



**CITY COUNCIL MEETING
MONDAY, APRIL 17, 2023 – 7:00 p.m.
CITY COUNCIL CHAMBERS
110 N. POPLAR STREET, WEST BRANCH, IOWA**

<https://zoom.us/j/5322527574>

or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
 - a) Approve minutes from the April 3, 2023 City Council meeting.
 - b) Approve the February Monthly Financial Report
 - c) Approve Claims for 4/17/2023
7. Presentations/Communications/Open Forum
 - a) Speer Financial, Maggie Burger
8. Public Hearing/Non-Consent Agenda
 - a) **Second Reading of Ordinance 801** – Vacating an Unused Portion of Green Street on the former Croell Site to BBCO, LLC. / Move to action.
 - b) **Resolution 2023-35** – Setting time and place for a Public Hearing for the Purpose of Soliciting Written and Oral Comments on the City’s Proposed Fiscal Year 2022-2023 Budget Amendment. / Move to action.
 - c) **Resolution 2023-36** – Approving the purchase of a Titan Pro Leaf Vacuum in the amount of \$75,525.00. /Move to action.
 - d) **Resolution 2023-37** – Approving a (REVISED) Site Plan for Lot 1, Heritage Hill, West Branch, Iowa. / Move to action.
 - e) **Resolution 2023-38** – Approving an Information Technology Support Contract with Mainstay Systems of Iowa LLC. / Move to action.
 - f) **Motion to** approve a request for a partial sewer fee abatement for 30 Greenview Circle. / Move to action.
9. City Administrator Report
10. City Attorney Report
11. City Engineer Report
12. City Staff Reports
13. Comments from Mayor and Council Members
14. Motion to adjourn.

Mayor: Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton
City Administrator Adam Kofoed • **City Clerk** Leslie Brick • **Finance Officer** Heidi Van Auken **Fire Chief** Kevin Stoolman •
Parks & Rec Director Matt Condon • **Police Chief** John Hanna • **Public Works Director** Matt Goodale
Interim Library Director Becky Knoche

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**April 3, 2023
6:59 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.

Roll call: Council members present: Colton Miller, Jerry Sexton, Tom Dean, and Jodee Stoolman.

Council members attending via Zoom: Nick Goodweiler.

Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, City Engineer Dave Schechinger, Chief of Police John Hanna, Library Assistant Director Becky Knoche.

Staff attending via Zoom: Parks & Recreation Director Matt Condon

Absent: City Clerk Leslie Brick, City Attorney Kevin Olsen, Fire Chief Kevin Stoolman, Library Director Nick Shimmin.

APPROVE THE AGENDA

Motion by Miller, second by Dean to approve the agenda with the addition of the James “Butch” Pedersen Proclamation.

APPROVE CONSENT AGENDA

Approve minutes from the March 20, 2023 City Council meeting.

Approve West Branch Fire Department Cadet Appointment

Approve Claims for 4/3/2023

EXPENDITURES		4/3/2023	
ALATORRE	WINDOW CLEANING-CITY BLDG	70.00	
AMAZON.COM	BOOKS	233.80	
BAKER & TAYLOR	BOOKS	318.04	
BOWERS CUSTOM SERVICES	ROCK FOR PARKING, SHOULDERS	750.00	
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,593.54	
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	637.60	
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	839.00	
IOWA LAW ENFORCEMENT ACADEMY	ACADEMY TRAINING-MOORE	7,600.00	
JOHANNS, DEREK OR SARAH	BLDG INCENTIVE PAYMENT	1,350.60	
JOHN DEERE FINANCIAL	SUPPLIES-PW	1,254.33	
KIRKWOOD COMM. COLLEGE	BLS PROVIDER FEES-POLICE	18.00	
KLINKAMMER, MICHAEL & ANGIE	BLDG INCENTIVE PAYMENT	1,176.02	
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,557.89	
LRS HOLDINGS	GARBAGE STICKERS	285.00	
LYNCH'S PLUMBING	SHOP TOILET PARTS-PW	19.00	
OASIS ELECTRIC	DEFIBRILLATOR INSTALL-CUBBY	579.48	
STATE INDUSTRIAL PRODUCTS	LIFT STATION PROGRAM	243.08	
VEENSTRA & KIMM	VARIOUS PROJECTS	17,656.63	
WEST BRANCH TIMES	SUBSCRIPTION EXP 5-30-2024	34.00	
TOTAL		36,216.01	
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/31/2023	45,932.29	
PAID BETWEEN MEETINGS			
BOOMERANG	WW TREATMENT PAY ESTIMATE 7	151,883.91	
AERO RENTAL	BRUSH CHIPPER RENTAL	726.00	
ALTORFER	SKID LOADER PART	7.04	
DAN'S OVERHEAD DOORS	DOOR REPAIR - PW	226.08	
IOWA ONE CALL	UTILITY LOCATION SERVICE	33.30	
KOCH OFFICE GROUP	COPIER MAINTENANCE	338.98	
MEDIACOM	CABLE SERVICE	41.90	
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	1,005.00	

THE HOME DEPOT PRO	BLDG SUPPLIES-CITY, POLICE	103.10
TRUCK COUNTRY	TRUCK PART	61.70
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,225.56
VERIZON WIRELESS	VERIZON WIRELESS	411.98
SISCO	HEALTH CLAIMS 3/20/2023	1,758.35
VARIOUS VENDORS	UB REFUNDS	52.71
AMAZON.COM	DVD	14.96
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
IMPACT 7G	WIDENING WAPSI CREEK	5,210.00
JOURNEYED	MICROSOFT OFFICE LICENSE	53.07
PITNEY BOWES	POSTAGE METER RENTAL-CITY	180.00
METLIFE	INSURANCE	1,407.94
SISCO	INSURANCE	11,000.69
TOTAL		179,812.27
GRAND TOTAL EXPENDITURES		261,960.57
FUND TOTALS		
001 GENERAL FUND	45,359.05	
022 CIVIC CENTER	44.54	
031 LIBRARY	7119.68	
110 ROAD USE TAX	10,017.33	
112 TRUST AND AGENCY	17,981.78	
319 RELOCATING WATER & SEWER	1,772.00	
324 WW TREATMT FAC IMP 2021	162,620.81	
321 WIDENING WAPSI CREEK	5,210.00	
326 ROUNDABOUT MAIN & CEDAR	607.48	
329 EASTSIDE WATER MAINS	2,902.60	
600 WATER FUND	3655.56	
610 SEWER FUND	4,669.74	
GRAND FUND TOTAL	261,960.57	

Motion by Dean second by Sexton to approve the Consent agenda. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

None.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – Regarding Adopting the Final Proposed Annual Budget for Fiscal Year 2024.

Laughlin opened the public hearing at 7:07 p.m. There were no public comments. Laughlin closed the public hearing at 7:07 p.m.

Resolution 2023-28 – Adopting the Final Proposed Annual Budget for Fiscal Year 2024. / Move to action.

Presentation by Kofoed outlined the budget process, timeline, and recap of budget FY24. His key points highlighted how FY25 will be a key year to know the if we will provide more services or cut back. He summarized the standing of the general fund. He detailed the Council Strategic summary and discussed the capital improvement plan and projects; decision-making to prioritize financial sustainability during tax-cuts and high inflation; plans to renew the LOST referendum for the November 2023 election; continued support for all staff, and continued grant applications for projects and equipment; among other topics. He outlined potential cuts to services, departments, events, and even staff if high inflation and state legislation affects the City's financial health. Kofoed also summarized how property taxes are expended in West Branch and how the tax rate will go from \$13.22 to \$13.61 due to state law assessment changes. Next in his presentation, Kofoed discussed potential big changes that Council and the public should be aware of: fee increases, policy changes, cuts to services and departments, equipment purchase delays, among other things. At the end of the presentation, Kofoed discussed the capital improvement plan and in the future adopting a five-year capital equipment plan.

Motion by Dean, second by Miller to approve Resolution 2023-28. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Absent: None Motion carried.

Public Hearing – Regarding the Proposed Contract Documents (plans, specifications and form of contract) and Estimated Cost for the East Side Water Main Replacement Project. /Move to action.

No comments.

Laughlin opened the public hearing at 7:51 p.m. There were no public comments. Laughlin closed the public hearing at 7:51 p.m.

Resolution 2023-29 - To accept and award the contract for the East Side Water Main Replacement Project to Lynch Excavating, Inc. in the amount of \$1,077,243.70. / Move to action.

Lynch Excavating was the lowest bidder, then Dave Schmitt Construction, and finally Tschiggfrie Excavating. Schechinger stated that preparation is already underway for this project: contracts, bond sale, material ordering, and field work.

Motion by Dean, second by Sexton to approve Resolution 2023-29. AYES: Miller, Goodweiler, Sexton, Dean, Stoolman. NAYS: None. Motion carried.

Public Hearing – on the Proposal to Vacate an Unused Portion of Green Street.

Laughlin opened the public hearing at 7:56 p.m. There were no public comments. Laughlin closed the public hearing at 7:57 p.m.

First Reading of Ordinance 801 – Vacating an Unused Portion of Green Street on the former Croell Site to BBCO, LLC. / Move to action.

No comment.

Motion by Sexton, second by Miller to approve the first reading of Ordinance 801. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2023-30 – Approving the Annual Renewal Rates with Wellmark Blue Cross Blue Shield through the Iowa Community Trust. / Move to action.

No comment.

Motion by Miller, second by Dean to approve Resolution 2023-30. AYES: Miller, Goodweiler, Sexton, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-31 – Approving a REVISED Sewer Agreement with West Branch Village c/o Havenpark Capital Partners LLC. / Move to action.

Council approved to bill Havenpark a monthly fee of \$50 per dwelling unit until a sewer meter is installed to accurately measure the sewer flow. Sexton asked if Havenpark will ever hook to the City lines. Schechinger stated that until there are violations, the park cannot renew its permit, or it cannot handle the system; it will continue with this monthly fee.

Motion by Sexton, second by Dean to approve Resolution 2023-31. AYES: Sexton, Goodweiler, Dean, Stoolman. NAYS: None. ABSTAINED: Miller. Motion carried.

Resolution 2023-32 – Approving the Collateral Assignment of the Development Agreement for BBCO, LLC. / Move to action.

Motion by Dean, second by Miller to approve Resolution 2023-32. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-33 – Hiring Gabriel Trimpe as a Streets Maintenance worker for the City of West Branch and setting the salary for Fiscal Year 23/FY24. Move to action.

No comment.

Motion by Miller, second by Dean to approve Resolution 2023-33. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-34 – Entering into a Training Reimbursement Agreement with Gabriel Trimpe. / Move to action.

Trimpe will be working to receive a CDL. Stoolman asked why his CDL will take so long. Goodale stated that Trimpe will need to get a CDL permit first before he can acquire his CDL.

Motion by Dean, second by Miller to approve Resolution 2023-34. AYES: Miller, Sexton, Goodweiler, Stoolman, Dean. NAYS: None. Motion carried.

DISCUSSION

Replacing the leaf vacuum: there were five options given to Council. Goodale chooses option 3 for leaf vacuum purchase. Council agrees.

IT Contracts: Kofoed has received three quotes from vendors and is expecting two more. Kofoed asked Council to allow Kofoed, Van Auken, and Knoche to choose the best vendor for expediency and security. City is expecting the cost to be around \$10,800 per year.

CITY ADMINISTRATOR REPORT

Policies and procedure are necessary and in place to protect the City and employees.

CITY ATTORNEY REPORT - NONE

CITY ENGINEER REPORT

I-80 utility relocation underway. The roundabout project will cause for no parking in Dawson Dr. Speer Financial will be meeting with staff and council to discuss CIP funding. The City will pay \$12,000 to condemn a property associated with the Wapsi Widening Creek project.

STAFF REPORTS - NONE

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Sexton recommended detour signs for Dawson Dr. due to closure for roundabout project.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:31 p.m.

Roger Laughlin, Mayor

ATTEST:

Heidi Van Auken, Deputy Clerk / Finance Officer



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 17, 2023

AGENDA ITEM: February Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: April 3, 2023

SUMMARY:

Monthly Financial Report: This report includes revenue, investments, expenditures, and balances for the month of February 2023.

BANK TO BOOK RECONCILIATION				
2/28/2023				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 5,949,485.59
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 31,950.60
	SUB TOTAL			\$ 5,981,436.19
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2023	\$ 11,196.32
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	1/11/2024	\$ 98,254.69
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1029 (Old 1025)	8/1/2023	\$ 56,125.94
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1030 (Old 1026)	9/2/2023	\$ 51,757.12
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1031 (Old 1027)	9/2/2023	\$ 24,263.30
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1033 (Old 1028)	12/6/2024	\$ 7,041.90
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,517.00
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,343.04
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 273,504.31
	SUB TOTAL			\$ 6,254,940.50
	O/S DEPOSITS			\$ 1,085.42
LESS:	O/S CREDIT CARD			\$ 45.00
LESS:	O/S CHECKS			\$ 16,909.55
	ENDING BOOK BALANCE			\$ 6,239,071.37
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

CLERK'S REPORT FOR THE MONTH OF FEBRUARY 2023

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 1,025,353.20	\$ 5.00	\$ 1,025,358.20	\$ 35,159.03		\$ 91,079.72			\$ 969,437.51
** FIRE APPARATUS RESERVE	\$ 573,415.80	\$ -	\$ 573,415.80						\$ 573,415.80
POLICE APPARATUS RESERVE	\$ 109,530.35	\$ -	\$ 109,530.35						\$ 109,530.35
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 11,030.00	\$ -	\$ 11,030.00						\$ 11,030.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,041.90	\$ 7,041.90						\$ 7,041.90
PARK EQUIPMENT/RESERVE	\$ 8,000.00	\$ -	\$ 8,000.00						\$ 8,000.00
(022) CIVIC CENTER	\$ 40,749.94	\$ -	\$ 40,749.94	\$ 406.21		\$ 1,391.41			\$ 39,764.74
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (122,843.44)	\$ 92,170.01	\$ (30,673.43)	\$ 74.45		\$ 16,273.83			\$ (46,872.81)
(036) TORT LIABILITY	\$ (15,874.71)	\$ -	\$ (15,874.71)	\$ 394.10					\$ (15,480.61)
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 115,773.65	\$ -	\$ 115,773.65	\$ 28,688.06		\$ 22,941.20			\$ 121,520.51
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 281,290.96	\$ -	\$ 281,290.96	\$ 2,504.90		\$ 27,003.66			\$ 256,792.20
(119) EMERGENCY TAX FUND	\$ 26,183.35	\$ -	\$ 26,183.35	\$ 82.39					\$ 26,265.74
(121) LOCAL OPTION SALES TAX	\$ 446,915.61	\$ -	\$ 446,915.61	\$ 28,677.61					\$ 475,593.22
(125) TIF	\$ 332,489.89	\$ -	\$ 332,489.89	\$ 561.97					\$ 333,051.86
(126) TIF LMI MEADOWS PT 4	\$ -	\$ -	\$ 1,790.03						\$ 1,790.03
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 366,051.31	\$ -	\$ 366,051.31	\$ 865.28					\$ 366,916.59
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 96,596.75	\$ -	\$ 96,596.75	\$ 119.63					\$ 96,716.38
(302) ARPA NEU FUND	\$ 372,611.19	\$ -	\$ 372,611.19						\$ 372,611.19
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 14,827.20	\$ -	\$ 14,827.20						\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 173,912.82	\$ -	\$ 173,912.82			\$ 1,500.00			\$ 172,412.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (5,759.22)	\$ -	\$ (5,759.22)						\$ (5,759.22)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 36,814.02	\$ -	\$ 36,814.02			\$ 11,461.00			\$ 25,353.02
(322) SPLASH PAD	\$ -	\$ -	\$ -						\$ -
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ 80,000.00	\$ -	\$ 80,000.00			\$ 13,765.17			\$ 66,234.83
(326) ROUNDABOUT MAIN & CEDAR	\$ (37,677.43)	\$ -	\$ (37,677.43)			\$ 199.00			\$ (37,876.43)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ (24,211.26)	\$ -	\$ (24,211.26)			\$ 4,466.00			\$ (28,677.26)
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 31,950.60	\$ 98,254.69	\$ 130,205.29						\$ 130,205.29
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,769.41	\$ 51,769.41						\$ 51,769.41
(502) KROUTH INTEREST FUND	\$ -	\$ 24,263.30	\$ 24,263.30						\$ 24,263.30
ENTERPRISE									
(600) WATER FUND	\$ 321,624.86	\$ -	\$ 321,624.86	\$ 44,657.28		\$ 19,720.31	\$ 5,079.17		\$ 341,482.66
(603) WATER SINKING FUND	\$ 38,478.36	\$ -	\$ 38,478.36	\$ -	\$ 5,079.17				\$ 43,557.53
(610) SEWER FUND	\$ 705,587.76	\$ -	\$ 705,587.76	\$ 70,265.15		\$ 13,965.84	\$ 36,439.98		\$ 725,447.09
(611) SEWER FUND SPECIAL	\$ 697,614.91	\$ -	\$ 697,614.91	\$ -	\$ 36,439.98				\$ 734,054.89
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 155,431.09	\$ -	\$ 155,431.09	\$ 5,348.48					\$ 160,779.57
(950) BC/BS FLEXIBLE BENEFIT	\$ (6,793.29)	\$ -	\$ (6,793.29)						\$ (6,793.29)
TOTAL	\$ 5,969,739.63	\$ 273,504.31	\$ 6,245,033.97	\$ 217,804.54	\$ 41,519.15	\$ 223,767.14	\$ 41,519.15	\$ -	\$ 6,239,071.37
O/S CHECKS			\$6,206.26						\$16,909.55
O/S DEPOSIT			\$0.00						\$1,085.42
O/S CREDIT CARD			\$0.00						\$45.00
BANK STATEMENT BALANCE			\$6,251,240.23						\$6,254,940.50

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: FEBRUARY 28TH, 2023

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,751,716.64	35,159.03	91,079.72	1,695,795.95	0.00	0.00	1,695,795.95
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	40,749.94	406.21	1,391.41	39,764.74	0.00	0.00	39,764.74
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	(30,673.43)	74.45	16,273.83	(46,872.81)	0.00	0.00	(46,872.81)
036-TORT LIABILITY	(15,874.71)	394.10	0.00	(15,480.61)	0.00	0.00	(15,480.61)
050-HOME TOWN DOAN FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	115,773.65	28,688.06	22,941.20	121,520.51	0.00	0.00	121,520.51
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	281,290.96	2,504.90	27,003.66	256,792.20	0.00	0.00	256,792.20
119-EMERGENCY TAX FUND	26,183.35	82.39	0.00	26,265.74	0.00	0.00	26,265.74
121-OPTION TAX	446,915.61	28,677.61	0.00	475,593.22	0.00	0.00	475,593.22
125-T I F	332,489.89	561.97	0.00	333,051.86	0.00	0.00	333,051.86
126-TIF LMI MEADOWS PT 4	1,790.03	0.00	0.00	1,790.03	0.00	0.00	1,790.03
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	366,051.31	865.28	0.00	366,916.59	0.00	0.00	366,916.59
300-CAPITAL IMPROV. RESERVE	96,596.75	119.63	0.00	96,716.38	0.00	0.00	96,716.38
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	372,611.19	0.00	0.00	372,611.19	0.00	0.00	372,611.19
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	173,912.82	0.00	1,500.00	172,412.82	0.00	0.00	172,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	(5,759.22)	0.00	0.00	(5,759.22)	0.00	0.00	(5,759.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	36,814.02	0.00	11,461.00	25,353.02	0.00	0.00	25,353.02
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	(24,271.48)	0.00	0.00	(24,271.48)	0.00	0.00	(24,271.48)
324-WW TREATMT FAC IMP 2021	80,000.00	0.00	13,765.17	66,234.83	0.00	0.00	66,234.83
326-ROUNDABOUT MAIN & CEDAR-J	(37,677.43)	0.00	199.00	(37,876.43)	0.00	0.00	(37,876.43)
327-SPONS WATER QUAL IMP 2021	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: FEBRUARY 28TH, 2023

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAINS (24,211.26)	0.00	4,466.00	(28,677.26)	0.00	0.00	(28,677.26)
500-CEMETERY PERPETUAL FUND	130,205.29	0.00	0.00	130,205.29	0.00	0.00	130,205.29
501-KROUTH PRINCIPAL FUND	51,769.41	0.00	0.00	51,769.41	0.00	0.00	51,769.41
502-KROUTH INTEREST FUND	24,263.30	0.00	0.00	24,263.30	0.00	0.00	24,263.30
600-WATER FUND	321,624.86	44,657.28	24,799.48	341,482.66	0.00	0.00	341,482.66
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	38,478.36	5,079.17	0.00	43,557.53	0.00	0.00	43,557.53
610-SEWER FUND	705,587.76	70,265.15	50,405.82	725,447.09	0.00	0.00	725,447.09
611-SEWER FUND SPECIAL	697,614.91	36,439.98	0.00	734,054.89	0.00	0.00	734,054.89
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	155,431.09	5,348.48	0.00	160,779.57	0.00	0.00	160,779.57
950-BC/BS FLEXIBLE BENEFIT (6,793.29)	0.00	0.00	(6,793.29)	0.00	0.00	(6,793.29)
GRAND TOTAL	6,245,033.97	259,323.69	265,286.29	6,239,071.37	0.00	0.00	6,239,071.37

*** END OF REPORT ***

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: FEBRUARY 28TH, 2023

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	2,389,263.81	1,125,629.40	1,819,097.26	1,695,795.95	0.00	0.00	1,695,795.95
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	36,168.07	14,526.61	10,929.94	39,764.74	0.00	0.00	39,764.74
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	97,660.23	19,320.18	163,853.22	(46,872.81)	0.00	0.00	(46,872.81)
036-TORT LIABILITY	15,143.11	40,729.30	71,353.02	(15,480.61)	0.00	0.00	(15,480.61)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	44,218.90	230,640.03	153,338.42	121,520.51	0.00	0.00	121,520.51
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	252,569.07	198,547.96	194,324.83	256,792.20	0.00	0.00	256,792.20
119-EMERGENCY TAX FUND	3,182.77	23,082.97	0.00	26,265.74	0.00	0.00	26,265.74
121-OPTION TAX	274,943.44	200,649.78	0.00	475,593.22	0.00	0.00	475,593.22
125-T I F	51,273.32	310,434.54	28,656.00	333,051.86	0.00	0.00	333,051.86
126-TIF LMI MEADOWS PT 4	0.00	1,790.03	0.00	1,790.03	0.00	0.00	1,790.03
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	269,477.96	161,177.58	63,738.95	366,916.59	0.00	0.00	366,916.59
300-CAPITAL IMPROV. RESERVE	63,193.27	33,523.11	0.00	96,716.38	0.00	0.00	96,716.38
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	186,305.60	186,305.59	0.00	372,611.19	0.00	0.00	372,611.19
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	14,827.20	0.00	0.00	14,827.20	0.00	0.00	14,827.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	173,912.82	0.00	1,500.00	172,412.82	0.00	0.00	172,412.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	(4,655.22)	0.00	1,104.00	(5,759.22)	0.00	0.00	(5,759.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	94,080.20	0.00	68,727.18	25,353.02	0.00	0.00	25,353.02
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	(24,271.48)	0.00	0.00	(24,271.48)	0.00	0.00	(24,271.48)
324-WW TREATMT FAC IMP 2021	(152,858.55)	4,041,711.02	3,822,617.64	66,234.83	0.00	0.00	66,234.83
326-ROUNDABOUT MAIN & CEDAR-J	(21,393.55)	0.00	16,482.88	(37,876.43)	0.00	0.00	(37,876.43)
327-SPONS WATER QUAL IMP 2021	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	(20,000.00)

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: FEBRUARY 28TH, 2023

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
328-GREENVIEW WATER MAIN NLOO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
329-EASTSIDE WATER MAINS	0.00	0.00	28,677.26	(28,677.26)	0.00	0.00	(28,677.26)
500-CEMETERY PERPETUAL FUND	127,472.86	2,732.43	0.00	130,205.29	0.00	0.00	130,205.29
501-KROUTH PRINCIPAL FUND	51,169.10	600.31	0.00	51,769.41	0.00	0.00	51,769.41
502-KROUTH INTEREST FUND	23,983.81	279.49	0.00	24,263.30	0.00	0.00	24,263.30
600-WATER FUND	196,476.68	449,084.08	304,078.10	341,482.66	0.00	0.00	341,482.66
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,105.42	40,633.36	2,181.25	43,557.53	0.00	0.00	43,557.53
610-SEWER FUND	513,988.98	620,330.26	408,872.15	725,447.09	0.00	0.00	725,447.09
611-SEWER FUND SPECIAL	459,860.14	288,024.88	13,830.13	734,054.89	0.00	0.00	734,054.89
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	134,916.82	44,502.75	18,640.00	160,779.57	0.00	0.00	160,779.57
950-BC/BS FLEXIBLE BENEFIT	(6,075.28)	0.00	718.01	(6,793.29)	0.00	0.00	(6,793.29)
GRAND TOTAL	5,397,535.95	8,034,255.66	7,192,720.24	6,239,071.37	0.00	0.00	6,239,071.37

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH FEBRUARY OF 2023

66.67%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 409,802.00	\$ 24,515.13	\$ 262,830.42	\$ 146,971.58	64.14%
TORT LIABILITY	\$ 13,326.00	\$ -	\$ 13,258.23	\$ 67.77	99.49%
TRUST & AGENCY	\$ 118,349.00	\$ 5,781.35	\$ 46,002.00	\$ 72,347.00	38.87%
FIRE DEPARTMENT					
GENERAL FUND	\$ 293,500.00	\$ 3,644.86	\$ 901,601.48	\$ (608,101.48)	307.19%
TORT LIABILITY	\$ 29,216.00	\$ -	\$ 25,841.79	\$ 3,374.21	88.45%
TRUST & AGENCY	\$ 12,950.00	\$ 1,088.10	\$ 12,051.24	\$ 898.76	93.06%
ANIMAL CONTROL	\$ 3,000.00	\$ -	\$ 32.50	\$ 2,967.50	1.08%
BUILDING INSPECTIONS	\$ 21,077.00	\$ 2,080.14	\$ 26,158.82	\$ (5,081.82)	124.11%
TORT LIABILITY	\$ 190.00	\$ -	\$ 167.99	\$ 22.01	88.42%
TRUST & AGENCY	\$ 2,400.00	\$ 661.84	\$ 6,152.97	\$ (3,752.97)	256.37%
TOTAL PUBLIC SAFETY	\$ 903,810.00	\$ 37,771.42	\$ 1,294,097.44	\$ (390,287.44)	143.18%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 51,508.00	\$ 3,792.89	\$ 46,603.36	\$ 4,904.64	90.48%
TORT LIABILITY	\$ 15,002.00	\$ -	\$ 13,620.50	\$ 1,381.50	90.79%
ROAD USE TAX FUND	\$ 317,355.00	\$ 22,941.20	\$ 153,338.42	\$ 164,016.58	48.32%
TRUST & AGENCY	\$ 55,371.00	\$ 3,488.08	\$ 27,945.99	\$ 27,425.01	50.47%
STREET LIGHTING - GENERAL FUND	\$ 45,477.00	\$ 3,128.38	\$ 24,586.22	\$ 20,890.78	54.06%
SOLID WASTE - GENERAL FUND	\$ 212,447.00	\$ 17,482.25	\$ 154,278.06	\$ 58,168.94	72.62%
TOTAL PUBLIC WORKS	\$ 697,160.00	\$ 50,832.80	\$ 420,372.55	\$ 276,787.45	60.30%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 226,587.00	\$ 16,273.83	\$ 163,853.22	\$ 62,733.78	72.31%
TORT LIABILITY	\$ 4,885.00	\$ -	\$ 4,830.06	\$ 54.94	98.88%
TRUST & AGENCY	\$ 56,035.00	\$ 2,972.66	\$ 24,990.32	\$ 31,044.68	44.60%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 223,546.00	\$ 7,346.15	\$ 119,321.93	\$ 104,224.07	53.38%
TORT LIABILITY	\$ 6,585.00	\$ -	\$ 6,058.08	\$ 526.92	92.00%
TRUST & AGENCY	\$ 38,361.00	\$ 1,949.24	\$ 23,754.54	\$ 14,606.46	61.92%
CEMETERY					

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
GENERAL FUND	\$ 61,028.00	\$ 4,600.52	\$ 43,127.85	\$ 17,900.15	70.67%
TORT LIABILITY	\$ 2,228.00	\$ -	\$ 1,936.85	\$ 291.15	86.93%
TRUST & AGENCY	\$ 10,891.00	\$ 1,015.90	\$ 7,158.66	\$ 3,732.34	65.73%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,975.00	\$ 1,391.41	\$ 10,929.94	\$ 9,045.06	54.72%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 62,225.00	\$ 995.21	\$ 49,903.11	\$ 12,321.89	80.20%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 19,244.00	\$ 1,063.35	\$ 10,553.26	\$ 8,690.74	54.84%
TRUST & AGENCY	\$ -	\$ 158.60	\$ 1,432.48	\$ (1,432.48)	#DIV/0!
TOTAL CULTURE & RECREATION	\$ 731,590.00	\$ 37,766.87	\$ 467,850.30	\$ 263,739.70	63.95%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 67,159.00	\$ 11,138.64	\$ 46,454.06	\$ 20,704.94	69.17%
PLANNING & ZONING	\$ 29,383.00	\$ 398.00	\$ 5,028.26	\$ 24,354.74	17.11%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 77,268.00	\$ -	\$ 28,656.00	\$ 48,612.00	37.09%
TOTAL COMMUNITY & E.D.	\$ 173,810.00	\$ 11,536.64	\$ 80,138.32	\$ 93,671.68	46.11%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 17,800.00	\$ 435.19	\$ 13,588.42	\$ 4,211.58	76.34%
TRUST & AGENCY	\$ 2,228.00	\$ 47.39	\$ 1,179.24	\$ 1,048.76	52.93%
CLERK & TREASURER					
GENERAL FUND	\$ 155,820.00	\$ 8,186.38	\$ 97,914.83	\$ 57,905.17	62.84%
TORT LIABILITY	\$ 6,066.00	\$ -	\$ 5,639.52	\$ 426.48	92.97%
TRUST & AGENCY	\$ 36,715.00	\$ 8,090.67	\$ 24,673.48	\$ 12,041.52	67.20%
LEGAL SERVICES	\$ 27,000.00	\$ 2,272.63	\$ 17,114.68	\$ 9,885.32	63.39%
TOTAL GENERAL GOVERNMENT	\$ 245,629.00	\$ 19,032.26	\$ 160,110.17	\$ 85,518.83	65.18%
GO DEBT SERVICE	\$ 1,439,005.00	\$ -	\$ 63,738.95	\$ 1,375,266.05	4.43%
CAPITAL PROJECTS					
ARPA FUNDED PROJECT	\$ 371,367.00	\$ -	\$ -	\$ 371,367.00	0.00%
DOWNTOWN EAST REDEVELOPMENT	\$ 160,000.00	\$ 1,500.00	\$ 1,500.00	\$ 158,500.00	0.94%
RELOCATING WATER & SEWER LINES	\$ 658,100.00	\$ -	\$ 1,104.00	\$ 656,996.00	0.17%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 11,461.00	\$ 68,727.18	\$ 931,272.82	6.87%
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 13,765.17	\$ 3,822,617.64	\$ 3,177,382.36	54.61%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
ROUNDAABOUT MAIN & CEDAR	\$ 1,000,000.00	\$ 199.00	\$ 16,482.88	\$ 983,517.12	1.65%
EASTSIDE WATER MAINS	\$ 1,000,000.00	\$ 4,466.00	\$ 28,677.26	\$ 971,322.74	2.87%
TOTAL CAPITAL PROJECTS	\$ 11,189,467.00	\$ 31,391.17	\$ 3,939,108.96	\$ 7,250,358.04	35.20%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 412,791.00	\$ 19,720.31	\$ 263,444.74	\$ 149,346.26	63.82%
TRUST & AGENCY		\$ 874.89	\$ 13,189.62	\$ (13,189.62)	#DIV/0!
WATER SINKING FUND	\$ 61,538.00	\$ -	\$ 2,181.25	\$ 59,356.75	3.54%
SEWER FUND	\$ 312,772.00	\$ 13,965.84	\$ 120,847.27	\$ 191,924.73	38.64%
TRUST & AGENCY	\$ -	\$ 874.94	\$ 5,794.29	\$ (5,794.29)	#DIV/0!
SEWER FUND SPECIAL	\$ -	\$ -	\$ 13,830.13	\$ (13,830.13)	#DIV/0!
STORM WATER UTILITY	\$ 50,960.00	\$ -	\$ 18,640.00	\$ 32,320.00	36.58%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 838,061.00	\$ 35,435.98	\$ 437,927.30	\$ 400,133.70	52.25%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.00%
EMERGENCY TAX FUND	\$ 40,986.00	\$ -	\$ -	\$ 40,986.00	0.00%
LOCAL OPTION SALES TAX	\$ 287,310.00	\$ -	\$ -	\$ 287,310.00	0.00%
TIF	\$ 459,642.00	\$ -	\$ -	\$ 459,642.00	0.00%
WATER FUND	\$ 122,888.00	\$ 5,079.17	\$ 40,633.36	\$ 82,254.64	33.07%
SEWER FUND	\$ 335,995.00	\$ 36,439.98	\$ 288,024.88	\$ 47,970.12	85.72%
STORM WATER UTILITY	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ 718.01	\$ (718.01)	#DIV/0!
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 1,386,821.00	\$ 41,519.15	\$ 329,376.25	\$ 1,057,444.75	23.75%
TOTAL FOR ALL FUNCTIONS	\$ 17,605,353.00	\$ 265,286.29	\$ 7,192,720.24	\$ 10,412,632.76	40.86%

CITY OF WEST BRANCH
EXPENDITURES BY ACTIVITY (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

001-GENERAL FUND

66.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,386,821.00	41,519.15	329,376.25	23.75	1,057,444.75
TOTAL PUBLIC SAFETY	903,810.00	37,771.42	1,294,097.44	143.18 (390,287.44)
TOTAL PUBLIC WORKS	697,160.00	50,832.80	420,372.55	60.30	276,787.45
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	731,590.00	37,766.87	467,850.30	63.95	263,739.70
TOTAL COMMUNITY & ECON DEVELOP	173,810.00	11,536.64	80,138.32	46.11	93,671.68
TOTAL GENERAL GOVERNMENT	245,629.00	19,032.26	160,110.17	65.18	85,518.83
TOTAL DEBT SERVICE	1,439,005.00	0.00	63,738.95	4.43	1,375,266.05
TOTAL CAPITAL PROJECTS	11,189,467.00	31,391.17	3,939,108.96	35.20	7,250,358.04
TOTAL BUSINESS TYPE/ENTERPRISE	838,061.00	35,435.98	437,927.30	52.25	400,133.70
TOTAL EXPENDITURES	17,605,353.00	265,286.29	7,192,720.24	40.86	10,412,632.76
	=====	=====	=====	=====	=====



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 17, 2023

AGENDA ITEM: Claims

PREPARED BY: Heidi Van Auken

DATE: April 11, 2023

SUMMARY:

Claims Report: These are routine expenditures that include payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day-to-day operational disclosures.

EXPENDITURES**4/17/2023**

AMAZON.COM	VARIOUS ITEMS	96.20
BAKER & TAYLOR INC.	BOOKS	443.56
CEDAR COUNTY COOPERATIVE	FUEL-PW	944.72
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
COMPASS MINERALS AMERICA	ROAD SALT	4,471.24
DONAHUES CARPET	CARPET CLEANING - LIBRARY	551.08
FINNEGAN, JEANETTE	BLDG INCENTIVE PAYMENT	820.90
HAWKINS	CHEMICALS	2,924.17
HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	22.93
KANOPY	ON DEMAND VIDEO SERVICE	28.00
LRS HOLDINGS	TRASH & RECYCLING MARCH 2023	17,482.25
MPEC	SHOP SUPPLIES- OIL	119.89
OLSON, KEVIN D	LEGAL SERVICES APRIL 2023	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	479.79
QC ANALYTICAL SERVICES	LAB ANALYSIS	797.75
RALLY APPRAISAL	GASKILL CONDEMN TESTIMONY	1,000.00
SCOTT ALLEN STUELAND	STUMP GRINDING	3,200.00
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
STEFANIE & ANTHONY ARNAMAN	BLDG INCENTIVE PAYMENT	1,039.37
WEIS BAILEY & KEARNEY MICHELE	BLDG INCENTIVE PAYMENT	2,017.17
WEST BRANCH TIMES	SUBSCRIPTION LIBRARY	44.00

TOTAL		38,044.52
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**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS**
4/14/2023**48,924.77****PAID BETWEEN MEETINGS**

ALLIANT ENERGY	ALLIANT ENERGY	12,152.33
AMAZON.COM	VARIOUS ITEMS	202.88
DEMCO	PATRON ID CARDS	784.64
KOCH OFFICE GROUP	COPIER MAINTENANCE	202.98
LINN COUNTY REC	STREET LIGHTS	202.50
RIVER PRODUCTS	ROCK FOR RESURFACING	870.45
GLOBAL PAYMENTS	MARCH CREDIT CARD FEES	1,039.26
SISCO	HEALTH CLAIMS 4/3/2023	11.41
SISCO	HEALTH CLAIMS 4/10/2023	489.54
AT&T MOBILITY	WIRELESS SERVICE	364.72
DEERE & COMPANY	SIDEWALK TRACTOR	18,915.16
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	445.50
QUILL CORP	OFFICE SUPPLIES	223.93
USA BLUE Book	TABLETS FOR HYDRANT FLUSHING	1,343.96
WEX	VEHICLE FUEL	1,208.42
GASKILL, KATHARINE	LAND CONDEMNATION COMP	12,000.00

TOTAL	50,457.68
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GRAND TOTAL EXPENDITURES	137,426.97
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FUND TOTALS

001 GENERAL FUND	61,654.08
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022 CIVIC CENTER	572.29
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031 LIBRARY	9,512.25
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110 ROAD USE TAX	12,276.19
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112 TRUST AND AGENCY	9,397.86
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321 WIDENING WAPSI CREEK	13,000.00
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600 WATER FUND	18,178.97
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610 SEWER FUND	<u>12,835.33</u>
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GRAND FUND TOTAL	137,426.97
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ROADS AND STREETS	GENERAL FUND	SCOTT ALLEN STUELAND	STUMP GRINDING	3,200.00
			TOTAL:	3,200.00
ECONOMIC DEVELOPMENT	GENERAL FUND	STEFANIE & ANTHONY ARNAMAN	BLDG INCENTIVE PAYMENT	1,039.37
		FINNEGAN, JEANETTE	BLDG INCENTIVE PAYMENT	820.90
		WEIS BAILEY & KEARNEY MICHELE	BLDG INCENTIVE PAYMENT	2,017.17
			TOTAL:	3,877.44
CLERK & TREASURER	GENERAL FUND	HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	22.93
			TOTAL:	22.93
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	21.00
		OLSON, KEVIN D	LEGAL SERVICES APRIL 2023	1,500.00
			TOTAL:	1,521.00
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING MARCH 20	17,482.25
			TOTAL:	17,482.25
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	474.31
			DIGITAL & AUDIO BOOKS	5.48
		WEST BRANCH TIMES	SUBSCRIPTION LIBRARY	44.00
		BAKER & TAYLOR INC.	BOOKS	342.05
			BOOKS	101.51
		DONAHUES CARPET & UPHOLSTERY CLEANING	CARPET CLEANING - LIBRARY	551.08
		KANOPY	ON DEMAND VIDEO SERVICE	28.00
		AMAZON.COM.CA., INC.	BOOKS	34.73
			OFFICE SUPPLIES	26.99
			WIRELESS MOUSE	22.99
			OFFICE SUPPLIES	11.49
			TOTAL:	1,642.63
ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY COOPERATIVE	FUEL-PW	944.72
		COMPASS MINERALS AMERICA INC	ROAD SALT	4,471.24
		MPEC	SHOP SUPPLIES- OIL	119.89
			TOTAL:	5,535.85
CAPITAL PROJECT	WIDENING WAPSI CRE	RALLY APPRAISAL LLC	GASKILL CONDEMN TESTIMONY	1,000.00
			TOTAL:	1,000.00
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	40.50
		HAWKINS INC	CHEMICALS	2,924.17
			TOTAL:	2,964.67
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	797.75
			TOTAL:	797.75

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
	001	GENERAL FUND		26,103.62
	031	LIBRARY		1,642.63
	110	ROAD USE TAX		5,535.85
	321	WIDENING WAPSI CREEK @ BE		1,000.00
	600	WATER FUND		2,964.67
	610	SEWER FUND		797.75

		GRAND TOTAL:		38,044.52

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: West Branch City Clerk, 110 N. Poplar Street, West Branch, Iowa 52358

ORDINANCE NO. 801

AN ORDINANCE VACATING AN UNUSED PORTION OF GREEN STREET ON THE FORMER CROELL SITE TO BBCO, LLC.

WHEREAS, the City Council of the City of West Branch has previously entered into a Development Agreement with BBCO, LLC to vacate an unused portion of Green Street legally described as Parcel P, as thereof recorded as Instrument No. 2023-393 (the “Parcel”); and

WHEREAS, the excess right-of-way is of no use to the City, and should be returned to the tax rolls.

NOW, THEREFORE, BE IT ORDAINED, as follows:

1. Vacation. That the unused portion of Green Street described as the Parcel above, is hereby vacated.
2. Conveyance. That pursuant to Section 354.23 of the Code of Iowa, this ordinance shall be deemed a conveyance of the Parcel to BBCO, LLC, an Iowa limited liability company, without further documentation from the City.
3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.
4. Effective Date. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

Approved on First Reading: April 3, 2023

Approved on Second Reading: April 17, 2023

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____, 2023.

City Clerk

RESOLUTION 2023-35

**SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE
OF SOLICITING WRITTEN AND ORAL COMMENTS ON THE CITY'S
PROPOSED FISCAL YEAR 2022-2023 BUDGET AMENDMENT**

WHEREAS, the City Council of the City of West Branch, Iowa, previously approved the annual budget for Fiscal Year 2022-2023; and

WHEREAS, a budget amendment is necessary to permit the appropriation and expenditure of amounts anticipated to be available from sources other than property taxation, and which had not been anticipated in the budget in accordance with Iowa Code 384.18.2; and

WHEREAS, Iowa Code 384.16.3 requires a public hearing on the proposed budget amendment where any resident or taxpayer of the city may present to the council objections to any part of the budget amendment for the current fiscal year or arguments in favor of any part of the budget amendment before its adoption and certification to the county auditor; and

WHEREAS, interested residents or taxpayers having comments for or against these proposals may appear and be heard at the public hearing at the City Council meeting on May 1, 2023 at 7:00 p.m. at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa or electronically using zoom.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that this confirms that the council order the publication of a notice of public hearing pertaining to the adoption of the Fiscal Year 2022-2023 budget amendment not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

PASSED AND APPROVED this 17th day of April, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
City of WEST BRANCH				
Fiscal Year July 1, 2022 - June 30, 2023				
The City of WEST BRANCH will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023				
Meeting Date/Time: 5/1/2023 07:00 PM		Contact: Adam Kofoed	Phone: (319) 643-5888	
Meeting Location: City Council Chambers 110 N Poplar Street West Branch, IA 52358				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult https://dom.iowa.gov/local-gov-appeals .				
REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	2,043,736	0	2,043,736
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	2,043,736	0	2,043,736
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	599,780	0	599,780
Other City Taxes	6	317,179	0	317,179
Licenses & Permits	7	86,518	0	86,518
Use of Money & Property	8	11,500	0	11,500
Intergovernmental	9	1,979,867	0	1,979,867
Charges for Service	10	1,779,834	0	1,779,834
Special Assessments	11	0	0	0
Miscellaneous	12	31,000	0	31,000
Other Financing Sources	13	10,500,000	0	10,500,000
Transfers In	14	1,056,639	0	1,056,639
Total Revenues & Other Sources	15	18,406,053	0	18,406,053
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	903,810	785,630	1,689,440
Public Works	17	697,160	49,100	746,260
Health and Social Services	18	0	0	0
Culture and Recreation	19	731,590	47,580	779,170
Community and Economic Development	20	173,810	13,186	186,996
General Government	21	245,629	24,500	270,129
Debt Service	22	1,439,005	-426,906	1,012,099
Capital Projects	23	4,189,467	3,346,145	7,535,612
Total Government Activities Expenditures	24	8,380,471	3,839,235	12,219,706
Business Type/Enterprise	25	7,838,061	422,236	8,260,297
Total Gov Activities & Business Expenditures	26	16,218,532	4,261,471	20,480,003
Transfers Out	27	1,056,639	0	1,056,639
Total Expenditures/Transfers Out	28	17,275,171	4,261,471	21,536,642
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	1,130,882	-4,261,471	-3,130,589
Beginning Fund Balance July 1, 2022	30	6,018,325	0	6,018,325
Ending Fund Balance June 30, 2023	31	7,149,207	-4,261,471	2,887,736
Explanation of Changes: There were additional expenditures for Police, Library, Building Inspections, Roads & Streets GF, and Cemetery salaries; unforeseen maintenance and equipment projects for Library and Public Works; rising costs in materials and services; vehicle purchases for Police and the Fire Department; and extra costs associated with new employees.				

EXHIBIT A

RESOLUTION 2023-36

**A RESOLUTION APPROVING THE PURCHASE OF A TITAN PRO LEAF
VACUUM IN THE AMOUNT OF \$76,525.00**

WHEREAS, City staff is recommending the purchase of a new leaf vacuum to replace the damaged vacuum due to a fire last fall in order to continue to offer our residents curbside leaf collection; and

WHEREAS, the City has settled a claim with the insurance company for \$39,000.00; and

WHEREAS, MacQueen Equipment provide a quote for a similar leaf vacuum the purchase price of \$76,525.00; and

WHEREAS, this was an unbudgeted expense and therefore Public Works will delay the purchase of a skid loader for fiscal year 2024.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the purchase of a Titan Pro Leaf Vacuum in the amount of \$76,525.00.

Passed and approved this 17th day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

April 5th, 2023

Matt Goodale
Public Works Director
City of West Branch

Matt,



Per your request, a **PURCHASE AGREEMENT** has been generated for a Titan leaf vacuum trailer similar to what was demonstrated.

Titan Pro Base Model Standard Features:

- *Electric trailer brakes with breakaway system
- *7000 lb single axle and running gear
- *DOT compliant lighting with LED Lighting
- *Telescoping tongue with 7 positions spanning 36"
- *Adjustable pintle hitch rated at trailer capacity
- *74 HP Tier 4 Engine Kubota Diesel Engine
- *Magnetic prescreen on engine for added filtration
- *50-gallon aluminum fuel tank with sight gauge
- *30" diameter belt driven 5 blades of AR400
- *Blower housing liner
- *Discharge elbow liner
- *5 groove belt and sheave system for optimum performance
- *11-1/2" clutch to fit SAE #3 engine housing
- *Rigid discharge tube with 4' HD rubber adaptor hose
- *Curbside pickup with overhead boom.
- *Wheel chocks
- *Yellow waring flashers LED
- *Fire extinguisher
- *Manual trailer jack

OPTIONS:

- *Heavy duty rubber collection hose in lieu of clear flx-thane
- *Clean out door installed in blower housing cover.
- *Strobe light installed on an elevated bracket. Controlled by the lower strobes switch
- *Tool/Rake Holder Installed on Trailer
- *100 Gallon Dust Control System

Pricing Summary

NET PURCHASE PRICE: \$76,525.00

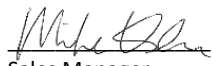
Pricing Includes: Delivery to city shop and on-site operator/maintenance training.

Delivery: September 2023 Dependent Upon Factory Availability.

Terms of Sale: Invoice Due 30 Days After Delivery if not opting for Municipal Lease. Proposed prices are based on current costs and therefore subject to change with written notice to account for changes in pricing beyond seller's control.

Warranty: 1 Year Parts & Labor Warranty

Please review and sign in agreement to the purchase, specifications, pricing, and terms of sale.



Sales Manager
MacQueen Equipment

4-5-2023
Date

Authorized Signature
City of West Branch

Title

Date

Once a signed copy is received the machine will be marked as SOLD and the manufacturing process will begin.

www.macqueengroup.com

4607 SE Rio Ct, Ankeny, IA 50021 . Bus: 515.289.9994 . Fax: 515.289.9995
Formerly Trans Iowa Equipment Part of the MacQueen Group Since 2005



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 17, 2023

AGENDA ITEM: Revised Site Plan for Heritage Hill

PREPARED BY: Adam Kofoed, City Administrator

DATE: April 11, 2023

SUMMARY:

A revised site plan was submitted to the city in early March. Although council, gave authority for a review committee to approve small changes, City Administrator Adam Kofoed and City Engineer Dave Schechinger felt there were too many changes for a nonelected board to approve.

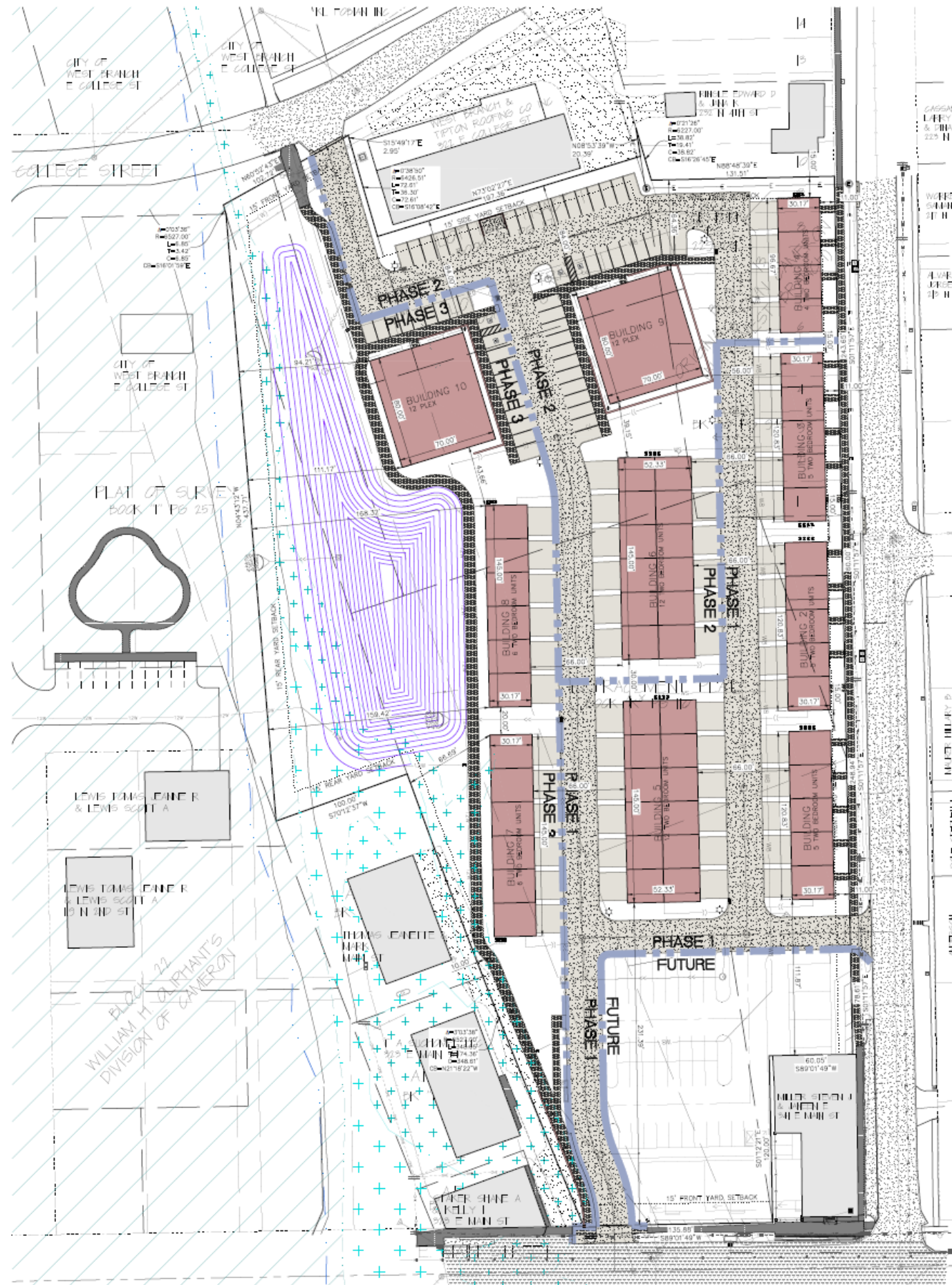
The Planning and Zoning Commission approved the revised site plan for Heritage Hill on March 28. The motion passed 6-0. The commission and building inspector were in strong support of the change. The board felt more green space and less middle unit buildings would be a better fit for West Branch and its housing market.

WHAT CHANGED?

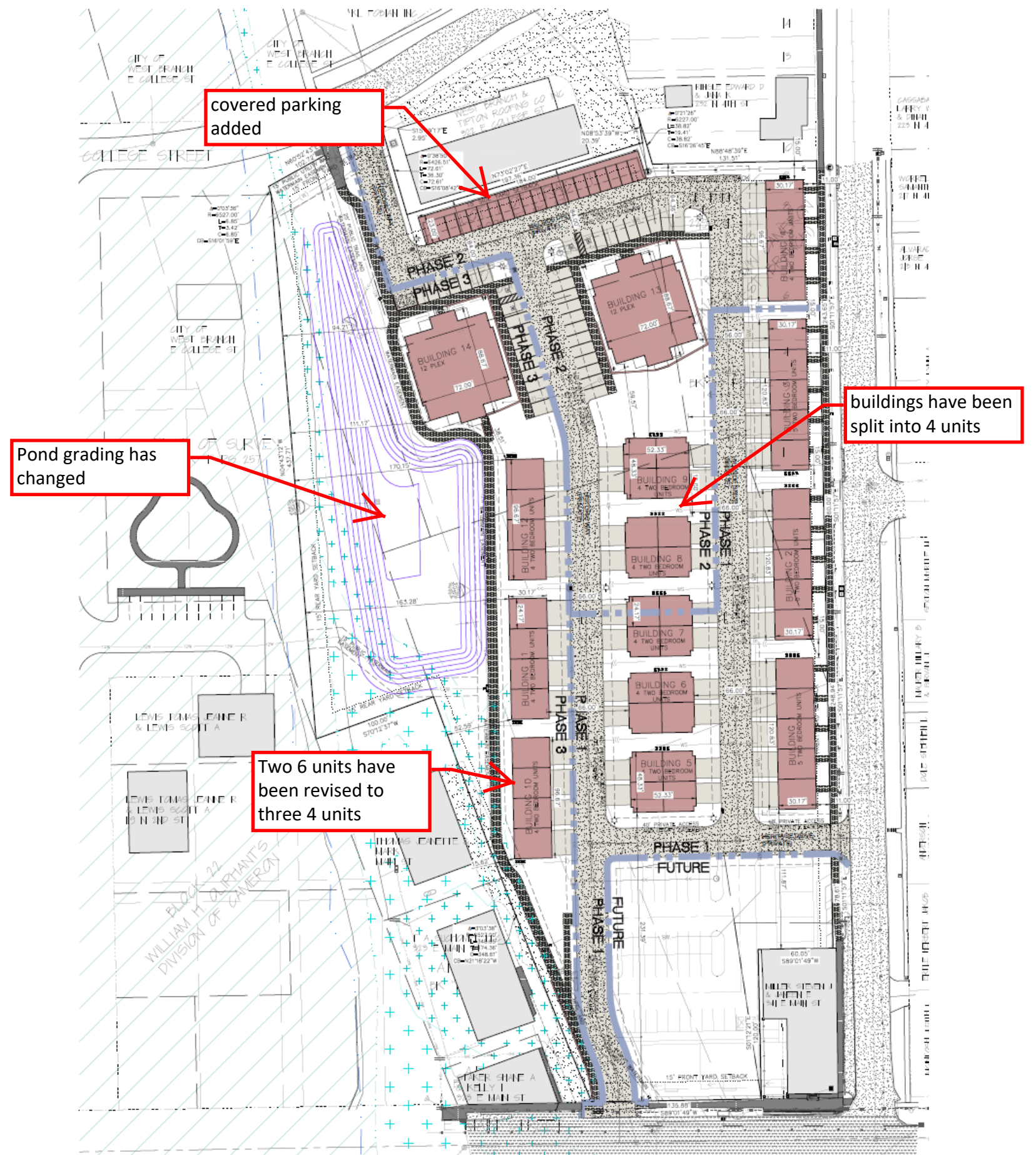
- Pond grading calculations were changed since it was not environmentally feasible to have a wet pond so close to a creek.
- Middle 12-unit row houses were reduced from 24 units to 20.
 - This change adds greenspace to every unit and eliminates all middle units.
- Covered parking was added to the north side, before it was not covered.
- The south western units have been changed from (2) six units to (3) four units to create more greenspace.

RECOMMENDATION:

Planning and zoning recommended passing the revised site plan. City engineer has verified the changes and is recommending approval. Terry Goerdts, our building inspector, is recommending approval as well.



Previous Preliminary Plat from 9/01/2022



New Preliminary Plat Submitted on 3/16/2023

RESOLUTION 2023-37

RESOLUTION APPROVING A (REVISED) SITE PLAN FOR LOT 1, HERITAGE HILL, WEST BRANCH, IOWA.

WHEREAS, BBCO, LLC and the City of West Branch (“BBCO”), are the owners of Lot 1, Heritage Hill, West Branch, Iowa (the “Property”); and

WHEREAS, the City and BBCO previously entered into a Development Agreement whereby the City would convey the City’s portion of Lot 1 to BBCO; and

WHEREAS, BBCO has submitted a proposed (revised) Site Plan for the Property; and

WHEREAS, the Planning and Zoning Commission has reviewed said (revised) Site Plan and recommended approval of the same; and

WHEREAS, said (revised) Site Plan complies with the requirements of Chapter 167 of the Code of Ordinances of the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the (revised) site plan of BBCO for Lot 1, Heritage Hill, West Branch, Iowa, is hereby approved, subject to implementing any changes recommended by the committee reviewing the site plan.

Passed and approved this 17th day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

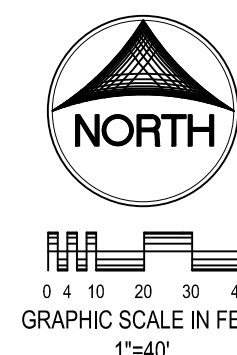
Date	Revision
8/24/22	INTERNAL REVIEW - KJC
9/01/22	INTERNAL REVIEW - KJC
9/13/22	BASIN REVISION - KJC
11/18/22	STREET NAMES AND EASEMENTS - TAV

OVERALL SITE LAYOUT AND DIMENSION PLAN

HERITAGE HILL, LOT 1 WEST BRANCH, CEDAR COUNTY, IOWA

MMS CONSULTANTS, INC.
Date: **08-04-22**
Designed by: **KJC** Field Book No: **1343, PG 39**
Drawn by: **TAV** Scale: **1"=40'**
Checked by: **KJB** Sheet No:
Project No:
C120
11186-002 of:

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA



PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT:
BRCC LLC
PO BOX 277
WEST LIBERTY, IOWA 52776

APPLICANT'S ATTORNEY:
JAMES D. HOUGHTON
216 STEVENS DRIVE
IOWA CITY, IA 52240

UTILITIES

THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/292-8889 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.



STANDARD LEGEND AND NOTES

—	PROPERTY &/OR BOUNDARY LINES
—	CONGRESSIONAL SECTION LINES
—	RIGHT-OF-WAY LINES
—	EXISTING RIGHT-OF-WAY LINES
—	CENTER LINES
—	EXISTING CENTER LINES
—	LOT LINES, INTERNAL
—	LOT LINES, PLATTED OR BY DEED
—	PROPOSED EASEMENT LINES
—	EXISTING EASEMENT LINES
—	BENCHMARK
—	RECORDED DIMENSIONS
—	CURVE SEGMENT NUMBER
—	POWER POLE
—	POWER POLE W/DROP
—	POWER POLE W/TRANS
—	POWER POLE W/LIGHT
—	GUY POLE
—	LIGHT POLE
—	SANITARY MANHOLE
—	FIRE HYDRANT
—	WATER VALVE
—	DRAINAGE MANHOLE
—	CURB INLET
—	FENCE LINE
—	EXISTING SANITARY SEWER
—	PROPOSED SANITARY SEWER
—	EXISTING STORM SEWER
—	PROPOSED STORM SEWER
—	WATER LINES
—	ELECTRICAL LINES
—	TELEPHONE LINES
—	GAS LINES
—	CONTOUR LINES (1' INTERVAL)
—	PROPOSED GROUND
—	EXISTING TREE LINE
—	EXISTING DECIDUOUS TREE & SHRUB
—	EXISTING EVERGREEN TREES & SHRUBS

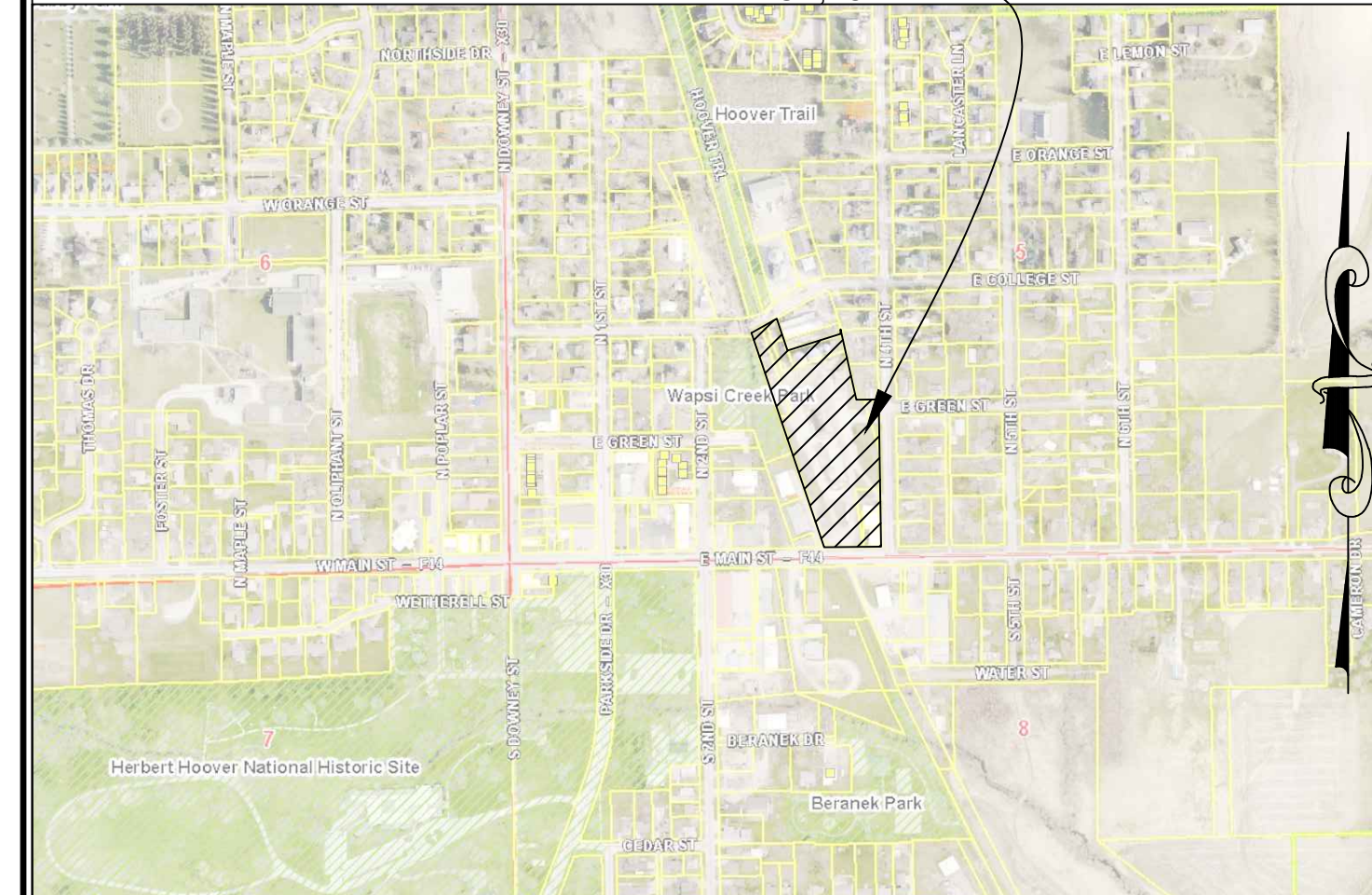
THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

FEMA NOTE:

1. A PORTION OF THIS SITE RESIDES WITHIN THE FEMA FLOODWAY AREA IN ZONE AE, THE ZONE AE 100-YEAR FLOOD ZONE (1.0% CHANCE), AND THE ZONE X (0.2% CHANCE) AS NOTED IN FEMA PANEL NUMBER 19031C0212C, EFFECTIVE DATE: 08/19/2013. SEE LEGEND BELOW.

	FLOODWAY AREA IN ZONE AE
	THE ZONE AE 100-YEAR FLOOD ZONE (1.0% CHANCE)
	THE ZONE X (0.2% CHANCE)

HERITAGE HILL, LOT 1 WEST BRANCH, IOWA



LOCATION MAP
NOT TO SCALE

PAVING CONSTRUCTION NOTES

- PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH I.D.O.T. SPECIFICATION SECTION 2301.
- I.D.O.T. CLASS C-3 CONCRETE SHALL BE USED, UNLESS NOTED OTHERWISE.
- PAVEMENT JOINTS SHALL CONFORM TO I.D.O.T. STANDARD ROAD PLAN PV-101.
- SUBGRADE UNDER PROPOSED PAVEMENT SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY, TO A DEPTH OF SIX (6) INCHES, UNLESS NOTED OTHERWISE.
- ALL SAWED PAVEMENT JOINTS SHALL BE SEALED.

PAVEMENT LEGEND	MATERIAL	TOTAL*
	7" PCC	5,176 SY
	6" PCC	3,618 SY
	4" PCC	1,573 SY

*TOTALS INCLUDE ALL SF OF MATERIAL, INCLUDING OUTSIDE OF PROPERTY LINE

LEGAL:

HERITAGE HILL - LOT 1 IN WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF, CONTAINING 5.93 ACRES AND SUBJECT TO EASEMENTS AND RESTRICTION OF RECORD.

SITE DEVELOPMENT SUMMARY:

ZONING: PUD
SQUARE FOOTAGE: 258,182 SF
PROPOSED USE: RESIDENTIAL

DEVELOPMENT CHARACTERISTICS:

HERITAGE HILL - LOT 1 ON GREEN STREET IS TO BE A 5.93 ACRE. THE PLAN WILL CONSIST OF 2 (TWO) PROPOSED RESIDENTIAL 12-PLEX BUILDINGS, AND FIFTY FIVE (55) PROPOSED RESIDENTIAL 2 (TWO) BEDROOM UNITS.

DEVELOPMENT SCHEDULE:

APPLICANT PLANS TO BEGIN CONSTRUCTION ON FALL 2022, WITH AN ESTIMATED COMPLETION DATE IN FALL 2023.

SITE COVERAGES:

TOTAL LOT AREA	258,182 S.F. (100%)
PROPOSED BUILDING AREA	46,117 S.F. (17.9%)
PROPOSED PAVING AREA	86,800 S.F. (33.6%)
TOTAL IMPERVIOUS AREA	132,917 S.F. (51.5%)
TOTAL OPEN AREA	125,265 S.F. (48.5%)

LOT REQUIREMENTS:

FRONT YARD SETBACK	(N. 4TH ST) 13 FEET (E. MAIN ST) 15 FEET (E. COLLEGE ST) 15 FEET 15 FEET
SIDE YARD SETBACK	15 FEET
REAR YARD SETBACK	15 FEET

PARKING REQUIREMENTS:

- 2 SPACES PER UNIT/ 12 UNITS (TWO BEDROOM EACH) PER BUILDING/ 2 BUILDINGS
2*(12+12) = 48 SPACES
TOTAL PARKING PROVIDED = 60 SPACES
- 2 SPACES PER UNIT/ (TWO BEDROOM EACH) PER BUILDING/ 55 BUILDINGS
2*(55) = 110 SPACES
TOTAL PARKING PROVIDED = 220 SPACES (110 GARAGE SPACES AND 110 DRIVE SPACES)

SITE LIGHTING SHALL BE PROVIDED ON THE SIDES OF THE BUILDING.

100 YEAR FLOOD ELEVATION = 713.20

SHEET INDEX

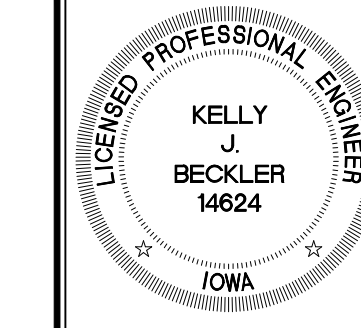
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C500	GENERAL NOTES AND DETAILS
C501	GENERAL NOTES AND DETAILS
L100	LANDSCAPE PLAN

I hereby certify that this engineering document was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

KELLY J. BECKLER, P.E. Iowa Lic. No. 14624

My license renewal date is December 31, 2024.

Pages or sheets covered by this seal:



SEAL



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

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HERITAGE HILL,
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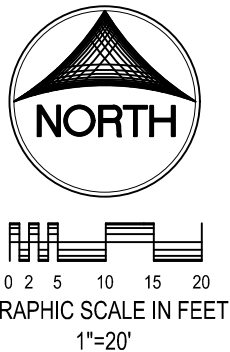
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Date:	08-04-22
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Field Book No:	1343, PG. 39
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Checked by:	KJB
Sheet No:	C121
Project No:	11186-002
of:	

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
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APPLICANT:
BBCO LLC
PO BOX 277
WEST LIBERTY, IOWA 52776

APPLICANT'S ATTORNEY:
JAMES D. HOUGHTON
216 STEVENS DRIVE
IOWA CITY, IA 52240



PAVING CONSTRUCTION NOTES

- PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH I.D.O.T. SPECIFICATION SECTION 2301.
- I.D.O.T. CLASS C-3 CONCRETE SHALL BE USED, UNLESS NOTED OTHERWISE.
- PAVEMENT JOINTS SHALL CONFORM TO I.D.O.T. STANDARD ROAD PLAN PV-101.
- SUBGRADE UNDER PROPOSED PAVEMENT SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY, TO A DEPTH OF SIX (6) INCHES, UNLESS NOTED OTHERWISE.
- ALL SAWED PAVEMENT JOINTS SHALL BE SEALED.

UTILITIES

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PAVEMENT LEGEND MATERIAL TOTAL*

7" PCC	5,176 SY
6" PCC	3,618 SY
4" PCC	1,329 SY

*TOTALS INCLUDE ALL SF OF MATERIAL, INCLUDING OUTSIDE OF PROPERTY LINE

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- PROPERTY &/or BOUNDARY LINES
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- PROPOSED GUY POLE
- EXISTING LIGHT POLE
- PROPOSED LIGHT POLE
- EXISTING SANITARY MANHOLE
- PROPOSED SANITARY MANHOLE
- EXISTING FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- EXISTING WATER VALVE
- PROPOSED WATER VALVE
- EXISTING DRAINAGE MANHOLE
- PROPOSED DRAINAGE MANHOLE
- EXISTING CURB INLET
- PROPOSED CURB INLET
- EXISTING FENCE LINE
- PROPOSED FENCE LINE
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- PROPOSED PROPOSED SANITARY SEWER
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KEYNOTES	NUMBER	KEYNOTE	DETAIL
1	1	INSTALL DRIVE AND PARKING (SEE PAVING LEGEND TABLE THIS SHEET FOR THICKNESS AND MATERIAL)	
2	2	INSTALL STANDARD 6" CURB AND GUTTER	
3	3	INSTALL THICKENED EDGE SIDEWALK	
4	4	INSTALL 4" PCC SIDEWALK	
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6	6	INSTALL 4" WIDE PAVEMENT MARKINGS (TYP)	
7	7	HANDICAP PARKING STRIPING AND SIGNAGE PER DETAIL SHEET C1500	
8	8	INSTALL ADA RAMP	
9	9	INSTALL 3" ROLL CURB AND GUTTER	
10	10	TRANSITION TO 6" CURB	
11	11	TRANSITION CURB TO ZERO	
12	12	MATCH EXISTING CURB AND GUTTER	
13	13	INSTALL DUMPSTER ENCLOSURE	
14	14	RESIDENTIAL 12-PLEX (3 STORY) BUILDING 4 UNITS EACH FLOOR	
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17	17	INSTALL LANDSCAPE BLOCK RETAINING WALL (DESIGNED BY OTHERS)	
18	18	INSTALL ADA COMPLIANT SAFETY RAIL	
19	19	INSTALL COVERED PARKING	
20	20	INSTALL STAIRWAY	



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DETAILED SITE LAYOUT
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HERITAGE HILL,
LOT 1
WEST BRANCH,
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MMS CONSULTANTS, INC.

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SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

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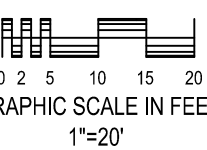
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7	HANDICAP PARKING STRIPING AND SIGNAGE PER DETAIL SHEET 6	
8	INSTALL ADA RAMP	
9	INSTALL 3" ROLL CURB AND GUTTER	
10	TRANSITION TO 6" CURB	
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SITE GRADING AND EROSION CONTROL PLAN AND SWPPP

HERITAGE HILL,
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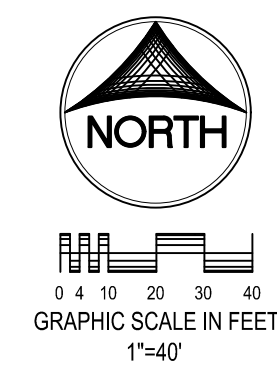
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11186-002 of:

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

PLAT PREPARED BY:
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APPLICANT:
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PO BOX 277
WEST LIBERTY, IOWA 52776

APPLICANT'S ATTORNEY:
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SILT FENCE DETAIL

N.T.S.

INSTALLATION

- POSTS SHALL BE 1.33 POUNDS PER LINEAL FOOT STEEL WITH A MINIMUM LENGTH OF 5 FEET. STEEL POSTS SHALL HAVE PROJECTIONS FOR FASTENING WIRE TO THEM.
- SILT FENCE FABRIC SHALL CONFORM TO I.D.O.T. STANDARD SPECIFICATION SECTION 4196.01.A. SILT FENCING SHALL BE A MINIMUM OF 24" AND A MAXIMUM OF 36" HIGH WHEN COMPLETE.
- THE FILTER FABRIC SHALL BE PURCHASED IN A CONTINUOUS ROLL CUT TO THE LENGTH OF THE FENCE TO AVOID THE USE OF JOINTS. WHEN JOINTS ARE NECESSARY, THE FILTER CLOTH SHALL BE SPICED TOGETHER ONLY AT A SUPPORT POST, WITH A MINIMUM 6" OVERLAP, AND SECURELY SEALED.
- POSTS SHALL BE SPACED A MAXIMUM OF 8 FEET APART AND DRIVEN SECURELY INTO THE GROUND ALONG THE FENCE ALIGNMENT. POSTS SHALL BE DRIVEN INTO THE GROUND A MINIMUM OF 28".
- A TRENCH SHALL BE EXCAVATED APPROXIMATELY 4" WIDE BY 12" DEEP ALONG THE UPSLOPE SIDE OF THE POSTS.
- FILTER FABRIC SHALL BE STAPLED OR WIRED TO THE POSTS SUCH THAT THE FABRIC EXTENDS INTO THE TRENCH AS SHOWN ABOVE. THE FABRIC SHALL BE FASTENED A MINIMUM OF THREE PLACES ON EACH POST.
- THE TRENCH SHALL BE BACK FILLED WITH EXCAVATED MATERIAL AND THOROUGHLY COMPACTED.

MAINTENANCE

- SILT FENCES SHALL BE INSPECTED WEEKLY AND AFTER EACH RAINFALL EVENT OF 0.5 INCHES OR MORE. DURING PERIODS OF PROLONGED RAIN INSPECTIONS SHALL BE AT LEAST DAILY. ANY REPAIRS NEEDED TO MAINTAIN THE SILT FENCE'S EFFECTIVENESS SHALL BE MADE IMMEDIATELY.
- SHOULD THE FABRIC ON A SILT FENCE DECOMPOSE OR BECOME INEFFECTIVE PRIOR TO STABILIZING THE UPSLOPE AREAS THE FABRIC SHALL BE REPLACED PROMPTLY.
- SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHEN THE DEPOSITS REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE FENCE. SILTS REMOVED SHALL BE PLACED IN A PROTECTED PLACE THAT WILL PREVENT THEIR ESCAPE FROM THE CONSTRUCTION SITE.
- ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER THE SILT FENCE IS NO LONGER NEEDED SHALL BE DRESSED TO CONFORM WITH THE EXISTING GRADE, PREPARED AND SEED.
- SILT FENCE SHALL REMAIN IN PLACE UNTIL IT IS NO LONGER NEEDED AS DIRECTED BY THE POLLUTION PREVENTION PLAN. GENERALLY SILT FENCES SHALL REMAIN UNTIL THE UPSLOPE AREAS ARE STABILIZED WITH AN ESTABLISHED GRASS COVER AS A MINIMUM.

GRADING AND EROSION CONTROL NOTES

TOTAL SITE AREA: 5.93 ACRES
TOTAL AREA TO BE DISTURBED: 5.93 ACRES

EROSION CONTROL MEASURES SHOWN SHALL BE USED DURING FILL ACTIVITIES. EROSION CONTROL MEASURES SHALL BE REEVALUATED AND MODIFIED, IF NECESSARY, AT THE TIME OF SITE DEVELOPMENT.

ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES THAT COULD BE USED ON SITE, IF NEEDED, CAN BE FOUND IN APPENDIX D OF THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) BINDER PREPARED FOR THE SITE. IF ADDITIONAL MEASURES ARE USED, INDICATE THE TYPE AND LOCATION OF SAID MEASURE ON THIS PLAN.

CONTRACTOR SHALL INSTALL A ROCK ENTRANCE AND PERFORM REGULAR CLEANING OF VEHICLES THAT LEAVE THE SITE.

FOLLOWING INSTALLATION OF PERIMETER SILT FENCE AND TEMPORARY CONSTRUCTION ENTRANCE THE CONTRACTOR SHALL CONTACT THE CITY INSPECTOR TO SCHEDULE A SITE INSPECTION PRIOR TO ANY SOIL DISTURBING ACTIVITIES.

THE CONTRACTOR SHALL FOLLOW THE NPDES PERMIT, SWPPP, AND THE CITY CSR REGULATIONS.

THE EROSION CONTROL CONTRACTOR SHALL INSTALL FILTER SOCKS OR OTHER APPROVED FORM OF INLET PROTECTION AT EACH STREET INTAKE ADJACENT TO THE SITE.

GRADING NOTES

- 1.) MAXIMUM SLOPE ON CUTS AND FILLS SHALL BE 3.5: HORIZONTAL TO 1: VERTICAL.
- 2.) NO EXCAVATION SHALL BE ALLOWED WITHIN 2' OF PROPERTY LINES.
- 3.) WHERE HEIGHT OF FILL IS GREATER THAN 30" AN INTERMEDIATE TERRACE OF AT LEAST 6' WIDE SHALL BE ESTABLISHED AT MID HEIGHT. SEE TYPICAL FILL SECTION.
- 4.) COMPACTION TO BE 90% MODIFIED PROCTOR WHERE > 6:1 SLOPE.
- 5.) ALL TREES OUTSIDE THE LIMITS OF GRADING OPERATIONS SHALL BE SAVED, UNLESS OTHERWISE INDICATED TO BE REMOVED. TREES NEAR THE EDGES OF GRADING LIMITS AND IN THE STORM WATER DETENTION BASIN AREAS SHALL BE SAVED IF POSSIBLE, WITHIN THE REQUIREMENTS OF THE SPECIFICATIONS.
- 6.) PRIOR TO ANY GRADING A CONSTRUCTION SAFETY FENCE SHALL BE INSTALLED 50 FEET FROM TRUNKS OF TREES TO BE PROTECTED.
- 7.) STABILIZATION SEEDING SHALL BE COMPLETED AS SOON AS POSSIBLE, BUT NOT MORE THAN 14 DAYS, UPON COMPLETION OF GRADING IN ANY AREA OF GRADING OPERATIONS. DISTURBED AREAS SHALL BE KEPT AS POSSIBLE TO PREVENT LARGE SCALE EROSION PROBLEMS. IF THE GRADING CONTRACTOR STOPS GRADING OPERATIONS FOR MORE THAN 14 DAYS, THEN STABILIZATION SEEDING SHALL BE DONE ON ALL DISTURBED AREAS.
- 8.) SILT FENCE LOCATIONS AND LENGTHS, AS INDICATED, ARE APPROXIMATE ONLY. FINAL LOCATIONS AND LENGTHS WILL BE DETERMINED, AS NEEDED, UPON COMPLETION OF GRADING OPERATIONS IN AN AREA.
- 9.) ALL STREET SUBGRADES SHALL BE CONSTRUCTED AND COMPACTED IN ACCORDANCE WITH SUDAS DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES.

EROSION CONTROL LEGEND

- FINAL FILTER SOCK
- SILT FENCE
- PERIMETER SILT FENCE
- EROSION CONTROL MATTING
- TEMPORARY ROCK CONSTRUCTION ENTRANCE/EXIT
- TEMPORARY PARKING AND STORAGE
- CONCRETE TRUCK/EQUIPMENT WASHOUT
- PORTABLE RESTROOM
- DOCUMENT LOCATION (PERMITS, SWPPP, INSPECTION FORMS, ETC.)
- FILTER SOCK INLET PROTECTION
- FILTER SOCK BEHIND CURB AT CURB RAMP
- TEMPORARY SOIL STOCKPILE AREA
- DIRECTION OF OVERLAND FLOW
- DUMPSTER FOR CONSTRUCTION WASTE
- RIP RAP OUTLET PROTECTION
- OTHER MEASURE: _____
- OTHER MEASURE: _____
- OTHER MEASURE: _____

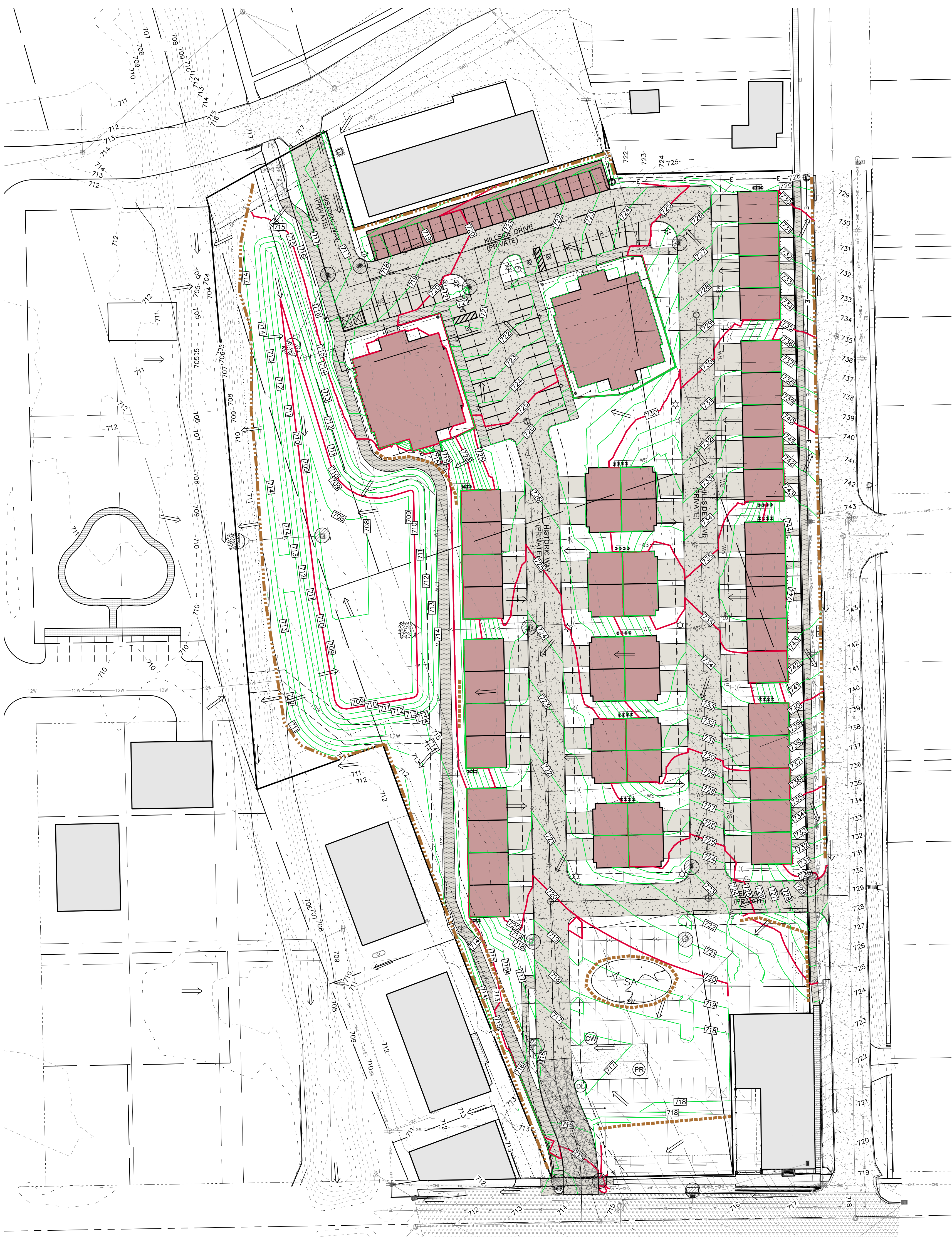
THE ABOVE LISTED ITEMS ARE SHOWN IN THEIR RECOMMENDED LOCATIONS. IF A CONTROL MEASURE IS ADDED OR MOVED TO A MORE SUITABLE LOCATION, INDICATE THE REVISION ON THIS SHEET. THE BLANKS LEFT FOR OTHER MEASURES SHOULD BE USED IF AN ITEM NOT SHOWN ABOVE IS IMPLEMENTED ON SITE. ADDITIONAL PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL CAN BE FOUND IN APPENDIX D OF THE SWPPP.

THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL PER IDOT STANDARD ROAD PLAN TC-419 OR SUDAS 8030-110 REQUIREMENTS AT ALL TIMES DURING WORK WITHIN PUBLIC R.O.W.

THE CONTRACTOR SHALL COORDINATE WITH UTILITY PROVIDERS FOR ANY REQUIRED RELOCATION OF EXISTING UTILITIES.

NOTES:

1. TEMPORARY STABILIZATION IS REQUIRED ON DISTURBED AREAS AFTER THE 14TH DAY OF INACTIVITY.
2. FINAL STABILIZATION SHALL BE IMPLEMENTED WITHIN 14 DAYS OF FINAL GRADING COMPLETION.





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DETAILED GRADING PLAN
- NORTH HALF

HERITAGE HILL,
LOT 1
WEST BRANCH,
CEDAR COUNTY,
IOWA

MMS CONSULTANTS, INC.

Date:	08-04-22
Designed by:	KLC
Drawn by:	TAV
Checked by:	KJB
Project No:	11186-002
Field Book No:	1343, PG. 39
Scale:	1"=20'
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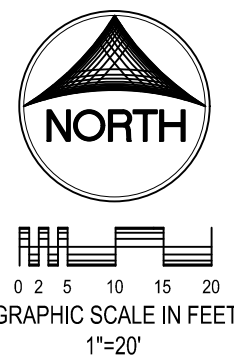
11186-002 of.

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

PLAT PREPARED BY:
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APPLICANT'S ATTORNEY:
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216 STEVENS DRIVE
IOWA CITY, IA 52240



UTILITIES

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IOWA ONE CALL

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PROPERTY &/or BOUNDARY LINES
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BENCHMARK
RECORDED DIMENSIONS
CURVE SEGMENT NUMBER

EXISTING
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POWER POLE W/DROP
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POWER POLE W/LIGHT
GUY POLE
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SANITARY MANHOLE
FIRE HYDRANT
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GRADING LEGEND

0000.00EG - EXISTING GRADE
0000.00FG - FINISHED GRADE
0000.00TC - TOP CURB
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0000.00TW - TOP WALK
0000.00TR - TOP RIM
0000.00WB - BOTTOM WALL*
0000.00WT - TOP WALL*
*REPRESENT GROUND ELEVATION AT WALL



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DETAILED GRADING PLAN
- SOUTH HALF

HERITAGE HILL,
LOT 1
WEST BRANCH,
CEDAR COUNTY,
IOWA

MMS CONSULTANTS, INC.	
Date:	08-04-22
Designed by:	KLC
Field Book No:	1343, PG 39
Drawn by:	TAV
Scale:	1"=20'
Checked by:	KJB
Sheet No:	C142
Project No:	11186-002
of:	

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT:
BBOC LLC
PO BOX 277
WEST LIBERTY, IOWA 52776

APPLICANT'S ATTORNEY:
JAMES D. HOUGHTON
216 STEVENS DRIVE
IOWA CITY, IA 52240



GRAPHIC SCALE IN FEET
1"=20'

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22-1

EXIST-
22-1

PROP-
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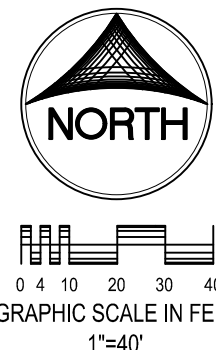
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www.mmsconsultants.net

UTILITY PLAN:
SEWER AND WATER

HERITAGE HILL,
LOT 1
WEST BRANCH,
CEDAR COUNTY,
IOWA

MMS CONSULTANTS, INC.
Date: 08-04-22
Designed by: KLC Field Book No: 1343, PG 39
Drawn by: TAV Scale: 1"=40'
Checked by: KJB Sheet No:
Project No: 11186-002
C160
of:

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA



PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT:
BECO LLC
PO BOX 277
WEST LIBERTY, IOWA 52776

APPLICANT'S ATTORNEY:
JAMES D. HOUGHTON
216 STEVENS DRIVE
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---	---	EXISTING RIGHT-OF-WAY LINES
---	---	CENTER LINES
---	---	EXISTING CENTER LINES
---	---	LOT LINES, INTERNAL
---	---	LOT LINES, PLATTED OR BY DEED
---	---	PROPOSED EASEMENT LINES
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---	---	WATER LINES
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---	---	GAS LINES
---	---	CONTOUR LINES (1' INTERVAL)
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UTILITY PLAN: STORM AND ELETRIC

HERITAGE HILL,
LOT 1
WEST BRANCH,
CEDAR COUNTY,
IOWA

MMS CONSULTANTS, INC.

Date: 08.04.22

Designed by:	Field Book No:
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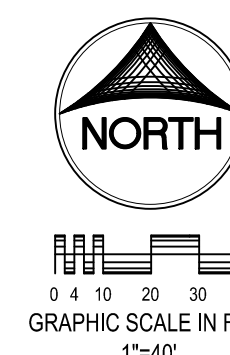
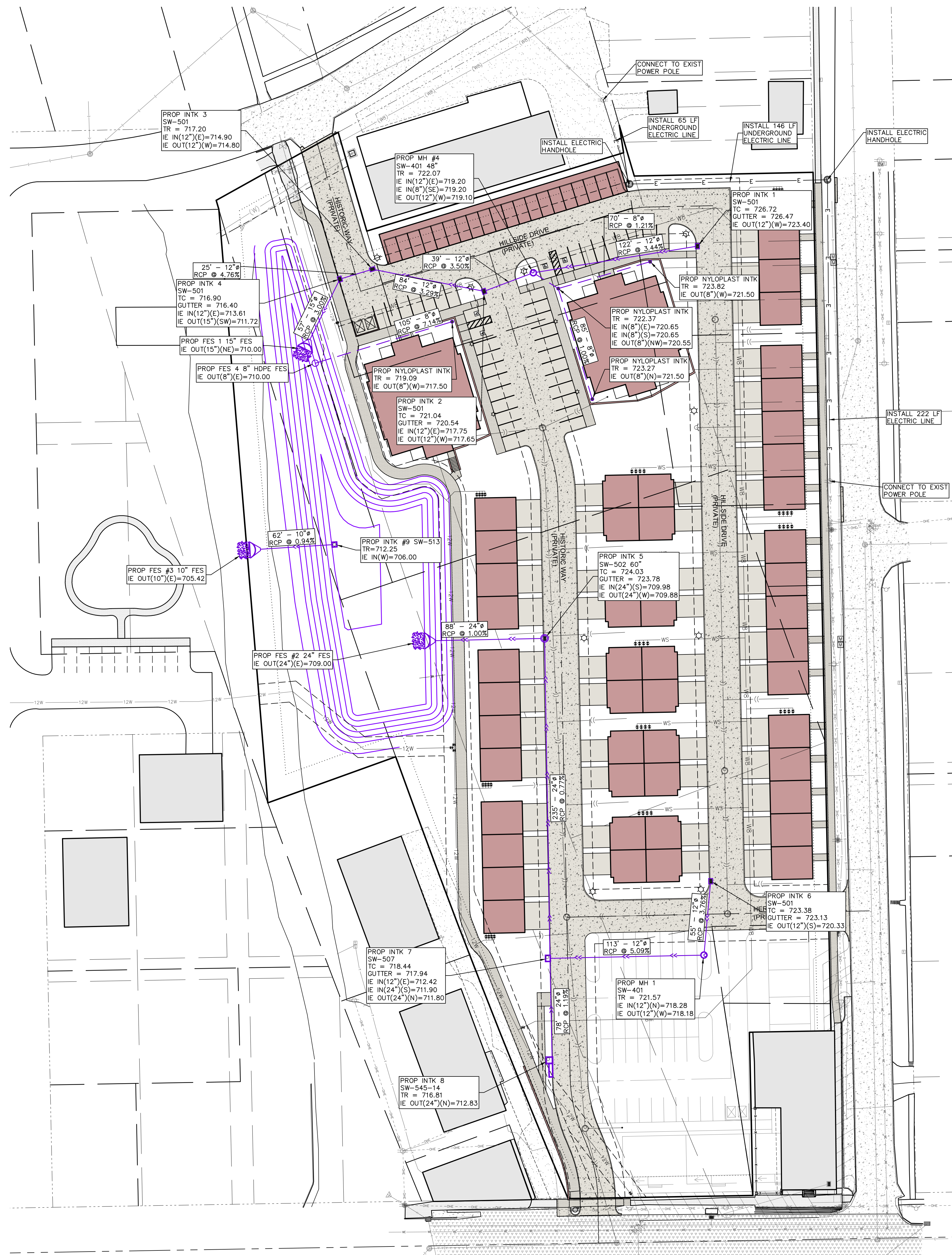
KLC	1343, PG 39
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TAV	1"=40'
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C161

11186-002 of:



SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT: _____
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UTILITE

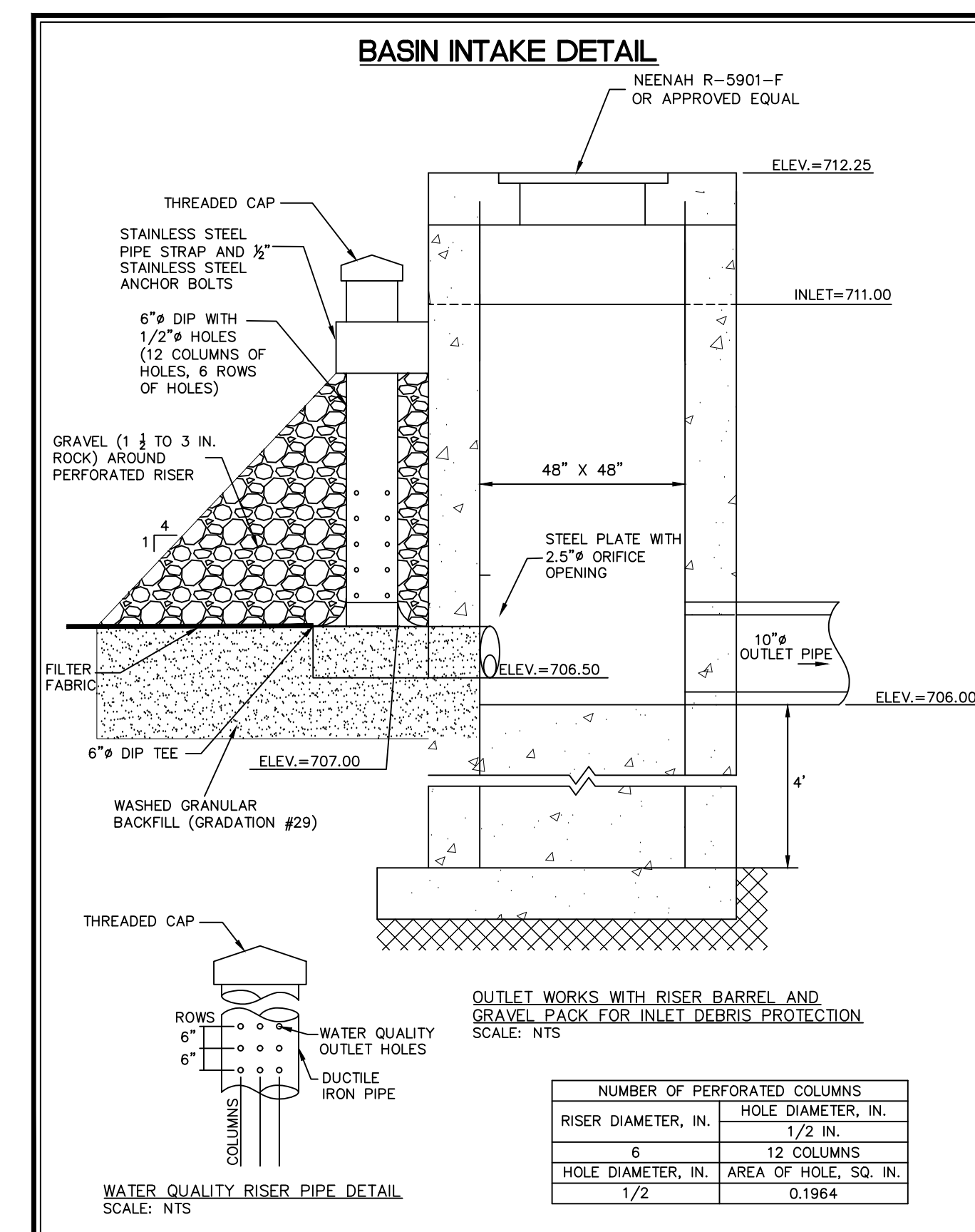
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EXISTING FEATURES
AND DEMOLITION PLAN

HERITAGE HILL,
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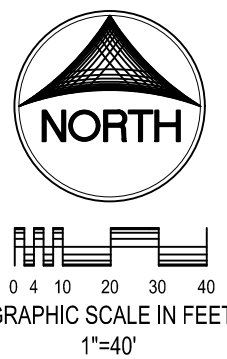
of.

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT:
BBOCO LLC
PO BOX 277
WEST LIBERTY, IOWA 52776

APPLICANT'S ATTORNEY:
JAMES D. HOUGHTON
216 STEVENS DRIVE
IOWA CITY, IA 52240



SHEET INDEX	DESCRIPTION
C120	OVERALL SITE LAYOUT AND DIMENSION PLAN
C121	DETAILED SITE LAYOUT AND DIMENSION PLAN - NORTH HALF
C122	DETAILED SITE LAYOUT AND DIMENSION PLAN - SOUTH HALF
C140	GRADING AND EROSION CONTROL PLAN AND SWPPP
C141	DETAILED GRADING PLAN - NORTH HALF
C142	DETAILED GRADING PLAN - SOUTH HALF
C160	UTILITY PLAN: SANITARY AND WATER
C161	UTILITY PLAN: STORM AND ELECTRIC
CD100	EXISTING FEATURES AND DEMOLITION PLAN
C500	GENERAL NOTES AND DETAILS
C501	GENERAL NOTES AND DETAILS
L100	LANDSCAPE PLAN

UTILITIES

THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/232-8899 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FEATURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.



DEMOLITION KEYNOTES

NUMBER	KEYNOTE
100	REMOVE CONCRETE SIDEWALK TO THE NEAREST JOINT.
101	GRIND 6" CURB LINE.
102	REMOVE TREES AND TREE CLUSTERS
103	REMOVE EXISTING RESIDENTIAL HOUSE
104	REMOVE EXISTING BINS AND FOOTINGS
105	REMOVE ROCK DRIVE.
106	REMOVE CONCRETE PAVING AND ANY ROCK SUB-BASE UNDERNEATH THE PAVING.
107	REMOVE CONCRETE DRIVE ALONG WITH 2' STREET CURB AND GUTTER SECTION ADJOINING DRIVE. REPLACEMENT NOTED ON SHEETS C121 & 122.
108	REMOVE POWER POLES AND LINES. TO BE DONE BY OTHERS. TO BE REPLACED BY UNDERGROUND LINE IN NEW LOCATION. (SEE C161)
109	REMOVE TELEPHONE SERVICE LINES AND STRUCTURES. TO BE DONE BY OTHERS.
110	REMOVE EXISTING GAS SERVICE LINES AND VALVES. TO BE DONE BY OTHERS.
111	REMOVE EXISTING STEPS.
112	REMOVE EXISTING RETAINING WALLS
113	REMOVE EXISTING GRAIN ELEVATOR BUILDINGS
114	REMOVE EXISTING WATER MAIN. TO BE REPLACED IN NEW LOCATION. (SEE C160)
115	REMOVE EXISTING FENCE.
116	REMOVE EXISTING BUILDING TO PARTY WALL.
117	REMOVE EXISTING MAILBOXES ASSOCIATED WITH PROPOSED PROPERTY. MAILBOXES FOR THE ADJOINING SIDE OF THE STREET ARE TO REMAIN AND BE PROTECTED DURING CONSTRUCTION.
118	REMOVE AND RELOCATE POWER POLE. TO BE DONE BY OTHERS. FOR NEW LOCATION OF POLE SEE C161)
119	PROTECT EXISTING FIRE HYDRANT AND WATER VALVES DURING CONSTRUCTION.
120	EXISTING HOOPER TRAIL EXTENSION. PROTECT DURING CONSTRUCTION.
121	PROTECT EXISTING ABOVEGROUND UTILITY FEATURES AND UTILITY MAINS DURING CONSTRUCTION.

STANDARD LEGEND AND NOTES

PROPERTY &/or BOUNDARY LINES	CONGRESSIONAL SECTION LINES
RIGHT-OF-WAY LINES	EXISTING RIGHT-OF-WAY LINES
CENTER LINES	EXISTING CENTER LINES
LOT LINES, PLATTED OR BY DEED	PROPOSED EASEMENT LINES
EXISTING EASEMENT LINES	BENCHMARK
RECORDED DIMENSIONS	CURVE SEGMENT NUMBER
22-1	
EXIST- (R)	PROPOSED (R)
POWER POLE	POWER POLE W/DROP
POWER POLE W/TRANS	POWER POLE W/LIGHT
GUY POLE	LIGHT POLE
SANITARY MANHOLE	FIRE HYDRANT
WATER VALVE	DRAINAGE MANHOLE
CURB INLET	FENCE LINE
EXISTING SANITARY SEWER	PROPOSED SANITARY SEWER
EXISTING STORM SEWER	PROPOSED STORM SEWER
WATER LINES	ELECTRICAL LINES
TELEPHONE LINES	GAS LINES
CONTOUR LINES (1' INTERVAL)	PROPOSED GROUND
EXISTING TREE LINE	EXISTING DECIDUOUS TREE & SHRUB
EXISTING EVERGREEN TREES & SHRUBS	

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.



CIVIL ENGINEERS
LAND PLANNERS
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SANITARY SEWER AND WATERMAIN NOTES

- SANITARY SEWER & WATER MAIN CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) SPECIFICATIONS (2016) AS AMENDED.
- SANITARY SEWERS SHALL BE PVC TRUSS PIPE (SUDAS 4010.2.01.E), CONTECH A-2000, OR CITY ENGINEER APPROVED EQUAL, AS NOTED ON THE PLANS. SANITARY SEWER SERVICE LINES SHALL BE PVC SDR-23.5 WITH GASKETED JOINTS.
- WATER MAINS SHALL BE DIP CLASS 52 WITH NITRILE GASKETS.
- CONTRACTOR TO PROVIDE FERNCO STRONG BACK RC 1000 SERIES COUPLINGS FOR DISSIMILAR PIPE CONNECTIONS.
- GRANULAR TRENCH BACKFILL SHALL BE CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.04 WITH 1" MAXIMUM AGGREGATE SIZE. COMPACT TO 90% MODIFIED PROCTOR DENSITY.
- ALL SANITARY SEWERS SHOWN ON THE PROFILE VIEW AND ALL SANITARY SEWERS AND WATER MAINS UNDER PAVING OR WITHIN 5 FEET OF PAVEMENT SHALL BE BACKFILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 90% MODIFIED PROCTOR DENSITY:
 - SUITABLE EXCAVATED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN
 - CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL.
- ALL SANITARY SEWER SERVICE LINES CROSSING STREET RIGHT-OF-WAY SHALL BE BACKFILLED IN ACCORDANCE WITH THE PRECEDING NOTE.
- CONTRACTOR SHALL PROVIDE SUDAS CLASS F-3 BEDDING FOR ALL PVC TRUSS SANITARY SEWERS UNLESS OTHERWISE NOTED.
- ENTRY INTO EXISTING CITY MANHOLE TO BE BY CORE DRILL AND SEAL BY "LINK-SEAL" PENETRATION SEAL OR CITY ENGINEER APPROVED EQUAL.
- ALL MANHOLES TO BE TURNED OVER TO CITY SHALL:
 - WILL NOT SHOW STEPS.
 - WILL HAVE EXTERNAL CHIMNEY SEAL BY INFILSHIELD UNIBAND, CRETEX, OR APPROVED EQUAL.
 - WILL HAVE MANHOLE FRAME AND LID TO BE NEENAH R-1642 SELF-SEALING WITH CITY LOGO.
 - WILL HAVE RISERS RINGS OF CRETEX PRO-RING, AMERICAN HIGHWAY PRODUCTS RUBBER ADJUSTMENT RING OR STANDARD PCC. IF PCC RINGS ARE USED, SHIMS TO LEVEL MANHOLE FRAME MADE OF MATERIALS OTHER THAN PCC OR THE RING MATERIAL DISCUSSED ABOVE WILL NOT BE ALLOWED, I.E. WOOD, BRICK, ROCKS, ETC.
 - WILL USE LINK-SEALS PENETRATION SEALS FOR PIPE PENETRATIONS.

ALL SANITARY SEWER SERVICE LINES SHALL BE EXTENDED :

- TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ON THE OPPOSITE SIDE OF THE STREET FROM THE SEWER MAIN.
- TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ADJACENT TO THE SEWER MAIN.
- THE END OF ALL SANITARY SEWER SERVICES MUST BE MARKED WITH A WOOD 2 x 4 PAINTED GREEN.
- ALL SANITARY SEWER MANHOLES IN PAVING AREAS OR AREAS SUBJECT TO WATER INUNDATION SHALL BE PROVIDED WITH CRETEX EXTERIOR CHIMNEY SEAL OR APPROVED EQUAL. ALL SANITARY MANHOLES IN PAVING SHALL HAVE 3-PIECE FLOATING CASTING.

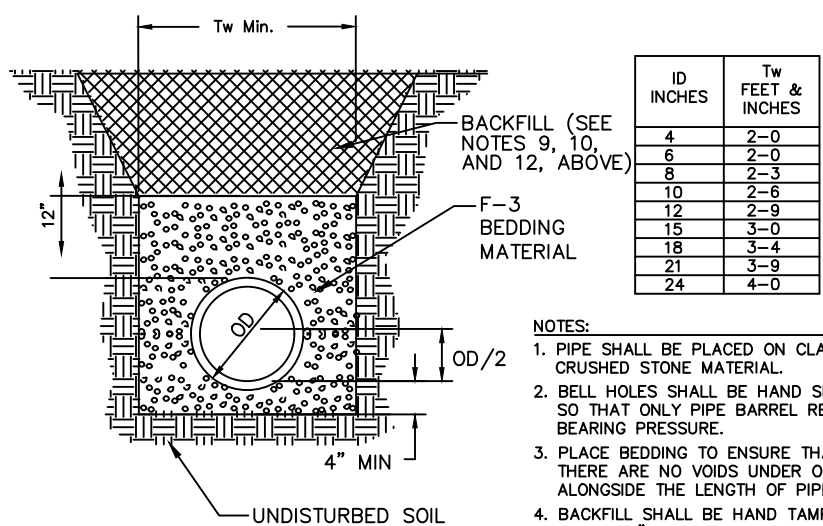
AIR TESTING

- ALL SANITARY SEWER AND SERVICE LINES SHALL BE AIR TESTED TO PASS THE FOLLOWING TEST:

NOTE: CITY REPRESENTATIVE MUST BE PRESENT DURING TESTING.

 - PERFORM FROM MANHOLE-TO-MANHOLE AFTER BACKFILL.
 - PLACE PNEUMATIC PLUGS: (1) SEALING LENGTH: EQUAL TO OR GREATER THAN PIPE DIAMETER, (2) CAPABLE OF RESISTING INTERNAL TEST PRESSURE WITHOUT EXTERNAL BRACING OR BLOCKING.
 - INTRODUCE LOW-PRESSURE AIR INTO SEALED LINE AND ACHIEVE INTERNAL AIR PRESSURE OF 5 psi & MAINTAIN FOR A MINIMUM OF 5 MINUTES.
 - LIMIT INTERNAL PRESSURE IN SEALED LINE BELOW 8 PSIG.
 - ALLOW 2 MINUTES MINIMUM FOR AIR PRESSURE TO STABILIZE. DISCONNECT LOW-PRESSURE AIR HOSE FROM CONTROL PANEL.
 - MINIMUM TIME FOR PRESSURE TO DROP FROM 3.5 TO 2.5 PSIG GREATER THAN MAXIMUM PRESSURE EXERTED BY GROUNDWATER ABOVE PIPE INVERT:

PIPE DIAMETER IN INCHES	TIME IN MINUTES
4	2.0
6	3.0
8	4.0
10	5.0
12	5.5
15	7.5
 - IN AREAS WHERE GROUND WATER IS KNOWN TO EXIST, THE HEIGHT OF WATER ABOVE THE TOP OF THE PIPE BEING TESTED, IN FEET, SHALL BE DETERMINED AND THAT HEIGHT DIVIDED BY 2.5 TO ESTABLISH THE PRESSURE THAT WILL BE ADDED TO ALL READINGS ABOVE. ALTERNATIVELY, THE ENGINEER MAY ALLOW THE CONTRACTOR TO MEASURE INFILTRATION INTO THE SEWER BY USING A V-NOTCH WEIR OR OTHER SUITABLE DEVICE.
 - LOCATE, REPAIR AND RETEST LEAKS.
 - AIR TESTING SHALL BE CONSIDERED INCIDENTAL TO SANITARY SEWER CONSTRUCTION.
- ALL PVC TRUSS SEWERS SHALL HAVE A DEFLECTION TEST PERFORMED AS FOLLOWS:
 - DEFLECTION TEST SHALL BE CONDUCTED AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS.
 - DEFLECTION TEST TO BE CONDUCTED USING A RIGID BALL OR MANDREL WITH A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE. NO MECHANICAL PULLING DEVICES ALLOWED.
 - NO PIPE SHALL EXCEED A DEFLECTION OF 5%.



CLASS F-3 BEDDING
FOR SANITARY PVC TRUSS PIPE
SUDAS FIGURE 3010.103 N.T.S.

THE FOLLOWING MINIMUM CLEARANCES MUST BE MAINTAINED :

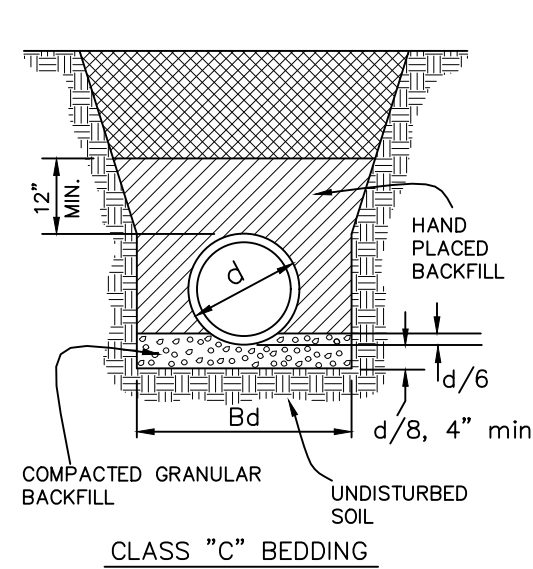
- WATER MAIN SHALL BE LOCATED 10 FEET HORIZONTALLY DISTANT FROM ALL SANITARY SEWER AND STORM SEWER.
- WATER MAIN SHALL NOT PASS THROUGH NOR CONTACT A SEWER OR A SEWER MANHOLE. A MINIMUM HORIZONTAL SEPARATION OF 3 FEET SHALL BE MAINTAINED.
- VERTICAL SEPARATION OF WATER MAINS CROSSING OVER ANY SANITARY SEWER SHOULD BE A MINIMUM OF 18-INCHES, MEASURED OUTSIDE TO OUTSIDE FROM THE CLOSEST EDGE OF EACH PIPE. IF PHYSICAL CONDITIONS PROHIBIT THIS SEPARATION, THE WATER MAIN SHALL NOT BE PLACED CLOSER THAN 6-INCHES ABOVE A SEWER OR 18-INCHES BELOW A SEWER. THE SEPARATION DISTANCE SHALL BE THE MAXIMUM FEASIBLE IN ALL CASES.
- WHERE THE WATER MAIN CROSSES SEWER, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS ARE AS FAR AS POSSIBLE FROM THE SEWER. THE WATER AND SEWER PIPES MUST BE ADEQUATELY SUPPORTED AND HAVE WATER TIGHT JOINTS. A LOW PERMEABILITY SOIL SHALL BE USED FOR BACKFILL MATERIAL WITHIN 10-FEET OF THE POINT OF CROSSING.
- NOMINAL DEPTH OF WATER MAIN = 5.5 FEET TO TOP OF PIPE.
- EXISTING OR PROPOSED VALVE BOXES THAT FALL WITHIN PAVEMENT MUST HAVE A SLIP-TYPE VALVE BOX.
- THE ENTIRE WATERMAIN SYSTEM, INCLUDING SERVICES TAPS IF APPLICABLE, SHALL BE PRESSURE TESTED PER AWWA C600. THE TEST SHALL BE PERFORMED AT A MINIMUM OF 150 psi FOR 2 HOURS WITH A MAXIMUM LOSS OF 5 psi.
- WATER MAINS SHALL BE DISINFECTED IN ACCORDANCE WITH SPECIFICATIONS.
- FIRE HYDRANTS SHALL BE MUELLER SUPER CENTURIAN 250 OR APPROVED CITY EQUAL THAT OPEN RIGHT.
- BED WATER MAIN ON NATIVE MATERIAL, DIG IN BELLS, AND BACKFILL WITH SUITABLE MATERIAL.
- ALL CONCRETE SANITARY MANHOLES SHALL HAVE CONSHIELD ANTI-MICROBIALADDITIVE INCORPORATED IN THE CONCRETE MIX.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS, OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THOSE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THAT THERE MAY BE OTHER FACILITIES IN THE CONSTRUCTION AREA, THE EXISTENCE OF WHICH IS NOT PRESENTLY KNOWN OR SHOWN HEREON. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION, AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

STORM SEWER NOTES

- STORM SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD DETAILED SPECIFICATIONS AND DETAILED SPECIFICATION REQUIREMENTS PREPARED FOR THIS PROJECT. CITY OF WEST BRANCH DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES SHALL PREVAIL.
- ALL STORM SEWERS SHALL BE CLASS 3 RCP UNLESS NOTED OTHERWISE IN THE PLANS.
- AT PLACES WHERE A FLARED END SECTION IS REQUIRED, PIPE LENGTH INCLUDES THE FLARED END. THE LAST TWO JOINTS ARE TO BE TIED WHERE FLARED END SECTIONS ARE REQUIRED.
- ALL RCP STORM SEWERS SHALL BE PROVIDED WITH CLASS "C" BEDDING, UNLESS NOTED OTHERWISE. PVC SEWERS SHALL BE PROVIDED WITH CRUSHED STONE ENCASEMENT.
- STORM SEWERS SHOWN ON THE PROFILE VIEW SHALL BE BACKFILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 90% MODIFIED PROCTOR DENSITY:
 - SUITABLE EXCAVATED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN
 - CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL SHALL BE USED.
- GRANULAR TRENCH BACKFILL SHALL BE CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.04 WITH 1" MAXIMUM AGGREGATE SIZE. COMPACT TO 90% MODIFIED PROCTOR DENSITY.
- ALL STORM SEWERS SHALL HAVE CONFINED "O" RING GASKETS. STORM SEWERS 36" AND SMALLER SHALL HAVE BELL AND SPIGOT JOINTS, STORM SEWERS LARGER THAN 36" MAY HAVE TONGUE AND GROOVE JOINTS. NO MASTIC JOINTS ALLOWED.
- ALL PIPE SHALL BE CERTIFIED.
- ALL STORM INTAKES SHALL BE A MINIMUM OF 48 INCHES FROM TOP OF CURB/RIM TO SUBGRADE. IF INVERT ELEVATIONS ARE INSUFFICIENT TO PROVIDE THIS REQUIRED DEPTH, THE CONTRACTOR TO PROVIDE DEEPER STRUCTURE AND POUR CONCRETE FILLET IN INTAKE TO MAKE INTAKE PIPES DRAIN AT INVERT ELEVATIONS LISTED.
- LIFT HOLES IN STORM SEWER WILL NOT BE ALLOWED.
- PROVIDE CONCRETE FILLETS IN ALL NEW & EXISTING DRAINAGE STRUCTURES PER REFERENCED DETAILS.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS, OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THOSE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THAT THERE MAY BE OTHER FACILITIES IN THE CONSTRUCTION AREA, THE EXISTENCE OF WHICH IS NOT PRESENTLY KNOWN OR SHOWN HEREON. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION, AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

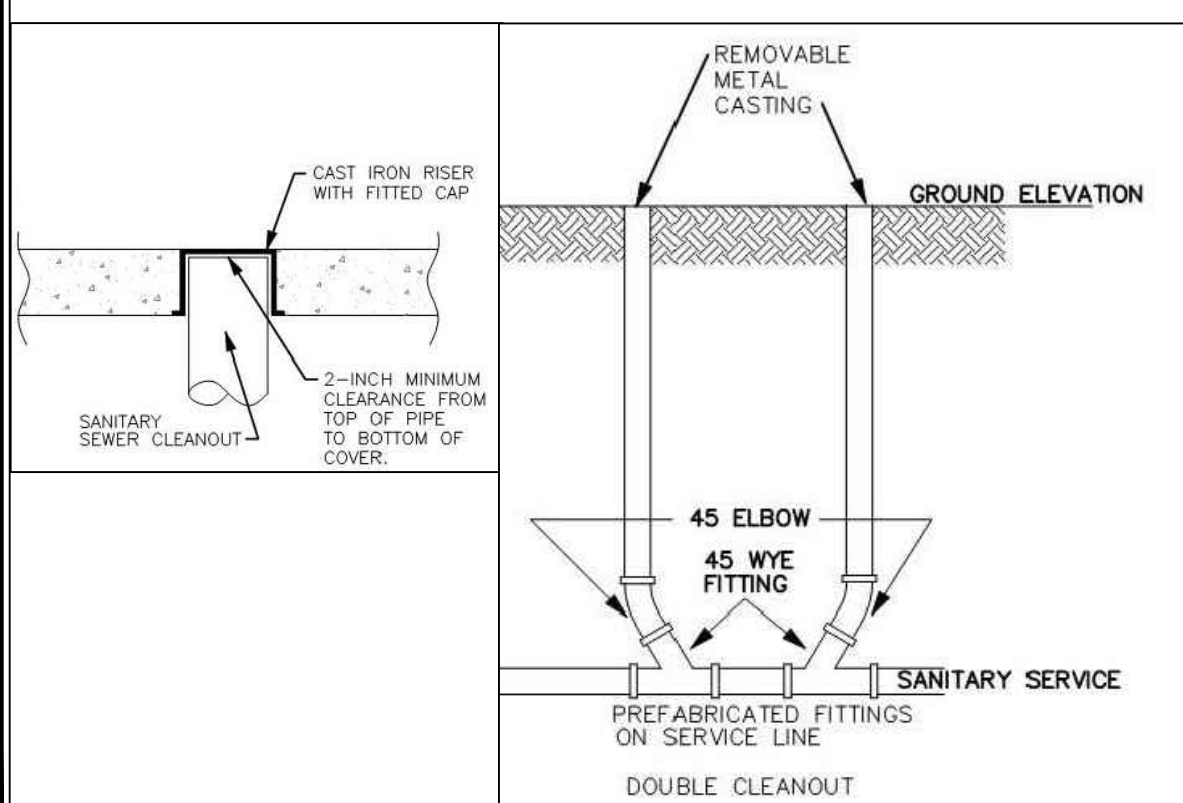


CLASS "C" BEDDING

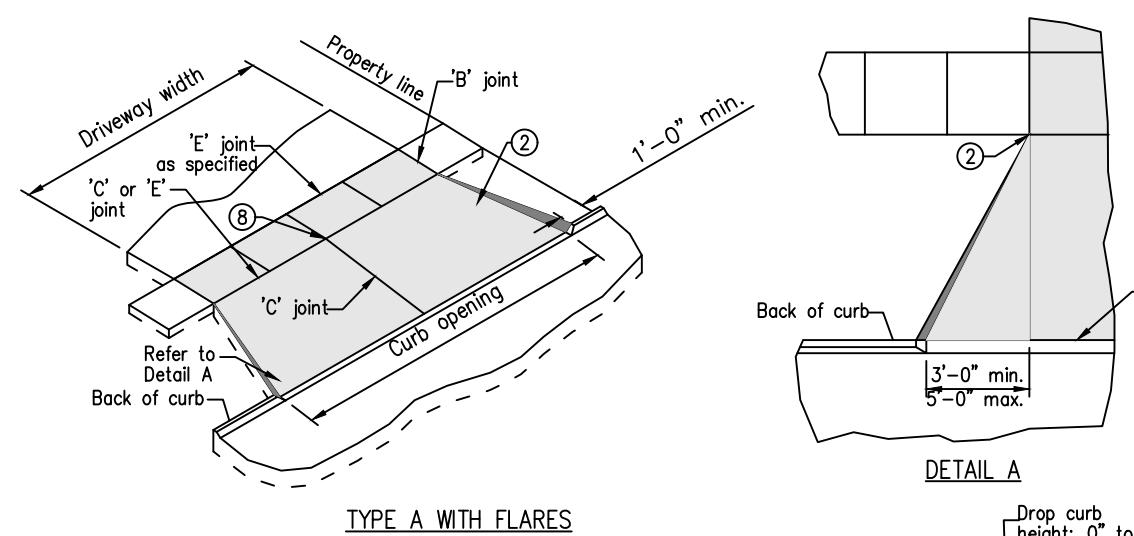
ID INCHES	Bd FEET & INCHES
12	2-3
15	2-9
18	3-0
21	3-3
24	3-6
27	4-0
30	4-3
36	4-9
42	5-6
48	6-3

SIAMESE DETAIL

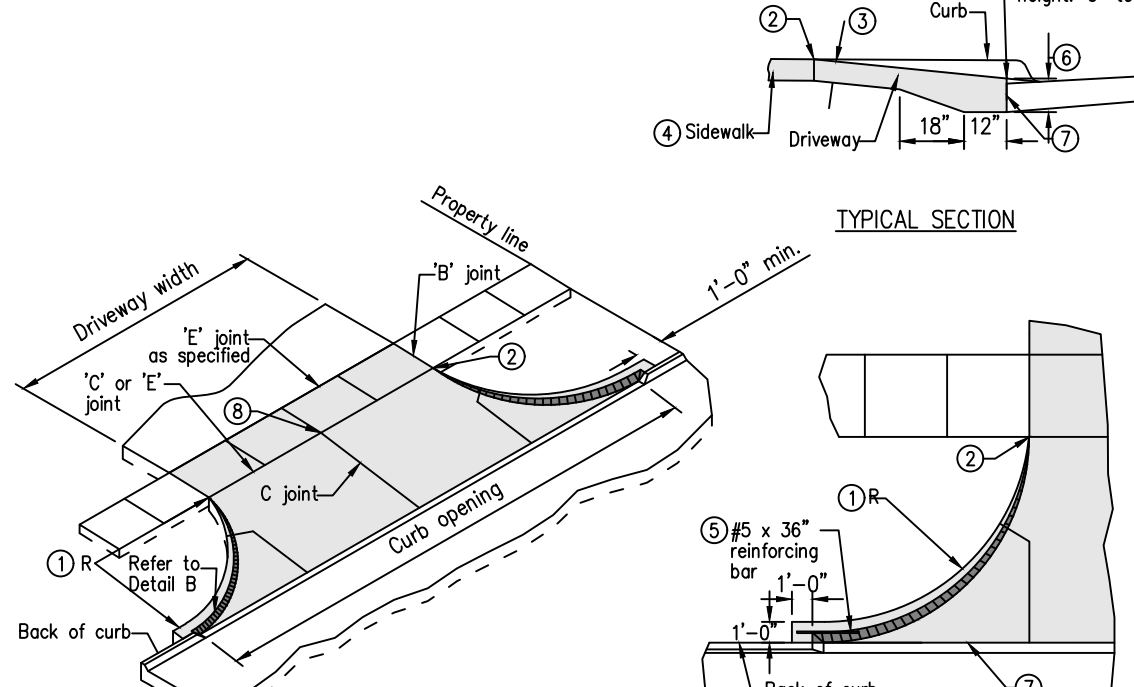
N.T.S.



REMOVABLE METAL CASTING
GROUND ELEVATION
45 ELBOW
45 WYE
FITTING
PREFABRICATED FITTINGS ON SERVICE LINE
DOUBLE CLEANOUT
SANITARY SERVICE



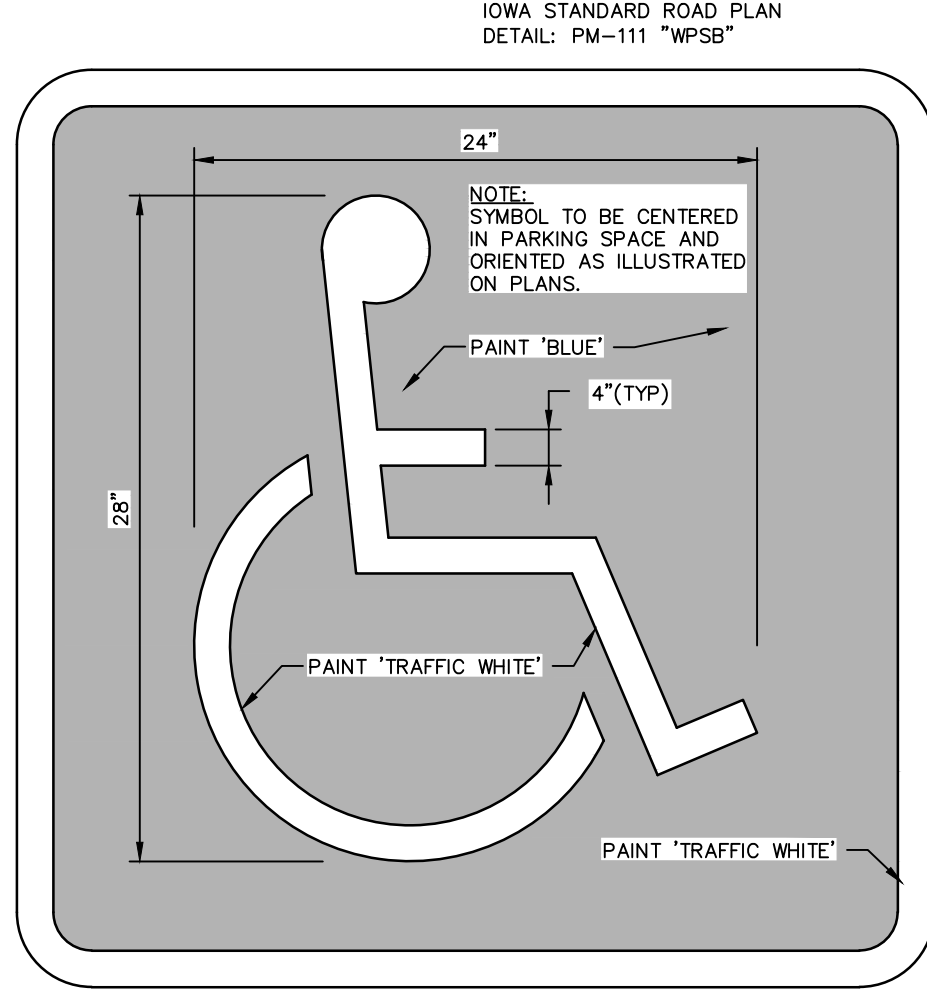
TYPE A WITH FLARES



TYPE A WITH ROAD

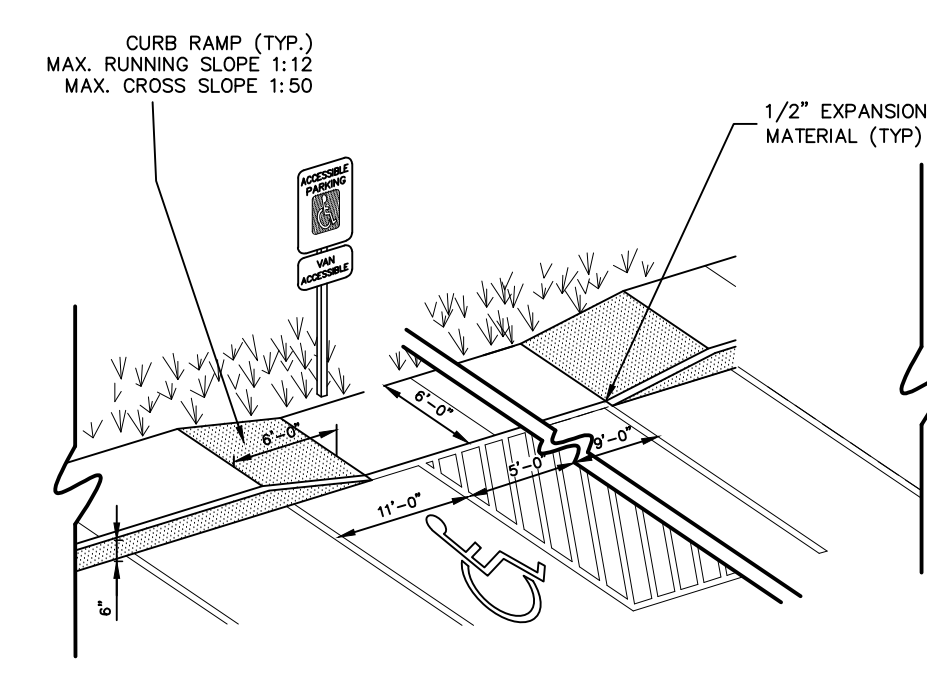
ACCESSIBLE PARKING SYMBOL

N.T.S.



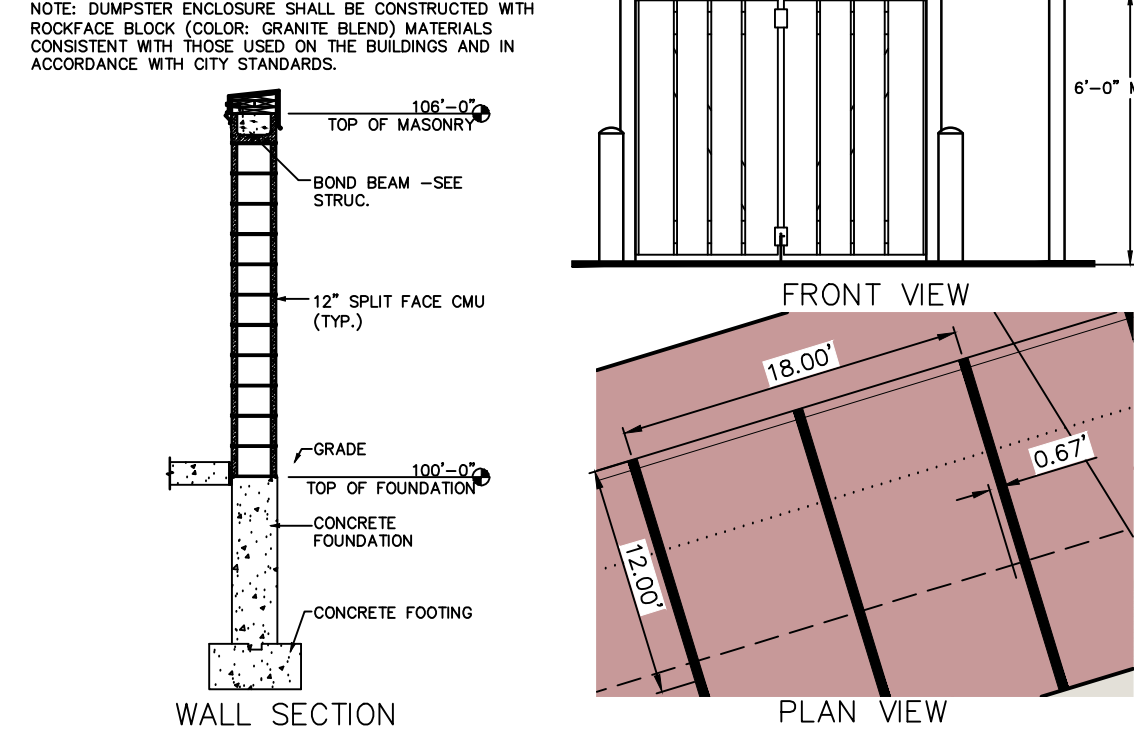
ACCESSIBLE PARKING DETAIL

N.T.S.



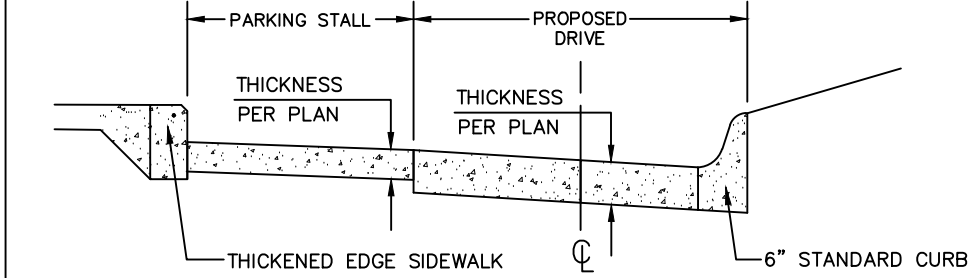
TRASH ENCLOSURE DETAIL

N.T.S.



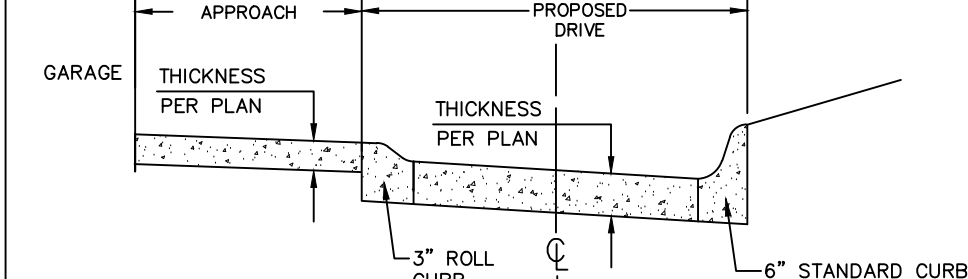
TYPICAL DRIVE / PARKING SECTION

N.T.S.



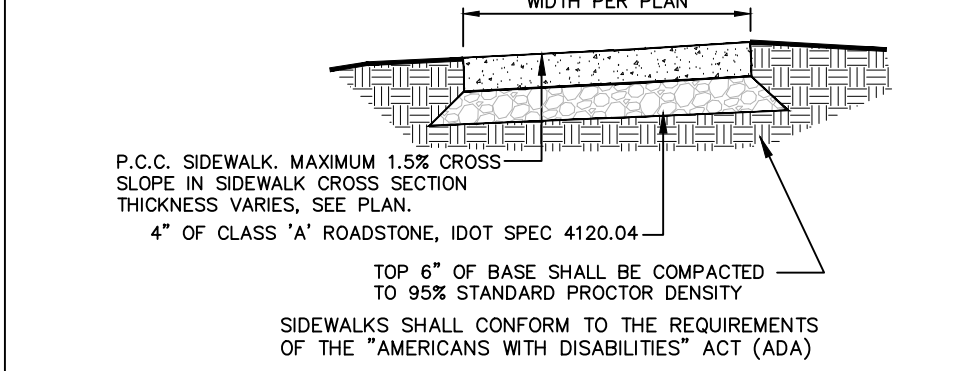
TYPICAL DRIVE/GARAGE APPROACH SECTION

N.T.S.



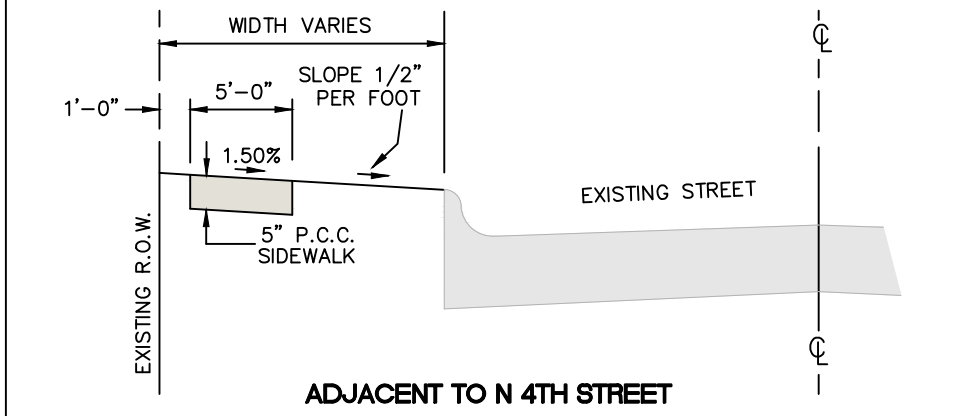
TYPICAL SIDEWALK DETAIL

N.T.S.



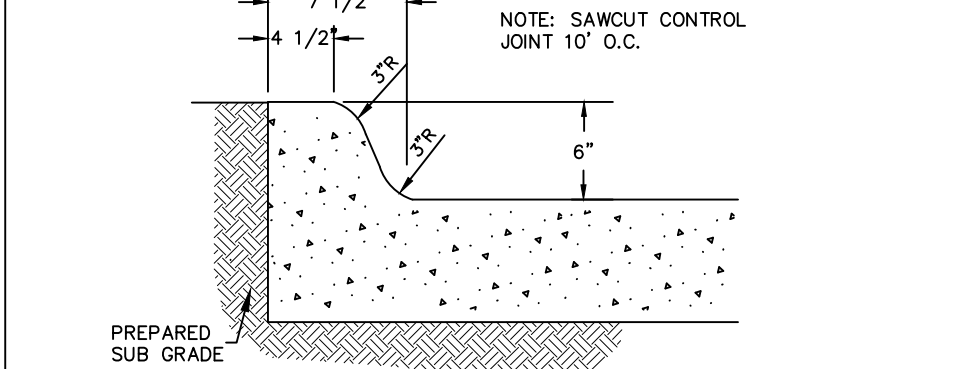
TYPICAL SIDEWALK INSTALLATION

N.T.S.



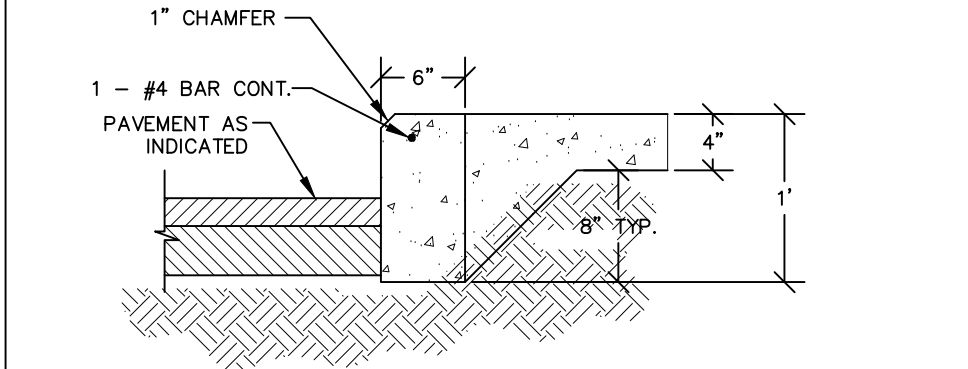
6" STANDARD CURB DETAIL

N.T.S.



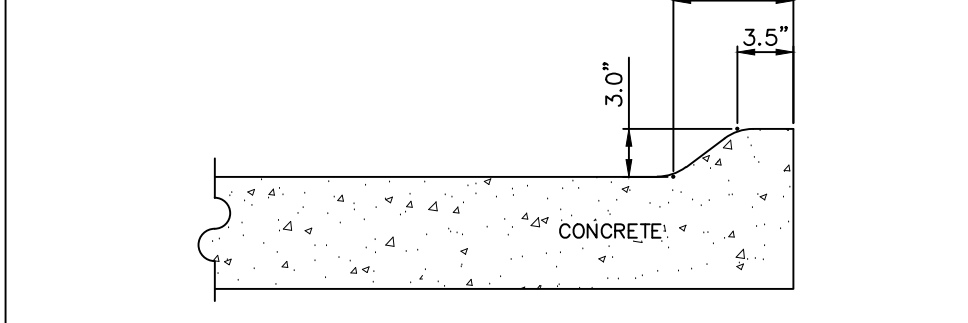
SIDEWALK THICKENED EDGE

N.T.S.



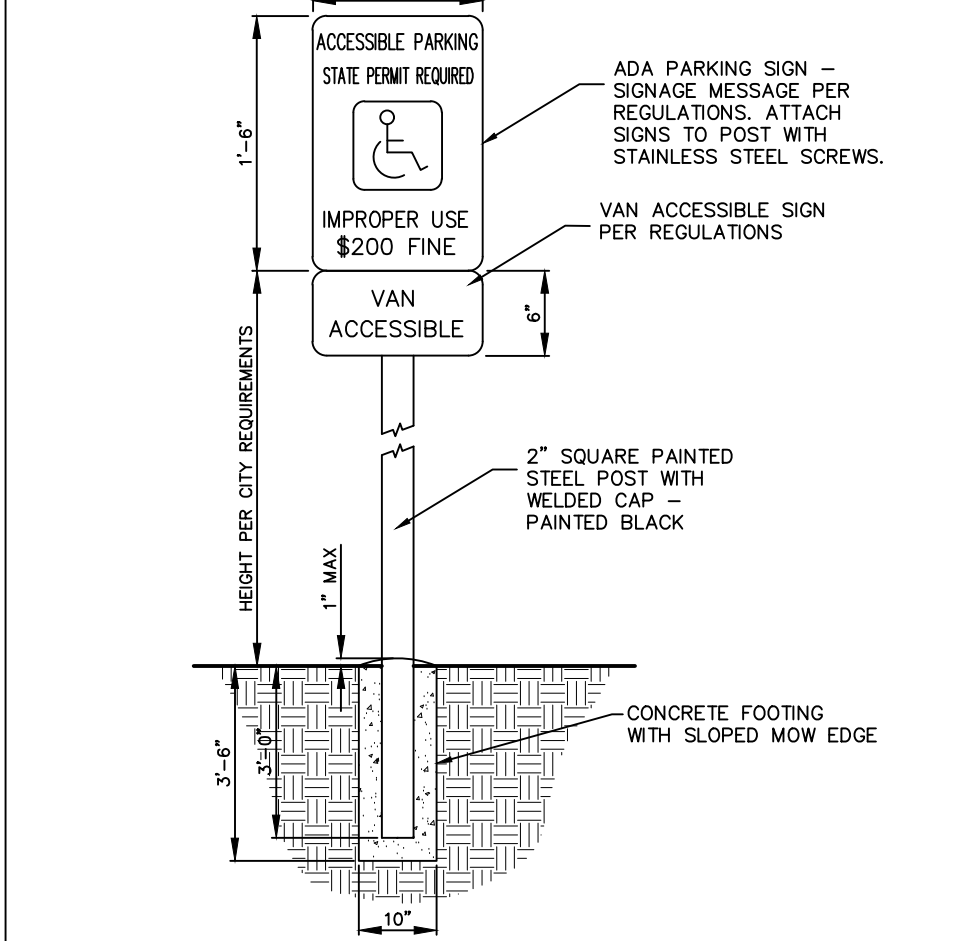
3" ROLL CURB DETAIL

N.T.S.



ACCESSIBLE SIGN DETAIL

N.T.S.



HERITAGE HILL,
LOT 1
WEST BRANCH,
CEDAR COUNTY,
IOWA

MMS CONSULTANTS, INC.

Date: 08-04-22

Designed by: KLC Field Book No: 1343, PG 39

Drawn by: TAV Scale: N/A

Checked by: KJB Sheet No:

Project No: C500

11186-002 of

SHEET INDEX

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Date	Revision
8/24/22	INTERNAL REVIEW - KJC
9/01/22	INTERNAL REVIEW - KJC
9/13/22	BASIN REVISION - KJC
11/18/22	STREET NAMES AND EASEMENTS - TAV

GENERAL NOTES AND DETAILS

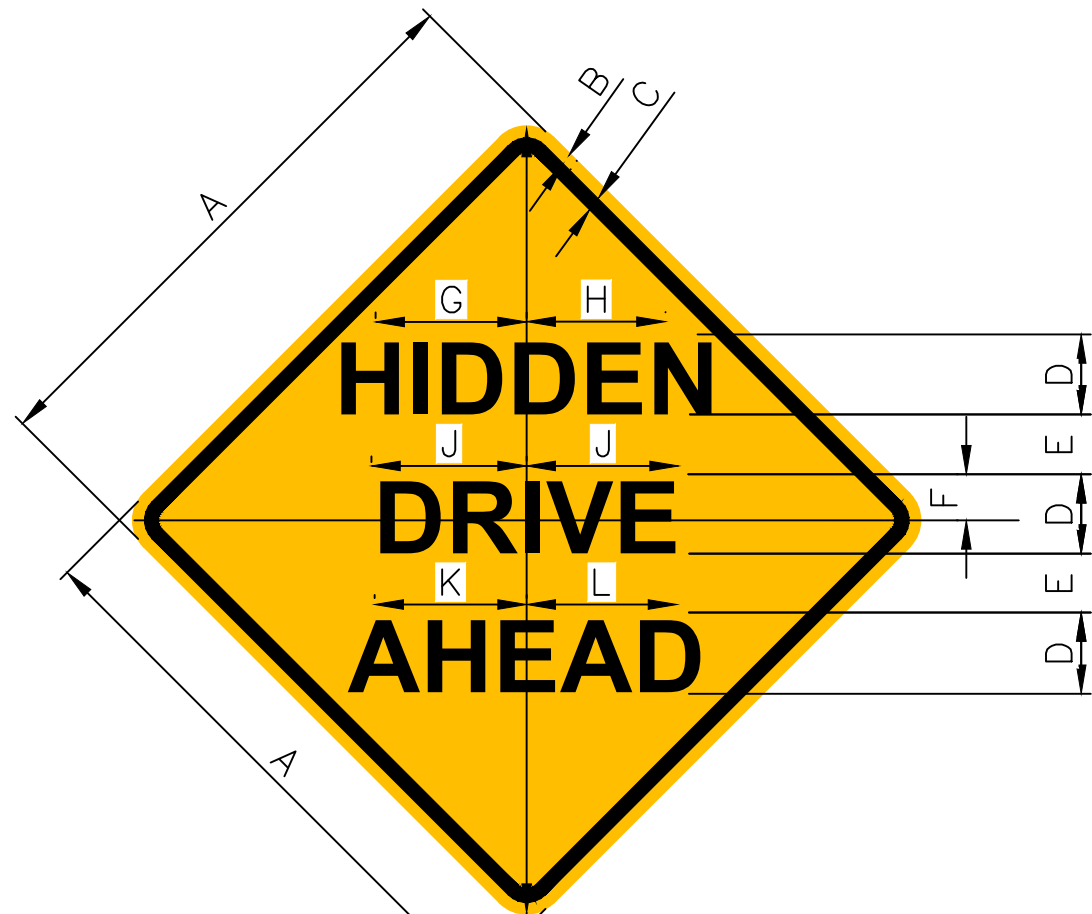
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IOWA

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Checked by:	Sheet No: KJB
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11186-002 of:

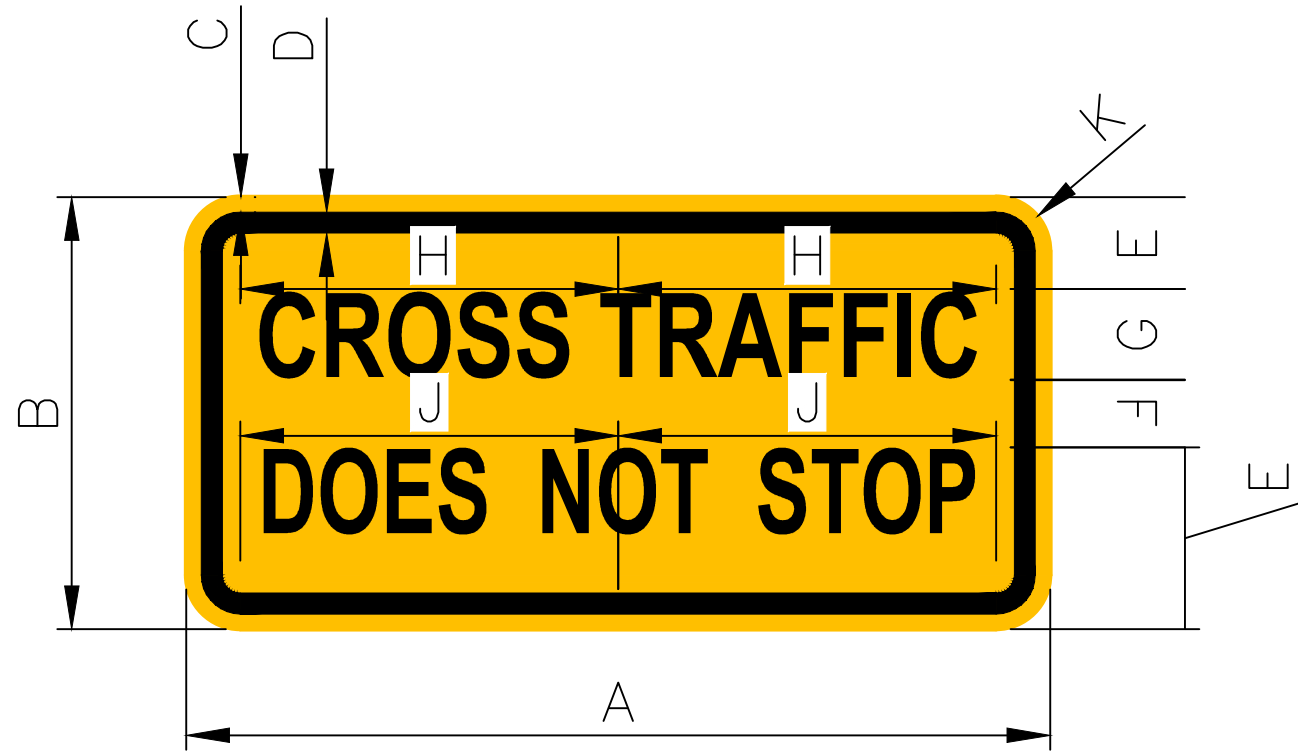
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K-6530
36"x36"

A	B	C	D	E	F	G	H	J	K	L	M
24	.375	.625	4D	3	2	4.803	6	9.747	5.844	5.724	1.5
30	.5	.75	5D	3.802	2.601	5.764	7.765	12.189	7.285	7.165	1.875
36	.625	.875	6D	4.483	3	6.845	9.367	14.631	8.886	8.446	2.25
48	.75	1.25	7D	5.243	3.522	8.326	10.608	17.052	10.167	10.047	3

COLORS: LEGEND — BLACK
BACKGROUND— YELLOW (RETROREFLECTIVE)



W4-4p
36" x 18"

MUTCD W4-4B SIGN

A	B	C	D	E	F	G	H	J	K	L	M	N		
24	12	.375	.625	3	2.25	C	1.5	9.314	9.63	1.5	10.106	9.779	2.25	B
30	15	.5	.75	3.5	3	C	2	12.423	12.423	1.875	12.902	13.039	3	B
36	18	.625	.875	4	3.5	C	3	14.487	14.978	2.25	15.721	15.212	3.5	B
48	24	.75	1.25	5.5	4.5	C	4	18.628	19.259	3	20.214	19.56	4.5	B

COLORS: LEGEND — BLACK
BACKGROUND— YELLOW (RETROREFLECTIVE)



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

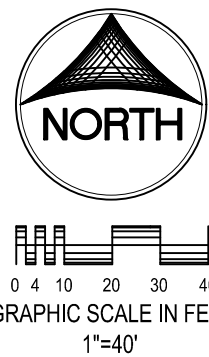
1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

SITE PLAN HERITAGE HILL - LOT 1 WEST BRANCH, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

APPLICANT:
BBO LLC
PO BOX 277
WEST LIBERTY, IOWA 52776

APPLICANT'S ATTORNEY:
JAMES D. HOUGHTON
216 STEVENS DRIVE
IOWA CITY, IA 52240



LANDSCAPE LEGEND



LANDSCAPE REQUIREMENTS

OPEN SPACE REQUIRED:
25% OF TOTAL LOT AREA SHALL BE OPEN SPACE
256,162 SF x 0.25 = 64,041 SF REQUIRED
(101,459 SF PROVIDED)

LANDSCAPING REQUIRED:
TWO PER 1,000 SF OF REQUIRED OPEN SPACE
64,041 / 1,000 = 64 TREES

1 SHRUB PER 1,000 SF OF REQUIRED OPEN SPACE
64,041 / 1,000 = 64 SHRUBS

PLANT SCHEDULE

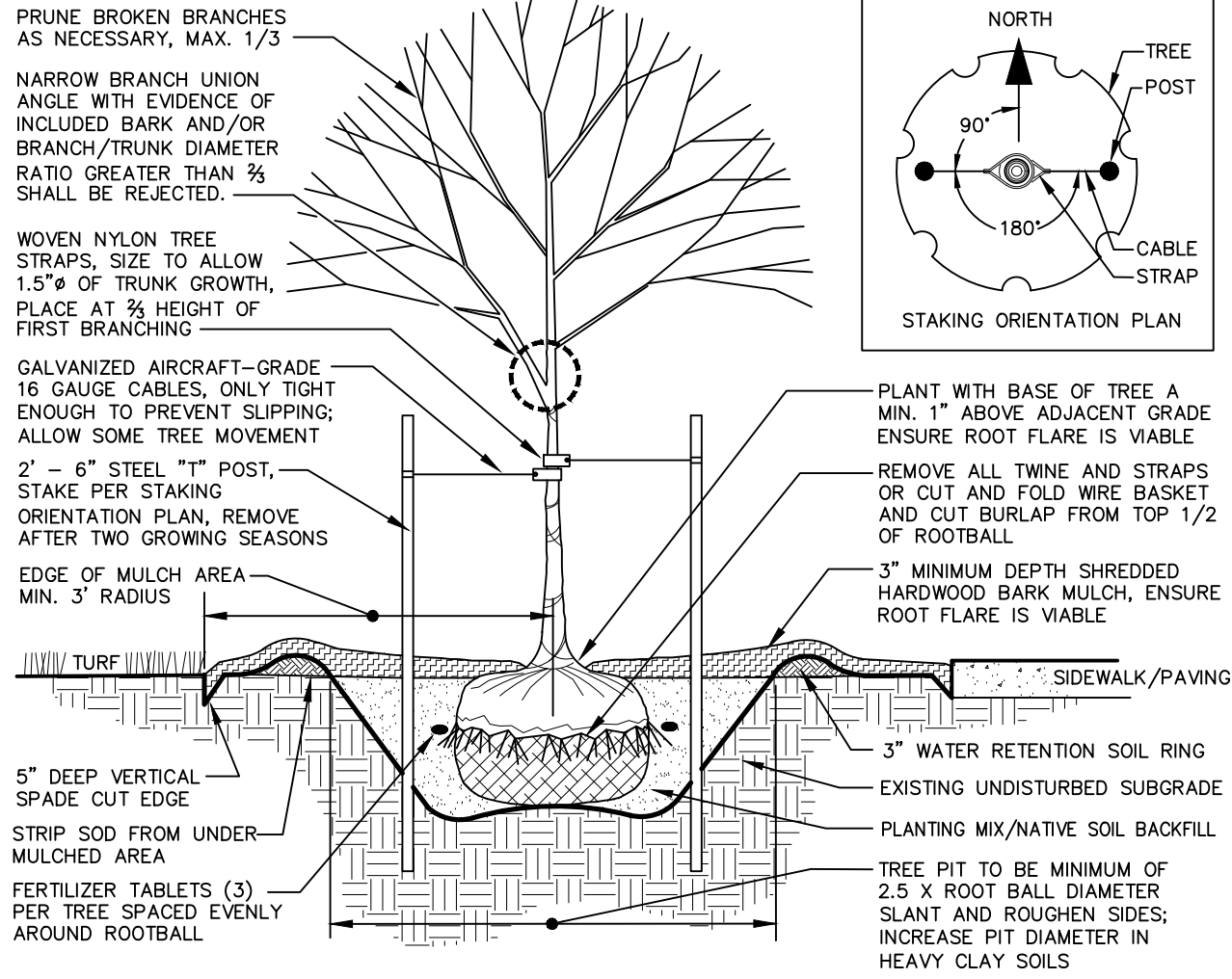
TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	INSTALL SIZE	COMMENT	MATURE H. x W.
AR	6	Acer rubrum 'Autumn Flame'	Autumn Flame Red Maple	2" Cal.	B&B	50' x 40'	
BN	4	Betula nigra	River Birch	2" Cal.	B&B	40' x 40'	
CC	5	Cercis canadensis	Eastern Redbud	1.5" Cal.	B&B	30' x 25'	
GT	4	Gleditsia triacanthos 'Skyline' TM	Skyline Thornless Honey Locust	2" Cal.	B&B	35' x 25'	
LT	4	Lindaloonia tulipifera	Tulip Poplar	2" Cal.	B&B	60' x 30'	
MP	2	Malus x 'Pranfire'	Pranfire Crabapple	1.5" Cal.	B&B	15' x 15'	
QB	3	Quercus incisor	Swamp White Oak	2" Cal.	B&B	50' x 50'	
QR	4	Quercus rubra	Red Oak	2" Cal.	B&B	50' x 50'	
SR	2	Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Tree Lilac	1.5" Cal.	B&B	20' x 15'	
MP2	5	Malus x 'Pranfire'	Pranfire Crabapple	1.5" Cal.	B&B	15' x 15'	
SR2	4	Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Tree Lilac	1.5" Cal.	B&B	20' x 15'	
SHRUBS	CODE	QTY	BOTANICAL NAME	COMMON NAME	INSTALL SIZE	COMMENT	MATURE H. x W.
CA	21	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	24" Ht.	Container	4' x 2.5'	
MS	19	Miscanthus sinensis 'Gracillimus'	Eulalia Grass	15" Ht.	Container	4' x 4'	
PV	72	Panicum virgatum 'Prince Fire'	Prince Fire Switch Grass	24" Ht.	Container	4' x 3'	
TM	6	Taxus x media 'Densiformis'	Dense Yew	24" Ht.	Container	3' x 5'	
TD	33	Thuja occidentalis 'Baldwin' TM	Teddy Bear Arborvitae	30" Ht.	Container	3' x 2.5'	
VT	4	Viburnum trilobum 'Balsam Compact'	Balsam's Compact American Cranberry Bush	30" Ht.	Container	3' x 5'	

STANDARD LEGEND AND NOTES

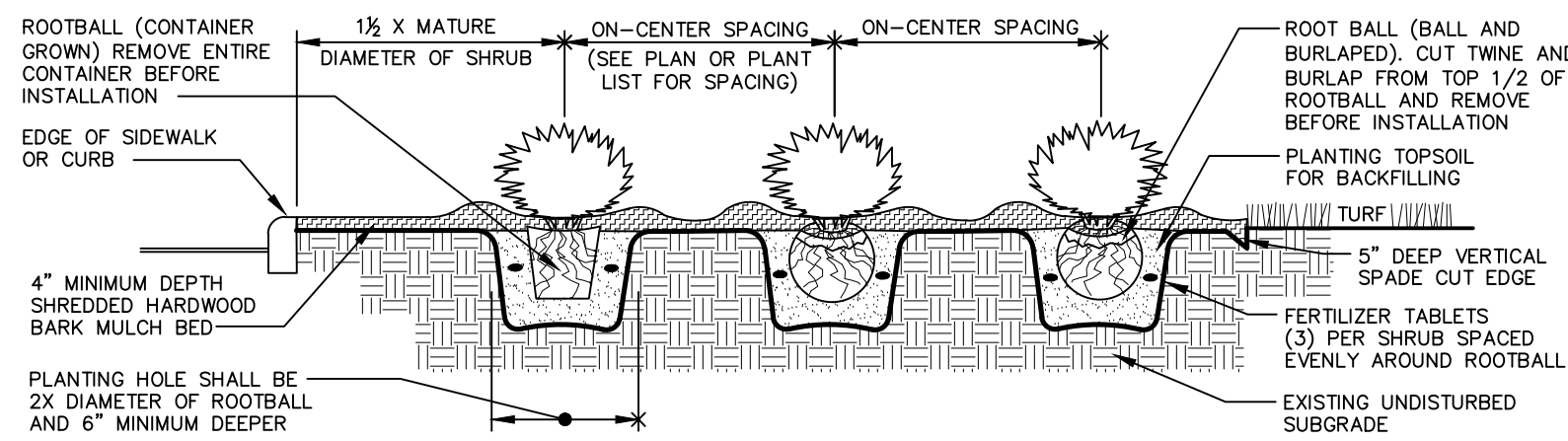
- PROPERTY &/or BOUNDARY LINES
- CONGRESSIONAL SECTION LINES
- RIGHT-OF-WAY LINES
- EXISTING RIGHT-OF-WAY LINES
- CENTER LINES
- EXISTING CENTER LINES
- LOT LINES, INTERNAL
- LOT LINES, PLATTED OR BY DEED
- PROPOSED EASEMENT LINES
- EXISTING EASEMENT LINES
- BENCHMARK
- RECORDED DIMENSIONS
- CURVE SEGMENT NUMBER
- POWER POLE
- POWER POLE W/DROP
- POWER POLE W/TRANS
- POWER POLE W/LIGHT
- GUY POLE
- LIGHT POLE
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- DRAINAGE MANHOLE
- CURB INLET
- FENCE LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- WATER LINES
- ELECTRICAL LINES
- TELEPHONE LINES
- GAS LINES
- CONTOUR LINES (1' INTERVAL)
- PROPOSED GROUND
- EXISTING TREE LINE
- EXISTING DECIDUOUS TREE & SHRUB
- EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

TYPICAL TREE PLANTING DETAIL



SHRUB PLANTING DETAIL (DECIDUOUS AND EVERGREEN)



IOWA ONE CALL

UTILITIES

THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/292-8889 NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES, UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THEREOF. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

Date	Revision
8/24/22	INTERNAL REVIEW - KJC
9/01/22	INTERNAL REVIEW - KJC
9/13/22	BASIN REVISION - KJC
11/18/22	STREET NAMES AND EASEMENTS - TAV

LANDSCAPE PLAN

HERITAGE HILL,
LOT 1
WEST BRANCH,
CEDAR COUNTY,
IOWA

MMS CONSULTANTS, INC.

Date: 08-04-22

Designed by: KLC Field Book No: 1343, PG 39

Drawn by: TAV Scale: 1"=40'

Checked by: KJB Sheet No:

Project No: L100

11186-002 of:



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 17, 2023

AGENDA ITEM:	Resolution 2023-38 Approving an Information Technology Support Contract with Mainstay Systems of Iowa LLC.
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PREPARED BY:	Adam Kofoed, City Administrator
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DATE:	April 11, 2023
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SUMMARY:

The last several weeks staff has been seeking IT Management services quotes.

QUOTES FOR 12 MONTHS

1. Keystone: \$10,080 but has a \$5,000 startup fee. They are in Iowa City and have a 2-hour response contract. They charge \$99/hr. for onsite visits including driving time. They do not have sensitive FBI certifications.
2. Mainstay: \$10,800 no startup fee. Are spread out in eastern Iowa but have the County Sherriff's Office and Durant. They have 4-hour response contract. But generally, do not charge for onsite calls. They have sensitive FBI certifications.
3. Embark IT \$20,988 with a \$17,000 start up and equipment upgrade fee. They do not have sensitive FBI Certifications.
4. VC3 \$30,264 with \$5,200 onetime onboarding fee. Comes with a new website, capital improvement planning, and 24/7/365 coverage. They have sensitive FBI certifications.

RECOMMENDATION:

Staff is recommending #2 Mainstay as they have municipality experience, do not have a start up fee, and the Cedar County Sherriff's Office and West Branch Police Department recommends them. They include one day a year to come on site and assist with major renovations, if needed. This could come in handy as the City continues to grow.

RESOLUTION 2023-38

**A RESOLUTION APPROVING AN INFORMATION TECHNOLOGY SUPPORT
CONTRACT WITH MAINSTAY SYSTEMS OF IOWA LLC**

WHEREAS, the City has a need for information technology (IT) services to keep City operations running smoothly; and

WHEREAS, the City Administrator solicited quotes from various companies to perform IT services for the City Office, Public Works, Parks & Recreation, Police Department and Library; and

WHEREAS, four companies submitted proposals for service and were compared to ensure that they would meet the City's needs and budget; and

WHEREAS, the City Administrator recommends Mainstay Systems of Iowa LLC to provide information technology support for the City of West Branch, Iowa; and

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

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

* * * * *

Passed and approved this 17th day of April, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

Mainstay Systems of Iowa LLC
PO Box 13022
Des Moines, IA 50310-0022 US
(515) 706-1655
ccurtis@mainstay.systems
<http://www.mainstay.systems>



ADDRESS

MR Adam Kofoed
City of West Branch
110 N. Poplar Street
West Branch, Iowa 52358
USA

Estimate 1303

DATE 03/26/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Annual Retainer	Monthly Maintenance - April 1st 2023 thru July 30th 2024 - City Hall Coverage to include: City Hall: 4 Workstations, Server, Firewall, Printer Parks and Rec: 2 Workstations and Printer Cubby Park: 1 Workstation (tablet) Public Works: 2 Workstations and 2 Printers Water Plant: 1 Workstaion Police Department: 4 Workstations, 1 server @ CCSO	15	520.00	7,800.00
SUBTOTAL				7,800.00
TAX				0.00
TOTAL				\$7,800.00

Accepted By

Accepted Date

Thank you for your business



STANDARD ON-SITE MAINTENANCE CONTRACT

AGREEMENT START DATE: 04/01/2023

This Agreement is made between MAINSTAY SYSTEMS of IOWA LLC. (hereinafter referred to as "MSI"), a corporation organized and existing under the laws of the State of Iowa, with the principal office in Des Moines, Iowa 50310 and the: (hereinafter referred to as "Client").

Pursuant to the Terms and Conditions set forth herein, MSI will provide on-site remedial maintenance services to the Client for the Equipment described in Exhibit "A" attached hereto, and the Client agrees to accept such maintenance services subject to the Terms and Conditions stated herein. These Terms and Conditions are complete, and fully represent the scope of their agreement. Client agrees that this Agreement, its exhibit(s), and mutually agreed upon written changes are the complete and exclusive Statement of Agreement between the parties.

MAINSTAY SYSTEMS of IOWA LLC.
"MSI"

City of West Branch
"Client"

Name: Cade F. Curtis

Title: President

Date: 04/01/2023

Name: Adam Kofoed

Title: City Administrator

Date: 04/01/2023

1. CONTRACT PERIOD

This Agreement shall become effective on the Start Date and shall continue for a period of fifteen months, unless terminated as provide herein by either party. This agreement and its terms, and conditions may be renewed at the end of the Contract Period for additional one year terms upon mutual agreement of the parties.

2. MAINTENANCE PAYMENTS

Client agrees to pay the monthly maintenance rate of **\$520.00** covering all equipment described in Exhibit "A". MSI shall invoice Client annually during the Contract Period for services as stated within. Payment is due in full within thirty (30) days of the invoice date. Late payments are subject to a late fee of 2% per month.

3. MAINTENANCE COVERAGE

MSI agrees to provide on-site maintenance coverage to the Client during the Contract Period. This Agreement shall cover the following two remedial maintenance service levels: Level 1 (24 hours per day, 7 days per week) and Level 2 (9 hours per day, 5 days per week, excluding legal holidays and weekends as recognized by the State of Iowa). The coverage level for each system is as listed in Exhibit "A". Maintenance coverage includes travel, labor, materials and remedial maintenance required to return Client's equipment to good operating condition. MSI agrees to use expeditious methods of restoring Client's equipment to its operating condition, which may include part or whole component replacement. MSI agrees to provide replacement parts for the Contract Period. Maintenance parts will be furnished on an exchange basis, and the exchanged parts will become the property of MSI. All replacement or exchanged parts will be new or refurbished of equal quality, and they become the property of Client. Maintenance parts may or may not be manufactured by the original equipment manufacturer; may be altered by MSI to enhance maintainability; and may be new or reconditioned to perform as new by the original equipment manufacturer. When necessary to remove equipment from Client's site, MSI, if possible, will provide a loaner of similar (not necessarily identical) type until Client's equipment can be repaired and returned. MSI shall provide Client with verbal reports of all maintenance activity. Damage or equipment failure, for reasons listed under non-covered maintenance, will be repaired at MSI's Time and Material rates.

4. RESPONSE TIME

Response time is defined as the time between receipt of Client's telephone request for remedial maintenance and that time the MSI personnel arrives on site. Response time for remedial maintenance shall not exceed four (4) hours including travel time to the site. MSI shall provide a central location and an Iowa telephone number for maintenance calls being reported and dispatched.

5. TERMINATION OF MAINTENANCE

This Agreement may be terminated by either party upon giving written notice to the other party thirty (30) calendar days prior to termination.

6. NON-COVERED MAINTENANCE

MSI shall have no liability for failure to fulfill its obligations under this Agreement or for damages to Client's equipment due to: fire, explosion, labor disputes, water, acts of God; the elements, war, civil disturbances, inability to secure raw materials; transportation facilities, fuel or energy shortages; acts or omissions of communications carriers; failure to follow MSI's installation, operation or maintenance guidelines; repair or modification to equipment by other than MSI's personnel; abuse, misuse or negligent acts, movement of equipment to a new location; power failure or surges; changes to the cosmetic detail of equipment including but not limited to discoloration of shrouds, burn in/etching of LCD's; lightning, fire, flood, pest damage, accident, other events not arising under normal operating conditions or other causes beyond MSI's control whether or not similar to the foregoing.

7. CLIENT RESPONSIBILITY

Client agrees to perform the following duties which are not covered under this agreement: provide an environment that is consistent with equipment manufacturer's specifications in regards to space, temperature and humidity; maintain correct power requirements as specified by the equipment manufacturer; minimize static electric buildup in carpeted areas with the use of properly grounded static mats and/or application of anti static carpet spray as needed; change printer ribbon, toner cartridge, fuser cartridge, batteries, paper and other consumable supplies; maintain a secure copy of all master passwords and encryption keys for all PC's and devices covered under this maintenance contract; notify MSI immediately of any equipment malfunction; notify MSI thirty (30) days prior to moving equipment. Performance of any of these duties by MSI or remedial maintenance caused by Client's failure to perform these duties may result in additional charges which Client agrees to pay.

8. EQUIPMENT INSPECTION

MSI reserves the right to inspect all equipment to ensure that it is in good operating condition. MSI will provide an estimate of the cost to return any equipment to good operational condition. If Client chooses to have these repairs performed by someone other than MSI, then they shall give notification as to when the repairs are complete and the maintenance service on that equipment can commence.

9. LIMITATION OF LIABILITY

MSI shall not be liable for failure to perform services at a location deemed hazardous to health or safety or the failure to perform services due to causes beyond the control of MSI. MSI shall not be held liable for deficiencies in backup systems, including but not limited to: uninterpretable power supplies, power generation systems, cloud based or on premises data backup systems. MSI shall not be liable for injury to Client employees or damage to Client property arising from the use of equipment maintained by MSI, or arising for any reason, unless such injury or damage is due to the fault, negligence, or misconduct of MSI, its officers, employees, or subcontractors notwithstanding any other provision in this Agreement to the contrary, in no event shall either party be liable for any indirect, incidental or consequential damages (including but not limited to loss of profit and/or revenue) resulting from or arising out of its performance or failure to perform under this Agreement except for those damages arising out of intentional misconduct or gross negligence.

10. GENERAL

This Agreement shall be construed in accordance with and governed by the local laws of the State of Iowa. MSI may subcontract any or all of the work to be performed under this Agreement, with the written approval of the Client. MSI shall retain responsibility for the subcontracted work. Any supplement, modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. If any portion of this Agreement is found to be invalid or unenforceable, the parties agree that the remaining portions shall remain in effect. The parties further agree that in the event such invalid or unenforceable portion is an essential part of this Agreement, they will immediately begin negotiations for a replacement Agreement.

11. CJIS

MSI shall furnish Client with signed FBI/CJIS security addendum's for each of it's employees annually and/or on demand of Client.

EXHIBIT A

Level 1:

Sonicwall Firewall @ City Hall

Watchguard Firewall @ Police

All Network Switches

1 Server @ City Hall

VPN from Police to CCSO

Network Wiring

Consumer Router @ Water

Consumer Router @ Town Hall

Level 2:

4 Laptop PCs @ City Hall

1 Laptop @ Water Plant

4 Laptops @ Police

2 PC's @ Public Works

1 PC @ Cubby Park

2 PC's @ Parks and Rec

2 Laptops @ Town Hall



Mainstay Systems of Iowa LLC
PO Box 13022
Des Moines, IA 50310-0022 US
(515) 706-1655
ccurtis@mainstay.systems
<http://www.mainstay.systems>



ADDRESS

MR Adam Kofoed
City of West Branch
110 N. Poplar Street
West Branch, Iowa 52358
USA

Estimate 1304

DATE 03/26/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Annual Retainer	Monthly Maintenance West Branch - Library April 1 2023 - June 30 2024 Coverage to Include 1 Server 1 Firewall Network Switches 11 Patron Computers 5 Staff Computers Network Printer	15	380.00	5,700.00
SUBTOTAL				5,700.00
TAX				0.00
TOTAL				\$5,700.00

Accepted By

Accepted Date

Thank you for your business



STANDARD ON-SITE MAINTENANCE CONTRACT

AGREEMENT START DATE: 04/01/2023

This Agreement is made between MAINSTAY SYSTEMS of IOWA LLC. (hereinafter referred to as "MSI"), a corporation organized and existing under the laws of the State of Iowa, with the principal office in Des Moines, Iowa 50310 and the: (hereinafter referred to as "Client").

Pursuant to the Terms and Conditions set forth herein, MSI will provide on-site remedial maintenance services to the Client for the Equipment described in Exhibit "A" attached hereto, and the Client agrees to accept such maintenance services subject to the Terms and Conditions stated herein. These Terms and Conditions are complete, and fully represent the scope of their agreement. Client agrees that this Agreement, its exhibit(s), and mutually agreed upon written changes are the complete and exclusive Statement of Agreement between the parties.

MAINSTAY SYSTEMS of IOWA LLC.
"MSI"

West Branch Library
"Client"

Name: Cade F. Curtis

Title: President

Date: 04/01/2023

Name: Adam Kofoed

Title: City Administrator

Date: 04/01/2023

1. CONTRACT PERIOD

This Agreement shall become effective on the Start Date and shall continue for a period of fifteen months, unless terminated as provide herein by either party. This agreement and its terms, and conditions may be renewed at the end of the Contract Period for additional one year terms upon mutual agreement of the parties.

2. MAINTENANCE PAYMENTS

Client agrees to pay the monthly maintenance rate of **\$390.00** covering all equipment described in Exhibit "A". MSI shall invoice Client annually during the Contract Period for services as stated within. Payment is due in full within thirty (30) days of the invoice date. Late payments are subject to a late fee of 2% per month.

3. MAINTENANCE COVERAGE

MSI agrees to provide on-site maintenance coverage to the Client during the Contract Period. This Agreement shall cover the following two remedial maintenance service levels: Level 1 (24 hours per day, 7 days per week) and Level 2 (9 hours per day, 5 days per week, excluding legal holidays and weekends as recognized by the State of Iowa). The coverage level for each system is as listed in Exhibit "A". Maintenance coverage includes travel, labor, materials and remedial maintenance required to return Client's equipment to good operating condition. MSI agrees to use expeditious methods of restoring Client's equipment to its operating condition, which may include part or whole component replacement. MSI agrees to provide replacement parts for the Contract Period. Maintenance parts will be furnished on an exchange basis, and the exchanged parts will become the property of MSI. All replacement or exchanged parts will be new or refurbished of equal quality, and they become the property of Client. Maintenance parts may or may not be manufactured by the original equipment manufacturer; may be altered by MSI to enhance maintainability; and may be new or reconditioned to perform as new by the original equipment manufacturer. When necessary to remove equipment from Client's site, MSI, if possible, will provide a loaner of similar (not necessarily identical) type until Client's equipment can be repaired and returned. MSI shall provide Client with verbal reports of all maintenance activity. Damage or equipment failure, for reasons listed under non-covered maintenance, will be repaired at MSI's Time and Material rates.

4. RESPONSE TIME

Response time is defined as the time between receipt of Client's telephone request for remedial maintenance and that time the MSI personnel arrives on site. Response time for remedial maintenance shall not exceed four (4) hours including travel time to the site. MSI shall provide a central location and an Iowa telephone number for maintenance calls being reported and dispatched.

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This Agreement may be terminated by either party upon giving written notice to the other party thirty (30) calendar days prior to termination.

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MSI shall have no liability for failure to fulfill its obligations under this Agreement or for damages to Client's equipment due to: fire, explosion, labor disputes, water, acts of God; the elements, war, civil disturbances, inability to secure raw materials; transportation facilities, fuel or energy shortages; acts or omissions of communications carriers; failure to follow MSI's installation, operation or maintenance guidelines; repair or modification to equipment by other than MSI's personnel; abuse, misuse or negligent acts, movement of equipment to a new location; power failure or surges; changes to the cosmetic detail of equipment including but not limited to discoloration of shrouds, burn in/etching of LCD's; lightning, fire, flood, pest damage, accident, other events not arising under normal operating conditions or other causes beyond MSI's control whether or not similar to the foregoing.

7. CLIENT RESPONSIBILITY

Client agrees to perform the following duties which are not covered under this agreement: provide an environment that is consistent with equipment manufacturer's specifications in regards to space, temperature and humidity; maintain correct power requirements as specified by the equipment manufacturer; minimize static electric buildup in carpeted areas with the use of properly grounded static mats and/or application of anti static carpet spray as needed; change printer ribbon, toner cartridge, fuser cartridge, batteries, paper and other consumable supplies; maintain a secure copy of all master passwords and encryption keys for all PC's and devices covered under this maintenance contract; notify MSI immediately of any equipment malfunction; notify MSI thirty (30) days prior to moving equipment. Performance of any of these duties by MSI or remedial maintenance caused by Client's failure to perform these duties may result in additional charges which Client agrees to pay.

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MSI shall not be liable for failure to perform services at a location deemed hazardous to health or safety or the failure to perform services due to causes beyond the control of MSI. MSI shall not be held liable for deficiencies in backup systems, including but not limited to: uninterpretable power supplies, power generation systems, cloud based or on premises data backup systems. MSI shall not be liable for injury to Client employees or damage to Client property arising from the use of equipment maintained by MSI, or arising for any reason, unless such injury or damage is due to the fault, negligence, or misconduct of MSI, its officers, employees, or subcontractors notwithstanding any other provision in this Agreement to the contrary, in no event shall either party be liable for any indirect, incidental or consequential damages (including but not limited to loss of profit and/or revenue) resulting from or arising out of its performance or failure to perform under this Agreement except for those damages arising out of intentional misconduct or gross negligence.

10. GENERAL

This Agreement shall be construed in accordance with and governed by the local laws of the State of Iowa. MSI may subcontract any or all of the work to be performed under this Agreement, with the written approval of the Client. MSI shall retain responsibility for the subcontracted work. Any supplement, modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. If any portion of this Agreement is found to be invalid or unenforceable, the parties agree that the remaining portions shall remain in effect. The parties further agree that in the event such invalid or unenforceable portion is an essential part of this Agreement, they will immediately begin negotiations for a replacement Agreement.

11. CJIS

MSI shall furnish Client with signed FBI/CJIS security addendum's for each of it's employees annually and/or on demand of Client.

EXHIBIT A

Level 1:

Sonicwall Firewall

All Network Switches

1 Server

Network Wiring

Level 2:

5 Staff PCs

11 Patron PC's





REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 17, 2023

AGENDA ITEM:	Motion to approve a request for a partial sewer fee abatement for 30 Greenview Drive.
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PREPARED BY:	City Clerk, Leslie Brick
---------------------	--------------------------

DATE:	April 13, 2023
--------------	----------------

BACKGROUND:

The excess water issue was noticed by City Clerk Brick on January 23, 2023 after the monthly water meters were read. An Abnormal Consumption report is reviewed each month and Brick noticed that the property (30 Greenview Drive) used 67,000 gallons of water. Brick called the resident and left a voicemail on that same day alerting them of the high-usage. The resident did not contact the city about the issue until February 3rd. Abnormal Consumption notices were also mailed to residents on January 23rd.

The result of the high-water usage, sewer charges were billed for a total of \$1075.35 on the February bill which is for the service period December 19, 2022 to January 19, 2023.

In 2020, the City Council approved a Sewer Fee Adjustment policy (Resolution 1880) to be able to handle requests for excess sewer charges to residents for water issues on their private property. The purpose of the policy was to provide consistent consideration for such requests from residents for sewer fee forgiveness. (The policy is attached.)

In addition, the West Branch Code of Ordinance states the following:

92.04 BILLING CORRECTIONS.

Any error in the billing of the amount of usage or the rate billed for said usage shall be corrected by the billing clerk upon discovery and confirmation of said error. No other reductions shall be made to the amount of water in gallons billed or to the rate at which it is billed once the water has passed through the meter and is recorded.

99.05 PAYMENT OF BILLS.

All sewer service charges are due and payable under the same terms and conditions provided for payment of a combined service account as contained in Section [92.04](#) of this Code of Ordinances.

Information received of the excess water/sewer charge issue:

Hi Sara,

Sorry to hear about the bill, wow! We left a sprinkler on one summer through the night and our bill jumped 200\$ in sewer charges 😞.

So as far as the flooding we were on vacation Jan 1-7 in florida. When we returned my husband commented that we must of had a lot of rain or melt because we had an 'ice skating' rink around our paver patio in the backyard. I kept looking out thinking something was off as in 5 years we'd never had ice build up like that. So i walked into our yard to investigate and the sod dropped about 8 inches under foot as the whole yard was saturated. I started walking around and heard a water fountain sound and followed the path of the wet water and it led me to what looked like a popped hose or sprung hose spout over a blue tarp in the back of your deck. That's when i rang your bell to let you know! That would of been jan 8 i think!

I'm guessing the water was on since Jan 4 or so as our dog sitter commented that the dog was wet coming back in from the yard and it hadnt been that snowy at the time.

Good luck contesting the charge, i think the sewer rates still have more price increases coming so it will continue to be costly.

Erin

Staff reason for denial:

- 1) Chapter 92.04 – there was no billing error to correct
- 2) Chapter 99.05 – sewer is billed as a combined service
- 3) Information received from the resident and their neighbor does not indicate that that City would be liable for an unattended water spigot that was left running or possibly damaged during cold weather.
- 4) A repair bill was not submitted.

Other requests that have been denied since the policy was put in place:

423 Dawson Dr – knowingly watered sod without a landscape meter
203 W. Main St – garden hose left running by neighbor who was house sitting
409 N 4th St. Apt – running toilet
110 Sagert Drive – running toilet
115 E Main St – running toilet

Payment Arrangements are offered to all residents who are unable to pay for utility bills for instances such as these.



SEWER FEE ADJUSTMENT GUIDELINES

The City of West Branch has developed a sewer fee adjustment system administered by the Utility Review Board. This is part of our continuous effort to promote water conservation, offer educational information and provide technical evaluations to determine the cause of high water and sewer usage to our utility customers, when applicable. The Public Works Department and Clerk's Office will cooperatively assist our customers in completing these evaluations and providing the knowledge on how to prevent high consumption in the future.

The Utility Review board reviews high wastewater claims and approves such based on the following criteria:

- ❖ Upon notification of the high usage bill the resident should have the issue investigated by a licensed plumber.
- ❖ If the account is more than 12 months old, the monthly high usage has to be 50% more than the average usage over the last 12 months; or if the account is less than 12 months, the high usage has to be 50% more than the industry standards;
- ❖ Complete the Utility Review Board application and return to the City Office within 15 days after a leak investigation is performed by the customer's plumber or 30 days after the date of the high bill, whichever occurs first.
- ❖ Provide proof that any malfunctioning plumbing fixture that caused the high usage has been repaired (i.e. repair bill, parts bill which defines items purchased, etc.);
- ❖ Has been awarded monetary relief for the high bill from other sources that equals or exceeds the possible relief amount by the Utility Review Board.
- ❖ One claim per account per address can be submitted over the lifetime of the account.

Wastewater relief **will not** be awarded if any of the following is true:

- ❖ Water that was knowingly used by the customer for watering sod, gardening, filling swimming pools or whirlpools, washing vehicles etc.;
- ❖ Claims that were filed after the deadline(s) explained above;
- ❖ Proof of repair was not submitted;

Calculation methods of approved relief:

- ✓ If the excess water usage **did not flow** into the City's wastewater treatment system:
Relief = (Excess sewer charges – average sewer usage) X 100%
- ✓ If the excess water usage **did flow** into the City's wastewater treatment system:
Relief = (Excess sewer charges – average sewer usage) X 50%

Claims for wastewater relief **must** to be submitted by the account holder. Any questions, please call 643-5888.

**REQUEST FOR ADMINISTRATIVE REVIEW
TO DETERMINE ABATEMENT OF WASTEWATER FEES**

The City of West Branch water account holder may request an administrative review of a high water bill and request abatement of the wastewater portion of the bill by completing this form. **This form must be completed and filed with Deputy Clerk no later than thirty (30) calendar days after the date of the bill in question or fifteen (15) calendar days after a leak investigation/repair, whichever occurs first.** Failure to request a review within this time period waives your opportunity for an administrative review. Claims will not be approved for usage above the customer's average monthly consumption due to watering of sod, gardening, filling swimming pools or whirlpools, washing vehicles, etc. as this describes water services knowingly used by the account holder/user.

**Return completed form to: City of West Branch, Attn: Deputy Clerk, 110 N. Poplar St.
PO Box 218, West Branch, IA 52358. For questions call (319) 643-5888.**

TODAY'S DATE: 2-17-23
ACCOUNT HOLDER NAME: Sara Mizejewski
SERVICE ADDRESS: 30 Greenview Circle
MAILING ADDRESS (IF DIFFERENT): _____ ZIP: 52358
ACCOUNT NUMBER: 01-03500-01
DATES(S) OF HIGH BILL(S): 12-19-23-1-19-23

- ◆ Describe the problem that led to the high bill(s) and describe what was done to fix or correct the problem.
Proof of repair is required.

Our outdoor hose was on for an unknown amount of time. My Neighbor came over to tell us that their backyard was flooded. That is when we realized the hose was on and turned it off.

- ◆ Will you be receiving any monetary assistance from a third party for this high bill? Please list any sources.

No

- ◆ Will or have you submitted a claim with your homeowners' or renters' insurance company? If so, what has been the insurance company's response?

No, this would not be covered by Insurance

- ◆ How many people reside at the service address? Please list the age for each child, if any 5

2 adults, A 21 year old, A 18 year old and a 13 year old.

Applicant's Name: Sara Mizejewski Signature: Sara Mizejewski
(Print)

Phone #: 763-639-0512

----- OFFICE USE ONLY -----

Appr: Y / ☒ N Date: 03-02 ²⁰²³ Reason See attached W S 0 %

A K
Authorized Representative