



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY, AUGUST 20, 2018 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.

Mayor	Roger Laughlin	mayor@westbranchiowa.org
Mayor Pro Tem	Colton Miller	mcolton@rocketmail.com
Council Member	Jordan Ellyson	Jordanellyson@gmail.com
Council Member	Brian Pierce	brianapierce@outlook.com
Council Member	Jodee Stoolman	j.stoolmanwbcc@yahoo.com
Council Member	Nick Goodweiler	nickgoodweilerwbcc@gmail.com
City Administrator	Redmond Jones II	rionesii@westbranchiowa.org
City Attorney	Kevin Olson	kevinolsonlaw@gmail.com
Deputy City Clerk	Leslie Brick	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. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

C. Roll Call

D. Guest Speaker, Presentations and Proclamations

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

"Turning Vision Into Reality is our Business"

1. **Motion to Approve** Meeting Minutes for City Council Meeting August 6, 2018.
2. **Motion to Approve** Street Closure for an Annual Neighborhood Block Party on the 200 block of North 5th Street (Merle Eggert requesting).
3. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Resolution 1731** – A Resolution Setting a Date for Consultation and a Public Hearing on the Amended and Restated West Branch Urban Renewal Plan.
2. **Resolution 1733** – A Resolution Approving Cedar’s Edge Club House and Event Center Site Plan.
3. **Resolution 1732** – A Resolution Granting Conditional Approval of the preliminary plat to Part 4 of the Meadows Subdivision on the west side of West Branch.
4. **Discussion Item:** Comp Time Policy for the Exempt Employees

H. Reports

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

I. Comments from Mayor and Council Members

J. Adjournment

"Turning Vision Into Reality is our Business"

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

West Branch, Iowa
Council Chambers

City Council Meeting

August 6, 2018
7:00 p.m.

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

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Boy Scouts-Dog Park Sign Project

Boy Scout Josh Heilman spoke to the City Council about installing a sign at the Dog Park. It will be his Eagle Scout project. The project will be located on land owned by Cedar County and managed by the Cedar County Conservation Board. He will receive support from the Conservation Board in the form of mulch, concrete, and trees. He still needs to obtain approval from the Boy Scout Council but hopes to have the project completed by mid-October.

Real Colors Communication

Administrator Redmond Jones spoke to the Council about using the Real Colors personality assessment tool. He explained it was a tool to help understand how to communicate with individuals who are classified as having the various "color" personalities.

PUBLIC COMMENT

There were no public comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting July 23, 2018.

Motion to Approve Street Closures for the West Branch Lions Club and Hoover Presidential Foundation.

Motion to Approve Street Closures for the All Sports Boosters.

Motion to Approve Class C Liquor (LC) (Commercial) with Outdoor Service and Sunday Sales Privileges for Thirsty on 30 Inc. DBA Thirsty on 80; Located at 711 S Downey Street – Pending Dram.

Motion to Approve Claims Report.

EXPENDITURES	8/6/2018	
AERO RENTAL INC	EQUIPMENT RENTAL	225.85
AMAZON	BOOKS AND SUPPLIES	420.20
BAKER & TAYLOR INC.	BOOKS	640.04
BEAN & BEAN	GRAVE OPENINGS	1,630.00
BIBLIONIX	APOLLO SUBSCRIPTION	1,809.10
BROWN'S WEST BRANCH	VEHICLE REPAIR	576.25
CAJ ENTERPRISES INC	HAULING-ROCK & COLD MIX	449.38
CHIEF SUPPLY CORPORATION	UNIFORMS	103.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	134.23
DIAMOND VOGEL PAINTS	STREET PAINT	779.20
EAST CENT INTERGOVT ASN.	GRANT WRITING SERVICES	243.00
EVER-GREEN LANDSCAPE NURSE	PLAYGROUND CHIPS	704.00
HAWKINS INC	SUPPLIES	352.30
HD CLINE COMPANY	REPAIR PARTS	263.09
HOLLYWOOD GRAPHICS	HHTD BANNERS	1,372.00
IOWA DEPARTMENT OF NATURAL	NPDES FEE 7-1-18 TO 6-30-18	210.00
ISWEP	ANNUAL DUES	525.00
JOHN DEERE FINANCIAL	CLOTHING ALLOWANCE	453.94
L. L. PELLING CO. INC	COLD MIX	1,295.40
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,279.94
LOST ISLAND WATER PARK INC	DAY CAMP ACTIVITY	771.30

MATT PARROTT/STOREY KENWORTHY	RECEIPT BOOKS	200.00
OASIS ELECTRIC LLC	HHTD - NEW OUTLET	818.29
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	180.00
RACOM CORPORATION	VEHICLE MAINTENANCE	275.40
SHRED-IT USA	DOCUMENT DESTRUCTION SERVICE	95.90
STATE LIBRARY OF IOWA	DATABASE SUBSCRIPTION FEE	164.32
UNIFORM DEN INC.	UNIFORMS	106.25
USA BLUE BOOK	SUPPLIES	298.67
VEENSTRA & KIMM, INC.	ZONING MAP UPDATES	9,321.69
WEST BRANCH COMMUNITY SCHOOL	GYM RENT MEN'S BASKETBALL	890.00
TOTAL		26,609.74

PAYROLL 7/27/2018 56,435.89

PAID BETWEEN MEETINGS

COPYWORKS	POLICIES & PROCEDURES BOOKS	29.70
RANDY'S CARPETS	CARPET	7,000.00
UPS	SEWER-SHIPPIING	21.82
BODY SOUND LLC	HHTD SOUND & LIGHTS	1,050.00
BRICK, LESLIE	FINANCE TRAINING	223.53
JULIE HIME	VIDEOGRAPHY SERVICES	150.00
HY-VEE	CONCESSION MERCHANDISE	297.68
KNOCHE, REBECCA	VIDEOGRAPHY SERVICES	75.00
UPS	SEWER-SHIPPIING	10.91
US BANK CORPORATE CARD	CONCESSION MDSE, TRAINING	1,149.41
TOTAL		10,008.05

GRAND TOTAL EXPENDITURES 93,053.68

001 GENERAL FUND	35,079.58
022 CIVIC CENTER	43.18
031 LIBRARY	15,442.58
110 ROAD USE TAX	7,139.32
112 TRUST AND AGENCY	13,693.62
310 COLLEGE STREET BRIDGE	3,592.60
600 WATER FUND	7,812.04
610 SEWER FUND	9,139.56
740 STORM WATER UTILITY	1,111.20

GRAND TOTAL 93,053.68

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

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading. Ordinance 756 Amending Chapter 92 – Water Rates Code of Ordinances (sec. 92.05 entitled: “Service Discontinued”). / Move to action.

ORDINANCE NO. 756

AN ORDINANCE AMENDING CHAPTER 92 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Administration has been updating the City’s rates and fees that have remain unchanged for numerous years; and

WHEREAS, the City Administration recommends the following fee increase for water disconnection and service connections,

NOW, THEREFORE, BE IT ORDAINED:

- Amendment. Section 92.05(4) of the Code of Ordinances is hereby deleted in its entirety and replaced with the following:
“4. Fees. A fee of fifty dollars (\$50.00) shall be charged before service is restored to a delinquent customer account during normal business hours and a fee of seventy-five dollars (\$75.00) shall be charged before service is restored to a delinquent customer account during non-business hours. No fee will be charged for the usual and customary trips in the regular change of occupancies of properties.”
- Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
- 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.
- Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: July 9, 2018

Second reading: July 23, 2018

Third Reading: August 6, 2018

Roger Laughlin, Mayor

ATTEST:
Gordon Edgar, Deputy City Clerk

Motion by Goodweiler, second by Miller to approve third reading of Ordinance 756. AYES: Goodweiler, Miller, Stoolman, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

Third Reading, Ordinance 757 Amending Chapter 70 – Traffic Code Enforcement Procedures (section 70.30 entitled: “Parking Violations: Alternate”). / Move to action.

ORDINANCE NO. 757

AN ORDINANCE AMENDING CHAPTER 70 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Administration has been updating the City’s rates and fees that have remain unchanged for numerous years; and

WHEREAS, the Police Chief recommends changing the illegal parking in a parking space for persons with disabilities in accordance with state code.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 70.02 of the Code of Ordinances is hereby deleting reference to “one hundred dollars (\$100.00) and replacing it with the words “two hundred dollars (\$200.00).
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
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.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: July 9, 2018
Second reading: July 23, 2018
Third Reading: August 6, 2018

Roger Laughlin, Mayor

ATTEST:

Gordon Edgar, Deputy City Clerk

Motion by Goodweiler, second by Miller to approve third reading of Ordinance 757. AYES: Goodweiler, Miller, Stoolman, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

Third Reading, Ordinance 758 Amending Chapter 80 – Abandoned Vehicles (sec. 80.06 entitled: “Fees for Impoundment”). / Move to action.

ORDINANCE NO. 758

AN ORDINANCE AMENDING CHAPTER 80 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Administration has been updating the City’s rates and fees that have remain unchanged for numerous years; and

WHEREAS, the Police Chief recommends changing the impoundment fees for vehicles to more reflect the actual costs of impoundment.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 80.06 of the Code of Ordinances is hereby deleting reference to “three dollars (\$3.00)” and replacing it with the words “thirty-five dollars (\$35.00).”
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
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.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: July 9, 2018
Second reading: July 23, 2018
Third Reading: August 6, 2018

Roger Laughlin, Mayor

ATTEST:

Gordon Edgar, Deputy City Clerk

Motion by Goodweiler, second by Ellyson to approve third reading of Ordinance 758. AYES: Goodweiler, Ellyson, Miller, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1730 – A Resolution approving Partial Pay Estimate #4 in the amount of \$221,684.85 to Needham Excavating Inc. for the Cubby Park Improvements Project./ Move to action.

Cody Buelt of Fehr Graham spoke about the work completed since the last Council Meeting. Numerous load tickets for the sub-base rock have been received and paid for, fences have been installed around the fields, foul poles and batting cages have been installed. Councilperson Stoolman inquired about the amount the City would be billed for the grading and tree removal work that had been done along the creek. Buelt said he hoped to have those figures by the next Council meeting.

Motion by Ellyson, second by Goodweiler to approve Resolution 1730. AYES: Ellyson, Goodweiler, Miller, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

Discussion Item: Early/initial impressions of Hoover Hometown Days. (A full debrief to come later).
Mayor Laughlin commented that he thought things went well. The city workers did a great job he said. Administrator Jones said he received a lot of positive feedback on the fireworks. The fireworks debris came down outside of the planned zone and that may have been due to the stronger than normal winds we experienced. He also gave kudos to the community for donations exceeding \$20,000 this year which was a record.

Discussion Item: Staff is considering putting out to bid property nuisance cleaning services for severe cases.
Administrator Jones spoke about getting bids from vendors to clean up nuisance properties, rather than use City staff to perform the work. The pros and cons were discussed and the Council agreed the concept is acceptable. Councilperson Miller said he received comments from residents that the city is not doing enough to clean up nuisances. There was discussion on policies and procedures that should be changed to reduce the time period before the city can take action on a nuisance.

CITY ADMINISTRATOR REPORT

Jones reviewed the report he had sent to the Council. It contained pictures of the City's fire truck that is being assembled as well as information on the grants being sought. Cedar County received a Great Places grant and is seeking members to attend meetings in Dubuque. Melissa Russell agreed to represent the City at the Great Places meetings. The Memorandum of Understanding with Jerry Sexton and Erin Vincent has not been signed yet.

CITY ATTORNEY REPORT

Attorney Olson was absent.

STAFF REPORTS

Matt Goodale, Public Works Director, reported that his activities for the past two weeks included: having most of the streets in town cold patched, crack sealing was done on the concrete streets in the west part of town, a lot of clean-up work was done through-out the City prior to HHTD.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

The mayor asked about the status of the downtown Casey's building. He would like to have it torn down. No one present knew the precise status of the pollution testing and mitigation at the location.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:39 p.m.

Roger Laughlin, Mayor

ATTEST:

Gordon R. Edgar, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 20, 2018
AGENDA ITEM:	Motion to Approve Street Closures an Annual Neighborhood Block Party on the 200 block of North 5 th Street (Merle Eggert requesting).
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 16, 2018

BACKGROUND:

(The request)

8/15/18

WE ARE REQUESTING A STREET CLOSURE
 FOR OUR ANNUAL BLOCK PARTY 200
 BLOCK OF NORTH 5th STREET ON
 SEPTEMBER 8th FROM 4-9 PM WE WILL
 ALSO NEED 4 ROAD BARRIERS WITH
 FLASHING LIGHTS.

THANK YOU—
 Merle Eggert



STAFF RECOMMENDATION:	Approve Motion – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 20, 2018
AGENDA ITEM:	Motion to Approve the Claims Report
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	August 16, 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.

STAFF RECOMMENDATION:	Approve Claims Report – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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EXPENDITURES**8/20/2018**

ALLIANT ENERGY	WATER TOWER	9,910.64
BAKER & TAYLOR INC.	BOOKS	276.01
BARRON MOTOR SUPPLY	SUPPLIES	69.60
BP AMOCO	BP AMOCO	892.02
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	54.36
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
CHIEF SUPPLY CORPORATION	UNIFORMS	27.99
CJ COOPER & ASSOCIATES	DRUG TESTING	127.30
CONLEY & JENNA NASH	BLDG INCENTIVE REIMBURSEMENT	1,014.88
CORALVILLE PARK & RECREATI	STAGE RENTAL & REMOVAL	925.00
DEWEYS JACK & JILL	SUPPLIES	63.90
EAST CENT INTERGOVT ASN.	GRANT WRITING SERVICE	40.50
FEHR GRAHAM	308 CONS SERVICE	6,767.75
FELD FIRE EQUIPMENT CO. IN	EQUIPMENT REPAIRS	600.00
GATEWAY HOTEL & CONFERENCE	LODGING	389.76
HD CLINE COMPANY	REPAIR PARTS	77.58
HDS WHITE CAP CONSTRUCTION	SAFETY SUPPLIES	357.09
HEIMAN FIRE EQUIPMENT	EQUIPMENT	8,575.00
HOTSY CLEANING SYSTEMS	SUPPLIES	500.00
IMWCA	IMWCA	2,024.00
JAB INK GRAFIX & DESIGNS	UNIFORMS	38.50
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	155.30
MARK E ADAMS	BLDG INCENTIVE REIMBURSEMENT	619.14
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	221,684.85
PARKSIDE SERVICE	VEHICLE MAINTENANCE	1,196.00
PITNEY BOWES PURCHASE POWE	POSTAGE	1,003.50
PYRAMID SERVICES INC.	REPAIR PARTS	410.78
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	651.00
QUAD CITY SAFETY INC	OXYGEN EQUIPMENT	379.00
QUILL CORP	SUPPLIES	47.19
STATE HYGIENIC LAB	LAB ANALYSIS	151.00
US BANK CORPORATE CARD	EQUIP, CAMP ACTIVITIES, SUPPLI	6,049.11
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
USA BLUE BOOK	SUPPLIES	722.97
WALMART COMMUNITY/RFCSELLC	SUPPLIES	226.28
WEST BRANCH REPAIRS	EQUIPMENT REPAIR	390.00
WEST BRANCH TIMES	LEGAL PUB & ADVERTISING	1,665.94
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,200.00
WEX BANK	WEX BANK	1,572.33

TOTAL 270,990.52**PAYROLL 8/10/2018 45,144.91****PAID BETWEEN MEETINGS**

BARNHART'S CUSTOM SERVICES LLC	HHTD GENERATOR FUEL	174.00
BIG TEN RENTALS	HHTD TENT & CHAIRS	1,219.35
CEDAR VALLEY COOPERATIVE	VEHICLE FUEL	2,062.93
CROELL, INC	GARAGE ENTRANCE REPLACEMENT	206.88

DIAMOND VOGEL PAINTS	STREET PAINT	20.00
REDMOND JONES II	REGISTRATION & MILEAGE	344.07
PORT 'O' JONNY INC	HHTD SERVICE	784.00
RUSSELL, MELISSA	DAY CAMP ACTIVITIES	110.19
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	59.00
YOTTY'S, INC	HHTD GOLF CARTS	1,000.00
HOLIDAY INN DES MOINES AIRPORT	LODGING	201.60
TOTAL		6,182.02
GRAND TOTAL EXPENDITURES		322,317.45
FUND TOTALS		
001 GENERAL FUND		53,688.23
022 CIVIC CENTER		679.99
031 LIBRARY		7,706.33
036 TORT LIABILITY		1,920.41
110 ROAD USE TAX		5,562.48
112 TRUST AND AGENCY		4,907.57
308 PARK IMP - PEDERSEN VALLEY		228,452.60
310 COLLEGE STREET BRIDGE		28.00
600 WATER FUND		10,684.83
610 SEWER FUND		8,687.01
GRAND TOTAL		322,317.45

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	CHIEF SUPPLY CORPORATION WEX BANK BROWN'S WEST BRANCH JAB INK GRAFIX & DESIGNS ALLIANT ENERGY	UNIFORMS VEHICLE FUEL VEHICLE MAINTENANCE UNIFORMS SERVICES	27.99 965.00 54.36 38.50 220.37
		TOTAL:		1,306.22
FIRE OPERATION	GENERAL FUND	HEINMAN FIRE EQUIPMENT BP AMOCO WEST BRANCH REPAIRS FELD FIRE EQUIPMENT CO. INC ALLIANT ENERGY CJ COOPER & ASSOCIATES BARRON MOTOR SUPPLY COAD CITY SAFETY INC	EQUIPMENT FUEL EQUIPMENT REPAIR EQUIPMENT REPAIR EQUIPMENT REPAIRS SERVICES DRUG TESTING SUPPLIES OXYGEN EQUIPMENT OXYGEN EQUIPMENT	8,575.00 115.72 160.00 230.00 600.00 661.10 127.30 34.78 189.50 189.50
		TOTAL:		10,882.90
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C. ALLIANT ENERGY	SIREM & GREENVIEW SERVICES SERVICES	155.30 2,127.18 143.08
		TOTAL:		2,425.56
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL US BANK CORPORATE CARD ALLIANT ENERGY	SUPPLIES EQUIP, CAMP ACTIVITIES, SU EQUIP, CAMP ACTIVITIES, SU EQUIP, CAMP ACTIVITIES, SU LIGHTS LIONS FIELD LIGHTS 219 R GREEN SERVICES	63.90 577.11 1,559.68 2,424.82 24.58 10.24 67.53
		TOTAL:		4,727.86
CEMETERY	GENERAL FUND	BP AMOCO HD CLINE COMPANY PYRAMID SERVICES INC. WEX BANK	FUEL REPAIR PARTS REPAIR PARTS VEHICLE FUEL	491.99 77.58 410.78 326.05
		TOTAL:		1,306.40
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES US BANK CORPORATE CARD CORALVILLE PARK & RECREATION DEPT ALLIANT ENERGY	LEGAL. PUB & ADVERTISING EQUIP, CAMP ACTIVITIES, SU STAGE RENTAL & REMOVAL MHTD UTILITIES	845.00 358.79 925.00 17.49
		TOTAL:		2,146.28
ECONOMIC DEVELOPMENT	GENERAL FUND	EAST CENT INTERGOVT ASN. WEST BRANCH TIMES MARK R ADAMS CONLEY & JENNA NASH	GRANT WRITING SERVICE LEGAL PUB & ADVERTISING BLDG INCENTIVE REIMBURSEME BLDG INCENTIVE REIMBURSEME	40.50 150.00 619.14 1,014.88
		TOTAL:		1,824.52
CLERK & TREASURER	GENERAL FUND	US BANK CORPORATE CARD FITNEY BOWES PURCHASE POWER ALLIANT ENERGY GATEWAY HOTEL & CONFERENCE CENTER	EQUIP, CAMP ACTIVITIES, SU REPLENISH POSTAGE SERVICES LODGING	488.96 166.00 295.85 389.76
		TOTAL:		1,340.57

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUB & ADVERTISING	670.94
			TOTAL:	670.94
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	473.11
			TOTAL:	473.11
LIBRARY	LIBRARY	WALMART COMMUNITY/RFC/LLC	SUPPLIES	6.12
			SUPPLIES	105.44
			SUPPLIES	114.72
			SUPPLIES	47.19
		QUILL CORP	BOOKS	276.01
		BAKER & TAYLOR INC.	EQUIP, CAMP ACTIVITIES, SO	275.00
		US BANK CORPORATE CARD	EQUIP, CAMP ACTIVITIES, SO	364.75
		PITNEY BOWES PURCHASE POWER	REFLENISH POSTAGE	503.50
		ALLIANT ENERGY	SERVICES	756.34
		US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
			TOTAL:	2,555.32
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	531.47
			TOTAL:	531.47
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	699.34
			TOTAL:	699.34
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - SEWER	12.43
			TOTAL:	12.43
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	402.27
			TOTAL:	402.27
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	20.57
			TOTAL:	20.57
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	166.16
			TOTAL:	166.16
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	35.46
			TOTAL:	35.46
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	52.71
			TOTAL:	52.71
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	VEHICLE MAINTENANCE	1,196.00
		BP AMOCO	FUEL	94.77
		WEX BANK	VEHICLE FUEL	92.82
		ALLIANT ENERGY	SERVICES	34.26
		BARON MOTOR SUPPLY	SUPPLIES	34.82
		HOTSY CLEANING SYSTEMS	SUPPLIES	500.00
			TOTAL:	1,952.67
INVALID DEPARTMENT	PARK IMP - PEDERSE FHRR GRAHAM		308 CONS SERVICE	5,744.25
			308 PV PARK ADDITIONAL SER	1,023.50
			308 PV PARK CONST	221,684.85
			TOTAL:	7,049.60
			NEEDHAM EXCAVATING, INC.	

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	228,452.60
INVALID DEPARTMENT	COLLEGE STREET BRI	CEDAR COUNTY RECORDER	RECORDING FEES	28.00
			TOTAL:	28.00
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	151.00
		BP AMOCO	FUEL	94.77
		INWCA	WORK COMP - WATER	84.95
		WEX BANK	VEHICLE FUEL	92.82
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	WATER TOWER	96.77
			SERVICES	2,615.73
		WESTRUM LEAK DETECTION INC.	LEAK DETECTION SURVEY	1,200.00
		USA BLUE BOOK	SUPPLIES	722.97
			TOTAL:	5,226.01
SEWER OPERATING	SEWER FUND	BP AMOCO	FUEL	94.77
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	651.00
		INWCA	WORK COMP - SEWER	18.64
		WEX BANK	VEHICLE FUEL	95.64
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	2,267.01
		HDS WHITE CAP CONSTRUCTION SUPPLY	SAFETY SUPPLIES	357.09
			TOTAL:	3,651.15

----- FUND TOTALS -----
001 GENERAL FUND 26,731.25
022 CIVIC CENTER 473.11

GRAND TOTAL: 270,990.52

TOTAL PAGES: 3

REVENUE-FISCAL YEAR 2019

FUND	JULY
001 GENERAL FUND	24,909.95
022 CIVIC CENTER	165.44
031 LIBRARY	5,096.66
036 TORT LIABILITY	131.63
110 ROAD USE TAX	22,155.95
112 TRUST & AGENCY	500.72
119 EMERGENCY TAX FUND	74.42
121 LOCAL OPTION SALES TAX	17,420.68
125 TIF	1,249.30
160 REVOLVING LOAN FUND	2,270.00
226 DEBT SERVICE	503.28
301 REAP GRANT PROJECT	17,000.00
308 PARK IMP - PEDERSEN VALLEY	5,000.00
313 MAIN ST SIDEWALK-PHASE 4	3,961.74
500 CEMETERY PERPETUAL FUND	300.48
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	47,257.62
610 SEWER FUND	35,407.92
740 STORM WATER UTILITY	4,568.67
TOTAL	187,974.64



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 20, 2018
AGENDA ITEM:	Resolution 1731 – A Resolution Setting a Date for Consultation and a Public Hearing on the Amended and Restated West Branch Urban Renewal Plan.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	August 16, 2018

BACKGROUND:

Chapter 403 of the Code of Iowa requires a city, prior to approving an amendment to the City’s Urban Renewal Plan that adds properties and/or projects to the plan, to submit the proposed plan to the City’s Planning and Zoning Commission, hold a consultation with affected taxing entities (namely West Branch Community School District and Cedar County) and hold a public hearing.

The Planning and Zoning Commission meeting has already been held. This resolution sets the consultation date and date of public hearing for adoption of the Amended and Restated Urban Renewal Plan to comply with Chapter 403.

If this resolution is passed, we will send copies of the proposed amendments to the school district and county board of supervisors, which will also include notice of the date and time for consultation and the public hearing. We will also publish notice of the public hearing of the September 20th council meeting in the West Branch Times.

STAFF RECOMMENDATION:	Approve the Resolution – Move to Action
------------------------------	---

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision Into Reality is our Business"



MEMORANDUM

TO: Redmond Jones

FROM: Kevin D. Olson

Date: August 16, 2018

RE: Urban Renewal Plan Amendments

Chapter 403 of the Code of Iowa requires a city, prior to approving an amendment to the City's Urban Renewal Plan that adds properties and/or projects to the plan, to submit the proposed plan to the City's Planning and Zoning Commission, hold a consultation with affected taxing entities (namely West Branch Community School District and Cedar County) and hold a public hearing.

The Planning and Zoning Commission meeting has already been held. This resolution sets the consultation date and date of public hearing for adoption of the Amended and Restated Urban Renewal Plan to comply with Chapter 403.

If this resolution is passed, we will send copies of the proposed amendments to the school district and county board of supervisors, which will also include notice of the date and time for consultation and the public hearing. We will also publish notice of the public hearing of the September 20th council meeting in the West Branch Times.

"Turning Vision Into Reality is our Business"

RESOLUTION 1731

RESOLUTION SETTING A DATE FOR CONSULTATION AND A DATE FOR A PUBLIC HEARING ON THE PROPOSED AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL PLAN.

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to prepare Amendment No. 1 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Attorney has prepared said Amendment No. 1 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, Chapter 403 of the Code of Iowa requires prior to passage of an Urban Renewal Plan Amendment, the holding of a consultation among the affected taxing entities and the publication and holding of a public hearing.

NOW, THEREFORE, the City Council of the City of West Branch, Cedar County, Iowa, hereby set a consultation date for Friday, August 31, 2018 at 11:00 a.m. in the Council Chambers at City Hall. Further, the City Clerk is directed that said Notice of Consultation be sent to the affected taxing entities, along with a proposed copy of the Amended and Restated West Branch Urban Renewal Plan.

BE IT FURTHER RESOLVED, that the City Council shall hold a public hearing at 7:00 p.m. on Monday, September 17, 2018 on the proposed Amended and Restated West Branch Urban Renewal Plan. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 20th day of August, 2018.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

"Turning Vision Into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 20, 2018
AGENDA ITEM:	Resolution 1733 – Resolution Approving Cedar’s Edge Club House and Event Center Site Plan.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Brian Boelk, Axiom Consultants, LLC
DATE:	August 16, 2018

BACKGROUND:

Sexton Construction and Little Lights are proposing the construction of a new clubhouse and event center to replace the existing structures recently demolished on the Cedar’s Edge Golf Course property. This project will include remaining demolition of structures and infrastructure, a new clubhouse and event center building, parking lot, and supporting utilities. A new driveway will connect to Johnson Cedar Road, in which a portion of that will be Public Street for the purpose of future residential development and infrastructure. Landscaping, retaining walls, and ADA access are included in the site plan and will be a part of the proposed improvements. Stormwater management will be handled by a proposed retention basin (pond) to the southeast of the proposed clubhouse and events center, directly east of the current pond. This proposed pond will handle Stormwater for the proposed clubhouse and event center as well as future residential development and streets.

A concept plan was previously provided and discussed with P&Z and City Council. The Site Plan has been reviewed by the City Engineer and all comments or discussions items addressed.

STAFF RECOMMENDATION:	Approve Motion – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision Into Reality is our Business"

DRAWINGS FOR PROPOSED IMPROVEMENTS CEDARS EDGE CLUB HOUSE AND EVENT CENTER WEST BRANCH, IOWA

LEGAL DESCRIPTION

A PART OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST OF THE FIFTH MERIDIAN, CEDAR COUNTY, IOWA, DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHEAST CORNER OF SAID AUDITOR'S PARCEL AS AS RECORDED IN BOOK 1, PAGE 12 OF THE RECORDS OFFICE OF CEDAR COUNTY, IOWA, THENCE S87°25'28"E ALONG THE NORTH LINE OF SAID AUDITOR'S PARCEL 31.4 A DISTANCE OF 302.50 FEET; THENCE S20°07'37"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 611.50 FEET; THENCE S89°58'33"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 117.50 FEET; THENCE S31°54'30"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 117.50 FEET; THENCE N17°00'30"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 117.50 FEET; THENCE N64°46'24"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE N49°46'47"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE N85°51'45"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE S07°02'17"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE S87°25'28"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE S07°02'17"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE S87°25'28"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE S07°02'17"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE N67°02'57"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE N67°02'57"E ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 68.88 FEET; THENCE N07°06'25"W ALONG THE EAST SIDE OF FUTURE DEVELOPMENT LOT, A DISTANCE OF 1209.06 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINS 10.56 ACRES, AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

DESIGN STANDARDS AND REFERENCE DRAWINGS

THE PROPOSED IMPROVEMENTS INCLUDED IN THESE DRAWINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH CITY OF WEST BRANCH REQUIREMENTS AND THE IOWA STATEwide URBAN DESIGN AND SPECIFICATIONS (SDUS), LATEST EDITION, UNLESS NOTED OTHERWISE ON THE PLANS.

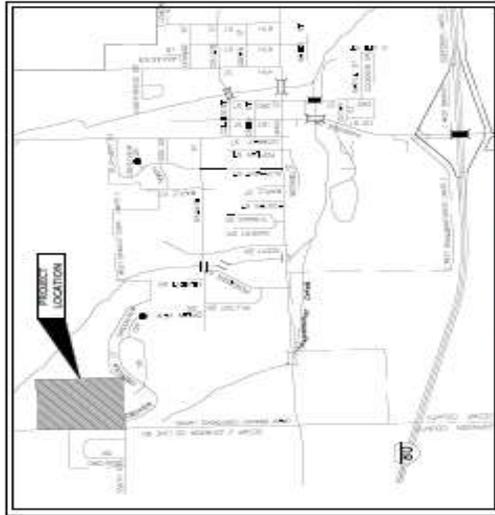
THE FOLLOWING DESIGN EXCEPTIONS ARE REQUIRED:

NOTE

THE FOLLOWING SUDAS FIGURES ARE INCLUDED BY REFERENCE:

FIGURE	TITLE
300.010	TRENCH BEDDING AND BACKFILL ZONES
300.015	FLEXIBLE GRANITY PIPE TRENCH BEDDING
400.001	SANITARY SEWER SERVICE STEB
400.035	SUBORDRANS
400.033	SUBURBAN OUTLETS
500.010	THIRST BLOCKS
500.020	TRACKER SYSTEM
500.030	MINIMUM CLEARANCE BETWEEN WATER SERVICE AND STRUCTURE
600.001	FIRE PROBABLY ASSEMBLY
600.001	CIRCULAR SANITARY SEWER MANHOLE
600.001	CIRCULAR STORM SEWER MANHOLE
600.001	SINGLE OPEN-TOPPED CLUB INTAKE LARGE BOX
600.001	CASTINGS FOR SANITARY ZOWER MANHOLES
600.001	CASTINGS FOR STORM SEWER MANHOLES
900.010	FILTER BERM AND FILTER SOCK
900.010	ROLLED EROSION CONTROL INSTALLATION - CHANNEL
900.010	SET FENCE
900.010	STABILIZED CONSTRUCTION ENTRANCE

CODE	COVER SHEET	CIVIL
0200	GENERAL NOTES	
0300	TOPOGRAPHIC SURVEY AND REMOVAL	
0400	CONVEYANCE AND GRADING PLAN	
0500	CLUB HOUSE SITE & UTILITY PLAN	
0600	CLUB HOUSE GRADING & EROSION CONTROL PLAN	
0700	PAVING PLAN	
0800	STORMWATER POND PLAN	
0900	RETAINING WALL PLAN & PROFILE	
1000	RETAINING WALL PLAN & PROFILE	
1100	CONSTRUCTION DETAILS	
1200	LANDSCAPE	



CITY OF WEST BRANCH, IOWA

APPLICANT INFORMATION

OWNED DEVELOPER:

SEXTON CONSTRUCTION
102 HILTOP CIRCLE
WEST BRANCH, IA 52586

DEVELOPER'S ATTORNEY:

DOUGLAS D. RUPPERT
123 S. MAIN STREET
IOWA CITY, IA 52240

PROJECT INFORMATION

SCOPE OF WORK:

CONSTRUCTION OF A NEW CLUB HOUSE AND EVENT CENTER TO REPLACE THE EXISTING STRUCTURES ON THE CEDARS EDGE GOLF COURSE PROPERTY. PROJECT WILL INCLUDE THE DEMOLITION OF THE EXISTING CLUB HOUSE AND OTHER STRUCTURES, NEW CLUB HOUSE AND EVENT CENTER BUILDING, AND ASSOCIATED INFRASTRUCTURE IMPROVEMENTS.

CONTACT PERSON:

MICHAEL WELCH
ARDM CONSLTANTS, LLC
50 E COURT STREET, UNIT 5
IOWA CITY, IOWA 52240-3833
PHONE: 319-319-0220
mwelch@ardm.com

UTILITY CONTACTS

ALLIANT ENERGY
LADAR BAKER
(319) 286-1515

IOWA COUNTY REC
JONNA NUNDMARKER
(515) 374-1587

NUNDMARKER@IOWACOUNTYREC.COM
IOWA COMMUNICATIONS NETWORK (ICN)
SHANNON MARLOW
(515) 725-4602

SHANNON.MARLOW@IOWA.GOV
CITY OF WEST BRANCH
TACI BUCKALE
(319) 665-5888
WBCT@GMAIL.COM

SITE INFORMATION

PROPOSED PARKING

PERMANENT STANDARD STALLS	227
HANDICAP STALLS	7 (2 VAN ACCESSIBLE)
TOTAL	234

OVERFLOW PARKING

WEST OF PARKING LOT ALONG DRIVEWAY	58
TOTAL	128

TOTAL PERMANENT AND TEMP *

262

LANDSCAPE AND OPEN SPACE

OWNER REQUESTS A WAIVER FROM THE CITY OF WEST BRANCH LANDSCAPE AND OPEN SPACE REQUIREMENTS BASED ON THE NATURE OF THE PROPERTY AND THE NUMBER OF EXISTING TREES AND AMOUNT OF OPEN SPACE ALREADY PRESENT ON SITE.



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

SIGNED: MICHAEL WELCH, P.E.
LICENSE NUMBER: 115295
ISSUE DATE: 12/15/2018
MY LICENSE EXPIRES: 12/31/2023
PAUSE OF SHEETS CONTROLLED BY THE SEAL - ALL SHEETS UNDER NUMBER

PROJECT NUMBER: 18-0013	DATE: AUGUST 8, 2018	PROJECT NAME: CEDARS EDGE CLUB HOUSE AND EVENT CENTER WEST BRANCH
PROJECT LOCATION: WEST BRANCH	DATE: AUGUST 8, 2018	PROJECT NAME: CEDARS EDGE CLUB HOUSE AND EVENT CENTER WEST BRANCH
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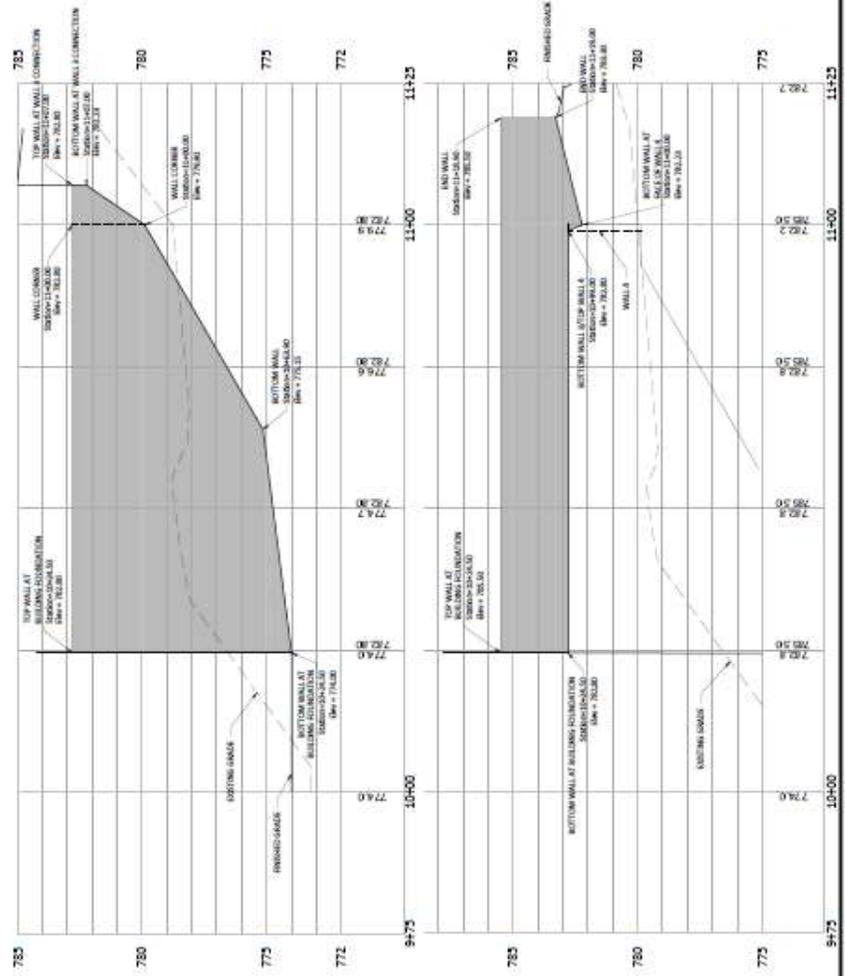
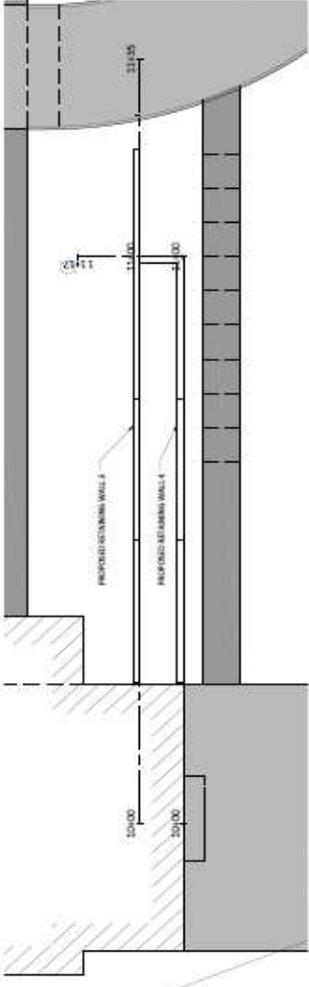
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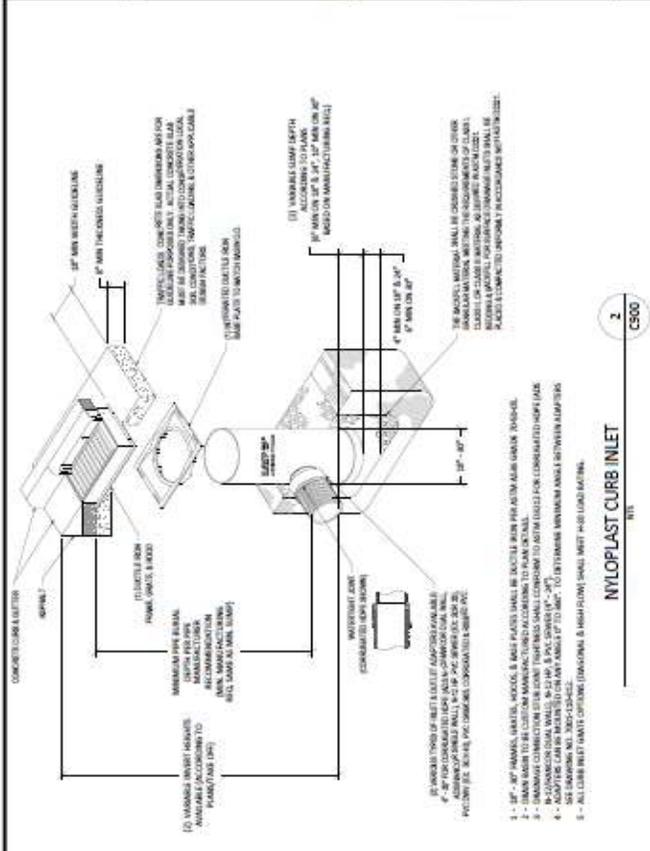
Exhibit A

		DRAWING NO. DATE PROJECT NO. SHEET NO.	NOT FOR CONSTRUCTION AUGUST 8, 2018	WEST BRANCH AND EVENT CENTER CEDARS EDGE CLUB HOUSE	DECKERS 18-0013	SECTION CONSTRUCTION
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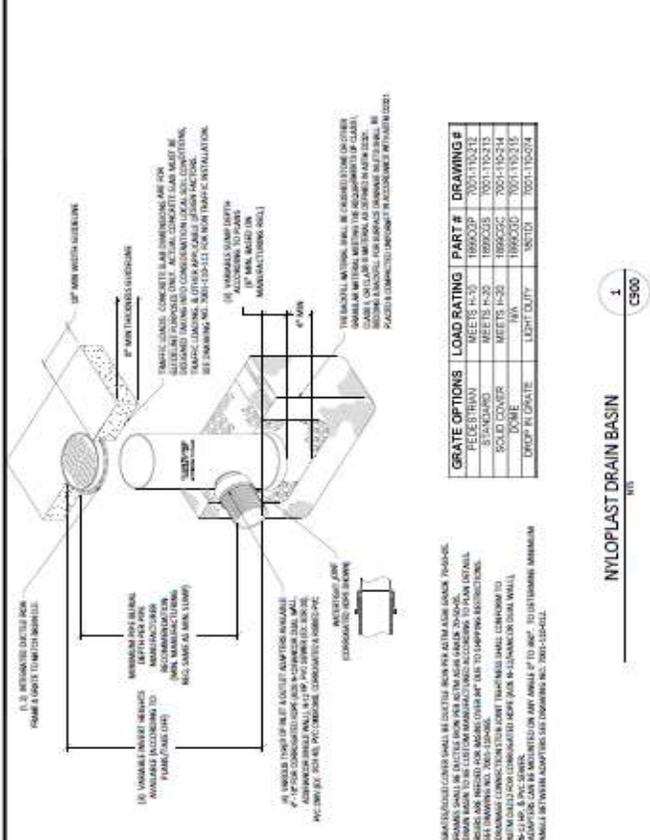


WALL 4

WALL 3



2. NYLOPLAST CURB INLET



1. NYLOPLAST DRAIN BASIN

GRATE OPTIONS	LOAD RATING	PART #	DRAWING #
PEELED OFF	MEETS 14-20	1000020P	1001110-1313
STANDARD	MEETS 14-20	1000020	1001110-1313
SOLID COVER	MEETS 14-20	1000020C	1001110-1314
DOMB	14-20	1000020D	1001110-1315
DROP PLATE	LIGHT DUTY	1000110	1001110-0274

3. NYLOPLAST INLINE DRAIN

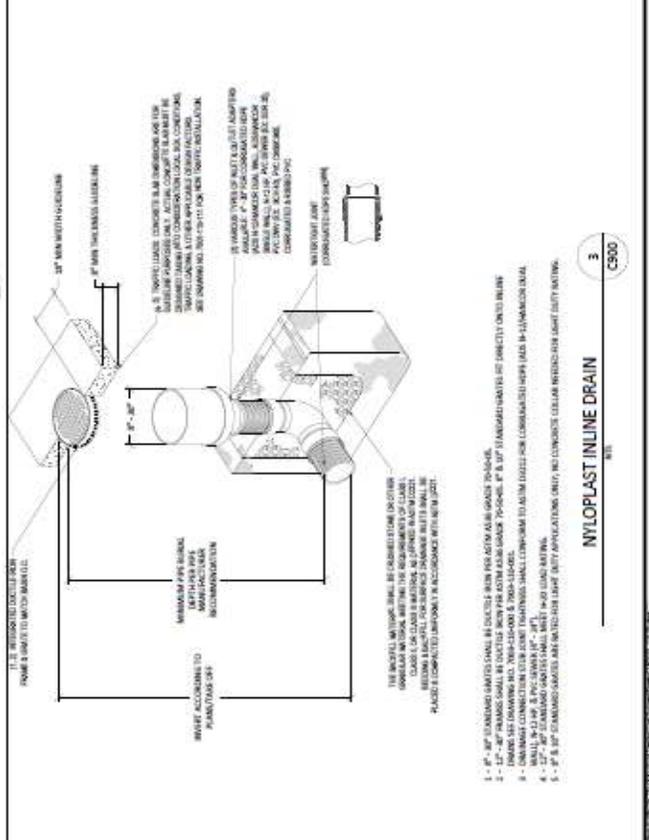
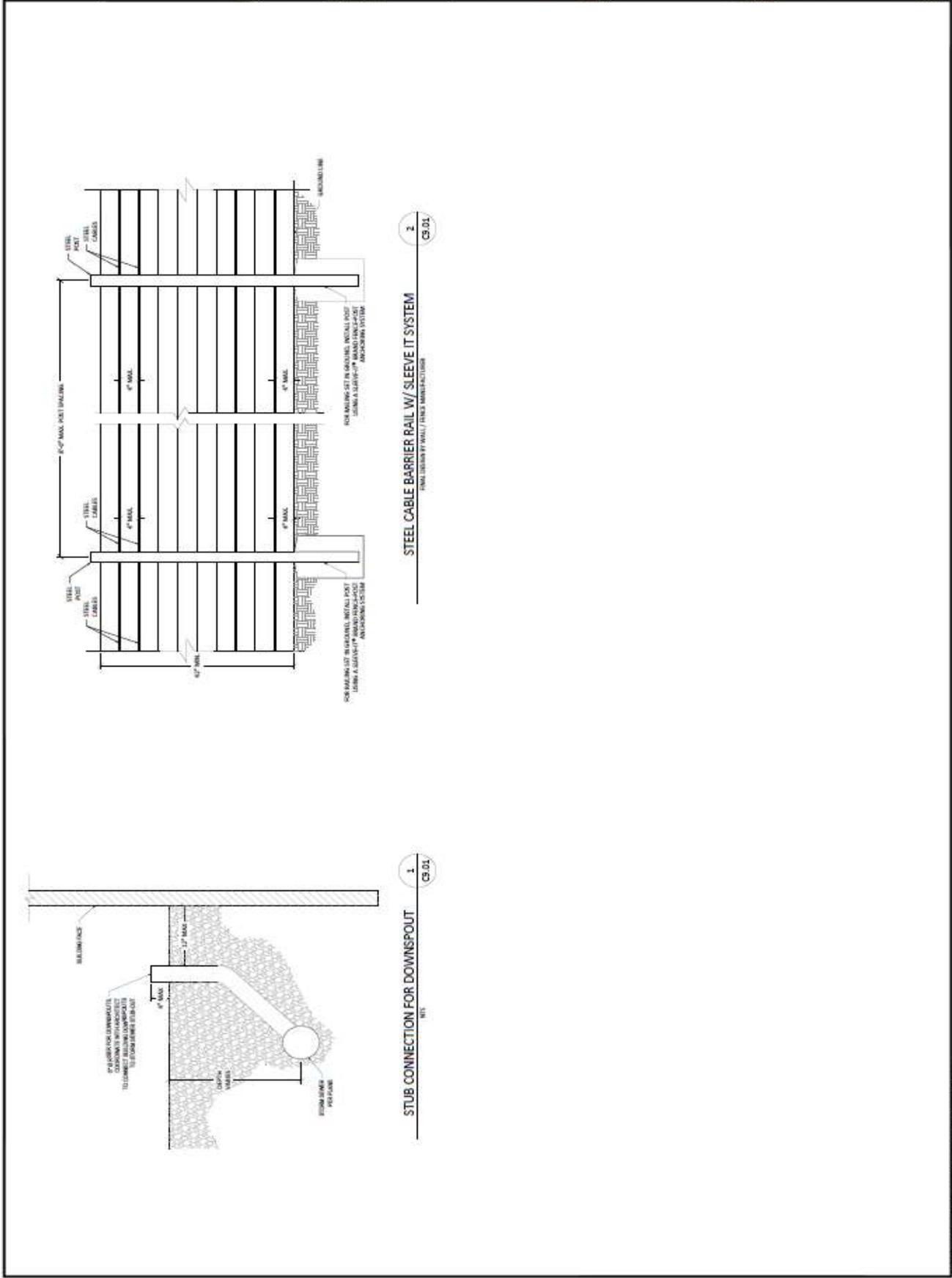


Exhibit A

CONSTRUCTION DETAILS	CEPARS EDGE CLUB HOUSE AND EVENT CENTER WEST BRANCH	SEXTON CONSTRUCTION	AUGUST 8, 2018	FINAL CONTRACTOR PRICING	NOT FOR CONSTRUCTION	11.00.00 4.00	C
09.01	18-0013	DECKER					
09.01	18-0013	DECKER					



DATE	02/28/2018	DESCRIPTION OF CHANGE	DATE
REVISION	02/28/2018	CONTRACTOR COMMENTS	DATE
BY	1.01	REVISION	DATE
BY	1.01	REVISION	DATE
BY	1.01	REVISION	DATE

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RESOLUTION 1733

A RESOLUTION APPROVING CEDAR’S EDGE CLUB HOUSE AND EVENT CENTER SITE PLAN

WHEREAS, the owner(s) of Cedar’s Edge Golf Course has heretofore submitted a proposed Site Plan to construct a club house / event center facility at 19 Greenview Lane in the City of West Branch, Iowa (the “Project”); and

WHEREAS, said Site Plan (See Exhibit A) has heretofore been reviewed by City Staff, including the City Engineer; and

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

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

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

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

* * * * *

Passed and approved this 20th day of August, 2018.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 20, 2018
AGENDA ITEM:	Resolution 1732 – A Resolution Granting Conditional Approval of the Preliminary Plat to Part 4 of the Meadows Subdivision on the west side of West Branch.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	August 17, 2018

BACKGROUND:

KLM Investments, Inc. is proposing to develop Part 4 of The Meadows Subdivision on the west side of West Branch. Parts 1 and 2 have been previously approved and constructed, with the Preliminary Plat for Part 3A and 3B approved as well. Part 4 is broken into Parts 4A and 4B, consisting of a total of a proposed new 57 residential lots. Included in Part 4 is Outlot B, to be used as Stormwater management, open space, and a graded trail. Outlot B is to be dedicated to the City of West Branch, similar to Outlot A in Part 3. This parcel is currently zoned for R-1 Residential. In follow-up to the Preliminary Plat, and as previously discussed with P&Z and City Council, a rezoning application will be submitted to include 18 R-2 Residential lots due to demand and proximity to previously zoned R-2 lots nearby on previously constructed Parts 1 and 2. The Meadows Subdivision Part 4 will also include the removal and replacement of the existing deteriorated City of West Branch sanitary sewer.

A concept plan was previously provided and discussed with P&Z and City Council. In addition, the Preliminary Plat was approved and recommended for approval by City Council on August 14, 2018. The Preliminary Plat has been reviewed by the City Engineer and all comments or discussions items addressed.

STAFF RECOMMENDATION:	Approve the Motion – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1732

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF THE MEADOWS SUBDIVISION, PART 4, A SUBDIVISION TO WEST BRANCH, IA

WHEREAS the owner, KLM Investments LLC, has filed with the City Clerk of the City of West Branch, Iowa, a preliminary plat of the following described real estate situated within the corporate limits of the City of West Branch, Cedar County, Iowa, to-wit:

WHEREAS, see Exhibit A for legal description; and

WHEREAS, said property is owned by the above-named owner; 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 preliminary plat and subdivision located on the above-described property be and the same is hereby approved.

Passed, approved and adopted this 20th day of August, 2018.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 20, 2018
AGENDA ITEM:	Discussion Item: A Compensatory Time (Comp Time) Policy for Exempt Employees (Employees not eligible for overtime).
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 17, 2018

BACKGROUND:

This item is related to the budgetary decision to address soring over-time budget(s) of our department directors. City Council approved moving the city’s department directors away from an hourly pay system (non-exempt), to a salaried pay system (exempt).

Moving department directors into an exempt system created situations where would engage into extra ordinary operation needs and demand for their time, but have no additional benefit of time or pay. Changing from overtime hourly wages to non-overtime salary could create burdens for directors who provide direct services and administrative direction. For this reason, I am proposing a comp time policy that allows for banking hours, but is focused on flexing time to be used for personal time off.

STAFF RECOMMENDATION:	Approve Resolution – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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Proposed West Branch Policy

COMP TIME

The City of West Branch has an established overtime policy for Non-Exempt Employees (overtime-eligible employees). The Compensatory time (Comp Time) policy is only eligible for Exempt Employees (non-overtime eligible employees).

Exempt employees are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of the work performed. Additionally, exempt employees receive their full weekly salary for any week in which any work is performed. All exempt employees will be paid a salary of at least \$455 per week. Comp time can be banked but cannot exceed 240 hours. Banked hours are encouraged to be used in times of slowdowns in business operations. Banked Comp time hours cannot be rolled from one fiscal year to the next, and 30 days prior to the end of a fiscal year exempt employees will be allowed to cash out their banked comp time hours at a rate of one hour for every twelve hours earned (banked).

Employees may request and use comp time off in the same manner as other leave requests. All comp time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain comp time records. All comp time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at the time, and using an hourly exchange rate of one hour for every twelve hours banked.

The City will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that their absence doesn't earn vacation or sick leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid sick leave (for example, a situation where the employee has exhausted all of his paid leave or in a situation where the employee does not earn paid leave).
- The first work week or the very last work week of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted
 - The employee has specifically requested unpaid leave;

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- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the Family and Medical Leave Act (FMLA).
- The City may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, makes deductions from the amounts allowed to be cashed out from comp time banks.

The City of West Branch will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness. Any employee who believes an improper deduction to the weekly salary or a granted comp time request will promptly investigate and if it is determined that an improper deduction has occurred, the employee will be promptly be reimbursed and/or comp time bank adjusted.

Adopted: _____, 2018

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Fairfax, Iowa (*Overtime and Comp Time Policy*)

3.11 Overtime and Compensation:

3.11.1 Overtime Work: You will receive compensation for approved overtime work at the rate of time and one-half your hourly rate for each hour worked over eight (8) hours in a regularly scheduled work day and for each hour worked over forty (40) hours in a work week. Individual departments will distribute overtime work as equitably as possible among employees who do similar work.

3.11.2 Minimum Show-up Time: If you required to report to work after you have left work for the day, before your scheduled work start time, or on a day you are not scheduled to work a regular shift, you will receive a credit of a minimum of three (3) work hours.

3.11.3 Compensatory Time Off: The decision to convert overtime hours to compensatory time off or to be paid overtime pay shall be made by the Mayor or the department supervisor.

Compensatory time off accrued instead of paying overtime shall be accrued at the rate of one and one-half hours for each overtime hour worked. The City of Fairfax does not want employees to accrue more than a current total of 100 hours of compensatory time. After this total has been reached, the employee will be notified to use some of the compensatory hours or be paid out compensatory hours in order to get the hours accrued under 100.

The decision to pay out compensatory time accrued instead of giving time off shall be made by the Mayor or the department supervisor. If paid, this shall be paid at the regular rate earned by the employee at the time the employee receives such payment.

3.11.4 Compensatory Time Off Pay Upon Termination: If your employment is terminated for any reason, you will be paid for unused accrued compensatory time off.

3.11.5 Overtime Computation: Hours taken as holiday, vacation, bereavement, sick, compensatory time, and personal days will be considered as time worked for computation of overtime.

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Eagle Grove, Iowa (*Overtime and Comp Time Policy*)

SECTION 2 – DEFINITIONS

2.1 DEFINITIONS

1. ***Appointment.*** The offer of and acceptance of a position either on a regular or temporary basis. An appointment may be withdrawn if it is determined during the probationary period that the person is not qualified for the position either in regard to technical ability or personal suitability.
2. ***Compensation.*** The salary, wage, allowances, and all other forms of valuable consideration, earned by or paid to any employee by reason of service in any position, including fringe benefits, but does not include any allowances, authorized and incurred incident to employment, such as travel pay.
3. ***Compensatory Time Off.*** Time off from scheduled work in lieu of monetary payment for authorized overtime as determined by an employee's supervisor. Compensatory time also refers to time off for salary employees for overtime hours worked.
4. ***Demotion.*** The assignment of an employee to a position of employment requiring less responsibility or skill and/or having a lower pay scale than the former position.
5. ***Disability.*** The physical or mental condition of a person, which constitutes a substantial handicap, but is unrelated to such person's ability to engage in a particular occupation.

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3.3 OVERTIME AND COMPENSATORY TIME

Periodically, overtime work may be necessary to maintain City operations. If you are classified as a nonexempt employee under the Fair Labor Standards Act, you will be compensated for approved overtime hours in the form of monetary compensation or compensatory hours at the rate of time and one-half for each hour worked over forty hours in the workweek. For the Police Department, overtime for nonexempt employees starts at 86 hours in the fourteen-day pay period. Employees who are classified as exempt employees under the Fair Labor Standards Act are not eligible for overtime payments. Overtime must be approved by the respective Department Head and/or City Administrator. Abuse of overtime work may result in disciplinary action, up to and including termination.

Employees shall not accumulate more than 40 hours of compensatory time unless the City Administrator grants such permission in writing. In the case where an employee has more than 40 hours in their compensatory time bank, the employee must use compensatory time before using vacation or sick leave.

Compensatory time off will be granted at the time selected by the employee, and approved by the Department Head. Compensatory time off may be denied if it conflicts with the operation of the department.

Ankeny, Iowa (Overtime and Comp Time Policy)

4.6 OVERTIME & COMPENSATORY TIME

All employees are expected to work overtime when necessary. If you are a non-exempt employee and work in excess of forty hours in any workweek, you will be paid either cash or compensatory time at a rate of time and one-half. Compensatory time may, at the department director's discretion, be allowed to accumulate to forty (40) hours. All accumulated compensatory time not taken by the end of the fiscal year will be paid. Compensatory time may be used in increments of one-quarter hour.

Exempt employees are eligible to receive administrative time for excess hours worked. The intent of administrative time is not to provide hour for hour time off, but rather to allow management the flexibility to recognize employees who work extra time to provide services.

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