



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY NOVEMBER 5, 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>Leslie Brick</b>	<a href="mailto:leslie@westbranchiowa.org">leslie@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. Guest Speaker, Presentations and Proclamations**

1. 2018 Christmas Past (Update provided by Melissa Russell) – Christmas Past is an annual celebration that is a community driven festival organized by the Community Development Group and City of West Branch. This year the event will be December 7<sup>th</sup> and December 8<sup>th</sup>. The festival highlights include but are not limited to events such as: horse-drawn carriage rides, the Christmas Tree Gallery, Street-side Fireplaces and many other family friendly events. Attached is the draft schedule of events.

**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.*

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**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*

1. **Motion to Approve** Meeting Minutes for City Council Meeting October 15, 2018.
2. **Motion to Approve** the Appointment of Jim Farmer as the Cedar County Representative the West Branch Library Board.
3. **Resolution 1755** – Hiring Nevin Tucker as a Water / Wastewater Operator for the City of West Branch, Iowa, and Setting the Salary for the Position for Fiscal Year 2018-2019.
4. **Resolution 1754** – Approving West Branch Community School District High School Concession Stand Site Plan.
5. **Resolution 1760** – Approving the Contribution of \$3,000 to the Community Development Group (CDG) for the Purpose of Horse Drawn Carriage Rides during the Christmas Past Festival.
6. **Motion to Approve** the Claims Report.

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

1. **Resolution 1756** – Authorizing the City Administrator to accept a \$10,000 “Money Back Guarantee” Wastewater Treatment Proposal from Baldrige Environmental, Inc. and an additional not to exceed amount of \$4,000 for a city owned shed to house the wastewater treatment unit.
2. **Public Hearing:** To dispose of real property known as “Outlot A” to Lynch Heights.
3. **Resolution 1757** – Selling property known as “Outlot A” to Lynch Heights.
4. **Public Hearing:** Disposal of real property known as “Lot A of Lot 4, Rummells Commercial Subdivision, West Branch, Iowa”.
5. **Resolution 1758** – Approving the Disposal of Certain Real Property to Croell Redi-Mix, Inc.
6. **Motion to Set a Date for a Public Hearing:** for the Notice of Rezoning requested by Cedar’s Edge Golf Course.
7. **Motion to Set a Date for a Public Hearing:** for the Notice of Rezoning requested for Loethen Ridge Estates.
8. **Motion to Set a Date for a Public Hearing:** for the Notice of Rezoning, requested by KLM for Meadows, Phase 4.
9. **Discussion Item:** Regarding level of “Tax Rebate” support for Little Lights Project.
10. **Resolution 1759** – Amending Resolution 1461 to Adjust the Public Contribution by the Amount of an Additional \$2,772 for public improvement in Meadows Sub-division.
11. **Discussion Item:** Regarding authorizing \$3,500 for the expense of design for an Electric Vehicle Charging Station.

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12. **Resolution 1753** – Approving Little Lights Site Plan for Community / Event Center at Cedar’s Edge Golf Course.
13. **Resolution 1761** – Accepting the Proposal and Approving an Agreement with “Swift and Swift LLC.” for Nuisance Abatement Services Relating to 203 E. Green Street and other Properties as Deemed Appropriate.
14. **Resolution 1751** – Approving the Submission of the City of West Branch FY 2017-2018 Annual Urban Renewal Report.
15. **Resolution 1752** – Obligating Funds from the Urban Renewal Tax Revenue Fund for the Payment of Annual Appropriation Tax Increment Financed Obligations in Fiscal Year 2020.
16. **Resolution 1750** – Authorizing an Internal Advance to the College Street and 2<sup>nd</sup> Street Improvements Project Capital Fund.
17. **Resolution 1749** – A Consideration to Approve the Request of Casey’s Marketing Company to Rebate a Portion of Tax Increment Revenues.
18. **Resolution 1748** – Consider Approving the Request of Acciona Windpower North America, LLC to Rebate a Portion of Tax Increment Revenues.
19. **Resolution 1762** – Approving Partial Pay Estimate Number 7 in the Amount of \$113,936.67 to Needham Excavating INC. for the Cubby Park Improvements Project
20. **Resolution 1763** – Approving Change Order #5 for a Date Extension for the Cubby Park Improvements Project.

**H. Reports**

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

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

**J. Adjournment**

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## A CHRISTMAS PAST

### SCHEDULE OF EVENTS

*Times subject to change slightly without notice.*

#### FRIDAY, DECEMBER 7, 2018

- 4-7 pm**            **Art Market**  
*Little Lights Events • 102 West Main Street*
- 5 pm**                **Community Tree Lighting Ceremony**  
*Heritage Square • Corner of Main Street and Downey*
- Santa and Mrs. Claus and honored guests will lead the community in lighting the Community Tree • Music provided by local musicians.*
- 5-7 pm**            **Kids T-Shirt Decorating**    *While supplies last*  
*107 North Downey Street • Kingdom Graphics*  
*Sponsored by Troy and Sarah Norpel*
- 5-8 pm**            **Homemade Donuts**  
*Parking Lot of Presidential Motors • 209 East Main Street*  
*Sponsored by the West Branch Boy Scouts of America*
- Thank you to Tony Nopoulos, Presidential Motors, for allowing us to use his parking lot space*
- 5-8 pm**            **Herbert Hoover Presidential Library-Museum**  
*Holiday Traditions Christmas Tree Display*
- FREE admission to the Tree Gallery and Museum Galleries*  
*Sponsored by the Hoover Presidential Foundation*
- 5-8 pm**            **North Pole Outlet -**  
*For Kids up to 4<sup>th</sup> grade. Pick out a gift for your parent(s)*  
*Meeting Room - West Branch Fire Department (Enter through the Gibson Train entrance and the meeting room ~~is~~ at the south end of the building.)*
- Sponsored by Norm and Pat Bickford and Kathy Leong*
- 5-9 pm**            **Belgium Towers & Marshmallow Roasting**  
*Downtown Intersection of Main Street and Downey Street*  
*Sponsored by the West Branch Lion's Club*
- 6-8 pm**            **Heritage Museum Old Fashion Christmas**  
*Special Exhibit*  
*109 West Main Street*

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- 5-9 pm Gibson Trains**  
*West Branch Fire Station • South Second Street*  
*Sponsored by the Gibson Family • West Branch Fire Department*  
*Complimentary cookies and coffee.*
- 5-9 pm Bon Fire/Hot Dog Roasting**  
*West Branch Fire Station • South Second Street*  
*Sponsored by the West Branch Fire Department*
- 5:30-8 pm Live Blacksmithing**  
*Herbert Hoover National Historic Site*  
*Sponsored by the Herbert Hoover National Historic Site*
- 6-8 pm Kids Crafts**  
*Town Hall • 205 East Main Street*  
*Sponsored by City of West Branch Parks & Recreation*
- 6-8 pm Christmas Crafts and Treats**  
*Town Hall • 205 East Main Street*  
*Sponsored by Friends of West Branch Public Library*
- 6-9 pm Centerdale Women's Club Nut & Fruit Sales –**  
*Town Hall • 205 East Main Street*  
*Sales support families in need, programs and projects in the schools, the community and a yearly scholarship.*
- 6-9 pm Silent Auction**  
*Town Hall • 205 East Main Street*  
*Tree, wreaths, and baskets donated by local businesses.*  
*All proceeds go to support the West Branch Community Development Group*
- 5:00-8:30 pm Main Street Horse-drawn Wagons**  
*The Village Green • Corner of East Main & South Second Street*  
*NOTE: Horse-drawn wagon rides will travel through the downtown Main Street District only.*
- 5:00-8:30 pm Step Back In Time Carriage Rides**  
*Herbert Hoover National Historic Site Visitor's Center • Parkside Drive*  
*During your ride enjoy carolers dress in period attire.*  
*NOTE: Period horse-drawn carriage rides will travel through the Herbert Hoover National Historic Site only.*

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- 5:30–8 pm**      **Santa & Mrs. Claus**  
*Nature's Grace Photography • 102 West Main Street*  
*Sponsored by Community State Bank and US Bank*
- Bring your own camera.*
- NOTE: Enter through Nature's Grace Photography outside entrance, exit through the lobby of Little Lights Events.*
- 6:30–7 pm**      **Friends Church Bell Choir**  
*Friends Church • 116 North Downey Street*
- 6:30–8 pm**      **Uncalled Four**  
*Herbert Hoover Presidential Library-Museum • 210 Parkside Drive*
- Caroling in the Library Rotunda*
- 7 pm**              **Young Footlites**  
*Herbert Hoover Presidential Library-Museum • 210 Parkside Drive*  
*Sponsored by Herbert Hoover Presidential Library and Museum and the Hoover Presidential Foundation.*
- Free Admission – Limited Seating – "The Twelve Days of Christmas"*
- 7–9 pm**          **Mullins Brothers**  
*Brick Arch Winery • 116 West Main Street*
- Live music*

**SATURDAY, DECEMBER 8, 2018**

- 8–11 am**          **Candy & SERV V Sale (United Methodist)**  
*United Methodist Church • 203 North Downey Street*
- 8:30–10:30 am**      **Free Community Breakfast (Friends)**  
*Friends Church • 116 North Downey Street*
- 9–11 am**          **Annual Cookie Walk**  
*Bethany Lutheran Church • 235 South Second Street*
- 9 am–12pm**        **Bake Sale**  
*West Branch CDG Office • 111 East Main Street*  
*Springdale United Methodist Church*
- 10 am–12 pm**      **Farmer's Market**  
*Town Hall • 205 East Main Street*

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- 9 am-8 pm      **Silent Auction**  
*Town Hall • 205 East Main Street*  
*Tree, wreaths, and baskets donated by local businesses.*
- 6-8 pm      *All proceeds go to support the West Branch Community Development Group.*  
**Centerdale Women's Club Nut & Fruit Sales –**  
*Town Hall • 205 East Main Street*  
*Sales support families in need, programs and projects in the schools, the community and a yearly scholarship.*
- 9 am-8 pm      **Herbert Hoover Presidential Library-Museum**  
*Holiday Traditions Christmas Tree Display*
- 10-10:30 am      **Friends Church Bell Choir**  
*Friends Church • 116 North Downey Street*
- 10 am-5 pm      **Art Market**  
*Little Lights Events • 102 West Main Street*
- 1-3 pm      **Kids T-Shirt Decorating**      *While supplies last*  
*107 North Downey Street • Kingdom Graphics*  
*Sponsored by Troy and Sarah Norpel*
- 1-3 pm      **FFA Card Creation & Picture Coloring**      *While supplies last*  
*Town Hall • 205 East Main Street*
- 12-3:30 pm      *Sponsored in part by the West Branch High School FFA.*  
**Individual photos with Santa and Mrs. Claus**
- Additional general visiting hours also available from 5-8 p.m. Saturday evening.*
- Nature's Grace Photography • 102 West Main Street*  
**Santa & Mrs. Claus Sponsored by Community State Bank and US Bank**
- \*\* NOTE \*\*:** *Private sessions with Santa and Mrs. Claus with professional photographs. You MUST sign up for these private photo sessions.*
- Enter through Nature's Grace Photography outside entrance, and exit through the lobby of Little Lights Events.*
- 2 pm      **Young Footiters**  
*Herbert Hoover Presidential Library-Museum • 210 Parkside Drive*  
*Sponsored by Herbert Hoover Presidential Library and Museum and the Hoover Presidential Foundation.*
- Free Admission – Limited Seating – “The Twelve Days of Christmas”*

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- 3 pm**                    **'Twas the Night Before Christmas –**  
*Friends Meeting House • Herbert Hoover National Historic Site*  
*West Branch Mayor Roger Laughlin will be reading the traditional Christmas Classic*
- 3–8 pm**                    **Heritage Museum Old Fashion Christmas**  
*Special Exhibit*  
*109 West Main Street*
- 5–8:30 pm**                **Main Street Horse–drawn Wagons**  
*The Village Green • Corner of East Main & South Second Street*  
  
*NOTE: Horse-drawn Wagons wagon ride will travel through the downtown Main Street District only.*
- 5–8:30 pm**                **Step Back In Time Carriage Rides**  
*Herbert Hoover National Historic Site Visitor's Center • Parkside Drive*  
*During your ride enjoy carolers dress in period attire.*  
  
*NOTE: Period horse-drawn carriage rides will travel through the Herbert Hoover National Historic Site only.*
- 5–8 pm**                    **Santa and Mrs. Claus**  
  
*Nature's Grace Photography • 102 West Main Street*  
*Sponsored by Community State Bank and US Bank*  
  
*Bring your own camera.*  
  
*NOTE: Enter through Nature's Grace Photography, exiting through the lobby of Little Lights Events.*
- 5–7 pm**                    **Soup Supper & Live Nativity**  
*United Methodist Church • 203 North Downy Street*  
*Free-Will Dontion*
- 5–9 pm**                    **Belgium Towers & Marshmallow Roasting**  
*Downtown Intersection of Main Street and Downey Street*  
*Sponsored by the West Branch Lion's Club*
- 5–8 pm**                    **Homemade Donuts**  
*Parking Lot of Presidential Motors • 209 East Main Street*  
*Sponsored by the West Branch Boy Scouts of America*  
  
*Thank you to Tony Nopoulos, Presidential Motors, for allowing us to use his parking lot space*
- 5–8:30 pm**                **Gibson Trains**  
*West Branch Fire Station • South Second Street*

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*Sponsored by the Gibson Family • West Branch Fire Department*

*Complimentary cookies and coffee.*

**5-8:30 pm**

**Bon Fire/Hot Dog Roasting**

*West Branch Fire Station • South Second Street  
Sponsored by the West Branch Fire Department*

**5-8 pm**

**North Pole Outlet -**

*For kids up to 4<sup>th</sup> grade.. Pick out a gift for your parent(s)*

*Meeting Room – West Branch Fire Department (Enter through the Gibson Train entrance and the meeting room as at the south end of the building.*

*Sponsored by Norm and Pat Bickford and Kathy Leong*

**6-8 pm**

**Uncalled Four**

*Herbert Hoover Presidential Library-Museum • 210 Parkside Drive*

*Caroling in the Library Rotunda*

**7 pm**

**Young Footliters**

*Herbert Hoover Presidential Library-Museum • 210 Parkside Drive  
Sponsored by Herbert Hoover Presidential Library and Museum and the Hoover Presidential Foundation.*

*Free Admission – Limited Seating – “The Twelve Days of Christmas”*

**7-9 pm**

**Dogs on Skis**

*Brick Arch Winery • 116 West Main Street*

*Live music*

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

West Branch, Iowa  
Council Chambers

City Council Meeting

October 15, 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, Jordan Ellyson, Brian Pierce and Nick Goodweiler were present. Jodee Stoolman was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Public Works Director Matt Goodale and Police Chief Mike Horihan.

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

Charlie Cegrand, USGS presented flood mitigation scenarios for the 8.42 mile Wapsinonoc watershed in West Branch. Cegrand provided several options for mitigation which included potential upstream retention basins and a pinch point excavation area at an old railroad embankment that may help alleviate flooding along the creek. Cegrand said the overall goal is to slow the water down coming into town and getting it out as quickly as possible.

Pete Swisher, Superintendent of the Herbert Hoover National Park gave an update on the Parks storm water mitigation plan. Swisher explained the scope of the project, the necessary improvements and timeline for the project completion. Swisher said construction is anticipated to begin next summer with completion in the fall of 2020.

Redmond Jones, City Administrator shared storm water mitigation ideas used in Davenport, Iowa and thought that West Branch could adopt some of their concepts.

### **PUBLIC COMMENT**

There was no public comment.

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

Motion to approve City Council minutes from the October 15, 2018 meeting.

Motion to Approve the Claims Report.

#### **October Claims Paid and September Revenue Totals**

EXPENDITURES	10/15/2018	
ALLIANT ENERGY	WATER TOWER	10,973.32
BAKER & TAYLOR INC.	BOOKS	747.01
CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	54.07
DEMCO	PROGRAM SUPPLIES	86.84
DEWEYS JACK & JILL	SUPPLIES	32.20
ECONO SIGNS LLC	SIGNS	454.45
FEHR GRAHAM	308-CONST SERVICE	6,006.75
HARRY'S CUSTOM TROPHIES LT	MEDALS	165.00
IMWCA	IMWCA	2,024.00
LENOCH & CILEK	SUPPLIES	107.96
LINN COUNTY R.E.C.	SIREN & LIGHTS	153.36
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR 1ST STREET	5,166.60
MENARDS	BERANEK PARK SHELTER	1,447.85
MIDLAND GIS SOLUTIONS, LLC	WEBSITE DEVELOPMENT & HOSTING	6,600.00
MUNICIPAL SUPPLY INC.	WATER METER SUPPLIES	437.50
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	604,543.90
OLSON, KEVIN D	LEGAL SERVICES-OCTOBER, 2018	1,500.00
ORIENTAL TRADING CO. INC.	PROGRAM SUPPLIES	156.85
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	1,003.50
PORT 'O' JONNY INC.	SERVICE-WAFSI PARK	180.00
PRESS-CITIZEN MEDIA	HELP WANTED AD	208.36
SECRETARY OF STATE	NOTARY APPOINTMENTS	60.00
SENSUS USA	SOFTWARE SUPPORT	1,949.94
STATE HYGIENIC LAB	LAB ANALYSIS	52.00
SUPPLYWORKS	SUPPLIES	47.67
UPS	SHIPPING - SEWER	22.00

TOTAL		6,510.67
GRAND TOTAL EXPENDITURES		697,302.27
FUND TOTALS		
001 GENERAL FUND	38,420.73	
022 CIVIC CENTER	1,104.58	
031 LIBRARY	7,740.97	
036 TORT LIABILITY	1,920.41	
110 ROAD USE TAX	2753.89	
112 TRUST AND AGENCY	4690.64	
308 PARK IMP - PEDERSEN VALLEY	610,550.65	
600 WATER FUND	19,177.22	
610 SEWER FUND	10,943.18	
GRAND TOTAL	697,302.27	

REVENUE-FISCAL YEAR 2019  
FUND SEPTEMBER

001 GENERAL FUND	312,584.60
022 CIVIC CENTER	1,884.33
031 LIBRARY	904.76
036 TORT LIABILITY	5,371.45
110 ROAD USE TAX	33,699.44
112 TRUST & AGENCY	33,660.23
119 EMERGENCY TAX FUND	4,237.03
121 LOCAL OPTION SALES TAX	16,776.30
125 TIF	44,309.58
226 DEBT SERVICE	35,462.68
500 CEMETERY PERPETUAL FUND	572.31
501 KROUTH PRINCIPAL FUND	214.04
502 KROUTH INTEREST FUND	43.96
600 WATER FUND	49,477.45
610 SEWER FUND	37,753.89
740 STORM WATER UTILITY	4,667.10
TOTAL	581,619.15

**PUBLIC HEARING / NON-CONSENT AGENDA**

Discussion - potential extension for completion of the Cubby Park Improvement Project.

Cody Buelt, Fehr Graham opened a discussion with the Council of the subject of extending the Cubby Park completion deadline. Buelt said wet conditions is preventing the contractor to complete the project on time. Buelt was not able to give an expected completion date so the Council directed Buelt to have the contractor provide a list of items that can and cannot be completed for the Council to review. The Council also asked the Buelt arrange for the contractor to present the list directly to the Council.

Resolution 1746, approving the submission of the City of West Branch 2017-2018 Annual Finance Report to the State Auditor's Office. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 1746. AYES: Miller, Goodweiler, Ellyson, Pierce. NAYS: None. Absent: Stoolman. Motion carried.

Discussion - seeking direction regarding the installment of a decal on the panels at the Cubby Park Pavilion.

Laughlin passed a sample of the proposed panels with an adhesive design to show the Council how the internal structure of the concession stand would be shielded from view. Laughlin asked for feedback on the design and said a decision would be needed soon as it is holding up the completion of other parts of the structure. The Council discussed and decided on a blank adhesive rather than a graphic that would still provide light, but hide the internal structure.

**CITY ADMINISTRATOR REPORT**

Jones reported the issue of cluster mailboxes has again resurfaced on Hilltop Drive. Jones said he was in process of contacting the local post master to get information on cluster mailbox requirements. He also advised the Council that a nuisance property in West Branch had reached the forty five (45) day check and little if any improvements have been made. Jones said he has requested four quotes from various vendors to do the clean-up. Jones said the clean-up will commence on or shortly after day sixty (60).

**CITY ATTORNEY REPORT**

No additional report.

**STAFF REPORTS**

No reports.

**COMMENTS FROM MAYOR AND COUNCIL MEMBER**

Laughlin reported that he had received a letter from the DNR on the Croell site and that no additional testing would be required.

Miller asked why the City did not own the Croell site yet. Olson responded that the Croell’s attorney had requested additional information. Miller also asked when the Council goal setting session would be and requested that the Council consider flood mitigation be prioritized.

**ADJOURNMENT**

Motion to adjourn by Ellyson, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:25 p.m.

\_\_\_\_\_

Roger Laughlin, Mayor

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Appointment of Jim Farmer as the Cedar County Representative the West Branch Library Board.
<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>	Nick Shimmin, West Branch Public Library Director
<b>DATE:</b>	October 31, 2018

### **BACKGROUND:**

Mr. Farmer has submitted an application to serve on the West Branch Public Library board of trustees. He has been an active member of the community for many years and both he and his family have been frequent library users.

There is a vacancy in the library board's county representative seat previously held by Chuck Varnum who moved out of the area this spring due to occupational requirements.

The expiration date for the seat will be June 30, 2019.

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1755</b> – Hiring Nevin Tucker as a Water / Wastewater Operator for the City of West Branch, Iowa and Setting the Salary for the Position for Fiscal Year 2018 – 2019.
<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>	October 31, 2018

### BACKGROUND:

This position would fill the vacancy left by James Holland's resignation in mid-September. While this is a water and wastewater position the role of this employee will be the same as others in the Public Works Department, with the same responsibilities and job requirements.

This position was listed for six weeks, with interviews on the 29<sup>th</sup> of October. We believe we have found the best candidate to fill this open position and look forward to having Nevin join our team.

<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>	

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**RESOLUTION 1755**

**A RESOLUTION HIRING NEVIN TUCKER AS A WATER/WASTEWATER OPERATOR FOR THE CITY OF WEST BRANCH, IOWA, AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2018-2019.**

**WHEREAS**, the City of West Branch is interested in hiring Nevin Tucker as a water/wastewater operator.

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

Section 1. That the City of West Branch, Iowa will hire Nevin Tucker as a water/wastewater operator.

Section 2. The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Water/Wastewater Operator	Nevin Tucker	\$19.50/hour	40/week

SECTION 3. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 4. This resolution will be effective upon final passage of the City Council.

**Passed and Approved this 5th day of November, 2018.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1754</b> – Approving West Branch Community School Concession Stand Site Plan.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Deputy City Clerk Leslie Brick
<b>DATE:</b>	October 29, 2018

### BACKGROUND:

WBCSD Superintendent Marty Jimmerson and Brian Boelk, Axiom Consultants have presented a site plan to construct a new concession stand at the West Branch High School complex to City staff and City Engineer. (See Exhibit A)

On October 16, 2018, the Planning & Zoning Commission approved a recommendation to the West Branch City Council for approval of the Site Plan.

<b>STAFF RECOMMENDATION:</b>	Approve the 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"*

# WEST BRANCH COMMUNITY SCHOOLS CONCESSION STAND

PROJECT ADDRESS: 900 W. MAIN ST.  
WEST BRANCH, IA 52358

AXIOM PROJECT #: 18-0093

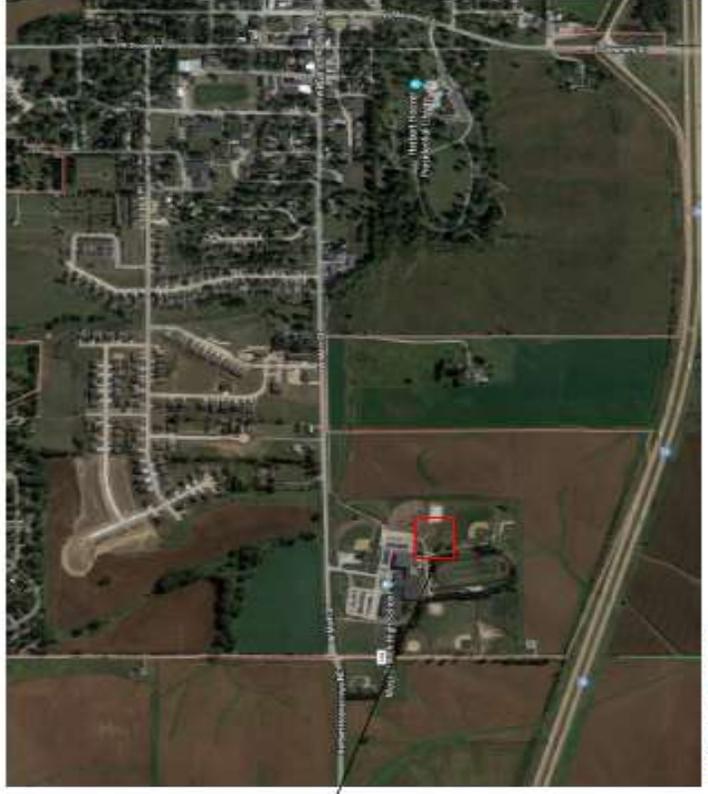
### APPLICABLE CODE/DESIGN CRITERIA

1. INTERNATIONAL BUILDING CODE (IBC) 2015
2. INTERNATIONAL MECHANICAL CODE (IMC) 2015
3. INTERNATIONAL ENERGY CONSERVATION CODE (IECC) 2012
4. INTERNATIONAL FIRE CODE (IFC) 2015
5. UNIFORM PLUMBING CODE (UPC) 2015
6. NATIONAL ELECTRICAL CODE (NEC) 2014
7. MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES (ASCE7-10)
8. BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE (ACI308R-11)
9. NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION, AMERICAN WOOD COUNCIL (NDS-12)
10. NATIONAL FIRE PROTECTION ASSOCIATION
  - A. NFPA 13
  - B. NFPA 54
  - C. NFPA 90
11. ANY IOWA STATE CODES AND AMENDMENTS TO INTERNATIONAL AND UNIFORM CODES

INDEX OF SHEETS	
SHEET	TITLE
000	COVER SHEET
010	SITE PLAN
A100	ARCHITECTURAL PLANS
A300	ELEVATIONS
S000	GENERAL NOTES
S100	FOUNDATION PLAN
S101	FRAMING PLAN
S200	SECTIONS
M000	MECHANICAL PLAN
E100	ELECTRICAL PLAN
P100	PLUMBING PLAN
P101	PLUMBING PLAN
M1000	M & P GENERAL NOTES



BUILDING RENDERING



PROJECT SITE

LOCATION MAP

### STANDARD LEGEND:

UTILITIES	EXISTING	PROPOSED
COMMUNICATIONS	(Symbol)	(Symbol)
OVERHEAD LINE	(Symbol)	(Symbol)
ELECTRIC	(Symbol)	(Symbol)
FIBROPTIC	(Symbol)	(Symbol)
GAS	(Symbol)	(Symbol)
STAMPYER/FAHRA	(Symbol)	(Symbol)
STEAM	(Symbol)	(Symbol)
WATER	(Symbol)	(Symbol)
WATER/DRAINAGE	(Symbol)	(Symbol)
COMMUNICATIONS/PAVING	(Symbol)	(Symbol)
COMMUNICATIONS/PAVING	(Symbol)	(Symbol)
LIGHT POLE	(Symbol)	(Symbol)
ELECTRIC MANHOLE	(Symbol)	(Symbol)
ELECTRIC TRANSFORMER	(Symbol)	(Symbol)
FIBER OPTIC MANHOLE	(Symbol)	(Symbol)
FIBER OPTIC MANHOLE	(Symbol)	(Symbol)
GAS MANHOLE	(Symbol)	(Symbol)
GAS VALVE	(Symbol)	(Symbol)
SANITARY SEWER MANHOLE	(Symbol)	(Symbol)
SANITARY SEWER CLEANOUT	(Symbol)	(Symbol)
STORM SEWER MANHOLE	(Symbol)	(Symbol)
STORM SEWER INTAKE	(Symbol)	(Symbol)
HUMBERT	(Symbol)	(Symbol)
WATER VALVE	(Symbol)	(Symbol)
CURB STOP	(Symbol)	(Symbol)
WATER MANHOLE	(Symbol)	(Symbol)
CONCRETE - REINFORCING	(Symbol)	(Symbol)
CONCRETE - REINFORCING	(Symbol)	(Symbol)
FINISH CHALK LINE	(Symbol)	(Symbol)
FINISH CHALK LINE	(Symbol)	(Symbol)
FINISH CONSTRUCTION	(Symbol)	(Symbol)
FINISH VENEER	(Symbol)	(Symbol)
FINISH WOOD	(Symbol)	(Symbol)
FINISH WOOD	(Symbol)	(Symbol)
THIS LINE	(Symbol)	(Symbol)
BELLARY	(Symbol)	(Symbol)
LANDSLAP/SLAB	(Symbol)	(Symbol)
SHAW/SUB	(Symbol)	(Symbol)
TILE/SCHEDULE	(Symbol)	(Symbol)
TILE/CONCRETE	(Symbol)	(Symbol)
POOT	(Symbol)	(Symbol)
SKIN	(Symbol)	(Symbol)
PARKING WATER	(Symbol)	(Symbol)
PHI DEPARTMENT CONNECTION	(Symbol)	(Symbol)
WATER METER	(Symbol)	(Symbol)
HOLE BR	(Symbol)	(Symbol)
TOILET/SHOUBT	(Symbol)	(Symbol)
DRAINING POCKET/AN	(Symbol)	(Symbol)
MONITORING WALL	(Symbol)	(Symbol)
WELL	(Symbol)	(Symbol)
PROPOSED BUILDING	(Symbol)	(Symbol)
EXISTING BUILDING	(Symbol)	(Symbol)
PCC SIDEWALK (6" THICK)	(Symbol)	(Symbol)
4" PCC SIDEWALK (8" MINIMUM) BUILDING OVERLAP	(Symbol)	(Symbol)
SMALL FLOW DIRECTION	(Symbol)	(Symbol)

### GENERAL NOTES

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STATUTORY URBAN DESIGN AND SPECIFICATIONS (SUDES), UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- THE LOCATION OF UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS FITTED ON THE DRAWINGS ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY DATA. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS NOT SHOWN AND MAY NOT BE SHOWN ON THIS DRAWING.
- NOTIFY UTILITY COMPANIES WHOSE FACILITIES ARE SHOWN ON THE PLAN OR KNOWN TO BE WITHIN CONSTRUCTION LIMITS OF THE SCHEDULE PRIOR TO EACH STAGE OF CONSTRUCTION.

### GRADING AND EARTHWORK NOTES

- STRETCH EXISTING VEGETATION WITHIN THE GRADING LIMITS AND AREAS TO RECEIVE FILL A MINIMUM DEPTH OF 4 INCHES. STOCKPILE ON-SITE FOR REUSE IF FEASIBLE.
- PROTECT ALL EXISTING UTILITIES AND STRUCTURES WITHIN THE GRADING AREAS. ALL PROTECTION SHALL BE IN ACCORDANCE WITH SUDES SECTION 200.200. PROTECT WITH 20 TON WHELMAN GEDES VEHICLE WEIGHT.
- FINISH CONTIGUES SHOWN AS TO TOP OF FINISHED GRADE OR TO TOP OF FORMWORK.

### PCC PAVEMENT NOTES

- MATERIALS AND CONSTRUCTION FOR PORTLAND CEMENT CONCRETE PAVEMENTS SHALL MEET THE REQUIREMENT OF KONA DOT STANDARD SPECIFICATION FOR HIGHWAY AND BRIDGE CONSTRUCTION, LATEST EDITION, SECTION 200.1. THE PARAGRAPH FOR MANAGEMENT AND FURNISHMENT SHALL NOT APPLY.
- MINIMUM JOINT COMPRESSIVE STRENGTH FOR CONCRETE USED FOR PAVEMENTS SHALL BE 4,000 PSI. CURING AND WEATHERING PROCEDURES SHALL BE IN ACCORDANCE WITH KONA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 200.1.1.
- CONCRETE SHALL BE PLACED IN 12" TO 18" THICK LAYS TO A MINIMUM CURING CURVE. JOINTS AT THESE LOCATIONS SHALL BE SEALED WITH A SELF-HEALING POLYURETHANE SUCH AS SONDOLACIC 94-1 OR APPROVED EQUAL.

### UTILITY NOTES

- ALL PERMITS SHALL BE SECURED AND FEES SHALL BE PAID PRIOR TO START OF CONSTRUCTION.
- WATER SERVICE LINES SHALL BE 3" OR COPPER OR 2.5" POLYETHYLENE GLYCOL (PE) PIPE. THE ENDS OF WATER SERVICE LINES SHALL BE MARKED WITH A 4" X 4" X 4" SIGN.
- VERIFY THE LOCATION OF POSSIBLE EXISTING UTILITIES PRIOR TO CONSTRUCTING PROPOSED WATER MAINS, SANITARY SEWERS, STORM SEWERS, ETC. ANY CONFLICTS MUST IMMEDIATELY BE BROUGHT TO THE ENGINEER'S ATTENTION.
- PROTECT ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL UNDERLINE EXISTING UTILITIES AT CRITICAL LOCATIONS TO VERIFY EXACT HORIZONTAL AND VERTICAL LOCATION.
- ADJUST ALL VALVES, MANHOLES, CISTERNS, GAS VALVES, ETC. TO MATCH THE NEW SERVICE.
- ADJUSTMENTS SHALL BE COORDINATED WITH THE UTILITY COMPANIES AND THE COST FOR ALL OWNER-BEARING ADJUSTMENTS TO EXISTING UTILITIES AND APPLIANCES THAT OCCUR DURING CONSTRUCTION.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING WATER MAINS AND SANITARY SEWERS PRIOR TO ANY TIE-IN OR INSTALLATION. THE CITY OF WEST BRANCH SHALL PROVIDE A COPY OF THE LOCATION MAP TO THE CONTRACTOR. ON-SITE INSPECTION OF WATER MAINS PRIOR TO INSTALLATION WILL BE PROVIDED BY THE MUNICIPAL UTILITY.
- WATER MAINS, INSTALLATION AND TESTING MUST COMPLY WITH THE STATUTORY URBAN DESIGN SPECIFICATIONS AND SPECIFICATION SUDES. THIS APPLIES TO BOTH PUBLIC AND PRIVATE WATER MAINS AND SERVICE LINES (UP OR LARGER) ON THE DISTRIBUTION SIDE.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING WATER MAINS AND SANITARY SEWERS PRIOR TO ANY TIE-IN OR INSTALLATION. THE CITY OF WEST BRANCH SHALL PROVIDE A COPY OF THE LOCATION MAP TO THE CONTRACTOR.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING WATER MAINS AND SANITARY SEWERS PRIOR TO ANY TIE-IN OR INSTALLATION. THE CITY OF WEST BRANCH SHALL PROVIDE A COPY OF THE LOCATION MAP TO THE CONTRACTOR.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING WATER MAINS AND SANITARY SEWERS PRIOR TO ANY TIE-IN OR INSTALLATION. THE CITY OF WEST BRANCH SHALL PROVIDE A COPY OF THE LOCATION MAP TO THE CONTRACTOR.

### GENERAL NOTES (CONTINUED)

- SANITARY SEWER CONSTRUCTION SHALL MEET THE REQUIREMENTS OF THE STATUTORY URBAN DESIGN AND SPECIFICATIONS (SUDES).
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING WATER MAINS AND SANITARY SEWERS PRIOR TO ANY TIE-IN OR INSTALLATION. THE CITY OF WEST BRANCH SHALL PROVIDE A COPY OF THE LOCATION MAP TO THE CONTRACTOR.
- CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING WATER MAINS AND SANITARY SEWERS PRIOR TO ANY TIE-IN OR INSTALLATION. THE CITY OF WEST BRANCH SHALL PROVIDE A COPY OF THE LOCATION MAP TO THE CONTRACTOR.

### CONSTRUCTION ACCESS NOTES

- COORDINATE CONSTRUCTION ACCESS WITH SCHOOL DISTRICT.

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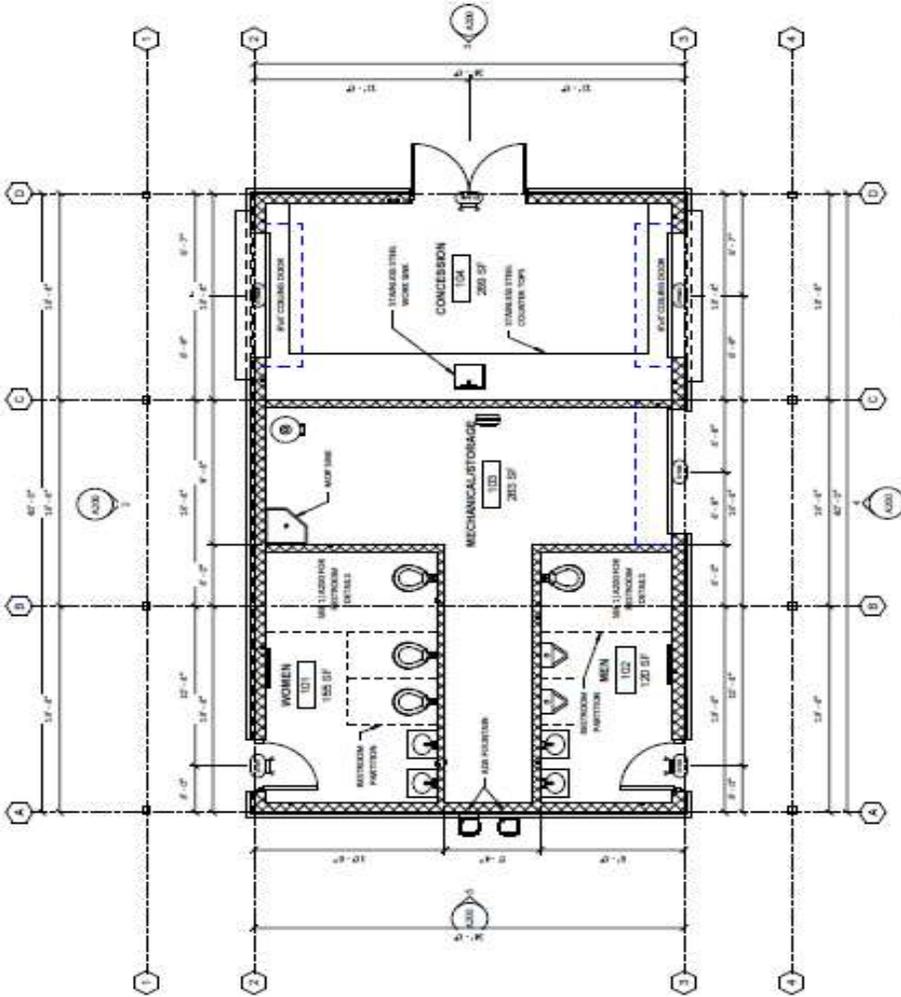
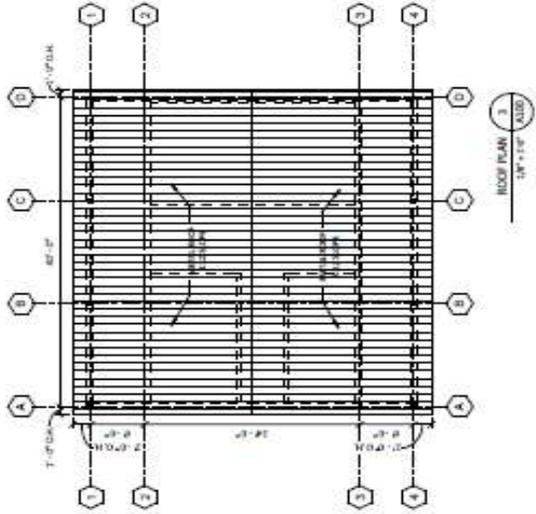
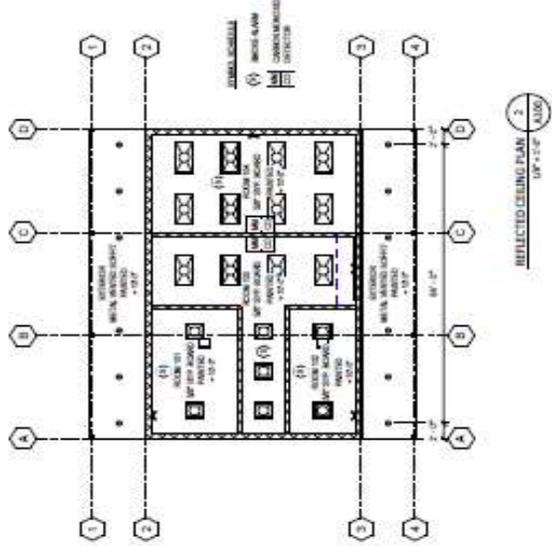
NO.	DESCRIPTION OF CHANGES	DATE
1	ISSUE FOR PERMIT	09/26/2018
2	ISSUE FOR CONSTRUCTION	09/26/2018

CLIENT REVIEW  
NOT FOR CONSTRUCTION

WEST BRANCH COMMUNITY SCHOOLS CONCESSION STAND

WEST BRANCH COMMUNITY SCHOOLS CONCESSION STAND

ARCHITECTURAL PLANS  
WEST BRANCH COMMUNITY SCHOOLS CONCESSION STAND



**DOOR AND FRAME SCHEDULE**

DOOR #	DOOR	FRAME	FINISH	MARKING	REMARKS
101	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
102	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
103	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
104	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
105	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
106	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
107	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
108	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
109	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR
110	6'0" x 8'0" GLASS	601	601	601	GLASS DOOR

NOTES:  
1. SEE GENERAL NOTES FOR ALL ROOMS.  
2. SEE GENERAL NOTES FOR ALL ROOMS.  
3. SEE GENERAL NOTES FOR ALL ROOMS.  
4. SEE GENERAL NOTES FOR ALL ROOMS.  
5. SEE GENERAL NOTES FOR ALL ROOMS.  
6. SEE GENERAL NOTES FOR ALL ROOMS.  
7. SEE GENERAL NOTES FOR ALL ROOMS.  
8. SEE GENERAL NOTES FOR ALL ROOMS.  
9. SEE GENERAL NOTES FOR ALL ROOMS.  
10. SEE GENERAL NOTES FOR ALL ROOMS.

**ROOM FINISH SCHEDULE**

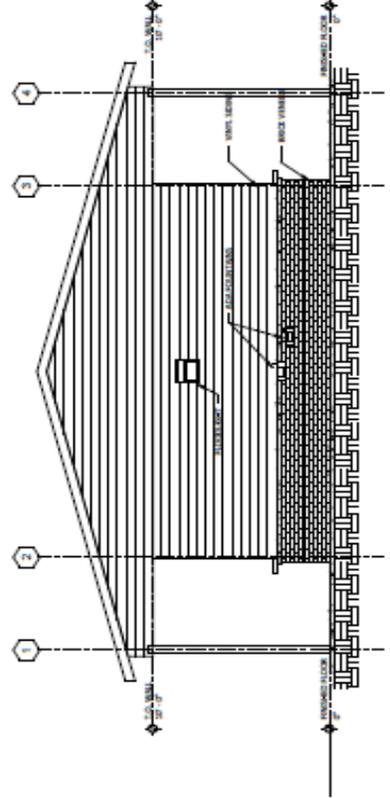
ROOM #	WALL	FLOOR	CEILING	REMARKS
101	GLASS	GLASS	GLASS	GLASS DOOR
102	GLASS	GLASS	GLASS	GLASS DOOR
103	GLASS	GLASS	GLASS	GLASS DOOR
104	GLASS	GLASS	GLASS	GLASS DOOR
105	GLASS	GLASS	GLASS	GLASS DOOR
106	GLASS	GLASS	GLASS	GLASS DOOR
107	GLASS	GLASS	GLASS	GLASS DOOR
108	GLASS	GLASS	GLASS	GLASS DOOR
109	GLASS	GLASS	GLASS	GLASS DOOR
110	GLASS	GLASS	GLASS	GLASS DOOR

PART: 04.00.00

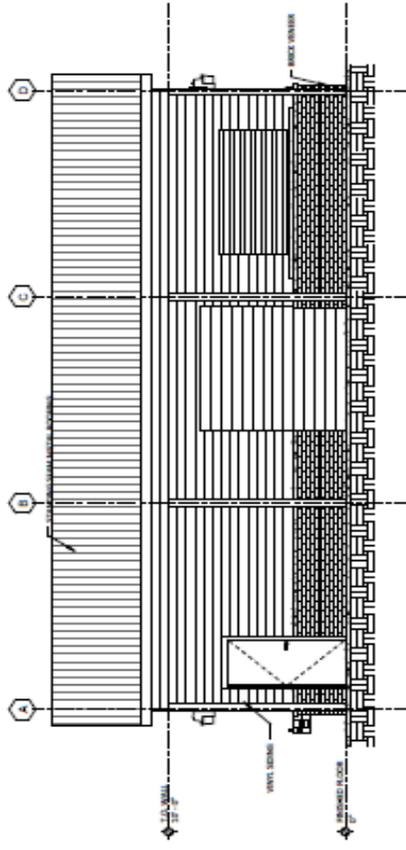
NO. 1	DATE	DESCRIPTION OF CHANGES
NO. 2	DATE	DESCRIPTION OF CHANGES
NO. 3	DATE	DESCRIPTION OF CHANGES
NO. 4	DATE	DESCRIPTION OF CHANGES
NO. 5	DATE	DESCRIPTION OF CHANGES
NO. 6	DATE	DESCRIPTION OF CHANGES
NO. 7	DATE	DESCRIPTION OF CHANGES
NO. 8	DATE	DESCRIPTION OF CHANGES
NO. 9	DATE	DESCRIPTION OF CHANGES
NO. 10	DATE	DESCRIPTION OF CHANGES



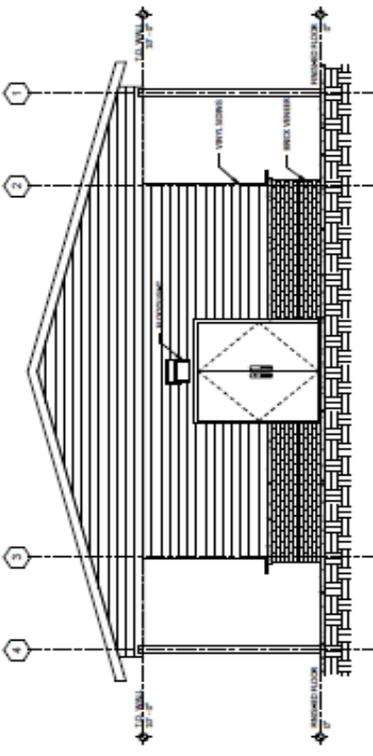
WEST ELEVATION 1  
1/8" = 1'-0"



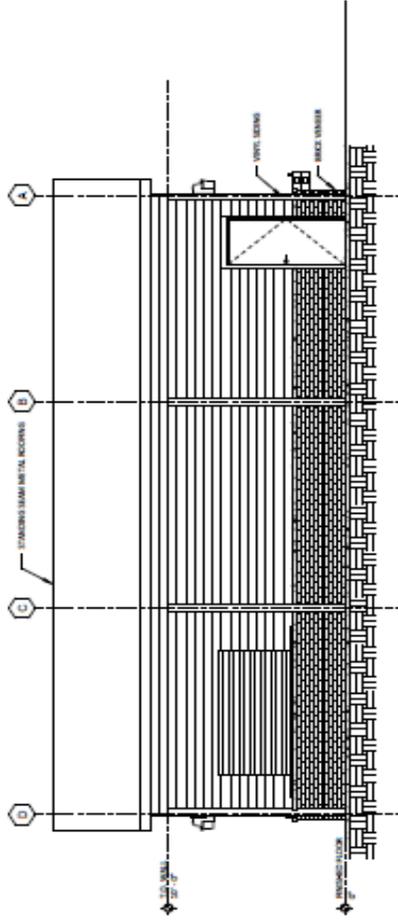
SOUTH ELEVATION 1  
1/8" = 1'-0"



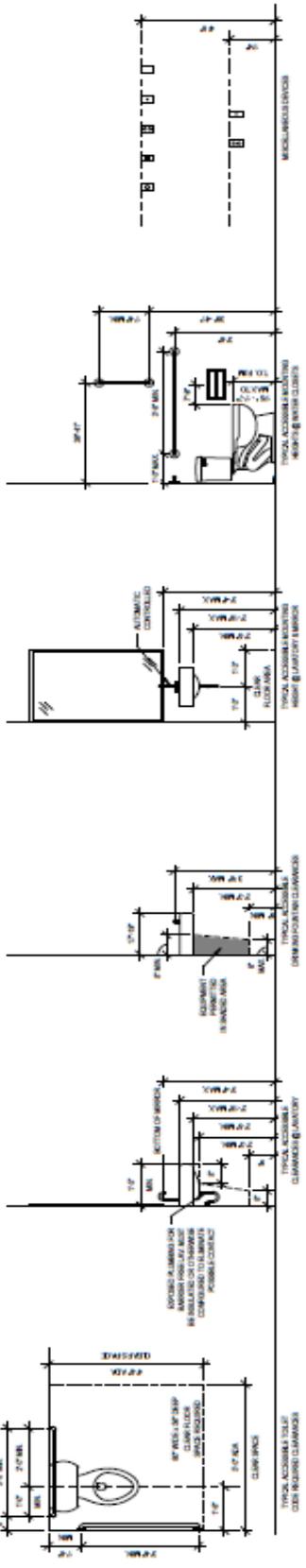
EAST ELEVATION 1  
1/8" = 1'-0"



NORTH ELEVATION 2  
1/8" = 1'-0"



RESTROOM ELEVATIONS 1  
1/8" = 1'-0"





REV	DESCRIPTION OF CHANGES	DATE

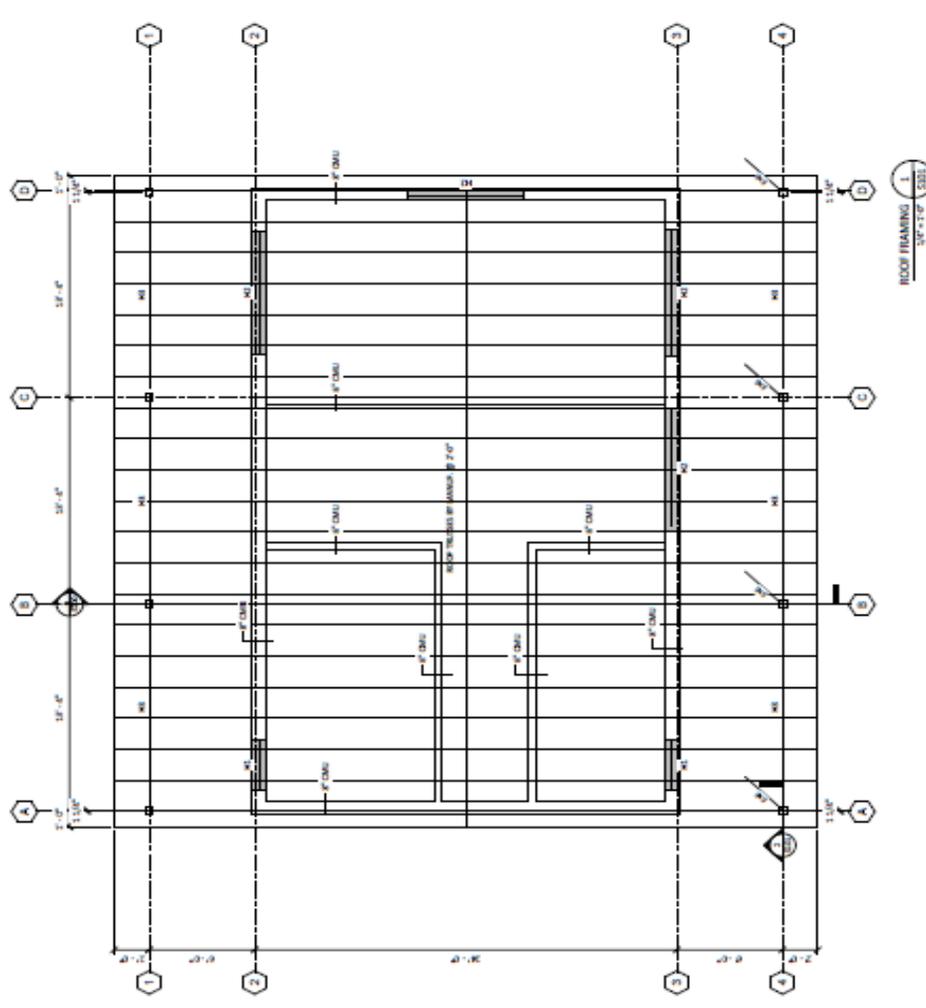


**HEADER/JUNTEL SCHEDULE**

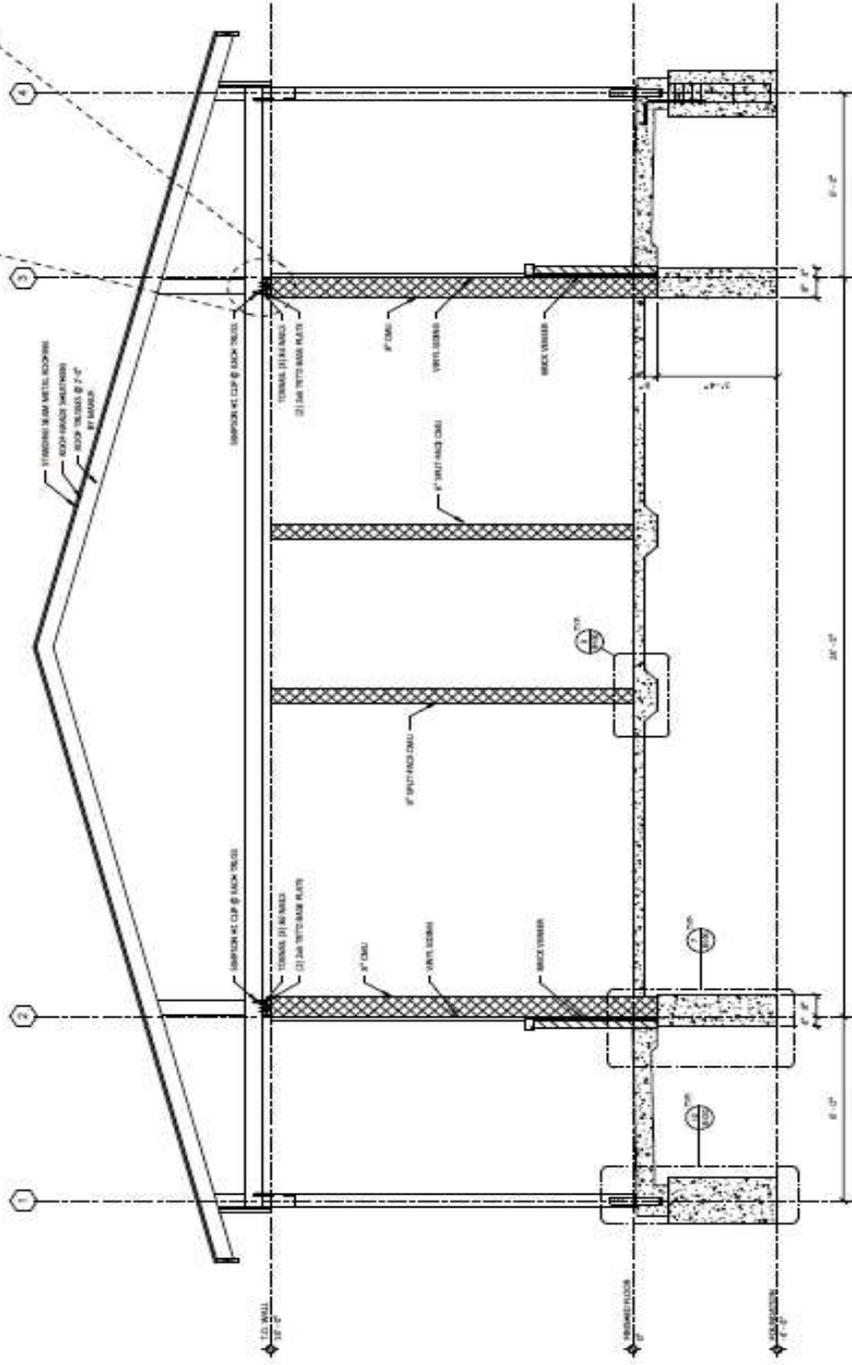
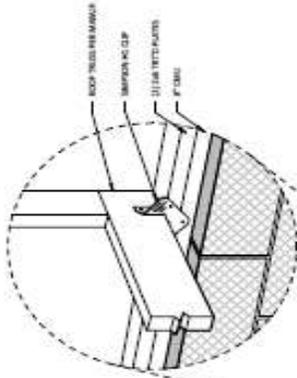
ITEM	DESCRIPTION	QUANTITY	UNIT	MARKING	NOTES
1	12x12 JUNTEL	1	EA	12x12	12x12 JUNTEL
2	12x12 HEADER	1	EA	12x12	12x12 HEADER
3	12x12 JUNTEL	1	EA	12x12	12x12 JUNTEL
4	12x12 HEADER	1	EA	12x12	12x12 HEADER

**FRAMING/NAILING SCHEDULE**

ITEM	DESCRIPTION	QTY	UNIT	MARKING	NOTES
1	12x12 JUNTEL	1	EA	12x12	12x12 JUNTEL
2	12x12 HEADER	1	EA	12x12	12x12 HEADER
3	12x12 JUNTEL	1	EA	12x12	12x12 JUNTEL
4	12x12 HEADER	1	EA	12x12	12x12 HEADER



REV.	DESCRIPTION OF CHANGE	DATE
1	ISSUE FOR PERMIT	09/26/2018
2	CLIENT REVIEW	09/26/2018
3	ISSUE FOR PERMIT	09/26/2018
4	ISSUE FOR PERMIT	09/26/2018
5	ISSUE FOR PERMIT	09/26/2018
6	ISSUE FOR PERMIT	09/26/2018
7	ISSUE FOR PERMIT	09/26/2018
8	ISSUE FOR PERMIT	09/26/2018
9	ISSUE FOR PERMIT	09/26/2018
10	ISSUE FOR PERMIT	09/26/2018



BUILDING SECTION 1  
 1/4\"/>



### ELECTRIC UNIT HEATER SCHEDULE

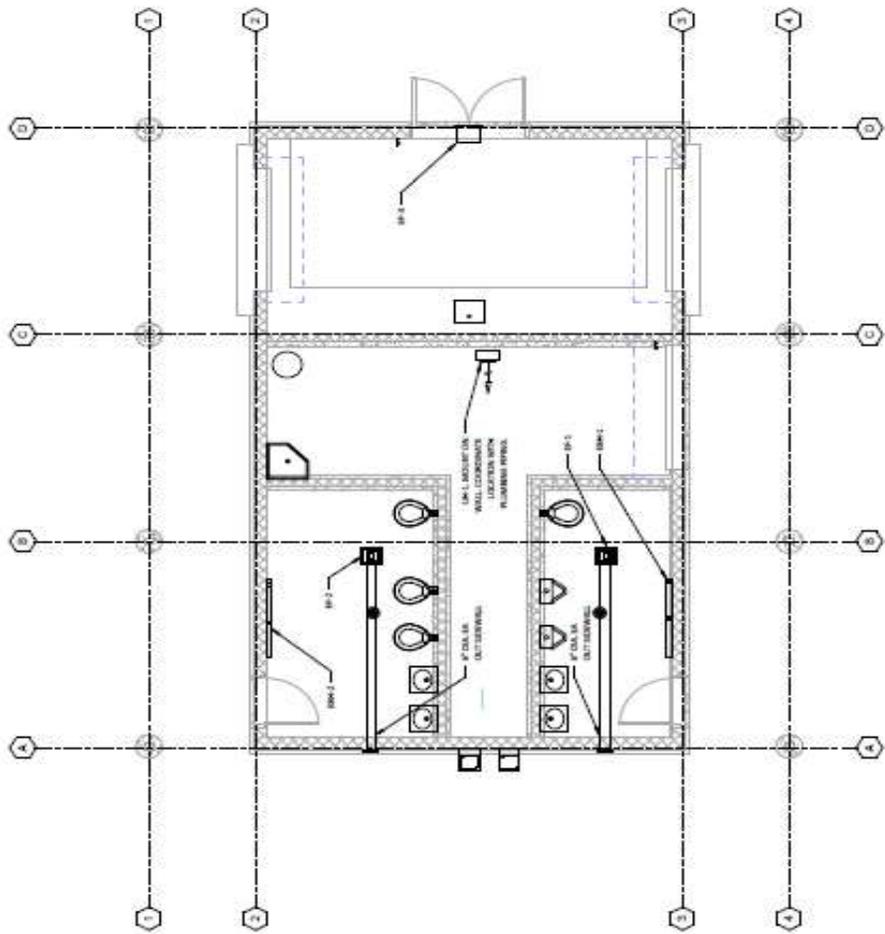
HEATER NO.	WATTS (W)	HEATING CAPACITY (BTU/H)	ELECTRICAL		CONNECTIONS (W x H x D)	MANUFACTURER/TYPE	REMARKS
			AMP	PHASE			
EH-1	300	14,200	2.71	3Ø	15 1/2" x 6 1/2" x 3 1/2"	WALL MOUNT HEATER WITH 12" AIR CIRCUMFERENCE	WALL MOUNT HEATER WITH 12" AIR CIRCUMFERENCE

### ELECTRIC BASEBOARD HEATER SCHEDULE

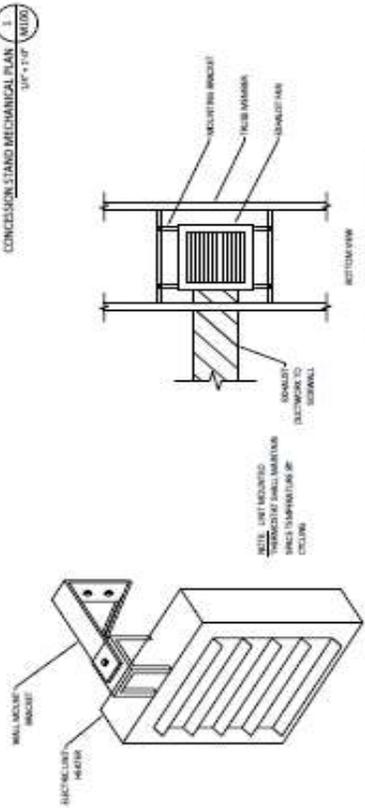
HEATER NO.	WATTS (W)	HEATING CAPACITY (BTU/H)	ELECTRICAL		CONNECTIONS (W x H x D)	MANUFACTURER/TYPE	REMARKS
			AMP	PHASE			
EH-1	1,200	4,200	5.2	3Ø	107 1/2" x 3 1/2" x 3 1/2"	WALL ELECTRICAL BASEBOARD HEATER WITH 12" AIR CIRCUMFERENCE	
EH-2	1,200	4,200	5.2	3Ø	107 1/2" x 3 1/2" x 3 1/2"	WALL ELECTRICAL BASEBOARD HEATER WITH 12" AIR CIRCUMFERENCE	

### EXHAUST FAN SCHEDULE

FAN NO.	KWH/HR (CMH)	STATIC PRESSURE (INCHES)	ELECTRICAL		CONNECTIONS	MANUFACTURER/TYPE	REMARKS
			AMP	PHASE			
EF-1	220	0.25	0.28	1Ø	107 1/2" x 3 1/2" x 3 1/2"	PAVILION ROOF EXHAUST FAN WITH 12" AIR CIRCUMFERENCE	
EF-2	220	0.25	0.28	1Ø	107 1/2" x 3 1/2" x 3 1/2"	PAVILION ROOF EXHAUST FAN WITH 12" AIR CIRCUMFERENCE	
EF-3	800	0.20	0.8	1Ø	107 1/2" x 3 1/2" x 3 1/2"	PAVILION ROOF EXHAUST FAN WITH 12" AIR CIRCUMFERENCE	



CONCESSION STAND MECHANICAL PLAN 1/4" = 1'-0" (W/D)



- 1 HORIZONTAL UNIT HEATER AND HEATER DETAIL
- 2 EXHAUST FAN MOUNTING DETAIL



NO.	REVISION	DATE

**NOT FOR CONSTRUCTION**

DATE: 08/14/2018  
DRAWN BY: J. BOEHLER  
CHECKED BY: J. BOEHLER

WEST BRANCH COMMUNITY SCHOOLS CONCEPTION STAND  
PLUMBING PLAN

PROJECT NO: 18-0093  
SHEET NO: 18-0093-01  
DATE: 08/14/2018  
DRAWN BY: J. BOEHLER  
CHECKED BY: J. BOEHLER

### EXPANSION TANK SCHEDULE

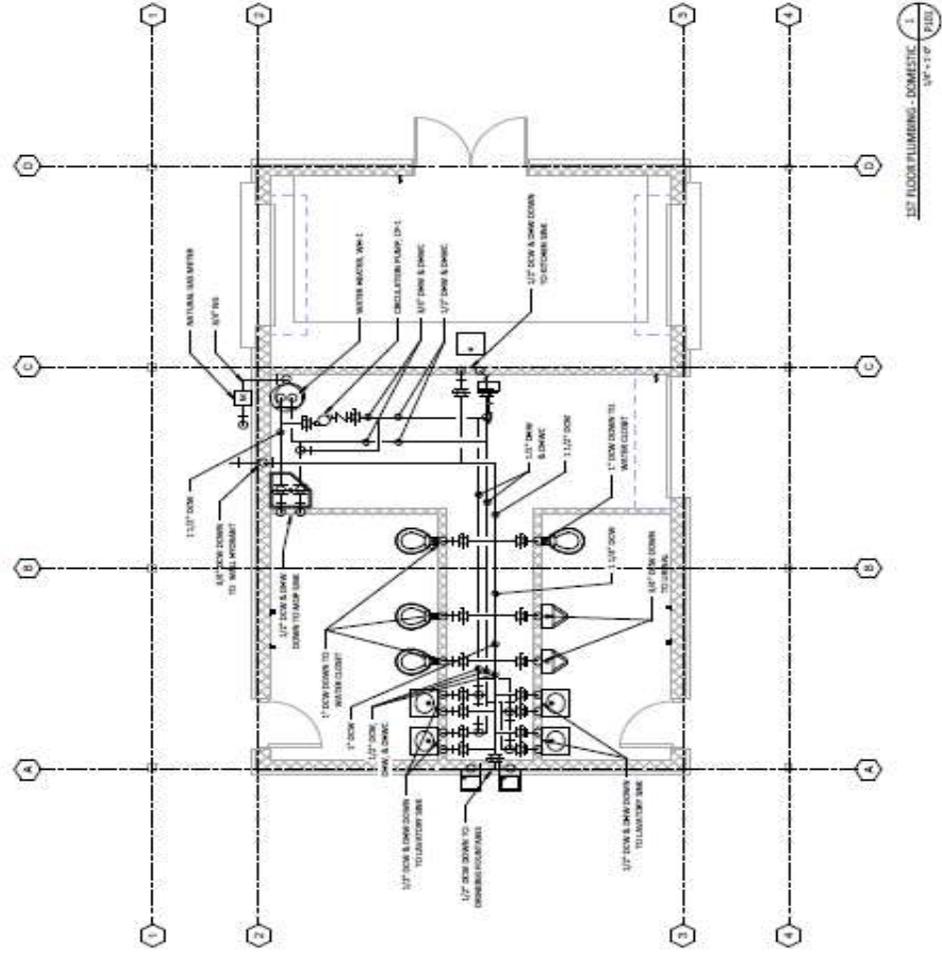
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	MANUFACTURER / MODEL	REMARKS
1	EXPANSION TANK (15 GAL)	1	EA	WATERSOURCE / WTR-15	FOR SYSTEM PROTECTION

### GAS-FIRED WATER HEATER SCHEDULE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	MANUFACTURER / MODEL	REMARKS
1	GAS-FIRED WATER HEATER (40 GPM)	1	EA	WATERSOURCE / WH-40	FOR DOMESTIC HOT WATER

### DOMESTIC HOT WATER RECIRCULATING PUMP SCHEDULE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	MANUFACTURER / MODEL	REMARKS
1	DOMESTIC HOT WATER RECIRCULATING PUMP	1	EA	WATERSOURCE / DHP-1	FOR RECIRCULATION



1ST FLOOR PLUMBING - DOMESTIC HOT WATER RECIRCULATION







City of West Branch  
110 N. Poplar Street  
West Branch, IA 52358

### SITE PLAN REVIEW CHECKLIST

Project Name WBCS CONCESSION STAND

Engineer AXIOM CONSULTANTS

Reviewer DRS

Reviewed Date 2018-10-5

1. SITE PLAN

- A. Site plans shall only be required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of and within any district of the West Branch Zoning Ordinance, and for any use, except one and two family dwellings.

2. DESIGN STANDARDS

- A. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines nor increase the danger of erosion, flooding, landslide, or other endangerment of adjoining or surrounding property
- B. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property and to this end shall minimize the adverse effects on such adjoining property from automobile headlights, illumination of required perimeter yards, refuse containers, and impairment of light and air.
- C. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent or surrounding public streets
- D. The proposed development shall conform to all applicable provisions of the Code of Iowa, as amended, Iowa Statewide Urban Design and Specifications (SUDAS), Iowa Stormwater Management Manual and all applicable provisions of the Code of Ordinances of the City of West Branch, as amended

*"Turning Vision into Reality is our Business"*



City of West Branch  
 110 N. Poplar Street  
 West Branch, IA 52358

SITE PLAN:

1. Prepared by a licensed Engineer or Land Surveyor  YES  NO
2. Date of preparation, North point and scale no smaller than 1"=100'.  
 Comments:  YES  NO
3. Legal description and address of the property to be developed.  
 Comments: Interior to HS Site  YES  NO
4. Name and address of the record property owner, the applicant, and the person or firm preparing the site plan  
 Comments:  YES  NO
5. The existing topography with a maximum of two (2) foot contour intervals. Where existing ground is on a slope of less than two percent (2%), either one (1) foot contours or spot elevations where necessary but not more than fifty (50) feet apart in both directions, shall be indicated on site plan.  
 Comments:  YES  NO
6. Existing and proposed utility lines and easements in accordance with Iowa Statewide Urban Design and Specifications (SUDAS) and City of West Branch Subdivision Regulations.  
 Comments:  YES  NO
7. Structure Information:
  - a. Total number and type of dwelling units proposed  YES  NO
  - b. Proposed uses for all buildings  YES  NO
  - c. Total floor area of each building  YES  NO
  - d. Estimated number of employees for each proposed use where applicable  YES  NO N/A
  - e. Any other information, including peak demand, which may be necessary to determine the number of off-street parking spaces and loading spaces.  YES  NO N/A
8. Location, shape, and all exterior elevation views of all proposed buildings, for the purpose of understanding the structures and building materials to be used, the location of windows, doors, overhangs, projection height, etc. and the grade relationship to floor elevation, and the number of stories of each existing building to be retained and of each proposed building.  YES  NO
9. Property lines and all required yard setbacks.  YES  NO N/A
10. Location, grade and dimensions of all existing and proposed paved surfaces and all abutting streets.  YES  NO

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City of West Branch  
110 N. Poplar Street  
West Branch, IA 52358

- 11. Complete traffic circulation and parking plan, showing the location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, sidewalks, dividers, planters, and other similar permanent improvements.  YES  NO N/A
- 12. Location and type of existing or proposed signs and of any existing or proposed lighting on the property which illuminates any part of any required yard.  YES  NO
- 13. Location of existing trees six (6) inches or larger in diameter, landslide areas, springs and streams and other bodies of water, and any area subject to flooding by a one hundred (100) year storm on site and downstream off site.  YES  NO N/A
- 14. Location, amount and type of any proposed landscaping. Location of proposed plantings, fences, walls, or other screening as required by the zoning regulations and the design standards set forth in Section 173.03.  YES  NO  
addressed in overall school site concept
- 15. A vicinity map at a scale of 1" = 500' or larger, showing the general location of the property, and the adjoining land uses and zoning.  YES  NO
- 16. Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development in relation to the design standards set forth in Section 173.03.  YES  NO N/A
- 17. Where possible ownership or boundary problems exist, as determined by the Zoning Administrator, a property survey by a licensed land surveyor may be required.  YES  NO N/A
- 18. Stormwater Pollution Prevention Plan. Under 1 Acre -  YES  NO
- 19. Stormwater Management Plan.  YES  NO
- 20. Pre-Application Conference.  YES  NO
- 21. Provide 25% of open space
  - a. Said open space shall be unencumbered with any structure, or off-street parking or roadways and drives, and shall be landscaped and maintained with grass, trees and shrubbery.  YES  NO N/A
  - b. Each principal structure of an apartment or office complex on same site shall be separated from any other principal structure in the complex by an open space of not less than sixteen (16) feet.  YES  NO N/A
- 22. Landscaping Requirements
  - a. Minimum requirements at the time of planting - Two (2) trees minimum or one (1) tree of the following size per 1,500 square feet of open space, whichever is greater: 40 Percent 1½" - 2" caliper diameter. Balance 1" - 1½" caliper diameter. (Evergreen trees shall not be less than three (3) feet in height.)  YES  NO  
Landscaping is addressed in overall master plan
  - b. Minimum requirements at the time of planting - 6 shrubs, or 1 shrub per 1,000 square feet of open space, whichever is greater.  YES  NO

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City of West Branch  
110 N. Poplar Street  
West Branch, IA 52358

23. Buffer Required

- a. Any other zoning district, other than an Agricultural A-1 District, that abuts any residential district shall require a buffer as described in this section. The buffer shall be provided by the non-residential use when adjoining a residential district.  YES  NO N/A
- b. All Industrial Districts that abut any other district shall provide a buffer as required by this section.  YES  NO N/A
- c. Any storage area, garbage storage, junk storage or loading docks, and loading areas, in any District shall be screened from public street view by a buffer  YES  NO N/A

24. Buffers

- a. Buffer Wall: A buffer wall shall not be less than six (6) feet in height; constructed of a permanent low maintenance material such as concrete block, cinder block, brick, concrete, precast concrete or tile block; the permanent low-maintenance wall shall be designed by an architect or engineer for both structural adequacy and aesthetic quality.  YES  NO N/A
- b. Landscape Buffer: A landscape buffer shall not be less than twenty-five (25) feet in width, designed and landscaped with earth berm and predominant plantings of evergreen type trees, shrubs and plants so as to assure year around effectiveness.  YES  NO N/A

25. Surfacing Requirements.

- a. All off-street parking and loading areas and access roadways shall have a durable and dustless surface paved with asphaltic or Portland cement concrete pavement or pervious pavement. Off-street parking of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other mobile vehicles shall be on an asphaltic or Portland cement concrete paved off-street parking area and not parked or stored within the landscaped open space area of the front yard. All off-street parking areas and associated driveways, access roadways and frontage roads, except driveways for single family residences, shall be constructed with permanent, integrally attached 6" high curbing or curbing of alternate height.  YES  NO N/A
- b. Portland Cement Concrete shall have a minimum thickness of five (5) inches.  YES  NO N/A
- c. Asphaltic Cement Concrete shall have a minimum thickness of six (6) inches.  YES  NO N/A
- d. Material utilized in the subgrade shall be well drained and not susceptible to frost boils. Driveways for attached townhouse style residences shall be Portland cement concrete or asphaltic concrete with minimum thickness of five (5) inches and six (6) inches, with well-drained subgrade base and not greater than eighteen (18) feet in width.  YES  NO N/A

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City of West Branch  
110 N. Poplar Street  
West Branch, IA 52358

26. Landscaping, Screening and Open Space Requirements.

- a. All parking areas be aesthetically improved to reduce obtrusive characteristics that are inherent to their use.  YES  NO N/A
- b. Parking areas shall be effectively screened from general public view and contain shade trees within parking islands where multiple aisles of parking exist. Not less than five (5) percent of the interior parking area shall be landscaped within parking islands.  YES  NO N/A

27. Off-Street Parking Access to Public Streets and Internal Traffic Circulation.

- a. forward movement of the vehicle.  YES  NO N/A
- b. Driveway approach returns shall not extend beyond the side lot line as extended.  YES  NO N/A
- c. The number of ingress/egress access points to public streets from offstreet parking areas located to limit vehicular conflicts, preserve proper traffic safety.  YES  NO N/A

28. Handicap Accessible Parking Requirements - comply with the parking space minimum requirements.  YES  NO N/A

29. Traffic Analysis Requirements. Any project which contains 100 dwelling units or 1,000 average day trips.  YES  NO N/A

30. Architectural Standards - architectural plans for buildings shall be submitted for review and approval.  YES  NO

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**RESOLUTION 1754**

**A RESOLUTION APPROVING WEST BRANCH COMMUNITY SCHOOL DISTRICT HIGH SCHOOL CONCESSION STAND SITE PLAN**

**WHEREAS**, the West Branch Community School District has heretofore submitted a proposed Site Plan to construct a concession stand at 900 West Main Street, 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 5th day of November, 2018.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1760</b> – Approving the Contribution of \$3,000 to the Community Development Group (CDG) for the Purpose of Horse Drawn Carriage Rides during the Christmas Past Festival.
<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>	Melissa Russell, Parks and Recreation Director
<b>DATE:</b>	October 31, 2018

### BACKGROUND:

This item will meet one of City Council's Moderate (4 votes) Objectives established at FY 2017 – 2018 Goal Setting Session.

Christmas Past is an annual celebration that is a community driven festival organized by the Community Development Group and City of West Branch. This year the event will be December 7<sup>th</sup> and December 8<sup>th</sup>. The festival highlights include but are not limited to events such as: horse-drawn carriage rides, the Christmas Tree Gallery, Street-side Fireplaces and many other family friendly events.

<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>	

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**RESOLUTION 1760**

**APPROVING THE CONTRIBUTION OF \$3,000 TO THE COMMUNITY DEVELOPMENT GROUP (CDG) FOR THE PURPOSE OF HORSE DRAWN CARRIAGE RIDES DURING THE CHRISTMAS PAST FESTIVAL**

**WHEREAS**, the City of West Branch encourages tourist, residents from within and surrounding communities to bring the entire family to West Branch's annual celebration, celebrating the Spirit of the Season; and

**WHEREAS**, the celebration kicks off Friday evening at 5 p.m. with caroling, a lighting ceremony, and the arrival of Santa and Mrs. Claus, and other special guests; and

**WHEREAS**, the Main Street District, the Herbert Hoover National Historic Site, and the Herbert Hoover Presidential Library-Museum come alive with the sounds and activities of the season; and

**WHEREAS**, visitors can warm themselves at one of many street-side fireplaces, roast a marshmallow, roast a hot dog or enjoy freshly made donut prepared in one of two open fire pits; and /or take a horse-drawn carriage ride to stop by and see the Gibson Train Display, where Mom and Dad can visit the Art Mart while the kids pay a visit to the North Pole Outlet; and

**WHEREAS**, the West Branch City Council made it a City Council Goal financially contribute \$3,000 to the Community Development Group (CDG) for the purpose of Horse Drawn Carriage Rides during the Christmas Past Festival.

**NOW, THEREFORE, BE IT RESOLVED**, be it resolved by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned payment \$3,000 be made to the Community Development Group for the purposes so stated and hereby accepted and approved.

\* \* \* \* \*

**Passed and approved this 5th day of November, 2018.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 5, 2018
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<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> 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 Director
<b>DATE:</b>	October 31, 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 – Move to Action
---

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

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**EXPENDITURES****11/5/2018**

ACTION SEWER & SEPTIC SERV	TELEVISE SEWER LINE	1,243.75
BAKER & TAYLOR INC.	BOOKS	286.69
BARNHART'S CUSTOM SERVICES	STREET LIGHT REPAIR	350.00
CAJ ENTERPRISES INC	BERANEK PARK SHELTER	91.35
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20
CY'S TREE SERVICE	TREE TRIMMING	4,940.00
D&R PEST CONTROL	PEST CONTROL	70.00
HD CLINE COMPANY	REPAIR PARTS	273.84
HOLIDAY INN DES MOINES AIR	LODGING	201.60
IMWCA	IMWCA	2,024.00
IOWA ONE CALL	LOCATION SERVICE	72.00
IOWA PRISON INDUSTRIES	FURNITURE	1,512.00
JOHNSON COUNTY REFUSE INC.	RECYCLING SEP 2018	4,250.15
JULIA HIME	VIDEOGRAPY SERVICES	150.00
KIRKWOOD COMM. COLLEGE	TUITION-WASTEWATER GR 3/4	150.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,274.78
LYNCH'S PLUMBING INC	VACUUM OUT CURB STOP	150.00
MEDIACOM	CABLE SERVICE	41.90
OASIS ELECTRIC LLC	SERVICE CALL-LIBRARY	157.34
OVERDRIVE INC	AUDIOBOOKS	624.77
PARKSIDE SERVICE	TIRE REPAIR	26.17
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-CITY OFFICE	95.18
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	970.00
QUILL CORP	OFFICE SUPPLIES	147.57
RESTORATION PRO 24 LLC	EMERGENCY CLEANING SERVICE	3,721.81
RIVER PRODUCTS COMPANY INC	BERANEK PARK SHELTER	68.73
SPRINGDALE AGENCY	INSURANCE	85.00
THOMAS HEATING & AIR LLC	FURNACE REPAIR	450.00
WEST BRANCH COMMUNITY SCHOOL	BUS SERVICE	2,706.18
WEST BRANCH FIREFIGHTERS	SUPPLIES, TRAINING, TRAVEL	404.36
WEST BRANCH FORD	VEHICLE REPAIR	228.47

**TOTAL****26,790.84****PAYROLL****10/19/2018 53,411.32****PAYROLL (SICK TIME PAYOUT)****10/25/2018 1,718.26****PAYROLL****11/2/2018 41,019.03**

**PAID BETWEEN MEETINGS**

BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	1,314.07
BP AMOCO	VEHICLE FUEL	815.63
BUSINESS RADIO SALES	SUPPLIES	38.29
CJ COOPER & ASSOCIATES	DRUG TESTING	69.30
KIWANIS	MEMBERSHIP DUES	100.00
KNOCHE, REBECCA	VIDEOGRAPHY SERVICES	150.00
LYNCH, RYAN OR LINDSEY	BUILDING INCENTIVE PAYMENT	1,102.07
BOWMAN, MATT	RENTAL REFUND	100.00
UPS	SHIPPING	20.92
US BANK CORPORATE CARD	TRAINING, TRAVEL EXPENSES, SUPPLIES	1,500.06
VEENSTRA & KIMM	WASTEWATER TREATMENT-FACILITY STUDY	7,701.45
WALMART	SUPPLIES	245.09
WEST BRANCH TIMES	ADVERTISING/LEGAL PUBLICATIONS	1,198.79
WEX BANK	VEHICLE FUEL	1,244.31
AMAZON	BOOKS & PROGRAM SUPPLIES	367.96
LESLIE BRICK	MILEAGE & TRAVEL EXPENSE	194.62
GALAXY CLEANING SERVICES	CLEANING SERVICE	546.00
REDMOND JONES II	TRAVEL EXPENSES	912.39
VERIZON WIRELESS	WIRELESS SERVICE	833.13

**TOTAL** **18,454.08**

**GRAND TOTAL EXPENDITURES** **141,393.53**

**FUND TOTALS**

001 GENERAL FUND	62,774.16
022 CIVIC CENTER	253.04
031 LIBRARY	14,494.09
036 TORT LIABILITY	2,005.41
110 ROAD USE TAX	9,947.72
112 TRUST AND AGENCY	18,089.59
600 WATER FUND	12,704.23
610 SEWER FUND	20,546.54
740 STORM WATER UTILITY	578.75

**GRAND TOTAL** **141,393.53**

DEPARTMENT	FUND	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND		PARKSIDE SERVICE	TIRE REPAIR	26.17
			LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	245.89
			WEST BRANCH FORD	VEHICLE REPAIR	228.47
			RESTORATION PRO 24 LLC	EMERGENCY CLEANING SERVICE	1,860.91
			TOTAL:	2,361.44	
FIRE OPERATION	GENERAL FUND		WEST BRANCH FIREFIGHTERS	SUPPLIES, TRAINING, TRAVEL	84.51
				SUPPLIES, TRAINING, TRAVEL	110.86
			LIBERTY COMMUNICATIONS	SUPPLIES, TRAINING, TRAVEL	50.00
			RESTORATION PRO 24 LLC	SUPPLIES	158.99
			TOTAL:	100.46	
			LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,860.90
			CULLIGAN WATER TECHNOLOGIES	EMERGENCY CLEANING SERVICE	23.20
				TOTAL:	2,388.92
STREET LIGHTING	GENERAL FUND		BARNHART'S CUSTOM SERVICES LLC	STREET LIGHT REPAIR	350.00
				TOTAL:	350.00
PARK & RECREATION	GENERAL FUND		RIVER PRODUCTS COMPANY INC	BERANEK PARK SHELTER	68.73
			WEST BRANCH COMMUNITY SCHOOLS	BUS SERVICE	843.60
			CAJ ENTERPRISES INC	BUS SERVICE	1,862.58
			LIBERTY COMMUNICATIONS	BERANEK PARK SHELTER	91.35
			TOTAL:	133.40	
				TOTAL:	3,019.66
CEMETERY	GENERAL FUND		HE CLINE COMPANY	REPAIR PARTS	273.84
				TOTAL:	273.84
CLERK & TREASURER	GENERAL FUND		HOLIDAY INN DES MOINES AIRPORT	LODGING	201.60
			PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	47.59
			LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	325.78
				TOTAL:	574.97
SOLID WASTE	GENERAL FUND		JOHNSON COUNTY REFUSE INC.	RECYCLING SSP 2018	3,899.75
				LANDFILL- FALL CLEANUP	330.49
				TOTAL:	4,230.15
LOCAL CABLE ACCESS	GENERAL FUND		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			JULIA HINE	VIDEOGRAPY SERVICES	150.00
			MEDIACOM	CABLE SERVICE	41.90
				TOTAL:	256.85
TOWN HALL	CIVIC CENTER		PLUNKETT'S PEST CONTROL INC.	PEST CONTROL-TOWN HALL	47.59
			LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.45
				TOTAL:	91.04
LIBRARY	LIBRARY		OVERDRIVE INC	AUDIOBOOKS	156.97
				BOOKS	26.84
				BOOKS	113.97
				BOOKS	136.99
				AUDIO BOOKS	190.00
				FURNITURE	1,512.00
				SERVICE CALL-LIBRARY	157.34
				OFFICE SUPPLIES	57.58
				OFFICE SUPPLIES	89.99
				BOOKS	286.69

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		D&R PEST CONTROL LIBERTY COMMUNICATIONS	PEST CONTROL TELEPHONE SERVICE	70.00 186.65
			TOTAL:	2,985.02
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	531.47
			TOTAL:	531.47
FIRE OPERATION	TORT LIABILITY	IMWCA SPRINGDALE AGENCY	WORK COMP - FIRE INSURANCE	699.34 85.00
			TOTAL:	784.34
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	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	CY'S TREE SERVICE LIBERTY COMMUNICATIONS	TREE TRIMMING STUMP GRINDING TELEPHONE SERVICE	3,500.00 1,440.00 51.40
			TOTAL:	4,991.40
WATER OPERATING	WATER FUND	IOWA ONE CALL THOMAS HEATING & AIR LLC LYNCH'S PLUMBING INC IMWCA LIBERTY COMMUNICATIONS	LOCATION SERVICE FURNACE REPAIR VACUUM OUT CURB STOP WORK COMP - WATER TELEPHONE SERVICE	36.00 450.00 150.00 84.95 51.40
			TOTAL:	772.35
SEWER OPERATING	SEWER FUND	IOWA ONE CALL KIRKWOOD COMM. COLLEGE QC ANALYTICAL SERVICES LLC IMWCA LIBERTY COMMUNICATIONS ACTION SEWER & SEPTIC SERVICES INC.	LOCATION SERVICE TUITION-WASTEWATER GR 3/4 LAB ANALYSIS WORK COMP - SEWER TELEPHONE SERVICE TELEWISE SEWER LINE	36.00 150.00 970.00 18.64 51.40 665.00
			TOTAL:	1,891.04
STORM WATER UTILITY	STORM WATER UTILIT	ACTION SEWER & SEPTIC SERVICES INC.	TELEWISE STORM SEWER LINE	578.75
			TOTAL:	578.75

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
----- FUND TOTALS -----				
	001	GENERAL FUND		13,475.83
	022	CIVIC CENTER		91.04
	031	LIBRARY		2,985.02
	036	TORT LIABILITY		2,005.41
	110	ROAD USE TAX		4,991.40
	600	WATER FUND		772.35
	610	SEWER FUND		1,891.04
	740	STORM WATER UTILITY		578.75
-----				
		GRAND TOTAL:		26,790.84
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1756</b> – Authorizing the City Administrator to Accept a “\$10,000 Money Back Guarantee” Wastewater Treatment Proposal from Baldrige Environmental, Inc. and an additional not to exceed amount of \$4,000 for the city owned shed to house the wastewater treatment unit.
<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>	Todd Baldrige / Randy Seberg, Baldrige Environmental Inc.
<b>DATE:</b>	October 11, 2018

### **BACKGROUND:**

The Wastewater Task Group recommends moving forward with this proposal. The task group visited projects that used infusion technologies that enhances levels of dissolved oxygen for increased biological activity, the Baldrige process is 80% less expensive and comes with a money back guarantee. The process will also results in enhanced sludge digestion by the enzymes (also known as “bugs). Again, a benefit for the city even if other levels are not met. However, this sludge reduction through this process is also expected to result in lower levels of Ammonia, E.coli, and BODs. What are BOD’s - Biochemical Oxygen Demand or Biological Oxygen Demand, BOD are used extensively for wastewater treatment, in determining the decomposition rate of organic waste by microorganisms in the treatment process. In other words, BOD’s are the measurement of the amount of dissolved oxygen (DO) that is used by aerobic microorganisms when decomposing organic matter in water. BOD is an important water quality parameter because it provides an index to assess the effect discharged wastewater will have on the receiving environment (rivers, streams, and/or creeks). If the rate of DO consumption by bacteria exceeds the supply of DO from aquatic plants, algae photosynthesis or diffusing from air, unfavorable conditions occur. In short, even if the project doesn’t meet all of its expectation the wastewater will be better than when the project was started, and we will not lose time on our other timelines or DNR timeline obligations. The money back guarantee projects confidence, but also lessens the city’s risk in trying to find cost effective service solutions.

<b>STAFF RECOMMENDATION:</b>	Seek City Council Direction
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## Baldrige Proposal

October 22, 2018

Mr. Redmond Jones  
West Branch City Administrator  
West Branch, Iowa

Dear Mr. Jones,

Todd Baldrige and I are gratefully for the time you gave us on October 19<sup>th</sup> to visit with you and your colleagues concerning the waste water treatment facility. We were able to better understand your concerns and were very encouraged at your willingness to consider our approach to solving your waste water discharge being out of compliance to DNR standards.

Our proposal is to place a 1560-gallon tank and our oxygen injection system in a building that West Branch would provide beside or attached to the blower shed at the waste water lagoons. West Branch will also supply a 3 phase 480 circuit and a single phase 120 circuit for use to power our equipment.

The proposal is that within 6 months of operating our micro-bubble machine and adding our enzymes, the discharge from the lagoon will comply to DNR standards. The fee for this project is \$10,000.00 for installation and training plus \$250.00 for each kilo of enzymes. We estimate you may use 30 to 40 kilos of enzymes during this testing period. If at the end of the 6-month period or at anytime during this testing period, you are not satisfied with our performance you may cancel the test and we will remove our equipment and refund the \$10,000.00 project fee. You will be responsible for the cost of all enzymes used during the test.

The \$10,000.00 fee is payable to Todd Baldrige upon your acceptance of this project plan. Cost of enzymes will be billed monthly.

Normally we would remove our equipment after the testing period has been completed but since Todd is a resident of West Branch, we would ask for Todd to have access to the equipment and be able to work with city employees to have access to test results, so he can provide adjustments to the equipment to continue to improve performance. In return for granting this request, we would leave the equipment in place at no additional charge. If you do continue running the micro-bubble equipment after the test period, there are a couple of service options to consider. One would be for you to handle all repairs and motor replacements as needed or we can handle all service, including motor replacements for a fee of \$500.00 per quarter or \$2,000.00 per year.

In summary, we are proposing for \$10,000.00 plus up to \$10,000.00 in enzyme expense we would be able to get you to comply to DNR standards. (with the understanding you would still be responsible to keep the lagoons from freezing over in the winter months. We would work with you, but the lagoon freeze over is not part of our solution during this testing period) Then going forward, you could have an annual expense of \$2,000.00 for service and a projected annual enzyme cost of \$8,000.00 for a total annual cost of \$10,000.00

We look forward to answering any of your questions and working with you on this project.

Sincerely,

Todd Baldrige

Randy Seberg

**RESOLUTION 1756**

**AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT A “\$10,000 MONEY BACK GUARANTEE” WASTEWATER TREATMENT PROPOSAL FROM BALDRIDGE ENVIRONMENTAL, INC. AND AN ADDITIONAL NOT TO EXCEED AMOUNT OF \$4,000 FOR THE CITY OWNED SHED TO HOUSE THE WASTEWATER TREATMENT UNIT.**

**WHEREAS,** Early Mechanical Wastewater Treatment Plants are estimated at \$5m to \$7m dollars which would have impact on local sewer ratepayers.

**WHEREAS,** The City of West Branch formed the Wastewater Task Group in order to explore cost effective measures to meet new DNR required levels; and

**WHEREAS,** the Wastewater Task Group visited projects that used infusion technologies that enhances levels of dissolved oxygen for increased biological activity and therefore, recommends moving forward with this proposal as a pilot project; and

**WHEREAS,** the proposal is a money back guarantee should in 6 months of operating the micro-bubble machine and adding their super charged enzymes, the discharge from the lagoon will comply to DNR standards; and

**WHEREAS,** the fee for this project is \$10,000 for installation and training plus \$250.00 for each kilo of enzymes with a potential 40 kilo anticipated to be needed (enzyme cost will not be open to the “money back guarantee”; and a not to exceed amount of \$4,000 for a shed to house the treatment process; and

**WHEREAS,** the total pilot project is anticipated not to exceed \$24,000 (includes “money back” risk protection of \$10,000; and potential city owned shed of \$4,000 that can be used for other operational needs should project fail).

**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 5th day of November, 2018.**

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

ATTEST:

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



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Public Hearing:</b> To consider intent and proposal of disposing of the City’s interest in Outlot “A”, Lynch Heights, West Branch, Iowa.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	October 11, 2018

**BACKGROUND:**

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the City Council of the City of West Branch, at the Council Chambers at 110 Poplar Street, West Branch, Iowa, at 7:00 o'clock P.M., on Monday, November 5<sup>th</sup>, 2018. Said public hearing shall be to consider the intent and proposal of disposing of the City's interest in Outlot A, Lynch Heights, West Branch, Iowa.

YOU ARE FURTHER NOTIFIED that the public is invited to make comment, either written or oral, at the time and place listed above. Further information about this matter can be obtained by contacting the Office of the City Clerk.

<b>STAFF RECOMMENDATION:</b>	Open Public Hearing / Close Public Hearing
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<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
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<b>COUNCIL ACTION:</b>	
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<b>MOTION BY:</b>	
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<b>SECOND BY:</b>	
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	Resolution 1757 – Approving the Disposal of the City’s Interest in Outlot “A”, Lynch Heights Subdivision, West Branch, Iowa.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	November 1, 2018

**BACKGROUND:**

As West Branch continues to grow it has become a growing concern that the dedication of public park land or green space does not meet the needs of any comprehensive Parks, Recreation, and Open Space Master Plan. In fact, in many cases this type land dedication has increased the burden on the City’s Public Works crews due to maintenance and other concerns. Staff would like develop Land Dedication policy / code; which would allow the City Council the option to accept money as an alternative to the dedication of land, green space, or out lots.

Accepting money as an alternative should be considered for any of the following conditions:

- a. Where there is no public park required by the Comprehensive Plan;
- b. If the developer does not wish to establish private parks; or
- c. Where the subdivision is too small to dedicate park sites sufficiently large enough to be economically operated.

**Special Note:**

There was some concern expressed by Mr. Maher; however based on advisement from the City Engineer and the City Attorney Mr. Maher’s concerns may be applicable to Outlot B rather than Outlot A; and even then these issues would typically be handled as a private negotiation or civil matter.

See attached Memo.

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

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## MEMORANDUM

TO: Kevin Olson, City Attorney  
Dave Schechinger, City Engineer

FROM: Redmond Jones II, City Administrator

DATE: October 31, 2018

Hugh Maher (phone: [REDACTED]) property owner of 831 W. Main shown below came into my office today. He inquired about a requirement that would disallow two property owners to share a single drive. I told him I knew of no such requirement. In fact, I knew of several incidences in the contrary.

Outlot



Property Owner: Hugh

Mr. Maher who stands to lose driveway access to his property since the drive appears to be on someone else's property (Lynch Plumbing Inc). Mr. Maher claims that he is being told by the Lynch Plumbing that an easement agreement will not be allowed by the city. I am of the belief that it would be allowable but would be between two private parties not involving the city. Mr. Maher also thought that he would have some government protection to having land that he has been maintaining including black topping the drive (twice) being removed from his access. He seemed to think that the city's consideration for the sale and price of Outlot A, there should be a similar price or agreement available to

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keeping access to his property with ownership or an easement. He asked if the city should require that to happen because of a perceived requirement by the city years ago (at least from his memory). I did a cursory search and found no such code or documentation that would support his memory in this matter.

Leslie informed me that Lynch Plumbing was told that if further development was to be considered south of their current development, it would require 60ft frontage on W. Main. Would that requirement prevent an easement agreement between Maher and Lynch? Please let me know your thoughts, any back ground, and if this has any direct or indirection connection to the sale of Outlot A.  
Thank you for your attention in this matter.

Cc: City Council

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### Responses to Memo



Wed 10/31/2018 5:03 PM

David R. Schechinger <dschechinger@v-k.net>

RE: Potential Outlot A inquiry

To Redmond Jones; Kevin D. Olson

Cc mayor; Colton Miller; nickgoodweilerwbcc@gmail.com; Brian Pierce; Jordan Ellyson; j.stoolmanwbcc@yahoo.com

Follow up. Start by Wednesday, October 31, 2018. Due by Wednesday, October 31, 2018.

Outlot A does not abut Mr. Maher's driveway. Outlot B abuts his current property and has a portion of his driveway over it. I believe he may be confusing the two outlots. The original copy of the final plat included language that would dedicate Outlot B to him to resolve the driveway issue. The Cedar County website still shows Lynch owning Outlot B. I'm not sure what happened to the dedication indicated on the plat. It would be best to discuss with Lynch to get that answer.

I don't see that the sale of Outlot A would have the perceived impact that Mr. Maher has stated.

Dave



Wed 10/31/2018 3:50 PM

Kevin D. Olson <kevinolsonlaw@gmail.com>

Re: Potential Outlot A inquiry

To Redmond Jones

Cc <dschechinger@v-k.net>; mayor

Follow up. Start by Wednesday, October 31, 2018. Due by Wednesday, October 31, 2018.

Message image002.jpg (5 KB) image002.jpg (5 KB)

Gentlemen, maybe Dave could shed some more light on this matter but Lynch's Plumbing owns the two parcels (ending in -024 and -019 (could be -010)). If I remember when this development was first proposed, the Developer also wanted to bring a road up from Main Street. However, I believe there were objections from the Main Street property owners and that the flagpole lot was not enough frontage for that anyways.

In any event, as it pertains to Mr. Maher, the sale of Outlot A has nothing to do with the issue of Mr. Maher's driveway being on property owned by Lynch's Plumbing. As for an easement between Mr. Maher and Lynch's Plumbing, I don't know why that would be prohibited, except that it is less than ideal to have those two driveways so close together as you can see on the map provided. However, this is clearly a civil matter between the two adjoining property owners.

Now depending how long that driveway has been located there, Mr. Maher may have a claim of adverse possession, however, Mr. Maher would have to pursue that matter in court.

I can assure you that there are numerous property issues like that throughout any city at any given time and I always advise the City that it is a civil matter and the City should not take sides.

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Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277  
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358  
Sent Tax Statements to: Lynch's Plumbing, Inc., 115 S. 2<sup>nd</sup> Street, West Branch, Iowa 52358

### QUIT CLAIM DEED

For the consideration of One Dollar(s) and other valuable consideration, **City of West Branch, Iowa**, a municipal corporation, does hereby Quit Claim to **Lynch's Plumbing, Inc.**, an Iowa corporation, all our right, title, interest, estate, claim and demand in the following described real estate in CEDAR County, Iowa:

Outlot A, Lynch Heights Subdivision, West Branch, Iowa, according to the plat thereof recorded in Book 1383 at Page 289, Records of the Cedar County Recorder's Office.

Exception: 428A.2(6).

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated: \_\_\_\_\_

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

ATTEST:

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

STATE OF IOWA            )  
  )  ss  
COUNTY OF CEDAR        )

On this \_\_\_\_ day of \_\_\_\_\_, 2018, before me a Notary Public in and for said County, personally appeared Roger Laughlin and Redmond Jones II, to me personally known, who being duly sworn that they are the Mayor and City Clerk, respectively of the City of West Branch, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it voluntarily executed.

\_\_\_\_\_  
Notary Public

**RESOLUTION 1757**

**RESOLUTION APPROVING THE DISPOSAL OF THE CITY'S INTEREST IN OUTLOT A, LYNCH HEIGHTS SUBDIVISION, WEST BRANCH, IOWA.**

**WHEREAS**, the City and Lynch's Plumbing (the "Developer"), as developer of Lynch Heights Subdivision, West Branch, Iowa, previously entered into a Subdivider's Agreement that was recorded in Book 1383 at Page 289, Records of the Cedar County Recorder's Office (the "Agreement"); and

**WHEREAS**, as part of the Agreement, the Developer was required to construct a rain garden on Outlot A, Lynch Heights Subdivision, and convey said Outlot A to the City; and

**WHEREAS**, the City has now agreed to disclaim the City's right to take title to said Outlot A and relieve the Developer of the requirement to construct a rain garden on said Outlot A; and

**WHEREAS**, the Developer has agreed to pay the City the sum of \$3,500.00 for the City's disclaimer; and

**WHEREAS**, a public hearing following published notice of the same has been held on the City's disposal of its rights to said Outlot A.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the disposal of all of the City's rights outlined in the Agreement for Outlot A, Lynch Heights Subdivision, West Branch, Iowa, is hereby approved. Further, the Mayor and City Clerk are hereby directed, upon receipt of \$3,500.00 from the Developer, to execute a Quit Claim Deed to evidence the City's disposal of its rights in said Outlot A.

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby directed to record this Resolution, the public hearing notice and the Quit Claim Deed in the Office of the Cedar County Recorder.

**Passed and approved this 5<sup>th</sup> day of November, 2018.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Public Hearing:</b> To consider intent and proposal of disposing of real property known as Lot A of Lot 4, Rummells Commercial Subdivision, West Branch, Iowa
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Kevin Olson, City Attorney
<b>DATE:</b>	November 1, 2018

**BACKGROUND:**

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSAL DISPOSE OF AN INTEREST IN REAL PROPERTY, SAID REAL PROPERTY BEING GENERALLY REFERRED TO AS LOT A OF LOT 4, RUMMELLS COMMERCIAL SUBDIVISION, WEST BRANCH, IOWA.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the City Council of the City of West Branch in the Council Chambers, at the City Hall at 110 Poplar Street, at 7:00 o'clock P.M., on Monday, November 5<sup>th</sup>, 2018. Said public hearing shall be to consider the intent to dispose of the City's interest in Lot A of Lot 4, Rummells Commercial Subdivision, West Branch, Iowa to Croell Redi-Mix, Inc.

All interested persons are invited to attend and be heard on the proposal to dispose of the City's interest in the aforementioned property. Further information on this matter may be obtained by contacting the West Branch City Clerk.

Redmond Jones II, City Clerk,  
by Direction of the City Council

<b>STAFF RECOMMENDATION:</b>	Open Public Hearing / Close Public Hearing
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1758</b> – Approving the Disposal of Certain Property to Croell Redi-mix, Inc.
<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>	Kevin Olson, City Attorney
<b>DATE:</b>	October 11, 2018

**BACKGROUND:**

The City and Croell Redi-Mix, Inc. (“Croell) previously entered into that certain Land Exchange Agreement; and as part of the Agreement, the City needs to convey Lot “A” of Lot 4, Rummells Commercial Subdivision, to Croell. In exchange for the City’s conveyance to Croell, Croell will convey its present property adjacent to Main Street a.k.a. as the “Downtown East Redevelopment Project” to the City.

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

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**RESOLUTION 1758**

**RESOLUTION APPROVING THE DISPOSAL OF CERTAIN REAL PROPERTY  
TO CROELL REDI-MIX, INC.**

**WHEREAS**, the City and Croell Redi-Mix, Inc., now known as Croell, Inc. (“Croell”) previously entered into that certain Land Exchange Agreement (the “Agreement”), said Agreement being recorded in Book 1329 at page 133, of the records of the Cedar County, Iowa, Recorder’s Office; and

**WHEREAS**, as part of the Agreement, the City will convey Lot A of Lot 4, Rummells Commercial Subdivision, West Branch, Iowa, to Croell, pursuant to the Plat of Survey recorded in Plat Book J at Page 212 of the records of the Cedar County, Iowa, Recorder’s office; and

**WHEREAS**, in exchange for the City’s conveyance to Croell, Croell will convey its present property adjacent to Main Street to the City, as set forth in the Agreement; and

**WHEREAS**, Chapter 364 of the Code of Iowa and the Title Standards of the Iowa State Bar Association require a public hearing be held prior to a city conveying property; and

**WHEREAS**, said public hearing has been held pursuant to the published notice of the same.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the conveyance of said Lot A of Lot 4, Rummells Commercial Subdivision to Croell pursuant to the Agreement is hereby approved and the proposed deed of conveyance to Croell is hereby approved and the Mayor of the City of West Branch is hereby authorized to execute and deliver said deed to Croell. Further, the City Clerk is directed to record a copy of this Resolution, along with the affidavit of publication, in the Office of the Cedar County Recorder’s Office.

**Passed and approved this 5<sup>th</sup> day of November, 2018.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Motion to Set a Public Hearing:</b> for the Notice of Rezoning requested by Cedar's Edge Golf Course.
<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>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	November 1, 2018

### **BACKGROUND:**

Jerry Sexton, owner of Cedar's Edge Golf Course has requested that a portion of the golf course be rezoned from A-1 to R-1 and R-2. The new subdivision will have 16 R-1 lots and 9 R-2 lots. The Planning & Zoning Commission held a Public Hearing on October 16, 2018 and approved a recommendation to the City Council hearing no objections from residents, staff or commission members. Planning & Zoning also approved the Preliminary Plat for this new subdivision.

<b>STAFF RECOMMENDATION:</b>	Set date for Public Hearing for November 19, 2018
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Motion to Set a Public Hearing:</b> for the Notice of Rezoning requested by Loethen Ridge Estates.
<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>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	October 29, 2018

**BACKGROUND:**

IWB, LLC has purchased approximately 8.6 acres (formerly known as Pedersen Valley, Part 4), now Loethen Ridge Estates and has requested that it be rezoned from R-1 to R-2. The Planning & Zoning Commission held a Public Hearing on October 16, 2018 and approved a recommendation to the City Council hearing no objections from residents, staff or commission members. Planning & Zoning also approved the Preliminary Plat for this new subdivision.

<b>STAFF RECOMMENDATION:</b>	Set date for Public Hearing for November 19, 2018
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Motion to Set a Public Hearing:</b> for the Notice of Rezoning requested by KLM for the Meadows, Part 4.
<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>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	November 1, 2018

### BACKGROUND:

KLM Investments has requested that 18 lots be rezoned from R-1 to R-2 in The Meadows, Part 4 subdivision. The Planning & Zoning Commission held a Public Hearing on October 16, 2018 and approved a recommendation to the City Council hearing no objections from residents, staff or commission members.

<b>STAFF RECOMMENDATION:</b>	Set date for Public Hearing for November 19, 2018
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Regarding the Level of “Tax Rebate” Support for the Little Light Project.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Roger Laughlin, Mayor
<b>DATE:</b>	November 1, 2018

**BACKGROUND:**

Whereas, the City of West Branch as one of its City Goals “Developing Inviting High Profile Visually Impactful Projects: Including Projects that Establish West Branch as a Destination; Involving Branding and Other Projects that Reflect Sound Use of Tax Dollars.

Additionally, the City seeks to promote the public interest of assisting business interest grow employment opportunities, and industry productivity with its city limits. Our efforts with developing MOU and working with Little Lights a local business has been successful in assisting Little Light with gaining commitment from Cedar Rapids Bank and Trust. As we move forward with the next steps of establishing a Development Agreement and for purposes calculating the project appraisal (needed for financing) the level of Tax Rebate is important to firm up.

Although, Little Light’s Events and Cedar’s Edge Golf Course will still be working closely, they no longer have a joint project. Instead they will have separate facilities in close proximity. The Little Lights Facility is currently budgeted at \$1.5 million. A project at that scale would involve percentages and dollar amounts as follows:

7% - \$105,000	8% - \$120,000	9% - \$135,000	10% - \$150,000	11% - \$165,000	12% - \$180,000	13% - \$195,000
14% - \$210,000	15% - \$225,000	16% - \$240,000	17% - \$255,000	18% - \$270,000	19% - \$285,000	20% - \$300,000

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

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**Little Lights Weddings & Events**  
Cedar's Edge Golf Course  
319-330-4607 | team@littleslightsevents.com



11/1/2018

West Branch City Counsel  
Redmond Jones

Dear West Branch City Counsel,

Thank you for considering our project.

Here is a project breakdown for your reference.

Electrical, Exterior Windows & Doors, Heating& Cooling,  
Plumbing, Drywall, Building & Foundation= \$1,106,000

Land Parcel, Parking lot & Dirt work= \$394,000

Total: \$1,500,000

Sincerely,

Erin Morrison-Vincent

Little Lights Weddings & Events



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1759</b> – Amending Resolution 1461 to Adjust the Public Contribution by the Amount of an Additional \$2,772 for public improvement in Meadows Sub-division.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	November 1, 2018

### BACKGROUND:

As part of the subdivision agreement in Resolution 1461, KLM was to replace the storm water intake and two concrete panels located at the (then) end of Sullivan Street. The City agreed to reimburse the Subdivider (KLM) the sum of not-to-exceed \$12,835.00 which was based upon city engineer estimates and actual invoices. The improvements actually came in \$2,772.00 over the \$12,835.00 originally approved.

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

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**RESOLUTION 1759**

**AMENDING RESOLUTION 1461 TO ADJUST THE PUBLIC CONTRIBUTION  
BY THE AMOUNT OF AN ADDITIONAL \$2,772 FOR PUBLIC IMPROVEMENT  
IN MEADOWS SUB-DIVISION**

**WHEREAS**, KLM Investments, Inc. (“KLM”), is the owner of real estate generally referred to as the Meadows Subdivision; and

**WHEREAS**, KLM as part of the subdivision agreement in Resolution 1461, was to replace the storm water intake and two concrete panels located at the (then) end of Sullivan Street; and

**WHEREAS**, In Resolution 1461, the City of West Branch agreed to reimburse the Subdivider (KLM) the sum of (not-to-exceed) \$12,835.00 which was based upon city engineer estimates and actual invoices; and

**WHEREAS**, the final expenses related to the agreed upon public improvement were \$2,772 more than were originally budgeted amount of \$12,835.00; and KLM has requested the City Council consider amending their earlier agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned resolution 1461 be amended to reflect an adjustment of an additional \$2,772.00 for public improvements in the Meadows Sub-division has been formally approved.

**Passed and approved this 5<sup>th</sup> day of November, 2018.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Regarding Authorizing \$3,500 for the Expense of Design for an Electric Vehicle Charging Station.
<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>	November 1, 2018

**BACKGROUND:**

In 2017 over 2 million Electric Vehicles (EVs) were driving worldwide. By 2020 over 103 new EV models will be available on the market from all of the major car producers – Nissan, Renault, BMW, Mercedes, Ford, General Motors, Volkswagen, and more. In addition, prices continue to drop while distance range of these vehicles continue to increase. Bloomberg New Energy Finance predicts that before 2040 sales of EVs will overtake combustion engine vehicles.

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1753</b> – Approving Little Lights Site Plan for a Community / Event Center at Cedar’s Edge Golf Course.
<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>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	October 29, 2018

### BACKGROUND:

Erin Morrison-Vincent, owner of Little Lights on the Lane has submitted a revised site plan for an event center to be located at the Cedar’s Edge Golf Course. Due to financial constraints, the event center will now be a stand-alone building constructed in the A-1 District, separate from the Cedar’s Edge Golf Course club house. Morrison-Vincent will be purchasing a parcel of land from Jerry Sexton within the golf course for the event center.

Staff determined from the West Branch Code of Ordinances, Chapter 165.26(1), that event centers were not listed as a permitted use for the A-1 District and advised Morrison-Vincent that a Special Exception was required from the Zoning Board of Adjustment in order for this site plan to be approved.

On October 16, 2018, the Planning & Zoning Commission approved a recommendation to the City Council contingent upon approval from the Zoning Board of Adjustment for a Special Exception to allow the construction of the event center.

The Zoning Board of Adjustment held a meeting on October 23, 2018 and approved the Special Exception (with conditions) - see attached.

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

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REQUEST FOR A SPECIAL EXCEPTION FROM THE  
ZONING BOARD OF ADJUSTMENT

Date: October 10, 2018

Property Owner(s) : Jerry Sexton

Applicant (if not the owner): Erin Morrison - Vincent

Property Address: 19 Greenview (Cedar's Edge Golf Course)

The property owner or applicant is to fill out the following form, explaining fully all reasons for said request. Please read the items 1 – 6 prior to explaining the request for a Special Exception..

CITY CODE OF WEST BRANCH, IOWA. CHAPTER 165 - ZONING REGULATIONS

165.22 POWERS OF THE BOARD. The Zoning Board of Adjustment shall have the following powers:

1. **Administrative Review.** To hear and decide appeals where it is alleged by the appellants that there is error in any order, requirement, permit, decision, determination or refusal made by the zoning officer or other administrative official in the carrying out or enforcement of any provision of this chapter, and for interpretation of the Zoning Map.
2. **Vote Required.** The concurring vote of three (3) members of the Board shall be necessary to reverse or modify any order or decision of an administrative official.
3. **Special Exceptions.** To hear and decide applications for special exceptions as specified in this chapter and for decisions on any special questions upon which the Board of Adjustment is specifically authorized to pass.
4. **Financial disadvantage to the property owner shall not constitute conclusive proof of unnecessary hardship within the purposes of zoning.**
5. **The Board does not possess the power to permit a use not generally or by special exception, permitted in the district involved.**
6. **In granting a Variance or Special Exception, the Board may attach thereto any conditions and safeguards it deems necessary or desirable in furthering the purposes of this chapter. Violation of any of these conditions or safeguards shall be deemed violation of this chapter.**

Explain your request for a special exception:

Per Chapter 165.26 A-1 District Requirements, the applicant is purchasing a lot from Jerry Sexton, owner of Cedar's Edge Golf Course to build an event center to host weddings, parties, and other private and community events. This building will be a separate structure from a future golf course club house and will be on a separate lot to be purchased by the applicant.

During staff review of permitted uses in the A-1 District, it was determined that the requested use did not fit under the permitted uses as it is no longer going to be attached to the golf course club house. Per 165.26 (2) staff determined that the Zoning Board of Adjustment should consider the request for a Special Exception under section 2E (community center, whether or not operated for profit) as that description best fits the requested permitted use for this building. Site plan and preliminary plat will be forthcoming.

<u>SIGNATURE OF BOARD MEMBERS</u>	<u>DATE</u>	<u>APPROVED</u>	<u>DENIED</u>
<u>Jenna Fiedler</u>	<u>10/23/18</u>	<u>✓</u>	
<u>[Signature]</u>	<u>10-23-18</u>	<u>✓</u>	
<u>[Signature]</u>	<u>10-23-18</u>	<u>✓</u>	

SPECIAL EXCEPTION REQUEST: ✓ approved        denied on the 23rd day of October, 2018.

With the following conditions:

- 1.) The facility must close at midnight unless a Special Permit is obtained and approved by the City Council.
- 2.) Outdoor amplified sound must end at midnight unless a Special Permit is obtained and approved by the City Council.











City of West Branch  
110 N. Poplar Street  
West Branch, IA 52358

#### SITE PLAN REVIEW CHECKLIST

Project Name Little Lights Events Center

Engineer AXIOM CONSULTANTS

Reviewer DRS

Reviewed Date 2018-10-14

1. SITE PLAN

A. Site plans shall only be required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of and within any district of the West Branch Zoning Ordinance, and for any use, except one and two family dwellings.

2. DESIGN STANDARDS

A. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines nor increase the danger of erosion, flooding, landslide, or other endangerment of adjoining or surrounding property

B. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property and to this end shall minimize the adverse effects on such adjoining property from automobile headlights, illumination of required perimeter yards, refuse containers, and impairment of light and air.

C. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent or surrounding public streets

D. The proposed development shall conform to all applicable provisions of the Code of Iowa, as amended, Iowa Statewide Urban Design and Specifications (SUDAS), Iowa Stormwater Management Manual and all applicable provisions of the Code of Ordinances of the City of West Branch, as amended

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City of West Branch
110 N. Poplar Street
West Branch, IA 52358

SITE PLAN:

- 1. Prepared by a licensed Engineer or Land Surveyor [X] YES [ ] NO
2. Date of preparation, North point and scale no smaller than 1"=100'. [X] YES [ ] NO
Comments:
3. Legal description and address of the property to be developed. [ ] YES [ ] NO
Comments: Interior to golf course site - Lot 26 when plat is approved
4. Name and address of the record property owner, the applicant, and the person or firm preparing the site plan. [X] YES [ ] NO
Comments:
5. The existing topography with a maximum of two (2) foot contour intervals. Where existing ground is on a slope of less than two percent (2%), either one (1) foot contours or spot elevations where necessary but not more than fifty (50) feet apart in both directions, shall be indicated on site plan. [X] YES [ ] NO
Comments:
6. Existing and proposed utility lines and easements in accordance with Iowa Statewide Urban Design and Specifications (SUDAS) and City of West Branch Subdivision Regulations. [X] YES [ ] NO
Comments:
7. Structure Information:
a. Total number and type of dwelling units proposed [X] YES [ ] NO
b. Proposed uses for all buildings [X] YES [ ] NO
c. Total floor area of each building [ ] YES [X] NO
d. Estimated number of employees for each proposed use where applicable [ ] YES [ ] NO Provide Est.
e. Any other information, including peak demand, which may be necessary to determine the number of off-street parking spaces and loading spaces. [ ] YES [ ] NO Provide Est.
8. Location, shape, and all exterior elevation views of all proposed buildings, for the purpose of understanding the structures and building materials to be used, the location of windows, doors, overhangs, projection height, etc. and the grade relationship to floor elevation, and the number of stories of each existing building to be retained and of each proposed building. Provide to P&Z [ ] YES [ ] NO
9. Property lines and all required yard setbacks. [X] YES [ ] NO
10. Location, grade and dimensions of all existing and proposed paved surfaces and all abutting streets. [X] YES [ ] NO

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City of West Branch  
110 N. Poplar Street  
West Branch, IA 52358

- 11. Complete traffic circulation and parking plan, showing the location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, sidewalks, dividers, planters, and other similar permanent improvements.  YES  NO
- 12. Location and type of existing or proposed signs and of any existing or proposed lighting on the property which illuminates any part of any required yard.  YES  NO Provide sign info
- 13. Location of existing trees six (6) inches or larger in diameter, landslide areas, springs and streams and other bodies of water, and any area subject to flooding by a one hundred (100) year storm on site and downstream off site.  YES  NO
- 14. Location, amount and type of any proposed landscaping. Location of proposed plantings, fences, walls, or other screening as required by the zoning regulations and the design standards set forth in Section 173.03.  YES  NO See variance request for landscaping
- 15. A vicinity map at a scale of 1" = 500' or larger, showing the general location of the property, and the adjoining land uses and zoning.  YES  NO
- 16. Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development in relation to the design standards set forth in Section 173.03.  YES  NO N/A
- 17. Where possible ownership or boundary problems exist, as determined by the Zoning Administrator, a property survey by a licensed land surveyor may be required.  YES  NO N/A
- 18. Stormwater Pollution Prevention Plan.  YES  NO
- 19. Stormwater Management Plan.  YES  NO
- 20. Pre-Application Conference.  YES  NO
- 21. Provide 25% of open space
  - a. Said open space shall be unencumbered with any structure, or off-street parking or roadways and drives, and shall be landscaped and maintained with grass, trees and shrubbery.  YES  NO
  - b. Each principal structure of an apartment or office complex on same site shall be separated from any other principal structure in the complex by an open space of not less than sixteen (16) feet.  YES  NO
- 22. Landscaping Requirements
  - a. Minimum requirements at the time of planting - Two (2) trees minimum or one (1) tree of the following size per 1,500 square feet of open space, whichever is greater: 40 Percent 1½" - 2" caliper diameter. Balance 1" - 1½" caliper diameter. (Evergreen trees shall not be less than three (3) feet in height.)  YES  NO Landscaping variance requested
  - b. Minimum requirements at the time of planting - 6 shrubs, or 1 shrub per 1,000 square feet of open space, whichever is greater.  YES  NO

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City of West Branch  
110 N. Poplar Street  
West Branch, IA 52358

23. Buffer Required

- a. Any other zoning district, other than an Agricultural A-1 District, that abuts any residential district shall require a buffer as described in this section. The buffer shall be provided by the non-residential use when adjoining a residential district.  YES  NO N/A
- b. All Industrial Districts that abut any other district shall provide a buffer as required by this section.  YES  NO N/A
- c. Any storage area, garbage storage, junk storage or loading docks, and loading areas, in any District shall be screened from public street view by a buffer  YES  NO

24. Buffers

- a. Buffer Wall: A buffer wall shall not be less than six (6) feet in height; constructed of a permanent low maintenance material such as concrete block, cinder block, brick, concrete, precast concrete or tile block; the permanent low-maintenance wall shall be designed by an architect or engineer for both structural adequacy and aesthetic quality.  YES  NO N/A
- b. Landscape Buffer: A landscape buffer shall not be less than twenty-five (25) feet in width, designed and landscaped with earth berm and predominant plantings of evergreen type trees, shrubs and plants so as to assure year around effectiveness.  YES  NO N/A

25. Surfacing Requirements.

- a. All off-street parking and loading areas and access roadways shall have a durable and dustless surface paved with asphaltic or Portland cement concrete pavement or pervious pavement. Off-street parking of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other mobile vehicles shall be on an asphaltic or Portland cement concrete paved off-street parking area and not parked or stored within the landscaped open space area of the front yard. All off-street parking areas and associated driveways, access roadways and frontage roads, except driveways for single family residences, shall be constructed with permanent, integrally attached 6" high curbing or curbing of alternate height.  YES  NO
- b. Portland Cement Concrete shall have a minimum thickness of five (5) inches.  YES  NO
- c. Asphaltic Cement Concrete shall have a minimum thickness of six (6) inches.  YES  NO
- d. Material utilized in the subgrade shall be well drained and not susceptible to frost boils. Driveways for attached townhouse style residences shall be Portland cement concrete or asphaltic concrete with minimum thickness of five (5) inches and six (6) inches, with well-drained subgrade base and not greater than eighteen (18) feet in width.  YES  NO

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110 N. Poplar Street  
West Branch, IA 52358

26. Landscaping, Screening and Open Space Requirements.

- a. All parking areas be aesthetically improved to reduce obtrusive characteristics that are inherent to their use.  YES  NO
- b. Parking areas shall be effectively screened from general public view and contain shade trees within parking islands where multiple aisles of parking exist. Not less than five (5) percent of the interior parking area shall be landscaped within parking islands.  YES  NO

27. Off-Street Parking Access to Public Streets and Internal Traffic Circulation.

- a. forward movement of the vehicle.  YES  NO
- b. Driveway approach returns shall not extend beyond the side lot line as extended.  YES  NO
- c. The number of ingress/egress access points to public streets from offstreet parking areas located to limit vehicular conflicts, preserve proper traffic safety.  YES  NO

28. Handicap Accessible Parking Requirements - comply with the parking space minimum requirements.  YES  NO

29. Traffic Analysis Requirements. Any project which contains 100 dwelling units or 1,000 average day trips.  YES  NO

30. Architectural Standards - architectural plans for buildings shall be submitted for review and approval. Provide for review  YES  NO

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**RESOLUTION 1753**

**A RESOLUTION APPROVING THE REVISED LITTLE LIGHTS ON THE LANE  
EVENT CENTER SITE PLAN – (REPLACES RESOLUTION 1733)**

**WHEREAS**, the owner(s) of Little Lights on the Lane has heretofore submitted a revised Site Plan to construct an event center facility at Cedar’s Edge Golf Course, 19 Greenview Lane, Lot 26, 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**, the City of West Branch Zoning Board of Adjustment has viewed the Site Plan and approved a Special Exception (Exhibit B) 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 5th day of November, 2018.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution1761</b> – Accepting the Proposal and Approving an Agreement with “Swift and Swift LLC.” for Nuisance Abatement Services Relating to 203 E. Green Street and other Properties as Deemed Appropriate.
<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>	Redmond Jones II, City Administrator
<b>DATE:</b>	November 1, 2018

### BACKGROUND:

This is the first step in addressing the City Council’s Goal Setting Objective to develop a Nuisance Abatement Program. Having a contractor (on a preference list) who can provide clean up services will give a clear line for clean-up cost which will billed to the land owner or potentially lien against the property.

Swift & Swift LLC was the lowest proposal presented and represents a reasonable labor hourly cost that could legally be defended should court proceeding be necessary. Originally, my conversations with Swift and Swift included a not to exceed \$3,750 (\$2,250 lower than the next closest proposal); however now, that the homeowner has done some cleanup work the remaining contracted clean-up would be less than our originally cost estimates. Swift & Swift are willing to work with the city to determine agreed upon hour caps per case to case scenario.

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

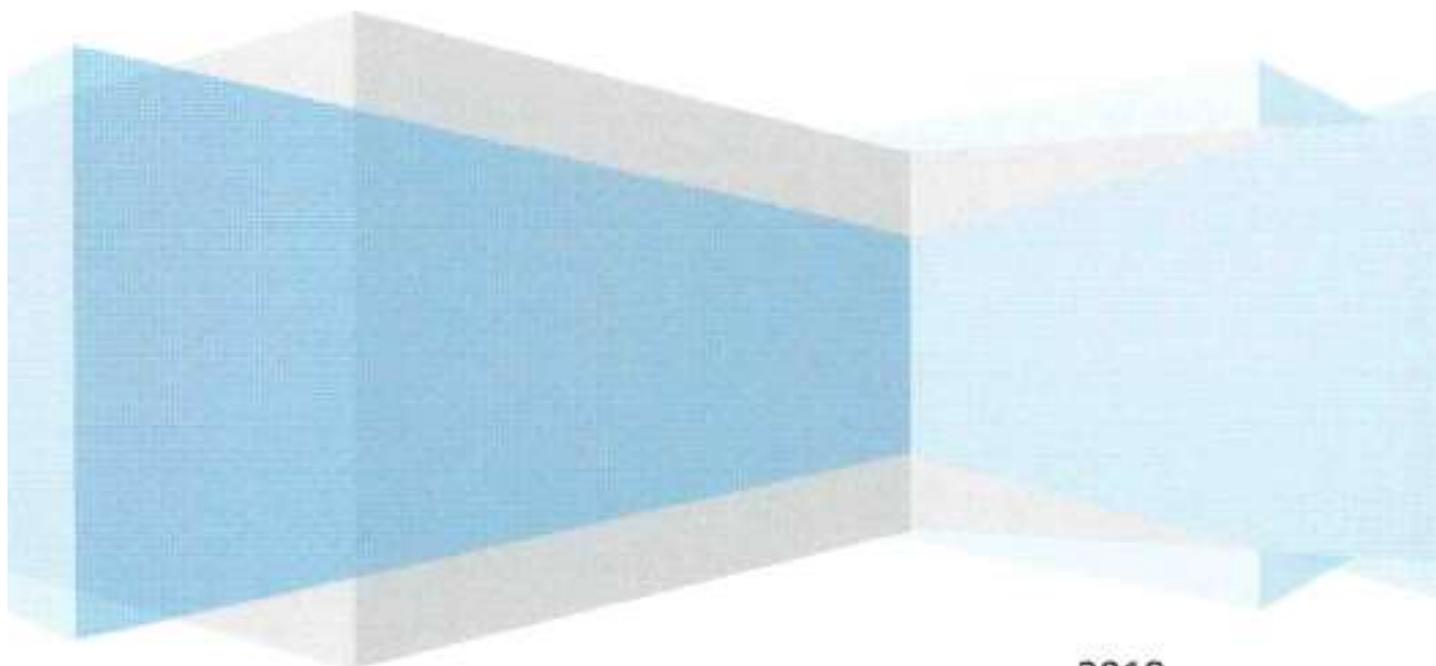
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Swift & Swift LLC.

# City of West Branch, IA

Contract Proposal: NUISANCE ABATEMENT SERVICES

Andray Swift



2018

**City of West Branch, NUISANCE ABATEMENT SERVICES Contract Proposal  
Swift and Swift LLC.**

**LETTER OF PROPOSAL: NUISANCE ABATEMENT SERVICES**

**I. SCOPE OF WORK**

- A. Swift and Swift LLC shall furnish all labor, equipment, and materials required to provide on-call nuisance abatement services such as mowing, landscaping, debris removal, and miscellaneous labor and sidewalk snow removal services for the City of West Branch on an "as-needed" basis. We agree to attend and testify at (one) hearing that may be scheduled at anytime within a 12 month period after the initial invoiced date for any completed nuisance abatement service without any additional cost to the City. An additional trip cost of \$75.00 each will be invoiced for all other hearings that may be scheduled related to any identical case.
- B. Swift and Swift LLC shall respond to City Staff within twenty-four (24) hours after notification from the City of any nuisance abatement request.

Maximum Timeline Allowed to Complete Abatement Service Requests

Mowing, Brush / Limb Removal	72 Hours
Snow / Ice Removal	48 Hours
Debris Removal from Private Property	48 Hours
Debris Removal from Public Property	24 Hours
Trimming Trees and Shrubs	7 Days
Secure Abandoned Building	7 Days
Other	as determined by the City

**II. INSURANCE**

Swift and Swift LLC shall perform all services as in independent contractor with regard to this Agreement, shall be fully responsible for providing Workers' Compensation, Commercial General Liability, and Automobile Liability insurance coverage. Please see attachment # 1.

**III. KEY RESPONSIBILITIES**

- A. Small equipment/ snow blowers (sidewalks) Swift and Swift LLC
- B. Large equipment/plows(streets and parking lots) The City
- C. Sidewalks traffic control (cones or caution tape) Swift and Swift LLC
- D. Large street traffic control (cones or barriers) The City
- E. Other small equipment/ tools/and supplies Swift and Swift LLC

**IV. PAYMENT**

Swift and Swift LLC shall be paid at a rate of \$29.00 /per man hour; a separate rate of \$700.00/per zero yards through thirty yards of debris or (Landfill) removal; and a separate rate of \$100.00 per pickup truck load or its equivalent for limbs, brush, grass, trees, shrub, or other debris removal.

**RESOLUTION 1761**

**ACCEPTING THE PROPOSAL AND APPROVING AN AGREEMENT WITH  
“SWIFT AND SWIFT LLC.” FOR NUISANCE ABATEMENT SERVICES  
RELATING TO 203 E. GREEN STREET AND OTHER PROPERTIES AS  
DEEMED APPROPRIATE**

**WHEREAS**, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to have a clean city, and therefore should have Nuisance Abatement Program that addresses the cleanliness of the city; and

**WHEREAS**, the City Council made improving the City’s Nuisance Abatement Program a High Priority; and

**WHEREAS**, Having a contractor (on a preference list) who can provide clean-up services will give a clear line for clean-up cost which will billed to the land owner or potentially lien against the property; and

**WHEREAS**, Swift & Swift LLC was the lowest proposal presented and represents a reasonable \$29.00 labor hour cost that could legally be defended should court proceeding be necessary; and

**WHEREAS**, Swift & Swift will to work with the city to determine agreed upon hour caps per case to case scenario.; and

**WHEREAS**, in the most egregious cases (like 203 E. Green Street) a cap of 100 (\$2,900) labor hours exist and the City always reserve the right to use in-house services when it deems appropriate.

**NOW, THEREFORE, BE IT RESOLVED**, be it resolved by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned agreement be accepted and approved.

\* \* \* \* \*

**Passed and approved this 5th day of November, 2018.**

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

ATTEST:

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



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution1751</b> – Approving the Submission of the City of West Branch FY 2017 - 2018 Annual Urban Renewal 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 Director
<b>DATE:</b>	November 2, 2018

**BACKGROUND:**

The State of Iowa requires that each city which has adopted an Urban Renewal Area prepare an Annual Urban Renewal Report and submit the report to the Iowa Department of Management.

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

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Annual Urban Renewal Report, Fiscal Year 2017 - 2018

**Levy Authority Summary**

Local Government Name: WEST BRANCH  
 Local Government Number: 16G142

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
WEST BRANCH URBAN RENEWAL	16006	6

**TIF Debt Outstanding: 4,336,754**

TIF Sp. Rev. Fund Cash Balance as of 07-01-2017:	53,825	0	Amount of 07-01-2017 Cash Balance Restricted for LMI
TIF Revenue:	249,972		
TIF Sp. Revenue Fund Interest:	14,179		
Property Tax Replacement Claims	0		
Asset Sales & Loan Repayments:	0		
<b>Total Revenue:</b>	<b>264,151</b>		
Rebate Expenditures:	0		
Non-Rebate Expenditures:	199,281		
Returned to County Treasurer:	0		
<b>Total Expenditures:</b>	<b>199,281</b>		

TIF Sp. Rev. Fund Cash Balance as of 06-30-2018:	118,695	0	Amount of 06-30-2018 Cash Balance Restricted for LMI
--	---------	---	--

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 4,018,778**

**Urban Renewal Area Data Collection**

Local Government Name: WEST BRANCH (16G142)  
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL  
 UR Area Number: 16006

UR Area Creation Date: 11/1989

The City Council of West Branch, Iowa believes that the designation of an area of the City as an economic development/urban renewal area will enhance its attractiveness as a potential site for new and expanding businesses.

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
SPRINGDALE TWP/WEST BRANCH SCH/W BR (ORIG 1988)UR TIF INCREM	16093	16094	0
WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM	16103	16104	0
WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM	16105	16106	0
WEST BRANCH CITY/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM	16107	16108	8,437,849
WEST BRANCH CITY/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM	16109	16110	0
WEST BRANCH CITY/WEST BRANCH SCH/W BR UR TIF INCREM	16147	16148	0

**Urban Renewal Area Value by Class - 1/1/2016 for FY 2018**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	231,440	12,751,670	51,916,212	13,790,900	0	-9,260	80,151,822	0	80,151,822
Taxable	109,933	7,260,681	46,724,591	12,411,810	0	-9,260	67,711,215	0	67,711,215
Homestead Credits									49

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2017:**

53,825 0

**Amount of 07-01-2017 Cash Balance Restricted for LMI**

TIF Revenue: 249,972  
 TIF Sp. Revenue Fund Interest: 14,179  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 264,151**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 199,281  
 Returned to County Treasurer: 0  
**Total Expenditures: 199,281**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2018:**

118,695 0

**Amount of 06-30-2018 Cash Balance Restricted for LMI**

## Projects For WEST BRANCH URBAN RENEWAL

### Water Tower #2

Description: Water System Improvements  
Classification: Roads, Bridges & Utilities  
Physically Complete: Yes  
Payments Complete: No

### Casey's Marketing Co

Description: TIF Rebate Agreement  
Classification: Commercial - retail  
Physically Complete: Yes  
Payments Complete: No

### Acciona

Description: Legal Fees and Administrative Costs  
Classification: Administrative expenses  
Physically Complete: Yes  
Payments Complete: No

### Downtown East Redevelopment Project

Description: Downtown Redevelopment Project  
Mixed use property (ie: a significant portion is residential  
and significant portion is commercial)  
Classification:  
Physically Complete: No  
Payments Complete: No

### Cubby Park Improvement

Description: Park Improvement Project  
Recreational facilities (lake development, parks, ball fields,  
trails)  
Classification:  
Physically Complete: No  
Payments Complete: No

### College St & 2nd St Improvement Project

Description: Street Improvements  
Classification: Roads, Bridges & Utilities  
Physically Complete: No  
Payments Complete: No

## Debts/Obligations For WEST BRANCH URBAN RENEWAL

### Water Tower #2

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	227,922
Interest:	0
Total:	227,922
Annual Appropriation?:	No
Date Incurred:	06/02/2005
FY of Last Payment:	2023

### Casey's Marketing Co

Debt/Obligation Type:	Rebates
Principal:	561,349
Interest:	0
Total:	561,349
Annual Appropriation?:	Yes
Date Incurred:	05/18/2015
FY of Last Payment:	2027

### Acciona- Judgement Settlement

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	495,000
Interest:	64,350
Total:	559,350
Annual Appropriation?:	No
Date Incurred:	05/04/2014
FY of Last Payment:	2023

### Downtown Reinvestment 2016B

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	400,000
Interest:	45,590
Total:	445,590
Annual Appropriation?:	No
Date Incurred:	06/27/2016
FY of Last Payment:	2026

### Park Improvement 2016A

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	270,000
Interest:	27,469
Total:	297,469
Annual Appropriation?:	No
Date Incurred:	06/27/2016
FY of Last Payment:	2028

### **Cubby Park Imp Series 2017**

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	1,695,000
Interest:	423,690
Total:	2,118,690
Annual Appropriation?:	No
Date Incurred:	12/05/2017
FY of Last Payment:	2032

### **Acciona Legal Fees**

Debt/Obligation Type:	Internal Loans
Principal:	87,303
Interest:	0
Total:	87,303
Annual Appropriation?:	No
Date Incurred:	11/07/2016
FY of Last Payment:	2018

### **Res 1664 Acciona Legal Fees**

Debt/Obligation Type:	Internal Loans
Principal:	39,081
Interest:	0
Total:	39,081
Annual Appropriation?:	No
Date Incurred:	11/20/2016
FY of Last Payment:	2019

## Non-Rebates For WEST BRANCH URBAN RENEWAL

TIF Expenditure Amount:	37,387
Tied To Debt:	Water Tower #2
Tied To Project:	Water Tower #2
TIF Expenditure Amount:	16,088
Tied To Debt:	Acciona- Judgement Settlement
Tied To Project:	Acciona
TIF Expenditure Amount:	87,303
Tied To Debt:	Acciona Legal Fees
Tied To Project:	Acciona
TIF Expenditure Amount:	27,228
Tied To Debt:	Park Improvement 2016A
Tied To Project:	Cubby Park Improvement
TIF Expenditure Amount:	8,745
Tied To Debt:	Downtown Reinvestment 2016B
Tied To Project:	Downtown East Redevelopment Project
TIF Expenditure Amount:	22,530
Tied To Debt:	Cubby Park Imp Series 2017
Tied To Project:	Cubby Park Improvement

## **Jobs For WEST BRANCH URBAN RENEWAL**

Project:	Water Tower #2
Company Name:	Acciona Windpower North America LLC
Date Agreement Began:	07/02/2007
Date Agreement Ends:	06/30/2017
Number of Jobs Created or Retained:	110
Total Annual Wages of Required Jobs:	3,333,616
Total Estimated Private Capital Investment:	11,000,000
Total Estimated Cost of Public Infrastructure:	0

♣ Annual Urban Renewal Report, Fiscal Year 2017 - 2018

Abatement Percentages: P&G Phase 1, FY12-45%, FY13-30%, FY14-15%; P&G Phase 2, FY13-95%, FY14-85%, FY15-75%, FY16-65%, FY17-55%, FY18-45%, FY19-35%, FY20-25%; P&G Phase 3, FY12-95%, FY13-85%, FY14-75%, FY15-65%, FY16-55%, FY17-45%, FY18-35%, FY19-25%;

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Sum of Private Investment Made Within This Urban Renewal Area  
during FY 2018

**TIF Taxing District Data Collection**

Local Government Name: WEST BRANCH (16G142)  
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)  
 TIF Taxing District Name: SPRINGDALE TWP/WEST BRANCH SCH/W BR (ORIG 1988)UR TIF INCREM  
 TIF Taxing District Inc. Number: 16094

TIF Taxing District Base Year:	1988		<b>UR Designation</b>
FY TIF Revenue First Received:	1997	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	12/1989

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	131,520	0	1,693,780	213,310	0	0	2,038,610	0	2,038,610
Taxable	62,471	0	1,524,402	191,979	0	0	1,778,852	0	1,778,852
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	566,189	1,472,421	0	1,472,421	30,675

FY 2018 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: WEST BRANCH (16G142)  
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)  
 TIF Taxing District Name: WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM  
 TIF Taxing District Inc. Number: 16104

TIF Taxing District Base Year:	1988		<b>UR Designation</b>
FY TIF Revenue First Received:	1997	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	12/1989

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	99,920	0	0	0	0	0	99,920	0	99,920
Taxable	47,462	0	0	0	0	0	47,462	0	47,462
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	96,406	3,514	0	3,514	70

FY 2018 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: WEST BRANCH (16G142)  
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)  
 TIF Taxing District Name: WEST BRANCH CITY AG/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM

TIF Taxing District Inc. Number: 16106

TIF Taxing District Base Year:	1993	Slum	No
FY TIF Revenue First Received:	1997	Blighted	No
Subject to a Statutory end date?	No	Economic Development	08/1994

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	9,215	0	0	0	0

FY 2018 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: WEST BRANCH (16G142)  
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)  
 TIF Taxing District Name: WEST BRANCH CITY/WEST BRANCH SCH/W BR (ORIG 1988) UR TIF INCREM  
 TIF Taxing District Inc. Number: 16108

TIF Taxing District Base Year:	1988	Slum	No
FY TIF Revenue First Received:	1997	Blighted	No
Subject to a Statutory end date?	No	Economic Development	12/1989

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	9,472,940	4,288,830	0	0	13,761,770	0	13,761,770
Taxable	0	0	8,525,646	3,859,947	0	0	12,385,593	0	12,385,593
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	2,423,638	11,338,132	8,437,849	2,900,283	80,433

FY 2018 TIF Revenue Received: 249,972

**TIF Taxing District Data Collection**

Local Government Name: WEST BRANCH (16G142)  
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)  
 TIF Taxing District Name: WEST BRANCH CITY/WEST BRANCH SCH/W BR (AMEND 1993) UR TIF INCREM

TIF Taxing District Inc. Number: 16110

TIF Taxing District Base Year:	1993		<b>UR Designation</b>
FY TIF Revenue First Received:	1997	Slum	No
Subject to a Statutory end date?	No	Blighted	No
		Economic Development	08/1994

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	12,751,670	1,024,420	1,238,760	0	-9,260	16,476,450	0	16,476,450
Taxable	0	7,260,681	921,978	1,114,884	0	-9,260	10,501,743	0	10,501,743
Homestead Credits									49

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	2,761,105	10,501,743	0	10,501,743	291,243

FY 2018 TIF Revenue Received: 0

**TIF Taxing District Data Collection**

Local Government Name: WEST BRANCH (16G142)  
 Urban Renewal Area: WEST BRANCH URBAN RENEWAL (16006)  
 TIF Taxing District Name: WEST BRANCH CITY/WEST BRANCH SCH/W BR UR TIF INCREM  
 TIF Taxing District Inc. Number: 16148

TIF Taxing District Base Year:	2001		<b>UR Designation</b>
FY TIF Revenue First Received:	2002	Slum	No
Subject to a Statutory end date?	Yes	Blighted	No
Fiscal year this TIF Taxing District statutorily ends:	2022	Economic Development	11/2002

TIF Taxing District Value by Class - 1/1/2016 for FY 2018

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	39,725,072	8,050,000	0	0	47,775,072	0	47,775,072
Taxable	0	0	35,752,565	7,245,000	0	0	42,997,565	0	42,997,565
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2018	43,410	42,997,565	0	42,997,565	1,192,443

FY 2018 TIF Revenue Received: 0

RESOLUTION 1751

**RESOLUTION APPROVING THE SUBMISSION OF THE CITY OF WEST BRANCH  
FY 2018 ANNUAL URBAN RENEWAL REPORT**

**WHEREAS**, the State of Iowa now requires that each city which has adopted an Urban Renewal Area prepare an Annual Urban Renewal Report (the "Report") and submit the report to the Iowa Department of Management; and

**WHEREAS**, the FY 2017-2018 Annual Urban Renewal Report is now due; and

**WHEREAS**, prior to submitting the Report state law requires the City Council to approve the Report and its submission to the Iowa Department of Management,

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of West Branch, Cedar County, Iowa, that the fiscal year 2017-2018 Annual Urban Renewal Report be approved and forwarded to the Iowa Department of Management.

Passed and approved this 5th day of November, 2018

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution1752</b> – Obligating Funds from the Urban Renewal Tax Revenue Fund for the Payment of Annual Appropriation Tax Increment Financed Obligations in Fiscal Year 2020.
<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>	Gordon Edgar, Finance Director
<b>DATE:</b>	November 2, 2018

### BACKGROUND:

The City of West Branch, Iowa has adopted an Urban Renewal Plan that created a tax increment district as authorized by Chapter 403, State Code of Iowa and allowed for the creation of a special fund to pay for expenses related to the Urban Renewal Plan. This document allows a municipality to incur indebtedness as it relates to the Urban Renewal Plan and requires a municipality to certify to the county auditor by December 1, the amount of indebtedness payable from the special fund of the municipality. This indebtedness is summarized on the attached certification form.

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

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**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal Area**

City: West Branch County: Cedar

Urban Renewal Area Name: West Branch Urban Renewal

Urban Renewal Area Number: 16006 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 100,000

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

New Debt: Advance to College St & 2nd St Improvements Project not previously certified  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: West Branch County: Cedar

Urban Renewal Area Name: West Branch Urban Renewal

Urban Renewal Area Number: 16006 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. Resolution # 1750 Advance to College St & 2nd St Improvement Project	11-05-2018	100,000
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1: 100,000**

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.



**RESOLUTION 1752**

**A RESOLUTION OBLIGATING FUNDS FROM THE URBAN RENEWAL TAX REVENUE FUND FOR THE PAYMENT OF ANNUAL APPROPRIATION TAX INCREMENT FINANCED OBLIGATION IN FISCAL YEAR 2020**

**WHEREAS;** the City of West Branch, Iowa has hereto adopted an Urban Renewal Plan and established pursuant thereto a tax increment district all as authorized and provided by Chapter 403, State Code of Iowa; and

**WHEREAS;** the City has advanced monies, incurred indebtedness and other costs which this Council finds qualified for payment from the special fund authorized by Section 403.19(3) of the State Code of Iowa as summarized on the attached schedule; and

**WHEREAS;** the City has scheduled payments in the amount of \$454,903 which shall become due in the fiscal year beginning July 1, 2019 with respect to costs associated with the Water Tower #2 Project, the Downtown East Redevelopment Project, Park Improvements-Pedersen Valley, Casey's General Store Rebate Agreement, 2017 GO Corporate Purpose Bond, and College Street and 2<sup>nd</sup> Street Improvements Project; and

**WHEREAS;** it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2019;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF WEST BRANCH, IOWA, that:**

Section 1. The City Council obligates \$454,903 for appropriation from the Urban Renewal Tax Fund to the Annual Payment in the fiscal year beginning July 1, 2019.

Section 2. The City Clerk is hereby directed to reflect the total amount of \$454,903 in the City's budget for the next succeeding fiscal year.

\* \* \* \* \*

**PASSED, ADOPTED AND APPROVED this 5<sup>th</sup> day of November, 2018**

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

ATTEST:

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



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution1750</b> – A Resolution authorizing an internal advance to the College Street and 2 <sup>nd</sup> Street Improvements Project Capital Fund.
<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>	Gordon R. Edgar, Finance Director
<b>DATE:</b>	November 1, 2018

**BACKGROUND:**

This will provide a portion of the funding for this project and will be included in the debt certification report due on December 1.

As a result of the Redesign process that was City Council approved shortly after the public feedback portion of the planning and engineering phase of the College Street Project. Additional project expenses are anticipated. In attempt to meet these needs and not jeopardize the \$1 million Department of Transportation matching grant funding an extension was requested and granted. This allowed project coordinators to address right-of-way issues and to take advantage of Urban Renewal Process to assist with funding for this project.

As planed this approach has helped the project; however, since the project has yet to go out for bid at this time it has been advised (by the City’s Finance Consultant) to only make a small advance in the project fund at this time. This will allow the biding process to establish our funding strategy.

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

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**RESOLUTION1750**

**A RESOLUTION AUTHORIZING AN INTERNAL ADVANCE TO THE COLLEGE STREET AND 2<sup>ND</sup> STREET IMPROVEMENTS PROJECT CAPITAL FUND**

**WHEREAS**, the City Council of the City of West Branch, Iowa, has undertaken and approved the College Street and 2<sup>nd</sup> Street Improvements Project and the City has incurred certain engineering fees and construction cost (the “Project Cost”) in connection with the planning and construction of the Project; and

**WHEREAS**, in order to make provision for the payment of the Project Cost, it is necessary to facilitate an internal advance of funds and to facilitate the repayment of said advance from future bond proceeds;

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of West Branch, Cedar County, Iowa, as follows:

Section 1. It is directed that an amount not to exceed One Hundred Thousand Dollars (\$100,000.00) be advanced from the General Fund (the “Advance”) in order to fund the Project Costs. The Advance shall be repaid to the General Fund without interest, out of incremental property tax revenues received with respect to the Urban Renewal Area. It is intended that the Advance shall be repaid in two (2) annual installments of \$50,000.00 each, on or before July 1 2020 and July 1, 2021.

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

\* \* \* \* \*

**Passed and approved this 5th day of November, 2018.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1749</b> – A Consideration to Approve the Request of Casey’s Marketing Company to Rebate a Portion of Tax Increment Revenues.
<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 Edgar. Finance Director
<b>DATE:</b>	November 2, 2018

### BACKGROUND:

Resolution accepting the terms of a City Council approved Development Agreement.

There has been extensive conversation regarding the standing of our contract with Casey’s and if Casey are in violation of their contractual obligation. In an attempt to work with Casey in this regard a letter was sent to their corporate offices.

In response Casey’s indicated an interest providing land to the city at no cost. Considering the success of development project that was incentivized and the proposal to have land donated to the city. There is thought to continue with the previous contract (despite potential claims of breach) and honor the city’s obligations.

<b>STAFF RECOMMENDATION:</b>	Seek Direction – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**RESOLUTION 1749**

**A CONSIDERATION TO APPROVE THE REQUEST OF CASEY'S  
MARKETING COMPANY TO REBATE A PORTION OF TAX INCREMENT  
REVENUES**

WHEREAS, the City and Casey's Marketing Company entered into a Development Agreement that was recorded in Book 1271 at page 12, Records of the Cedar County Recorder's Office (the "Agreement"); and

WHEREAS, the Agreement contemplates performance of certain actions that may or must be performed by the parties to the Agreement; and

WHEREAS, pursuant to the Agreement, as long as Casey's operated a convenience store at its current location, the City Council would decide whether to appropriate the incremental tax revenues for the property back to Casey's Marketing Company; and

WHEREAS, each of the possible rebate payments contemplated "shall be subject to annual appropriation of the City Council;" and

WHEREAS, "[p]rior to December 1<sup>st</sup> of each year during the term" of the Agreement "the City Council shall consider the issue of obligating for appropriation to the funding of the payments due in the following fiscal year, an amount of tax increment revenues to be collected in the following fiscal year;" and

WHEREAS the City Council is preparing to submit its annual certification "under Iowa Code section 403.19 to the Cedar County Auditor . . . the amount of taxes to be paid over the City and the amount," if any, "obligated for appropriation for rebate to Casey's Marketing Company."

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the Council has considered the issue of whether Casey's Marketing Company should be rebated 100% of tax increment revenues collected from the property and concluded that the contemplated certification and appropriation process should include the rebate of 100% of the incremental tax revenues collected on the Property back to Casey's Marketing Company, the first payment being December 1, 2018.

\* \* \* \*

**Passed and approved this 5<sup>th</sup> day of November, 2018.**

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

ATTEST:

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



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution1748</b> – Consider Approving the Request of Acciona Windpower of North America, LLC to Rebate a Portion of Tax Increment Revenues.
<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>	Redmond Jones II, City Administrator
<b>DATE:</b>	November 1, 2018

**BACKGROUND:**

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

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**RESOLUTION 1748**

**CONSIDER APPROVING THE REQUEST OF ACCIONA WINDPOWER OF NORTH AMERICA, LLC TO REBATE A PORTION OF TAX INCREMENT REVENUES**

WHEREAS, on January 2, 2008, the City and Acciona Windpower North America, LLC entered into an Agreement titled *Amended Tax Increment Development Agreement By and Between the City of West Branch, Iowa and Acciona Windpower North America, L.L.C.*; and

WHEREAS, the Agreement contemplates performance of certain actions that may or must be performed by the parties to the Agreement; and

WHEREAS, pursuant to the Agreement, one action that may be performed under the Agreement is the payment, by the City, of “rebate” payments of “that percentage of incremental taxes actually paid with respect to” certain improvements to be made by Acciona “and received under Iowa Code Chapter (sic) 403.19 by the City;” and

WHEREAS, each of the possible rebate payments contemplated “shall be subject to annual appropriation of the City Council;” and

WHEREAS, “[p]rior to December 1<sup>st</sup> of each year during the term” of the Agreement “the City Council shall consider the issue of obligating for appropriation to the funding of the payments due in the following fiscal year, an amount of tax increment revenues to be collected in the following fiscal year;” and

WHEREAS the City Council is preparing to submit its annual certification “under Iowa Code section 403.19 to the Cedar County Auditor . . . the amount of taxes to be paid over the City and the amount,” if any, “obligated for appropriation for rebate to Acciona.”

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the Council has considered the issue of whether Acciona Windpower North America, LLC should be rebated a portion of tax increment revenues and concluded that the contemplated certification and appropriation process should not occur for FY 2019-2020.

**Passed and approved this 5<sup>th</sup> day of November, 2018.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1762</b> - Approving Partial Pay Estimate Number 7 in the Amount of \$113,936.67 to Needham Excavating INC. for the Cubby Park Improvements Project.
<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>	Nate Kass, Fehr Graham
<b>DATE:</b>	November 1, 2018

### BACKGROUND:

This is pay estimate number 7 in the Amount of \$113,936.67 to Needham Excavating INC. for the Cubby Park Improvements Project

Listed below are the pay estimates paid out to date:

- Partial Pay Estimate Number One (1) in the amount of \$276,843.04
- Partial Pay Estimate Number Two (2) in the amount of \$362,865.81
- Partial Pay Estimate Number Three (3) in the amount of \$247,973.87
- Partial Pay Estimate Number Four (4) in the amount of \$221,684.85
- Partial Pay Estimate Number Five (5) in the amount of \$189,204.44
- Partial Pay Estimate Number Six (6) in the amount of \$604,543.90

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

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PARTIAL PAY ESTIMATE NUMBER SEVEN  
CUBBY PARK IMPROVEMENTS, WEST BRANCH, IOWA  
PROJECT NUMBER 16-072

Name of Contractor: Needham Excavating, Inc. 17470 70th Ave Walcott, IA 52773		Name of Owner: City of West Branch 110 North Poplar St. / PO Box 52358-0218 West Branch, IA							
Date of Completion:		Amount of Contract:		Dates of Estimate:					
Original: By November 2, 2018		Original: \$ 2,945,427.39		From: September 22, 2018					
Revised: November 16, 2018		Revised: \$ 2,888,991.84		Through: October 27, 2018					
Item	Code	Description	Quantity	Unit	Unit Price	This Period Quantity	This Period Amount	Total To Date Quantity	Total To Date Amount
<b>BID ITEMS</b>									
1	1070-206-A-3	TRAFFIC CONTROL	1	LS	\$ 2,800.00		\$ -	1	\$ 2,800.00
2	2010-108-C-0	CLEARING AND GRUBBING	1	LS	\$ 3,560.00		\$ -	1	\$ 3,560.00
3	2010-108-D-1	TOPSOIL, ON-SITE	15985	CY	\$ 5.75		\$ -	15985	\$ 91,913.75
4	2010-108-E-0	EXCAVATION, CLASS 10	36540	CY	\$ 3.95		\$ -	36540	\$ 144,333.00
5	2010-108-E-0	EXCAVATION, CLASS 13	2191	CY	\$ 6.10		\$ -	2191	\$ 13,365.10
6	2010-108-I-0	SUBBASE, MODIFIED (IADOT GRADATION NO. 14)	3903	TON	\$ 23.40	663.66	\$ 15,529.64	3711.98	\$ 86,860.33
7	2010-108-I-1	SUBBASE, MACADAM (IADOT GRADATION NO. 13)	203	TON	\$ 23.80	270.15	\$ 6,429.57	788.14	\$ 18,757.73
8	2010-108-O-0	SUBBASE, WASHED SAND, 4" THICK, UNDER SURFACE AGGREGATE	1295	TON	\$ 26.70		\$ -	1026.6	\$ 27,410.22
9	2010-108-P-0	INFIELD/WARNING TRACK SKIN SURFACE, RED BALL DIAMOND AGGREGATE, 5" THICK	1590	TON	\$ 79.70		\$ -	1010.46	\$ 80,533.66
10	2010-108-Q-0	BATTING CAGE SURFACE, FINE LIMESTONE (IADOT GRADATION NO. 8)	40	TON	\$ 16.50		\$ -	70.84	\$ 1,168.86
11	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, SDR 26 PVC, 8"	649	LF	\$ 34.10		\$ -	667	\$ 22,744.70
12	4010-108-E-0	SANITARY SEWER SERVICE STUB, PVC SDR 23.5, 4"	1	EA	\$ 1,000.00		\$ -	1	\$ 1,000.00
13	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 15"	42	LF	\$ 73.90		\$ -	42	\$ 3,103.80
14	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 18"	693	LF	\$ 54.85		\$ -	765	\$ 41,960.25
15	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 24"	56	LF	\$ 94.95		\$ -	56	\$ 5,317.20
16	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 36"	180	LF	\$ 109.75		\$ -	180	\$ 19,755.00
17	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 6"	36	LF	\$ 17.45		\$ -	36	\$ 628.20
18	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 12"	26	LF	\$ 31.50		\$ -	26	\$ 819.00
19	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 15"	156	LF	\$ 40.60		\$ -	156	\$ 6,333.60
20	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 18"	844	LF	\$ 44.90		\$ -	844	\$ 37,895.60
21	4020-108-C-0	REMOVAL OF STORM SEWER, 18" RCP	5	LF	\$ 25.00		\$ -	5	\$ 125.00
22	4030-108-B-0	PIPE APRON, RCP, 12"	2	EA	\$ 1,383.50		\$ -	2	\$ 2,767.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
23	4030-108-B-0	PIPE APRON, RCP, 18"	3	EA	\$ 1,560.00		\$ -	3	\$ 4,680.00
24	4030-108-B-1	PIPE APRON, RCP, 36"	1	EA	\$ 2,320.00		\$ -	1	\$ 2,320.00
25	4030-108-D-0	PIPE APRON GUARD, 36"	1	EA	\$ 1,765.00		\$ -	1	\$ 1,765.00
26	4040-108-A-0	SUBDRAIN, HDPE, 2" DIA. PERF.	5248	LF	\$ 5.00		\$ -	5248	\$ 26,240.00
27	4040-108-A-0	SUBDRAIN, HDPE, 4" DIA. PERF.	198	LF	\$ 12.00		\$ -	198	\$ 2,376.00
28	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, NON PERF, 4" DIA	25	LF	\$ 12.00		\$ -	25	\$ 300.00
29	4040-108-A-1	SUBDRAIN, HDPE DUAL WALL, NON PERF, 6" DIA	1310	LF	\$ 15.10		\$ -	1310	\$ 19,781.00
30	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, 6"	530	LF	\$ 16.80		\$ -	530	\$ 8,904.00
31	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-1, 6"	3	EA	\$ 600.00		\$ -	3	\$ 1,800.00
32	5010-108-A-1	WATER MAIN, TRENCHED, DR18 PVC, 6"	756	LF	\$ 28.00		\$ -	756	\$ 21,168.00
33	5010-108-A-1	WATER MAIN, TRENCHED, CLASS 52 DIP, 6", WITH NITRILE GASKETS	80	LF	\$ 60.25		\$ -	80	\$ 4,820.00
34	5010-108-A-1	WATER MAIN, TRENCHED, DR21 PVC, 3"	104	LF	\$ 40.00		\$ -	104	\$ 4,160.00
35	5010-108-C-2	FITTING, MJ DIP	427	LB	\$ 29.10		\$ -	427	\$ 17,081.70
36	5010-108-F-0	CONNECTION TO EXISTING WATER MAIN	1	EA	\$ 710.00		\$ -	1	\$ 710.00
37	5010-108-G-0	IRRIGATION DELIVERY SYSTEM FOR 3 FIELDS	1	LS	\$ 7,500.00		\$ -	1	\$ 7,500.00
38	5010-108-H-0	IRRIGATION SYSTEM - SOFTBALL FIELD	1	LS	\$ 10,500.00		\$ -	1	\$ 10,500.00
39	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 1	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
40	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 2	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
41	5020-108-A-0	VALVE, GATE, 3"	1	EA	\$ 1,010.00		\$ -	1	\$ 1,010.00
42	5020-108-A-0	VALVE, GATE, 6"	4	EA	\$ 1,372.50		\$ -	3	\$ 4,117.50
43	5020-108-C-0	FIRE HYDRANT ASSEMBLY	3	EA	\$ 4,895.00		\$ -	3	\$ 14,685.00
44	6010-108-A-0	MANHOLE TYPE SW-301, 48"	37.58	VF	\$ 593.00		\$ -	37.58	\$ 22,284.94
45	6010-108-A-0	MANHOLE TYPE SW-401, 48"	13.29	VF	\$ 519.25		\$ -	13.29	\$ 6,900.83
46	6010-108-A-0	MANHOLE TYPE SW-402, 48"x48"	12.92	VF	\$ 608.00		\$ -	12.92	\$ 7,855.36
47	6010-108-B-0	INTAKE TYPE SW-501	1	EA	\$ 3,595.00		\$ -	1	\$ 3,595.00
48	6010-108-B-0	INTAKE TYPE SW-507	4	EA	\$ 4,597.50		\$ -	4	\$ 18,390.00
49	6010-108-B-0	INTAKE TYPE SW-508	2	EA	\$ 6,955.00		\$ -	2	\$ 13,910.00
50	6010-108-B-0	INTAKE TYPE SW-509	1	EA	\$ 5,455.00		\$ -	1	\$ 5,455.00
51	6010-108-B-0	INTAKE TYPE NYLOPLAST, 24" W/ H-20 STANDARD GRATE	10	EA	\$ 2,220.00		\$ -	10	\$ 22,200.00
52	6010-108-H-0	REMOVE INTAKE	1	EA	\$ 510.00		\$ -	1	\$ 510.00
53	7010-108-A-0	PAVEMENT, PCC, 6"	5771	SY	\$ 33.55		\$ -		\$ -
54	7010-108-A-0	PAVEMENT, PCC, 6" THICK, REINFORCED	210	SY	\$ 67.15	220.4	\$ 14,799.86	220.4	\$ 14,799.86
55	7010-108-A-0	PAVEMENT, PCC, 8" REINFORCED	193	SY	\$ 61.55		\$ -		\$ -
56	7010-108-F-0	BEAM CURB, PCC	393	LF	\$ 22.35		\$ -		\$ -
57	7010-108-I-0	PCC PAVEMENT SAMPLES AND TESTING	1	LS	\$ 2,240.00		\$ -		\$ -
58	7030-108-C-1	SHARED USE PATH, PCC, 6" THICK	4337	SY	\$ 33.55	171.8	\$ 5,763.89	171.8	\$ 5,763.89
59	7030-108-C-2	SHARED USE PATH, PCC, 8" THICK (NOMINAL) REINFORCED	14	SY	\$ 90.55		\$ -		\$ -
60	7030-108-E-0	SIDEWALK, PCC, 4" THICK	885	SY	\$ 44.75	692.5	\$ 30,989.38	692.5	\$ 30,989.38
61	7030-108-G-0	DETECTABLE WARNING	104	SF	\$ 44.75		\$ -		\$ -
62	7080-108-B-0	ENGINEERING FABRIC (PLAYGROUND)	600	SY	\$ 1.30		\$ -		\$ -
63	8020-108-C-0	PAINTED PAVEMENT MARKINGS, DURABLE	1	LS	\$ 1,680.00		\$ -		\$ -

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
64	8020-108-G-0	PAINTED SYMBOLS AND LEGENDS	6	EA	\$ 184.50		\$ -		\$ -
65	8030-108-A-0	SIGN, INSTALL, HANDICAP	5	EA	\$ 125.00		\$ -		\$ -
66	8030-108-A-0	SIGN, INSTALL, HANDICAP W/ VAN	1	EA	\$ 135.00		\$ -		\$ -
67	9010-108-A-0	SEEDING, FERTILIZING, AND MULCHING, TYPE 4	12.75	AC	\$ 1,808.00		\$ -	0.2	\$ 361.60
68	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 PERMANENT LAWN	4.57	AC	\$ 2,884.70		\$ -		\$ -
69	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 BALLFIELD LAWN SEEDING	2.37	AC	\$ 3,070.75		\$ -	2.72	\$ 8,352.44
70	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, NO MOW FESCUE	0.96	AC	\$ 3,080.00		\$ -		\$ -
71	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, SHORT GRASS PRAIRIE	2.05	AC	\$3,594.00		\$ -	0.4	\$ 1,437.60
72	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, FLOOD PLAIN	0.47	AC	\$3,570.00		\$ -	0.42	\$ 1,499.40
73	9010-108-B-0	HYDRAULIC MULCHING	10.42	AC	\$1,127.50		\$ -	1.21	\$ 1,364.28
74	9010-108-D-0	WATERING	25,000	TGAL	\$0.20		\$ -		\$ -
75	9010-108-F-0	SPORTSFIELD SOIL PREPARATION	1	LS	\$ 13,500.00		\$ -	1	\$ 13,500.00
76	9010-108-G-0	SPORTSFIELD GROW IN PLAN	1	LS	\$6,500.00	0.5	\$ 3,250.00	0.5	\$ 3,250.00
77	9030-108-B-0	PLANTS, TREE, AUTUM BLAZE FREEMAN MAPLE - 3" CAL.	9	EA	\$670.35		\$ -		\$ -
78	9030-108-B-0	PLANTS, TREE, EUROPEAN BLACK ALDER - 6" HT.	5	EA	\$468.75		\$ -		\$ -
79	9030-108-B-0	PLANTS, TREE, ARMSTRONG COLUMNAR MAPLE - 3" CAL.	3	EA	\$563.75		\$ -		\$ -
80	9030-108-B-0	PLANTS, TREE, RIVER BIRCH - 10" HT.	10	EA	\$317.80		\$ -		\$ -
81	9030-108-B-0	PLANTS, TREE, WASHINGTON HAWTHORN - 6" HT.	8	EA	\$340.15		\$ -		\$ -
82	9030-108-B-0	PLANTS, TREE, DAWYCK PURPLE BEECH - 3" CAL.	1	EA	\$720.65		\$ -		\$ -
83	9030-108-B-0	PLANTS, TREE, MAIDENHAIR TREE - 3" CAL.	5	EA	\$687.00		\$ -		\$ -
84	9030-108-B-0	PLANTS, TREE, SKYLINE HONEYLOCUST - 3" CAL.	9	EA	\$608.75		\$ -		\$ -
85	9030-108-B-0	PLANTS, TREE, NORWAY SPRUCE - 6" HT.	4	EA	\$396.25		\$ -		\$ -
86	9030-108-B-0	PLANTS, TREE, LONDON PLANETREE - 3" CAL.	1	EA	\$565.00		\$ -		\$ -
87	9030-108-B-0	PLANTS, TREE, BLACK HILLS SPRUCE - 8" HT.	16	EA	\$541.60		\$ -		\$ -
88	9030-108-B-0	PLANTS, TREE, COLORADO BLUE SPRUCE - 8" HT.	1	EA	\$558.35		\$ -		\$ -
89	9030-108-B-0	PLANTS, TREE, WHITE PINE - 7" HT.	5	EA	\$413.00		\$ -		\$ -
90	9030-108-B-0	PLANTS, TREE, WHITE OAK - 3" CAL.	11	EA	\$651.35		\$ -		\$ -
91	9030-108-B-0	PLANTS, TREE, BUR OAK - 3" CAL.	12	EA	\$649.00		\$ -		\$ -
92	9030-108-B-0	PLANTS, TREE, ACCOLADE ELM - 3" CAL.	3	EA	\$584.00		\$ -		\$ -
93	9030-108-B-0	PLANTS, TREE, BLACK HAW VIBURNUM - 4" HT.	8	EA	\$122.00		\$ -		\$ -

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
94	9030-108-B-0	PLANTS, SHRUB, HAPPY RETURNIS DAYLILY - 1 GAL.	75	EA	\$19.60		\$		\$
95	9030-108-B-0	PLANTS, SHRUB, GRO-LOW FRAGRANT SUMAC - 18" HT.	14	EA	\$68.35		\$		\$
96	9030-108-B-0	PLANTS, SHRUB, NEON FLASH SPIREA - 18" HT.	78	EA	\$66.00		\$		\$
97	9030-108-B-0	PLANTS, SHRUB, MISSION STRAIN ARBORVITAE, 5' HT.	48	EA	\$236.10		\$		\$
98	9030-108-B-0	PLANTS, SHRUB, ARROWWOOD VIBURNUM - 36" HT.	31	EA	\$95.10		\$		\$
99	9030-108-F-0	LIVE FASCINE	200	LF	\$64.90		\$		\$
100	9040-108-A-2	SWPPP, MANAGEMENT	1	LS	\$2,950.00		\$	0.7	\$ 2,065.00
101	9040-108-E-0	TEMPORARY RECP, TYPE 2	11,100	SY	\$1.45		\$	7637	\$ 11,073.65
102	9040-108-F-1	WATTLES, 9", INSTALLATION, MAINTENANCE	6,300	LF	\$1.68		\$	1252	\$ 2,103.36
103	9040-108-F-2	WATTLES, REMOVAL	6,300	LF	\$0.17		\$		\$
104	9040-108-J-0	RIP RAP, EROSION STONE W/FABRIC	150	TON	\$28.90		\$	144.23	\$ 4,168.25
105	9040-108-N-1	SILT FENCE OR SILT FENCE DITCH CHECK, INSTALLATION	4,250	LF	\$1.35		\$	2528	\$ 3,412.80
106	9040-108-N-2	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	1,500	LF	\$0.65		\$		\$
107	9040-108-N-3	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	4,250	LF	\$0.34		\$	170	\$ 57.80
108	9040-108-O-2	STABILIZED CONSTRUCTION ENTRANCE	200	TON	\$26.85		\$	28.47	\$ 764.42
109	9040-108-P-1	DUST CONTROL, WATER	24,000	SY	\$0.04		\$		\$
110	9040-108-T-1	INLET PROTECTION DEVICE, SURFACE APPLIED, INSTALLATION AND MAINTENANCE	18	EA	\$78.25		\$	18	\$ 1,408.50
111	9040-108-T-2	INLET PROTECTION DEVICE, REMOVAL	18	EA	\$28.00		\$		\$
112	9060-108-H-0	FENCING CAP, OUTFIELD FENCE	1,226	LF	\$3.15		\$		\$
113	9080-108-A-0	CONCRETE STEPS	40	SF	\$53.00		\$		\$
114	9080-108-B-0	HANDRAIL, ALUMINUM	10	LF	\$150.00		\$		\$
115	9090-108-A-0	SPORTSFIELD EQUIPMENT - SOFTBALL FIELD	1	LS	\$1,950.00		\$		\$
116	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD	1	LS	\$1,950.00		\$		\$
117	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD	1	LS	\$1,950.00		\$		\$
118	9090-108-B-0	ELECTRONIC SCOREBOARDS	3	EA	\$ 10,135.00		\$	0.5	\$ 5,067.50
119	9090-108-C-0	BATTING CAGE EQUIPMENT	1	LS	\$11,190.00		\$	1	\$ 11,190.00
120	9090-108-D-0	BLEACHERS, ALUMINUM, 15' LONG, 4 ROWS	9	EA	\$2,135.00		\$		\$
121	9090-108-E-0	PICKLEBALL COURT EQUIPMENT	1	LS	\$11,350.00		\$	1	\$ 11,350.00
122	9090-108-F-0	PICKLE BALL COURT SURFACING	1	LS	\$4,280.00		\$		\$
123	9090-108-G-0	PLAYGROUND EQUIPMENT	1	LS	\$ 98,235.00		\$		\$
124	9090-108-H-0	SAFETY SURFACING - 12" DEPTH	157	CY	\$47.00		\$		\$
125	9090-108-I-0	BIKE RACKS	1	LS	\$2,740.00		\$		\$
126	9090-108-J-0	PARK BENCHES	6	EA	\$1,277.50		\$		\$
127	9090-108-K-0	TRASH RECEP/TACLES	9	EA	\$1,400.00		\$		\$
128	9090-108-L-0	FLAG POLE - 30' HT. WITH INTEGRAL LIGHT	1	EA	\$5,900.00		\$	1	\$ 5,900.00
129	9090-108-L-0	FLAG POLE - 25' HT.	2	EA	\$5,895.00		\$	2	\$ 11,790.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
130	9090-108-M-0	LANDSCAPE BOULDERS - STONE STEPS AND OUTCROPPING	24	TON	\$689.30		\$ -		\$ -
131	9090-108-M-0	LANDSCAPE BOULDERS - SEAT STONES	18	TON	\$470.35		\$ -		\$ -
132	9090-108-M-0	LANDSCAPE BOULDERS - PLAYGROUND STEPPER BOULDERS	22	TON	\$336.20		\$ -		\$ -
133	9100-108-A-0	ELECTRICAL SYSTEM	1	LS	\$149,942.65		\$ -	0.895	\$ 134,198.67
134	9110-108-A-0	PAVILION BUILDING AND APPURTENANCES	1	LS	\$312,500.00		\$ -	0.7	\$ 218,750.00
135	11,010-108-A	CONSTRUCTION SURVEY	1	LS	\$ 20,600.00		\$ -	0.5	\$ 10,300.00
136	11,020-108-A	MOBILIZATION	1	LS	\$ 118,685.00		\$ -	1	\$ 118,685.00
137	11,050-108-A-0	CONCRETE WASHOUT	1	LS	\$ 5,765.00		\$ -	0.5	\$ 2,882.50
		FENCING A BID ITEMS							
FA1	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06A)	984	LF	\$ 15.35		\$ -	984	\$ 15,104.40
FA2	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06B)	1126	LF	\$ 17.90		\$ -	1127	\$ 20,173.30
FA3	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 10' TALL (10A)	402	LF	\$ 29.20	180	\$ 5,256.00	378	\$ 11,037.60
FA4	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 20' TALL (20A)	180	LF	\$ 107.40		\$ -	180	\$ 19,332.00
FA5	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 4' WIDE	7	EA	\$ 447.50	1	\$ 447.50	7	\$ 3,132.50
FA6	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 6' TALL, DOUBLE 6" (12' WIDE)	3	EA	\$ 750.00		\$ -	3	\$ 2,250.00
		FIELD LIGHTING A BID ITEMS							
LA1	9100-108-B-0	FIELD LIGHTING, HID CONTROL SYSTEM AND DISTRIBUTION FOR 3	1	LS	\$50,355.00		\$ -	0.25	\$ 12,588.75
LA2	9100-108-C-0	FIELD LIGHTING POLES & LUMINAIRES, HID, SOFTBALL FIELD	1	LS	\$134,277.00		\$ -	1	\$ 134,277.00
LA3	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 1	1	LS	\$95,113.00		\$ -	1	\$ 95,113.00
LA4	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 2	1	LS	\$89,518.00		\$ -	1	\$ 89,518.00
		DUGOUT A BID ITEMS							
DA1	9090-108-H-0	DUGOUT, LUMBER FRAMED, 10' DEEP x 32' WIDE	6	EA	\$7,193.50		\$ -	6	\$ 43,161.00
DA2	9090-108-O-0	TWO TIER DUGOUT BENCH, LUMBER, 24' LONG	6	EA	\$560.00	6	\$ 3,360.00	6	\$ 3,360.00
A01		4" HDPE PERFORATED DRAIN TILE	1340	LF	\$15.00		\$ -	1500	\$ 22,500.00
A02		IRRIGATION SYSTEM BOOSTER PUMP	1	LS	\$3,512.30		\$ -	1	\$ 3,512.30
A03	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 12"	88	LF	\$70.00		\$ -	88	\$ 6,160.00
A04		CREEK RESTORATION	40,000	LS	\$1.00		\$ -	26921.81	\$ 26,921.81
		TOTAL BASE BID					\$ 119,933.34		\$ 2,123,213.25

PARTIAL PAY ESTIMATE NUMBER SEVEN  
 CUBBY PARK IMPROVEMENTS, WEST BRANCH, IOWA  
 PROJECT NUMBER 16-072

This Period	Retainer 5.00%	Total to Date
\$ 119,933.34	Amount Earned	\$ 2,123,213.25
\$ 5,996.67	Amount Retained	\$ 106,160.66
XXXXXXXXXXXXXXXXXXXXXX	Previous Payments	\$ 1,903,115.91
\$ 113,936.67	Amount Due	\$ 113,936.67

Estimated Percent of Job Completed 73.49%

Is Contractor's Construction Progress on Schedule? No - weather has hindered expected progress

Submitted By:  
  
 \_\_\_\_\_  
 Needham Excavating, Inc.

Approved By:  
  
 \_\_\_\_\_  
 City of West Branch, Iowa

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Joseph D. Needham, President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Gordon R. Edgar, Finance Officer / Deputy City Clerk

Recommended By:  
  
 \_\_\_\_\_  
 Fehr Graham

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Nathan P. Kass, PE, PLS

**RESOLUTION 1762**

**A RESOLUTION APPROVING PARTIAL PAY ESTIMATE NUMBER 7 IN THE AMOUNT OF \$113,936.67 TO NEEDHAM EXCAVATING INC. FOR THE CUBBY PARK IMPROVEMENTS PROJECT.**

**WHEREAS**, Needham Excavating Inc. of Walcott, Iowa was awarded the construction contract for Cubby Park Improvements for West Branch, Iowa (the “Project”) by the West Branch City Council through the passage of Resolution 1680 on January 16, 2018 in the amount of \$2,945,427.39; and

**WHEREAS**, Needham Excavating has declared that said project has started and work has been rendered in accordance with drawings and specifications on the Project, based on observations West Branch project managers and the project managers of Fehr Graham who are contracted with the City of West Branch to oversee the construction process.

**WHEREAS**, the City Council of West Branch, approved Partial Pay Estimate Number One (1) through Six (6) in the amount of \$1,903,115.91 to Needham Excavating Inc. of Walcott, Iowa to date; and

**WHEREAS**, it is now necessary to for the City Council to accept and approve the Pay Estimate Number Seven (7) in the amount of \$113,936.67 and the project is now approximately 73.49% complete.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Partial Pay Estimate Number Seven in the amount of \$113,936.67 to Needham Excavating Inc. of Walcott, IA is approved.

\* \* \* \* \*

**Passed and approved this 5<sup>th</sup> day of November, 2018.**

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 5, 2018
<b>AGENDA ITEM:</b>	<b>Resolution 1763</b> - Approving Change Order #5 for a Date Extension for the Cubby Park Improvements Project.
<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>	Nate Kass, Fehr Graham
<b>DATE:</b>	November 1, 2018

### BACKGROUND:

This change order for work at Cubby Park covers the completion date extension discussed at the October 15 council meeting. The contractor has since then repaired damaged subbase, started paving, and began spreading the remaining top soil where possible. However, work is still behind schedule due to unfavorable weather conditions discussed previously. To guarantee work, the contractor requests that the following temperature-sensitive items wait to be completed until spring: permanent seeding, tree plantings, pavement markings, and Pickle-ball court surfacing. All work excluding these items is to be completed no later than December 22, 2018. Seeding, planting, and pavement markings shall be complete by March 30, 2019 in order to open the park for ball field use by April 13, 2019. For the placement of the Pickle-ball court surface, the temperature must remain above 45°F for two consecutive days. Therefore, the court completion date shall be May 24, 2019 to provide proper overnight temperature. It is not anticipated that this change order will cause a change in project cost.

<b>STAFF RECOMMENDATION:</b>	Approve the 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"*

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CHANGE ORDER

No.: 5

Date of Issuance: November 1, 2018 Effective Date: November 5, 2018

Owner: City of West Branch, Iowa

Contractor: Needham Excavating, Inc.

Contract: Joseph D. Needham, President

Project: Cubby Park Improvements

Owners Contract No.: N/A Engineer's Project No.: 16-072

Engineer: Fehr Graham - Nathan P. Kass, PE, PLS

You are directed to make the following changes in the Contract Documents:

**Description:**

To provide the best final product, the contractor requests the completion date for Cubby Park be adjusted. All items shall be completed by December 22, 2018, except the following: landscaping, pavement markings, and the pickleball court surface. These items are not recommended to be completed in 2018 due to weather delays and cold temperatures. Landscaping and pavement markings shall be completed on or before March 30, 2019. The pickleball court surface shall be completed on or before May 24, 2019.

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**Reason for Change Order:**

Per contractor request due to above average precipitation causing weather delays.

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**Attachments: (List documents supporting change):**

See attached exhibit.

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**CHANGE IN CONTRACT PRICE:**

Original Contract Price

\$ 2,945,427.39

Previous Change Orders No.

1 To No. 4

\$ 56,435.55 Decrease

Contract Price prior to this Change Order

\$ 2,888,991.84

Net Increase (Decrease) of this Change Order

\$ 0.00

Contract Price with all approved Change Orders

\$ 2,888,991.84

**CHANGE IN CONTRACT TIMES:**

Original Contract Times

By November 2, 2018 days or dates

Net change from previous Change Orders

14 days

Contract Time prior to this Change Order

11/16/2018 days

Net Increase (Decrease) of this Change Order

12/22/2018, 3/30/19 and 5/24/2019 days or date

Contract Time with all approved Change Orders

12/22/2018, 3/30/19 and 5/24/2019 days or date

RECOMMENDED: Fehr Graham

APPROVED: City of West Branch

ACCEPTED: Needham Excavating, Inc.

Nathan P. Kass, PE, PLS  
ENGINEER

Roger Laughlin, Mayor  
OWNER

Joseph D. Needham, President  
CONTRACTOR

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**END SECTION.**