase as identified in ATTACHMENT A shall be made to the CLIENT by the COMPANY within four (4) months from the commencement date defined in the project schedule.

- 4.4 No extension time shall be granted to the COMPANY unless the request for an extension is made in writing fifteen (15) days prior to the expiration date of this contract. The request must be approved by the CLIENT and must be based on one or more of the following:
  - 4.4.1 Acts of nature that directly affects the COMPANY's ability to perform.
  - 4.4.2 Acts of government agencies that may affect the COMPANY'S performance.
  - 4.4.3 Circumstances beyond the control of the COMPANY and not due to any negligence on the part of the COMPANY or its employees (fire, floods, emergencies, or delay brought about by others, etc.)

**SECTION FIVE – FEES FOR SERVICE AND METHOD OF PAYMENT**

- 5.1 For the performance of the AGREEMENT by the COMPANY, the CLIENT shall pay the COMPANY the sum of \$36,194.00 for the scope of work and deliverables in ATTACHMENT A of the AGREEMENT. Fee Schedule will be itemized as follows:

5.1.1	Water Network	\$10,487.00
5.1.2	Sanitary Sewer Network	\$18,607.00
5.1.3	Scan Water Maps	\$500.00
5.1.4	Integrity™ Web GIS/Mobile Development	\$3,000.00
5.1.5	One (1) Year of Web GIS Hosting	\$3,600.00

- 5.2 CLIENT reserves the right to request additional work and changes where unforeseen conditions require changes and work beyond the scope of services in ATTACHMENT A. Additional work requested by CLIENT or recommended by the COMPANY, that is not part of ATTACHMENT A of the AGREEMENT shall require a supplemental agreement and must be approved by both the CLIENT and COMPANY prior to performing any additional work or changes, or incurring any additional costs therefore.
- 5.3 Any change in compensation shall be covered in the supplement agreement. COMPANY shall not be compensated for additional work beyond ATTACHMENT A when the CLIENT has not given prior written approval to the COMPANY.
- 5.4 All work performed under this AGREEMENT will be invoice by the COMPANY to the CLIENT on a monthly basis throughout the duration of the project. The CLIENT shall remit payment on invoices submitted by the COMPANY within 30 calendar days.
- 5.5 Invoices unpaid after 45 days may be subject to a monthly service charge of 1.5% on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the invoice date, COMPANY may institute collection action and CLIENT shall pay all costs of collection, including reasonable attorney's fees.

## **SECTION SIX - OWNERSHIP AND DISTRIBUTION OF MATERIAL**

- 6.1 Ownership of all data and materials created for the performance of this agreement as identified in ATTACHMENT A involved herein shall belong to the CLIENT.
- 6.2 No copyright of any nature shall be granted to the COMPANY by the CLIENT relative to any material or product resulting from this agreement and GIS Implementation program.
- 6.3 One-Time or subsequent requests for electronic data files and/or web-based GIS access will not be provided or distributed to any third party without the CLIENT'S written consent. COMPANY reserves the right to charge any third party for time and materials associated with preparation and delivery of the CLIENT'S data.

## **SECTION SEVEN - CLIENT RESPONSIBILITIES**

- 7.1 CLIENT will be responsible for public communication to citizens within the project's geographical boundaries. Prior to commencement of the project, CLIENT will provide to the COMPANY with a document signed by an authorized CLIENT agent briefly explaining the project and stating the appropriate contact method for the CLIENT.
- 7.2 CLIENT will be responsible for ensuring all desired employees are present for the project kick-off meeting when the COMPANY'S Project Manager comes on-site for the Kick-Off Meeting. It is the CLIENT'S responsibility to communicate to any employees not present at the Kick-Off meeting.
- 7.3 CLIENT will designate the employees who will receive training on the GIS program and will ensure they are present for the One (1) day remote training session provided by the COMPANY. Additional or Subsequent training requests are considered supplemental services.
- 7.4 CLIENT will be responsible for any and all costs associated with obtaining GIS data from 3<sup>rd</sup> parties for the purpose of integrating into the GIS program developed by the COMPANY.
- 7.5 CLIENT shall, at the request of the COMPANY, uncover and provide access to features documented in the report provided by the COMPANY within 90 days of notification by the COMPANY. In the event the CLIENT does not uncover or make accessible those features within 90 days of notification by the COMPANY, the COMPANY reserves the right to treat additional field work as it pertains to the features listed in the report provided by the COMPANY, as supplemental services complying with the guidelines in Section 5 of this agreement. COMPANY reserves the right to adjust the final deliverable date as defined in Section 4 in accordance with any delays on the part of the CLIENT in excess of 90 days.
- 7.6 CLIENT will be responsible for completing and returning draft and check plot maps to the COMPANY within 45 days of receipt. COMPANY reserves the right to adjust the final deliverable date as defined in Section 4 in accordance with any delays on the part of the CLIENT in returning draft and check plot maps to the COMPANY.
- 7.7 CLIENT will be responsible for hardware and software updates and set-up to CLIENT-end personal computers, tablets, and smart phones as COMPANY'S maintenance and development responsibilities to the CLIENT only apply to server-end (COMPANY-end) software and systems. CLIENT responsibilities include making necessary web browser updates and general device maintenance to maximize the performance of the CLIENT'S web-based GIS program.

- 7.8 CLIENT designates the Public Works Director as the internal staff member who will serve as the main project contact for the COMPANY, oversee and accept the completed work by the COMPANY for the CLIENT as work proceeds and is completed under this AGREEMENT.

#### **SECTION EIGHT – COMPANY PERSONNEL AND RESPONSIBILITIES**

- 8.1 The COMPANY shall use competent employees in the performance of this contract. All employees must have sufficient skill and experience to properly perform the work assigned.
- 8.2 COMPANY Employees with the responsibility of carrying out highly technical portions of this contract shall have sufficient education, training or experience in such work to perform it properly and satisfactorily in the manner outlined in these specifications.
- 8.3 It is understood and agreed that all personnel, except as provided elsewhere in this agreement, shall be employees of the COMPANY. It is understood and agreed that the CLIENT may require the COMPANY to remove from the project any person the CLIENT considers being incompetent or negligent in the performance of his or her duties or who is guilty of misconduct, and such person shall not be re-employed on the project.
- 8.4 The COMPANY assigns Ethan Herbek, as the project manager for this project. The project manager will administer the scope of services as defined in ATTACHMENT A, schedule the installation of the GIS for the CLIENT, confirm that the utility GIS mapping system is operational, and provide onsite training.

#### **SECTION NINE - TERMINATION OF CONTRACT**

- 9.1 If, for any reason, the COMPANY shall fail to fulfill its obligation in a timely and proper manner under this contract, or, if the COMPANY shall violate any of the covenants, agreements, or stipulations of this contract, or, if a petition in bankruptcy or for reorganization under the Bankruptcy Code is filed by or against the COMPANY, or an order is entered adjudicating the COMPANY bankrupt or insolvent, or a trustee, receiver or custodian is appointed for the COMPANY, or an assignment for the benefit of creditors of the COMPANY is made, the CLIENT shall thereupon have the right to terminate this agreement on ten (10) days written notice by the CLIENT.

#### **SECTION TEN - CONTRACT AMENDMENTS OR ADDITIONS**

- 10.1 No amendments or additions shall be made to these technical specifications without a written and signed agreement by both the CLIENT and the principal or principals of the COMPANY under this AGREEMENT.
- 10.2 Troy Hayes, President, Matt Sorensen, VP and Kirk Larson, VP are the appointed individuals with the COMPANY that have the authority to make amendments or additions to the AGREEMENT.
- 10.3 The Public Works Director will oversee and accept the completed work by the COMPANY for the CLIENT as work proceeds under this AGREEMENT.

**MIDLAND GIS SOLUTIONS AND WEST BRANCH, IOWA PROFESSIONAL SERVICE  
AGREEMENT**

**This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. The effective date of the AGREEMENT shall be the last date entered below.**

**THE CITY OF WEST BRANCH, IOWA**

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

Printed/Typed Name: \_\_\_\_\_

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

Attest: \_\_\_\_\_

**MIDLAND GIS SOLUTIONS**



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

Printed/Typed Name: Kirk Larson

Title: Senior Vice President Date: December 8, 2017

## **ATTACHMENT A – SCOPE OF SERVICES**

*To be provided by MIDLAND GIS SOLUTIONS, LLC.*

*For the City of West Branch, Iowa*

*Incorporated into the Professional Services Agreement Submitted December 8, 2017*

### **KICK-OFF MEETING**

Midland GIS Solutions will provide a half (1/2) day "Kick-off" meeting and Geodatabase Design Workshop for The City of West Branch. The Project Manager from Midland GIS Solutions will come onsite for this meeting. The Kick-off meeting is essential to developing open communication with the client and will help establish Midland GIS Solutions' guidelines and procedures for coordinating with The City of West Branch staff. The following important topics will be discussed and/or determined at the Kick-off meeting.

### **COLLECT EXISTING DATA**

If not previously received, Midland GIS Solutions will acquire copies of available, relevant GIS data, AutoCAD drawings, hard copy utility maps, as-built information, and historical utility drawings from The City of West Branch for use as reference during the project.

### **SAFETY AND PROCEDURES**

Midland GIS will review safety and field procedures with staff during the Kick-off meeting to ensure the safety of not only our staff and The City of West Branch staff, but the citizens of West Branch as well. Midland GIS follows a strict safety and procedures manual and also requires all field staff to attend OSHA safety classes to obtain confined space certification. All Midland GIS employees are required to attend internal quarterly safety meetings to review procedures and concerns.

At all times, field staff will be wearing the required Class II traffic safety vests and all field vehicles will be clearly marked with company information and have the required safety lights for operation while in public right-of-way. All GPS field personnel have acquired OSHA training for "Traffic Control for Field Engineering & Surveyors". Proper traffic control signage will be utilized when necessary while operating in public right-of-way. If required, due to traffic concerns, Midland GIS will operate during non-peak hours to obtain field locates and inspections. If Midland GIS staff has concerns about their safety, the appropriate staff at the city or local law enforcement will be contacted.

### **GEODATABASE DESIGN**

Midland GIS will work with The City of West Branch staff to design a utility geodatabase model to meet the Utility's current and future utility asset management needs, as well as identify and define the logical structure for the geodatabase model. When creating the overall design of the geodatabase for The City of West Branch, Midland GIS Solutions will take into consideration the best model and structure to meet the needs of the Utility. The geodatabase will also be based on Midland's previous models, the published Esri utility model and future GIS needs, as identified by the city.

### **DIGITAL AERIAL PHOTOGRAPHY INTEGRATION**

Midland GIS Solutions will integrate available digital aerial photography of the entire project area (the City of West Branch), as provided by the city into the GIS program. The raster datasets created will be viewed as a continuous, seamless image across the entire project area.

After the datasets are created, the aerial photography will be adjusted for color and contrast to meet specifications set by the city. Midland GIS Solutions will provide Quality Assurance and Quality Control (QA/QC) on the provided aerial photography. This process will involve "heads-up" on-screen visual inspection of the photography by trained

*Attachment A - Midland IS Solutions Scope of Services*

GIS Specialists: Midland GIS Solutions will immediately notify city staff if any visual banding, warping, gaps, or distortions are discovered. Unless otherwise requested by the City of West Branch, Midland GIS Solutions will not be performing any additional field ground control checks in relation to the spatial accuracy of the aerial photography.

## **INCORPORATE COUNTY GIS DATA LAYERS**

Midland GIS Solutions will incorporate all available cadastral map data layers from Johnson County into the GIS program. The City of West Branch is responsible for any cost associated with acquiring the GIS data from Johnson County. Incorporating these data layers will establish a base map for the Utility's GIS program, minimizing time and cost associated with independently developing this data to integrate into the GIS program.

## **GPS METHODOLOGY**

Midland GIS Solutions will utilize Real-Time Kinematic (RTK) GPS methods to locate the water and sanitary sewer utility features contained in the defined project limits. This technology will result in centimeter-level accuracy (+/- 2 cm) of GPS positions. Captured features through GPS surveys will include all features and attributes designated by during the Kick-Off Meeting, or planning phase of the project.

After thorough investigation by Midland GIS field staff, a report containing all utility features to be located that were not found, or determined to be inaccessible, will be submitted to the city. Midland GIS will work with city staff to schedule GPS locates for these utility features during the clean-up phase of the project.

GPS surveys will be referenced to the Iowa State Plane Coordinate System to allow for direct insertion into the GIS program developed. Horizontal (x, y) coordinates will be obtained in the field for water, sanitary sewer and electric utility features. Vertical (z) elevations will be obtained for water and sewer utility features.

## **WATER NETWORK GPS DATA COLLECTION**

Midland GIS will GPS field locate the following utility features for the water network within the project limits:

Hydrants  
Valves  
Hydrant Valves

Any water features that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods. All data will be coded as to the method of collection utilized.

Meters are not including in the scope of work for this agreement.

## **SANITARY SEWER GPS FIELD DATA COLLECTION**

Midland GIS Solutions will GPS locate all features associated with The City of West Branch's sanitary sewer main system. Typical features that are collected during this phase of the project include:

Manholes  
Lift Stations  
Force Main Valves  
Lamp Holes (if present)  
Pre-Located Force Main Locations

In the event that city staff is unable to identify the approximate location of the force main, as-built drawings will be utilized to retrace the location of the force main line. If The City of West Branch's staff is unable to locate portions of

*Attachment A - Midland IS Solutions Scope of Services*

the gravity main system during the cleanup phase, Midland GIS will COGO as-built drawings into the GIS. This data will be loaded into the GPS controller and will be used to navigate to the approximate locations of the lost/buried manholes.

**DATA COLLECTION SPECIFICATIONS:**

- For consistency purposes, the north rim of the manhole will be located during the project.
- Midland GIS will mark each manhole with survey marking paint after each manhole has been identified.
- Manholes that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods (total station or level rod). All data will be coded as to the method of collection.

**SANITARY SEWER FIELD ATTRIBUTE COLLECTION**

Midland GIS will perform top-side manhole field inspections to collect manhole attribute data during this phase of the project. Any manholes that require further assistance in opening or to gather attribute data will be noted and Midland GIS will work with the City of West Branch staff to gain access to those identified manholes. The sanitary sewer features to be collected will be defined in the Kick-Off meeting. Manholes will be opened, inspected and attribute data will be collected.

Midland will obtain invert elevations for all incoming and outgoing mainlines, manhole depth and pipe size utilizing traditional survey measurement methods. This information will be collected by measuring down from the north rim location where the GPS elevation was acquired. Flow direction will be noted during the field inspection process. If during the inspection process Midland GIS discovers any manholes that need immediate attention (back-ups, cave-ins, major obstructions and overflows), the appropriate staff at The City of West Branch will be immediately contacted. All field data will be predefined during the Kick-off meeting to ensure accurate and consistent attribute collection. Field staff will run the custom application on the GPS data collector to allow for quick and easy identification and navigation of the manholes.

**TYPICAL FEATURES TO BE COLLECTED, BUT NOT LIMITED TO:**

<i>Northing, Easting</i>	<i>Pipe size</i>	<i>Pipe material</i>
<i>Rim elevation</i>	<i>Location</i>	<i>Condition rating</i>
<i>Manhole depth</i>	<i>Grade</i>	<i>Evidence of infiltration</i>
<i>Invert elevation</i>	<i>Lined Y/N</i>	<i>Drop type</i>
<i>Manhole material</i>	<i>Access type</i>	<i>Drop depth</i>
<i>Manhole type</i>	<i>Buried (Y/N)</i>	
<i>Pipe type</i>	<i>Depth buried</i>	

## **GIS FEATURE CREATION**

Midland GIS Solutions will develop an Esri ArcGIS Desktop 10.x geodatabase file for the water and sanitary sewer networks for The City of West Branch. Unique feature class data layers will be created for the layers that are defined during the Geodatabase Design Workshop portion of the project.

Custom domains (pre-defined menus) will be built for each layer during the Geodatabase Design Workshop. These custom domains will be added to Midland GIS Solutions' custom field inspection application to ensure that field staff will collect clean and consistent data throughout the utility survey project. These domains will also be utilized by The City of West Branch staff for future management of the geodatabase to help simplify the editing and data management.

Water distribution mains will be developed by combining exact GPS locations of above ground features with as-built and AutoCAD drawings to determine the best representation of The City of West Branch's water distribution network. Individual water main segments will have diameter and material attributes associated with them. All lines will be checked in a quality assurance process to ensure a clean network. Additionally, Midland GIS will integrate a valve isolation tool into the web-based GIS platform.

Sanitary sewer line segments will be created utilizing custom, in-house editing tools developed by the Midland GIS development team. These tools will incorporate inspection data collected by field staff and will auto-generate sanitary sewer water line segments illustrating flow direction, slope and exact length measurements. Quality assurance warnings have been built into these tools to verify positive slopes and to check for inconsistencies with pipe material and diameter.

## **QUALITY ASSURANCE & QUALITY CONTROL**

In order to ensure GPS accuracy, data development precision and successful database integration, Midland GIS Solutions employs strict standards in order to manage GPS data collection and GIS development. Working in conjunction The City of West Branch's staff, Midland GIS staff will communicate transparently, track changes and documentation from the check plot reviews, and set target dates to minimize delays in response time and in accessing utility features. The following process is utilized for quality control:

- Custom QA/QC ArcGIS tools
- "Heads-up" QA/QC against base data or aerial photography
- Digital and hard copy checks against field notes and as-built drawings and maps provided by the utility
- 5% redundancy check of all GPS collected data – verification that accuracy tolerance is being met
- Printed check plots for review by The City of West Branch staff – check in and out dates are recorded so both parties know where the change and review process is at
- Assurance that end product shows complete connectivity

## **WEB-BASED GIS IMPLEMENTATION**

Midland GIS will implement Integrity™, a web-based mobile GIS service built on Esri and Geocortex® technology. When implemented, the city will be able access mapping data on any internet connected computer or mobile device. Integrity will provide the City of West Branch with a variety of useful tools and features, which include production quality reports, advanced search and query functionality, and enhanced security. Users will have the ability to print large-format, high-resolution maps with data and mark-up using pre-defined print templates.

Integrity has built-in tools for measuring distances and areas, mark-up tools to draw shapes and add text or labels, and a tool to create buffer zones from a selection. Images, PDF documents, and any other media or hard copy maps can be linked to features mapped in the GIS program.

*Core functionality for this desktop and mobile web-based GIS tool includes, but is not limited to the following:*

<b>Asset Management</b>	<b>Coordinate Imports and Usage</b>
<b>Mailing Labels</b>	<b>Unlimited User Logins</b>
<b>Buffer Tools</b>	<b>HTML5 Cross Platform Mobile Functionality</b>
<b>Layers Menu</b>	<b>External and Internal Map Services</b>
<b>Query and Filter</b>	<b>Online Help and Tutorials</b>
<b>Editing</b>	<b>Reporting</b>
<b>Navigation</b>	<b>Administrative Tools and Security</b>
<b>Bookmarks</b>	<b>Data Backup</b>
<b>Measure Tools</b>	<b>Map Tips</b>

## **WEB PAGE DOMAIN NAME REGISTRATION**

Midland GIS Solutions will register an SSL domain name for the GIS website through GoDaddy.com. [SSL stands for Secure Sockets Layer and is the industry standard in security technology for establishing an encoded link between a web server and a browser to ensure that all data that passes between the server and browser remains private and protected.] The suggested web domain will be: <https://WestBranch.integritygis.com>. Midland GIS Solutions will route the DNS (Domain Name Service) numbers to our dedicated web servers. Midland GIS Solutions will test the domain name once transferred to our web server for quality control purposes.

## **GIS WEBSITE DESIGN AND DEVELOPMENT**

Midland GIS Solutions will setup a customized Integrity™ HTML5 GIS website for the City of West Branch. The HTML5 GIS website will allow the Utility to access the website via any internet-connected device with browser capability. The following data will be integrated with the web-based GIS program for The City of West Branch;

- All GIS data that Midland GIS Solutions creates for the city
- Any existing "GIS ready" shapefile data as provided by the city
- Third party "GIS ready" shapefile data provided by or on behalf of the city
- Integrity™ web GIS platform with PCS Software Platform

## **TRAINING & SUPPORT**

After all GPS and GIS data developed for The City of West Branch has been finalized and approved, Midland GIS Solutions will provide a one (1) day remote comprehensive training for the City of West Branch staff as part of the GIS project. Training needs to be schedule in order to accommodate the users who will be operating the web-based GIS system. To aid in user operation post-training, Midland GIS Solutions provides access to comprehensive help menus and video tutorials available online. Additionally, Midland can provide subsequent onsite and remote training as a supplemental service.

*Attachment A - Midland IS Solutions Scope of Services*

### **GIS WEBSITE HOSTING**

Midland GIS Solutions will host the GIS website and GIS data on a Dell PowerEdge R710 web server. Midland GIS Solutions will set up a scheduled batch program that will automatically copy updated GIS data from The City of West Branch's GIS service to our secured ftp server on a weekly basis.

Midland GIS Solutions maintains a secured, climate controlled server room with a dedicated fifty (50) MB upload and fifty (50) MB download speed fiber Ethernet connection. The server room is connected to a gas-powered generator to keep the web servers up and running in case of a power outage. In addition, Midland GIS Solutions provides a failover backup service for the GIS website, in the result of a catastrophic event to our web servers.

Midland GIS Solutions will provide contact both by phone and email for the city to utilize for assistance in regards to the web-based GIS program. As part of the annual hosting service, Midland GIS will support and maintain the functionality of the site and Midland server-side accessibility, ensuring that the site is functioning in proper order.

Included in the annual Website Hosting, Midland GIS Solutions will provide 10 hours annually of technical support and maintenance. This includes changes to the website, layer upgrades or symbology changes, additional training to staff, data creation, general user assistance in operating the website.

### **FINAL DELIVERABLES**

After city staff has reviewed and approved all GPS located and attributed data, Midland GIS Solutions will present a full set of deliverables. All collected and mapped utility data will be uploaded into geodatabase developed for West Branch. The Deliverables which are both electronic and physical include the following:

- ESRI ARCGIS 10.x Geodatabase containing datasets for water and sanitary sewer utilities
- Scanned and hyperlinked water maps
- ESRI Map Documents (.mxd)
- 11x17 Truck book map documents for each utility
- 36x36 100 scale map documents for each utility
- Two (2) Sets of bound 11x17 truck book maps for each utility
- One (1) Full System 42" high glass wall map for each utility
- Integrity™ Web-based HTML5 GIS program
- One (1) day of remote training for The City of West Branch Staff
- On-Going Web-based GIS program support and hosting

*"Turning Vision Into Reality is our Business"*

## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	April 16, 2018
<b>AGENDA ITEM:</b>	Discussion Item: Proposal to remove sidewalks and replace with sod at Heritage Square Park.
<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>	Roger Laughlin, Mayor
<b>DATE:</b>	April 12, 2018

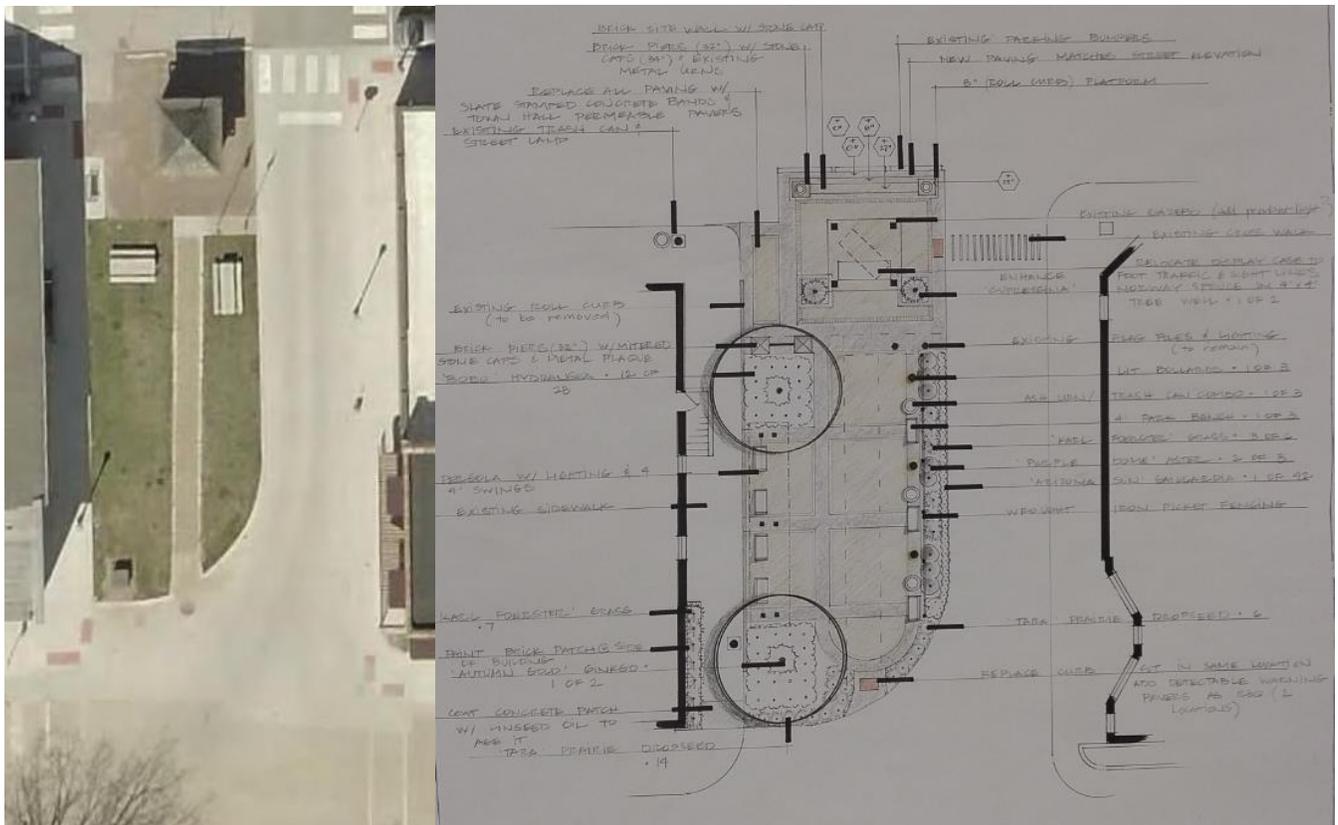
### BACKGROUND:

This project has stalled in the past due to lack of direction, consensus, and budgeting. This project pre-dates the current administration, but based on initial staff research we founded the attached concept drawings and we understand that detailed drawing by V&K engineering may exist.



<b>STAFF RECOMMENDATION:</b>	None – Seek Direction
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision Into Reality is our Business"*



*"Turning Vision Into Reality is our Business"*