

CITY COUNCIL MEETING AGENDA
Monday, September 19, 2016 • 7:00 p.m.
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the August 25, 2016 City Council Work Session.
 - b. Approve minutes from the September 6, 2016 regular City Council Meeting.
 - c. Approve minutes from the September 6, 2016 City Council Work Session.
 - d. Approve Change Order No. 1 in the amount of \$1,224.10 to All American Concrete, Inc. for the removal of wet, unsuitable soils and replacement with rock on the West Branch Parks and Recreation Phase 1 Improvements Project.
 - e. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Roger Laughlin – Recognition of Reserve Police Officer Lynn Lovetinsky.
 - b. Ms. Abby Noelck, Spanish Teacher, Student Government Adviser – West Branch High School Homecoming Activities
 - c. Approve street closures along parade route for the West Branch High School Homecoming Parade on Wednesday September 28, 2016 from 6:00 p.m.–7:00 p.m./Move to action.
 - d. Brian Boelk, HBK Engineering, LLC – Park & Rec Phase I Improvements Project Update
 - e. Second Reading of Ordinance 742, amending Title “Police, Fire and Emergencies,” Chapter 30 “Police Department.”/Move to action.
 - f. First Reading of Ordinance 743, Amending Title Chapter 92 “Water Rates.”/Move to action.
 - g. Resolution 1511, closing a portion of Cookson Street./Move to action.
 - h. Resolution 1516, approving residential site plan policy./Move to action.
 - i. Resolution 1517, approving the purchase of a 2017 Ford F-250 Super Duty 4X4 Utility Truck in the amount of \$26,000.00./Move to action.
 - j. Resolution 1518, approving West Branch High School Phase 3 Improvements Project Site Plan./Move to action.
 - k. City Engineer Dave Schechinger – Beranek Park Project, Concept #3
 - l. City Administrator Matt Muckler – Review of FY17 Capital Improvement Projects

CITY COUNCIL MEETING AGENDA
Monday, September 19, 2016 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

8. City Staff Reports
 - a. Park & Recreation Director Melissa Russell – Update on Park Space in Pedersen Valley
 - b. City Administrator Matt Muckler – Lions Field Creek Restoration Project Meeting – Thursday September 22nd, 6:00 p.m. at Lions Field
 - c. City Administrator Matt Muckler – FY16 Street Finance Report
 - d. Lead Water Operator Tim Moss – Report on 2015 Water Quality Report
 - e. Police Chief Mike Horihan – Parking in the Public Right-of-way & potential School Zone on Foster Street
9. Comments from Mayor and Council Members
 - a. Mayor Pro Tem Colton Miller – West Branch Village Trail Project Update
10. Adjournment

CITY COUNCIL WORK SESSION AGENDA
Monday, September 19, 2016
Immediately following regular City Council Meeting
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. City Council Goal Setting Session
4. Adjourn

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

**West Branch, Iowa
Council Chambers**

City Council Work Session

**August 25, 2016
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler and City Attorney Kevin Olson.

Discussion on Development Agreement with Cedars Edge Golf Course, Inc.

Jerry Sexton, representing Cedars Edge Golf Course, Inc. presented a version of the development agreement that would ask the City to not require a road at the onset of the project. The City would complete the street improvements associated with Cedar-Johnson road north of Greenview Drive estimated at \$550,000 at a later date. Sexton stated that if he were bound to a promissory note, the project would not be possible. Sexton also stated that he was opposed to language proposed in previous versions of the agreement that would have provided West Branch High School with free use of the course. Sexton also requested a TIF Rebate on the proposed clubhouse in the amount of \$116,209 and requested that the annual appropriations language be removed from the agreement.

Shields asked City Attorney Olson about the annual appropriations language. Olson stated that the annual appropriations language is standard and appears in all other TIF agreements that he has drafted for West Branch and other cities in Iowa. Council discussed Sexton's proposal and asked various questions. Pierce asked Sexton if he planned to have the clubhouse open year round and Sexton replied in the affirmative. Shields asked if there would be a restaurant in operation year round. Sexton responded that evening meals were not currently planned to be served seven days per week, but that a restaurant would be open year round for lunch and a few days per week for evening meals. Stevenson asked Sexton to provide information that would typically be available in a business plan and Sexton responded that he could provide information based on what other courses have been able to accomplish but couldn't provide specifics on what Cedars Edge might look like in the future. Miller stated that he saw the value in the course and felt that the City was offering considerable support, but that information that has been requested from the Council concerning a business plan has not been forthcoming from Sexton. Ellyson expressed concern about not having road improvements completed at the onset of the project.

After further discussion, Council asked the City Attorney to draft another version of the agreement where the City would pay the \$550,000 to pave Cedar-Johnson Road north of Greenview Drive and Sexton would pay back to the City \$110,000 over time as the housing within the development is constructed. Council also instructed the City Attorney not to include language concerning the promissory note. The Council also agreed to drop the language concerning free use of the golf course for West Branch High School, but instructed the city attorney to retain the annual appropriations language. The Council also asked the City Attorney to include a TIF Rebate in the amount of \$100,000. Council asked that this new version be provided to Sexton for his review and asked Sexton to provide the Council with feedback after he had a chance to review the document.

ADJOURNMENT

Motion by Pierce to adjourn the work session, second by Miller. Motion carried on a voice vote.
City Council work session adjourned at 8:37 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

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**West Branch, Iowa
Council Chambers**

City Council Meeting

**September 6, 2016
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:02 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Tim Shields, Mary Beth Stevenson and Brian Pierce were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell and Public Works Director Matt Goodale.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the August 15, 2016 regular City Council Meeting.

Approve Partial Pay Estimate No. 2 in the amount of \$136,502.89 to Cornerstone Excavating, Inc. for work completed on the 4th Street Reconstruction Project through August 12, 2016.

Approve claims.

Approve street closure for the 200 Block of N. 5th Street on Saturday September 10, 2016 from 5:00 p.m.-9:00 p.m. for a block party.

Motion by Pierce, second by Stevenson to approve agenda/consent agenda. AYES: Pierce, Stevenson, Miller, Ellyson, Shields. Motion carried.

EXPENDITURES

9/6/2016

AMAZON	SUPPLIES, BOOKS	254.01
BAKER & TAYLOR INC.	BOOKS	345.68
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
CEDAR COUNTY TREASURER	PROPERTY TAXES	1,034.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	47.63
CORNERSTONE EXCAVATING, IN	306-4TH ST IMP PROJ	136,502.89
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
DEMCO	SUPPLIES	43.91
DIAMOND VOGEL PAINTS	PAINT	565.50
DORSEY & WHITNEY LLP	LEGAL FEES	15,070.92
ECONO SIGNS LLC	SIGNS	255.28
FELD FIRE EQUIPMENT CO. IN	SUPPLIES	101.00
FINANCIAL ADJUSTMENT BUREA	COLLECTION FEE	6.70
HBK ENGINEERING LLC	LION'S FIELD CREEK RESTORATION	2,894.00
IHEARTMEDIA	ADVERTISING	1,391.00
IMPRINTED SPORTSWEAR	SHIRTS FOR VOLUNTEERS	200.00
IMWCA	WORK COMP INSURANCE	5,240.00
IOWA DEPARTMENT OF PUBLIC	ON-LINE WARRANTS SYSTEM	1,200.00
IOWA ONE CALL	LOCATION SERVICE	48.60
JOHN DEERE FINANCIAL	SUPPLIES	55.41
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,207.75
MATT PARROTT/STOREY KENWOR	CHECKS	255.62
MEDIACOM	CABLE SERVICE	40.90
MENARDS	SUPPLIES	231.18
MOORE'S WELDING INC	REPAIR SERVICE	357.50
OASIS ELECTRIC LLC	MATERIALS & LABOR	7,445.39
OVERDRIVE INC	EBOOKS	779.44
PORT 'O' JONNY INC.	PARK & REC - SERVICE	1,042.00
PRESIDENTIAL BUILDERS, LLC	BUILDING REPAIRS	137.64
QC ANALYTICAL SERVICES LLC	LAB SERVICE	584.00

QUILL CORP	OFFICE SUPPLIES	86.99
RANDY'S CARPETS	TILE REPAIR	103.35
SCHIMBERG CO	SUPPLIES	2,263.44
SECRETARY OF STATE	NOTARY REAPPOINTMENT FEE	30.00
SKY ZONE TRAMPOLINE PARK	RECREATION ACTIVITY	66.00
SPEER FINANCIAL INC	FINANCIAL CONSULTING SERVICE	10,300.00
TRUGREEN PROCESSING CENTER	LAWN SERVICE-LION'S FIELD	897.00
VERIZON WIRELESS	TELEPHONE SERVICE	822.08
WEST BRANCH FIREFIGHTERS	TRAINING	90.00
WEST BRANCH REPAIRS	BATTERIES AND REPAIRS	322.21
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	3,090.16

TOTAL		196,087.33
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PAYROLL	8/26/2016	50,074.21
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PAID BETWEEN MEETINGS

AERO RENTAL	LIGHTS-VOLLEYBALL TOURNEY	858.00
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ALL AMERICAN CONCRETE INC	FINAL-MAIN ST SIDEWALK PH 3	180,939.95
BEST BUY BUSINESS ADVANTAGE	OFFICE SUPPLIES	29.98
BIG TEN RENTALS	HHTD STAGE & TENT	2,019.87
IHEARTMEDIA	BLDG INCENTIVE & HHTD ADVERTISING	1,200.00
MIDWEST JANITORIAL SERVICE	AUGUST JANITORIAL SERVICE	656.26
MILDER FARMS	SUPPLIES	90.00
OVERDRIVE INC	EBOOK SUBSCRIPTION, CONTENT FEES	450.98
PITNEY BOWES PURCHASE POWER	POSTAGE	551.16
SHIELDS SEWING CENTER	SHIRTS	107.24
SIMPLEX GRINNELL	SERVICE CONTRACT-FIRE ALARM	340.93
STAGG, PAUL	TRAVEL-TRAINING	85.44
STATE LIBRARY OF IOWA	DATABASE SUBSCRIPTION	199.10
UPS	SEWER-SHIPING	41.29
US BANK CORPORATE CARD	TRAVEL-TRAINING, RECREATION SUPPLIES	3,359.72

TOTAL		190,929.92
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GRAND TOTAL EXPENDITURES		437,091.46
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FUND TOTALS

001 GENERAL FUND	72,303.91
022 CIVIC CENTER	270.86
031 LIBRARY	8,454.85
036 TORT LIABILITY	4,425.60
110 ROAD USE TAX	2,797.22
112 TRUST AND AGENCY	10,854.76
306 4TH ST IMPROVEMENTS PROJ	136,502.89
307 MAIN ST INTERSECTION IMPROVE	180,939.95
312 DOWNTOWN EAST REDEVELOPMENT	926.00
600 WATER FUND	9,815.01
610 SEWER FUND	6,906.41
740 STORM WATER UTILITY	2,894.00

GRAND TOTAL	437,091.46
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COMMUNICATIONS/OPEN FORUM

Doug Klein, Cedar County resident and member of the West Branch City Council announced his candidacy for the Cedar County Board of Supervisors.

Jerry Sexton, Cedars Edge Golf Course informed the Council that the Miller family (current owners of the golf course) had decided to withdraw from the purchase agreement they had with them. Sexton stated that they were able to come to an agreement to keep the golf course open for the remainder of the season, closing in late October. Sexton thanked the community for their support.

PUBLIC HEARING/NON-CONSENT AGENDA

Mr. Kevin Rogers, Executive Director, Main Street West Branch – Main Street West Branch Update

Rogers told the Council that Main Street West Branch changed its name to West Branch Community Development Group (CDG). He presented the organization's new logo and branding to the Council and said the group would be changing their focus to the areas of community development, downtown revitalization and historic preservation. Rogers also spoke of the many grant opportunities available for assisting in the focus areas. He also noted that Christmas Past planning was underway and that this year's theme would be centered on a traditional community feel. Tami Urmie, Cotton Creek Mill provided a glimpse into the groups' Fall Festival activities to be held on October 8th and 9th downtown West Branch. Some events listed were a chili cook-off, music, pumpkin decorating and family activities. Urmie did say the Saturday evening event would have a fee attached to it and that the proceeds would be going back to the community development group.

First Reading of Ordinance 742, amending Title "Police, Fire and Emergencies," Chapter 30 "Police Department."/Move to action.

Councilperson Pierce asked Chief Horihan if he was concerned that this change could impact all police personnel and asked if he thought all personnel might want to live outside of the city limits. Horihan responded that he didn't think that would happen or be a problem.

Motion by Shields, second by Ellyson to approve first reading of Ordinance 742. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

Resolution 1514, approving a disaster recovery plan./Move to action.

Muckler explained that the purpose of the document is to have a plan in place in the event of a disaster. Shimmin who wrote the plan said it was adapted from a couple of other cities and was pretty standard. Stevenson asked if back-up generators would be needed and if the city had them available when needed. Miller also asked if the city had plans for a cyber attack as that was also a potential risk. Shimmin said he would look into it.

Motion by Stevenson, second by Miller to approve Resolution 1514. AYES: Stevenson, Miller, Pierce, Shields, Ellyson. Motion carried.

Resolution 1515, approving a consultant agreement with Sherry Hill for videography services./Move to action.

Muckler commented that Hill will provide video services for the board and commission meetings.

Motion by Pierce, second by Ellyson to approve Resolution 1515. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

CITY STAFF REPORTS

Finance Director Gordon Edgar – Annual Debt Report

Edgar provided an overview on the city's debt as of June 30, 2016 and updated the Council on bonds that have been borrowed since that date. He also told the Council that the city continued its practice of retiring debt ahead of schedule in FY16 by paying off the lawsuit settlement loan several years in advance.

City Administrator Matt Muckler – Water Rates

Muckler presented a utility rate study to the Council which contained cities with populations between 1000-6000. The study showed that West Branch charged below average for minimal water users and well above average for customers who used larger amounts of water. Muckler also informed the Council that recent rate increases have allowed the City to eliminate the general fund subsidizing the water and sewer funds, but that funding was not abundantly available for some much needed upgrades to the system. He suggested the council consider a moderate increase to the minimum charge from 1,700 gallons to 2,000 gallons and 2% increases per year to the water rate for

the next five years. He then asked Council for consideration and feedback. Stevenson expressed opposition to increasing the minimum charge. Miller expressed concern with how much larger users were currently paying.

City Engineer Dave Schechinger – Residential Site Plans

Schechinger mentioned that this subject has been brought up in the past and at Planning & Zoning meetings for discussion. He presented a sample residential site plan for review and asked the Council for feedback on what requirements they would like to see. Pierce asked if this would increase the cost for a new homeowner or inhibit people from buying in West Branch. Schechinger replied that the cost would far outweigh the consequences that the City has experienced in the past. Other council members were supportive of the plan but would like to review further.

City Administrator Matt Muckler – September 19, 2016 Goal Setting Session

Muckler advised the Council of the goal setting session to take place after the next regularly scheduled council meeting and reviewed some of the goals previously set. Muckler asked the council to review them and requested they contact him before the next meeting if any additions were needed.

City Administrator Matt Muckler – Lions Field Creek Restoration Project Meeting – Thursday
September 22nd, 6:00 p.m. at Lions Field

Muckler reminded the Council of the meeting to be held at Lions Field.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin asked if the city would be mowing the easements on Main Street where the recent sidewalk replacements had been done. He noted that weeds had overtaken the area and asked that the City contact the contractor to re-seed the affected areas.

Miller asked for an update on the South Downey project and when grading would be complete. Schechinger responded that crews were working on completing the east side and preparing to start on the west side very soon.

Ellyson asked for an update on the 4th Street Reconstruction project. Schechinger stated that the contractor would begin paving in three to four weeks.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:32 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

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

**West Branch, Iowa
Council Chambers**

City Council Work Session

**September 6, 2016
Immediately following the regular Council Meeting**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 8:37 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell, and Public Works Director Matt Goodale.

Capital Improvement Plan Review

Muckler gave a review of the current Capital Improvement Plan projects completed, ongoing and future projects agreed upon by the City Council. He also noted some project timeline changes that were previously requested that would affect earlier planned projects. Muckler then opened the discussion for comments.

Stevenson requested an updated street repair ranking for several upcoming projects to ensure that projects were being completed in a logical order. Goodale gave his preferences for priorities with regard to which streets get repaired. Muckler discouraged too many changes to the current plan but agreed tweaks should be considered.

Miller stated that he did not want CIP dollars used to purchase a new snow plow or other equipment. He also stated that the individual department needs to budget for those types of expenditures. Miller also requested Goodale to obtain quotes for street patch repairs from local contractors.

ADJOURNMENT

Motion by Shields to adjourn the work session, second by Miller. Motion carried on a voice vote.
City Council work session adjourned at 9:36 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

Main Office
319.627.2226 Phone
319.627.7235 Fax
office@aaconcreteinc.com



Estimating
319.627.2221 Phone
319.627.2227 Fax

1489 Highway 6
West Liberty, IA 52776

CHANGE ORDER REQUEST

Project Title:

West Branch Parks Phase 1 Wapsi and Lion's Parks

Project #:

Submitted To:

Brian Boelk, HBK Engineering

Project Location:

West Branch

Contractor Requesting Change:

Lynch's Excavating

Date:

9/8/16

Total Cost of Change:

\$ 1,244.10

Description of Change:

Coreout of wet, unsuitable soils and replacement with rock

Documentation Attached:

Cost Breakdown

Submitted By:

Jay Simon, AACI

A handwritten signature in blue ink that reads "Jay Simon".

Date:

9/8/16

Lynch Cost Breakdown

Trucking	2.5 hours	\$ 85.00	\$ 212.50
Excavator	2.5 hours	\$ 140.00	\$ 350.00
Rock	18 tons	\$ 17.00	\$ 306.00
Skidloader	2.5 hours	\$ 105.00	\$ 262.50
Lynch Total			\$ 1,131.00
AACI 10% Markup			\$ 113.10
Change Request Total			\$ 1,244.10

EXPENDITURES**9/19/2016**

ACTION SEWER & SEPTIC SERV	TELEVISION STORM SEWER LINE	655.40
ALLIANT ENERGY	ELECTRICITY-WATER TOWER	10,174.90
AMAZON	BOOKS, SUPPLIES	398.74
BAKER & TAYLOR INC.	BOOKS	329.37
BARRON MOTOR SUPPLY	MAINT SUPPLIES, REPAIR PARTS	263.14
BEAVER HEATING AND AIR CON	A/C REPAIRS-TOWN HALL	237.00
BP AMOCO	FUEL	801.47
CAJ ENTERPRISES INC	HAULING	294.40
CEDAR RAPIDS PHOTO COPY IN	COPIER SUPPLIES	12.79
FARMERS SUPPLY SALES INC	REPAIR PARTS	223.74
FELD FIRE EQUIPMENT CO. IN	UNIFORMS	751.00
HD CLINE COMPANY	TIRES & WHEEL	586.16
IHEARTMEDIA	ADVERTISING	344.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	526.40
IOWA CRIME PREVENTION ASSO	MEMBERSHIP DUES	50.00
IOWA ONE CALL	LOCATION SERVICE	97.20
JOEY DEAN WENNDT	FIRE TRAINING	150.00
JOHNSON COUNTY REFUSE INC.	RECYCLING AUG 2016	3,690.75
LINN COUNTY R.E.C.	STREETS-UTILITIES	85.65
LYNCH'S PLUMBING INC	PLUMBING REPAIR	263.00
MATT PARROTT/STOREY KENWOR	RECEIPT BOOKS	207.75
MISCELLANEOUS VENDOR	JEANETTE THOMAS: REFUND	308.75
OFFICE EXPRESS	OFFICE SUPPLIES	61.69
OVERDRIVE INC	AUDIOBOOKS	170.00
PHYSIO-CONTROL INC	MEDICAL SUPPLIES	286.69
PITNEY BOWES GLOBAL FINANC	LIBRARY POST METER RENTAL	120.00
PITNEY BOWES PURCHASE POWE	LIBRARY POSTAGE	503.50
PLUNKETT'S PEST CONTROL IN	PEST CONTROL	47.59
PYRAMID SERVICES INC.	REPAIR PARTS	4.71
QUILL CORP	CERTIFICATE FRAMES	112.36
RIVER PRODUCTS COMPANY INC	ROADSTONE	573.32
S & S FLATWORK LLC	SIDEWALK REPAIR	600.00
STATE HYGIENIC LAB	WATER ANALYSIS	25.00
SUPPLYWORKS	SUPPLIES	219.56
TUMBLEWEED PRESS INC	SUBSCRIPTION	299.50
USA BLUE BOOK	SUPPLIES	241.01
WALMART COMMUNITY/GEMB	DVDS & MISC SUPPLIES	235.35
WEST BRANCH COMMUNITY SCHO	GYM RENT	297.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	1,486.44
WEST BRANCH TIMES	ADVERTISING	2,223.33
WEX BANK	VEHICLE FUEL	1,355.01

TOTAL**29,313.67****PAYROLL****9/9/2016****39,306.72****PAID BETWEEN MEETINGS**

BAKER & TAYLOR INC.	BOOKS	210.19
CEDAR COUNTY RECORDER	RECORDING FEE	7.00
COSTCO WHOLESALE	SUPPLIES	397.29

CROELL REDI-MIX INC	STREET REPAIR, STORM SEWER REPAIR	1,712.50
DEWEYS JACK & JILL	SUPPLIES	105.21
MISCELLANEOUS VENDOR	JESSICA THOMPSON: REFUND	35.00
NICK SHIMMIN	POSTAGE	5.12
UPS	SEWER - SHIPPING	41.46
US BANK EQUIPMENT FINANCE	COPIER LEASE	300.80
VAN METER INC	LED FLOOD LIGHTS BERANEK PARK	14,836.14
TOTAL		17,650.71
GRAND TOTAL EXPENDITURES		86,271.10
FUND TOTALS		
001 GENERAL FUND		51,086.07
022 CIVIC CENTER		611.08
031 LIBRARY		7,828.00
110 ROAD USE TAX		4,007.81
112 TRUST AND AGENCY		4,182.51
600 WATER FUND		9,558.06
610 SEWER FUND		7,202.17
740 STORM WATER UTILITY		1795.4
		0
GRAND TOTAL		86,271.10

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA CRIME PREVENTION ASSOCIATION	MEMBERSHIP DUES	50.00
		WEST BRANCH COMMUNITY SCHOOLS	2015-16 YEARBOOK	47.00
		WEST BRANCH REPAIRS	VEHICLE REPAIRS	723.66
		WEX BANK	FUEL	800.77
		ALLIANT ENERGY	JULY UTILITY SERVICE	267.22
			TOTAL:	1,888.65
FIRE OPERATION	GENERAL FUND	LYNCH'S PLUMBING INC	PLUMBING REPAIR	263.00
		BP AMOCO	FUEL	49.47
			FUEL	81.47
		PHYSIO-CONTROL INC	MEDICAL SUPPLIES	286.69
		WEST BRANCH REPAIRS	VEHICLE REPAIR	762.78
		QUILL CORP	COPIER SUPPLIES	55.99
		FELD FIRE EQUIPMENT CO. INC	UNIFORMS	751.00
		ALLIANT ENERGY	JULY UTILITY SERVICE	801.67
		BARRON MOTOR SUPPLY	MAINT SUPPLIES, REPAIR PAR	3.91
		JOEY DEAN WENNDT	FIRE TRAINING	150.00
			TOTAL:	3,205.98
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREETS-UTILITIES	138.00
		ALLIANT ENERGY	JULY UTILITY SERVICE	2,276.79
			JULY UTILITY SERVICE	117.77
			TOTAL:	2,532.56
PARK & RECREATION	GENERAL FUND	BP AMOCO	FUEL	108.39
			FUEL	140.64
		WEST BRANCH COMMUNITY SCHOOLS	GYM RENT	250.00
		ALLIANT ENERGY	ELECTRICITY-LIONS FIELD	19.82
			PARK & REC-219 E GREEN ST	9.51
			JULY UTILITY SERVICE	52.04
		SUPPLYWORKS	SUPPLIES	77.42
			TOTAL:	657.82
CEMETERY	GENERAL FUND	BP AMOCO	FUEL	108.38
			FUEL	140.64
		HD CLINE COMPANY	TIRES & WHEEL	586.16
		PYRAMID SERVICES INC.	REPAIR PARTS	4.71
		FARMERS SUPPLY SALES INC	REPAIR PARTS	223.74
		BARRON MOTOR SUPPLY	MAINT SUPPLIES, REPAIR PAR	124.69
			TOTAL:	1,188.32
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING	500.00
			ADVERTISING	350.00
			ADVERTISING	150.00
		IHEARTMEDIA	ADVERTISING	70.00
			ADVERTISING	238.00
			ADVERTISING	36.00
			TOTAL:	1,344.00
CLERK & TREASURER	GENERAL FUND	MATT PARROTT/STOREY KENWORTHY	RECEIPT BOOKS	207.75
		QUILL CORP	CERTIFICATE FRAMES	56.37
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	47.59
		ALLIANT ENERGY	JULY UTILITY SERVICE	366.05
		OFFICE EXPRESS	OFFICE SUPPLIES	61.69
		AMAZON	BOOKS, SUPPLIES	34.76
		SUPPLYWORKS	SUPPLIES	22.50

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
		MISCELLANEOUS V JEANETTE THOMAS	JEANETTE THOMAS: REFUND	308.75
			TOTAL:	1,105.46
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING	1,223.33
			TOTAL:	1,223.33
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING AUG 2016	3,690.75
			TOTAL:	3,690.75
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	JULY UTILITY SERVICE	100.00
		AMAZON	BOOKS, SUPPLIES	6.99
			TOTAL:	106.99
NON-DEPARTMENTAL	GENERAL FUND	LINN COUNTY R.E.C.	STREETS-UTILITIES	52.35-
			TOTAL:	52.35-
TOWN HALL	CIVIC CENTER	BEAVER HEATING AND AIR CONDITIONING IN	A/C REPAIRS-TOWN HALL	237.00
		ALLIANT ENERGY	JULY UTILITY SERVICE	356.34
			TOTAL:	593.34
LIBRARY	LIBRARY	OVERDRIVE INC	AUDIOBOOKS	170.00
		WALMART COMMUNITY/GEMB	DVDS & MISC SUPPLIES	20.98
			DVDS & MISC SUPPLIES	183.60
			DVDS & MISC SUPPLIES	30.77
		CEDAR RAPIDS PHOTO COPY INC	COPIER SUPPLIES	12.79
		TUMBLEWEED PRESS INC	SUBSCRIPTION	299.50
		BAKER & TAYLOR INC.	BOOKS	329.37
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	LIBRARY POST METER RENTAL	120.00
		PITNEY BOWES PURCHASE POWER	LIBRARY POSTAGE	503.50
		ALLIANT ENERGY	JULY UTILITY SERVICE	756.58
		AMAZON	BOOKS, SUPPLIES	187.92
			BOOKS, SUPPLIES	94.79
			BOOKS, SUPPLIES	42.29
			BOOKS, SUPPLIES	31.99
		SUPPLYWORKS	SUPPLIES	119.64
			TOTAL:	2,903.72
ROADS & STREETS	ROAD USE TAX	RIVER PRODUCTS COMPANY INC	ROADSTONE	573.32
		BP AMOCO	FUEL	93.04
		WEX BANK	FUEL	182.90
		CAJ ENTERPRISES INC	HAULING	294.40
		ALLIANT ENERGY	JULY UTILITY SERVICE	22.06
		BARRON MOTOR SUPPLY	MAINT SUPPLIES, REPAIR PAR	134.54
		S & S FLATWORK LLC	SIDEWALK REPAIR	150.00
			TOTAL:	1,450.26
WATER OPERATING	WATER FUND	IOWA ONE CALL	LOCATION SERVICE	48.60
		STATE HYGIENIC LAB	WATER ANALYSIS	25.00
		BP AMOCO	FUEL	39.72
		IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	526.40
		WEX BANK	FUEL	182.90
		ALLIANT ENERGY	ELECTRICITY-WATER TOWER	39.03
			JULY UTILITY SERVICE	2,907.65
		S & S FLATWORK LLC	SIDEWALK REPAIR	450.00
		USA BLUE BOOK	SUPPLIES	241.01
			TOTAL:	4,460.31

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	LOCATION SERVICE	48.60
		BP AMOCO	FUEL	39.72
		WEX BANK	FUEL	188.44
		ALLIANT ENERGY	JULY UTILTY SERVICE	2,082.37_
			TOTAL:	2,359.13
STORM WATER UTILITY	STORM WATER UTILIT ACTION SEWER & SEPTIC SERVICES INC.		TELEWISE STORM SEWER LINE	655.40_
			TOTAL:	655.40

===== FUND TOTALS =====		
001	GENERAL FUND	16,891.51
022	CIVIC CENTER	593.34
031	LIBRARY	2,903.72
110	ROAD USE TAX	1,450.26
600	WATER FUND	4,460.31
610	SEWER FUND	2,359.13
740	STORM WATER UTILITY	655.40

	GRAND TOTAL:	29,313.67

Dear West Branch Community Businesses and Organizations,

September 6, 2016

West Branch High School Student Government would like to invite all community businesses, churches, and organizations to participate in the 2016 Homecoming Parade on Wednesday, September 28 at 6:30 p.m. This year the Bears are taking on the Durant Wildcats and our theme is "Dominate Durant, Crush the Cats!" A \$5.00 donation is suggested in lieu of an entry fee for the parade. If you would like to contribute but cannot participate by entering a float, car, or walking entry, we hope that you will come out to attend the parade on Wednesday, September 28th!

The schedule for Homecoming festivities is full of activities in which the school and community may participate together. We invite you take part in the following events:

Wednesday, September 28

6:00 p.m. – Parade line-up around the bus barn/library/Little Rose Bowl field on Poplar St.

6:30 p.m. – Homecoming Parade

Following the parade – Coronation/Community Pep Rally at Little Rose Bowl field

Thursday, September 29

4:30 p.m. – Cross Country Bud Williams Invitational at IC Kickers Fields

6:00 p.m. – Fresh/Soph & JV Volleyball vs. Cascade

7:15 p.m. – Varsity Volleyball vs. Cascade (Senior Night)

Friday, September 30

7:00 p.m. – Varsity Football vs. Durant

Saturday, October 1

AM – Marching Band Little Hawk Invitational at City High in Iowa City

Your participation in the Homecoming parade is greatly appreciated! Please return the entry form below by **Friday, September 23rd**. Please address any questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser) at 319-643-7216 ext. 327 or anoelck@west-branch.k12.ia.us.

Thanks and Go Bears!

Abby Noelck

Student Government Adviser

Please detach this form and return to Abby Noelck at West Branch High School by Friday, September 23rd!
West Branch High School, 900 W Main Street, West Branch, IA 52358

Business/Organization: _____

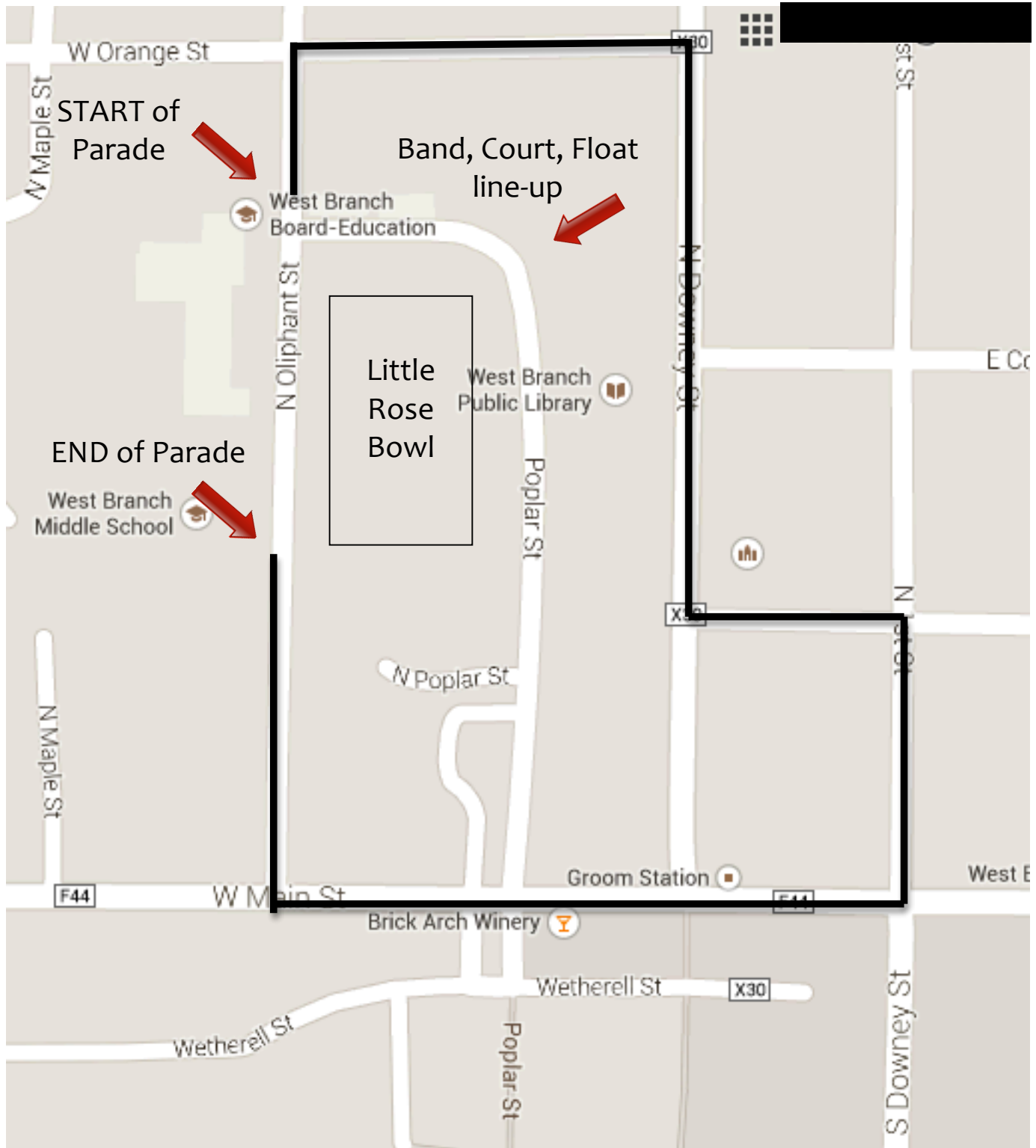
Type of Entry: _____ Float _____ Car _____ Walking _____ Other (please specify)

Contact Person: _____ Phone: _____

E-mail address: _____ Address: _____

West Branch High School Homecoming Parade, Wednesday, September 28, 2016 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. and will wrap around the field. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- **Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser), 319-643-7216 ext. 327, anoelck@west-branch.k12.ia.us**



PROGRESS REPORT 002 BERANEK PARK

September 15, 2016



PROJECT INFORMATION		
REPORT BY: Rob Decker	PHONE: (319) 333-9322	EMAIL: rdecker@hbkengineering.com
OWNER: City of West Branch	PHONE: (319) 643-4212	LOCATION: West Branch, Iowa
CONTRACTOR: All American	Phone Number: (319) 325-5071	EMAIL: jay@aaconcreteinc.com
SITE WEATHER CONDITIONS		
Weather: 74°, sunny		Time of Day: 2:30 pm
Site Conditions: sites in good condition overall		
Rain This Week: 1.49"	Rain This Month: 1.49"	Deviation From Ave: (-0.24")



CONSTRUCTION PROGRESS

OVERVIEW

Cross-arm brackets and lights have been installed at Beranek Park with the exception of the center pole on the north courts. The Contractor has concern with the existing pole being able to structurally support the new lights and cross-arm brackets. HBK has provided an email that we are not concerned; however, City staff and the Contractor are seeking additional input and evaluating a change order cost submitted by the Contractor.

TO DO

- Installation of remaining cross-arm bracket and lights on center pole at north court.
- Lower cleanout to match grade.
- Finish grading and seeding of all disturbed areas created by utility installation.
- Turn on power and test lighting

NOTES

- Van Meter adjusted invoice on lighting materials to reduce number of total lights with a return of eight (8) lights with a re-stocking fee. Adjusted invoice also included additional two cross-arm brackets as previously not provided.
- Contractor submitted change order to City in the amount of \$2200 to account for new center pole installation.
- City and Contractor requested Alliant to analyze existing center pole and give opinion on condition and ability to support proposed lights.
- City also inquired with Alliant regarding installation of new pole if needed.

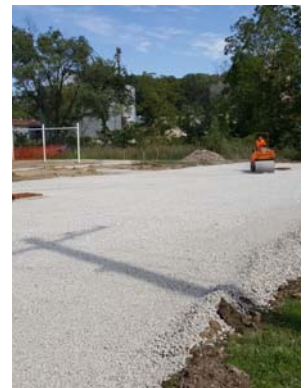


PROGRESS REPORT 002 WAPSI PARK

September 15, 2016



PROJECT INFORMATION		
REPORT BY: Rob Decker	PHONE: (319) 333-9322	EMAIL: rdecker@hbkengineering.com
OWNER: City of West Branch	PHONE: (319) 643-4212	LOCATION: West Branch, Iowa
CONTRACTOR: All American	Phone Number: (319) 325-5071	EMAIL: jay@aaconcreteinc.com
SITE WEATHER CONDITIONS		
Weather: 74°, sunny		Time of Day: 2:45 pm
Site Conditions: sites in good condition overall		
Rain This Week: 1.49"	Rain This Month: 1.49"	Deviation From Ave: (-0.24")



CONSTRUCTION PROGRESS

OVERVIEW

Playground equipment has been installed and majority of sidewalk and parking lot rocked to grade in preparation of paving. Existing storm sewer intakes removed and replaced with new intakes and storm sewer pipe connected as called out in plans. Concerns have been expressed in regards to work within the Flood Plain and Floodway, which HBK has addressed in attached Memo.

TO DO

- Pave parking lot.
- Pave sidewalk adjacent to parking and surrounding playground equipment.
- Install pavement markings on proposed parking lot pavement.
- Final grading and seeding of all disturbed areas.
- Install playground mulch.

NOTES

- An old, existing culvert pipe was uncovered during the construction of the driveway connection radius at the southeast corner of the drive and Second Street. Culvert was previously not located and had to be unburied in order to locate and determine what it is. Outlet end of culvert undetermined but assumed to connect directly into existing storm sewer without a structure/manhole.
- It has been noted by the City that previous agreements were made with Roy Lewis (Chassis Engineering) to extend the new parking lot pavement up to his existing north side door of the pole building. HBK has provided a change order request and exhibit drawing to the contractor in which the contractor will install at bid unit price.
- Contractor waiting on City response in regards to culvert remediation per HBK proposal.



PROGRESS REPORT 002 LION'S FIELD

September 15, 2016



PROJECT INFORMATION		
REPORT BY: Rob Decker	PHONE: (319) 333-9322	EMAIL: rdecker@hbkengineering.com
OWNER: City of West Branch	PHONE: (319) 643-4212	LOCATION: West Branch, Iowa
CONTRACTOR: All American	Phone Number: (319) 325-5071	EMAIL: jay@aaconcreteinc.com
SITE WEATHER CONDITIONS		
Weather: 74°, sunny		Time of Day: 3:30 pm
Site Conditions: sites in good condition overall		
Rain This Week: 1.49"	Rain This Month: 1.49"	Deviation From Ave: (-0.24")

CONSTRUCTION PROGRESS

OVERVIEW

Grading has been completed sometime for the ADA sidewalk paving and restroom pad.

TO DO

- Obtain building permit
- Order restroom materials and construct restroom.
- Pave ADA sidewalk.
- Install restroom utilities (sanitary, water, electrical).
- Final grade and seed all disturbed areas.

NOTES

- The City has held off on issuing the building permit for the restroom to the Contractor due to concerns with the impact to the flood plain and stormwater management basin. HBK has responded to these concerns and provided documentation based on HBK and IDNR evaluation.
- The Contractor is unable to order the restroom materials until a building permit is approved and authorized. The building materials can have a substantial lead time and will impact the schedule and completion of this project.
- See attached Memo previously sent from HBK to the City Administrator regarding these concerns with the stormwater basin and flood plain.
- The Contractor has encountered unsuitable soils at the south end of the ADA walk where the PCC pad is to be located. See change order request for modification to subgrade.



PHOTO JOURNAL



Grading work at Lion's Field - Looking South



Beranek Park. New lights at south volleyball courts—Looking North



Beranek Park. Existing lights at center pole on north volleyball court



Wapsi Park. Current granular subbase at Roy Lewis's pole building—Looking south



Wapsi Park. Looking Northwest at access connection and uncovered culvert location.



Wapsi Park. Looking Northeast at granular subbase for parking lot and drive.

September 12, 2016

City of West Branch
Attn: Matt Muckler
110 N Poplar St.
PO Box 218
West Branch, IA 52358

RE: Parks & Recreation Improvements – Phase 1

Dear: Mr. Muckler:

Based on previous discussions, it was brought to HBK's attention that there was concern within the community and with City staff in regards to the impacts on the floodplain and/or floodway within Wapsi Park and Lion's Field, as well as the stormwater management capacity within Lion's Field.

As you are aware, HBK vetted the City's requested and required processes by presenting these projects and their respective design through meetings with the Parks and Recreation Commission, Planning and Zoning Commission, and City Council. The proposed design was described at each of these meetings and input/feedback was received. The construction documents later approved by the City, and used for bidding, represent the current plans in which the awarded contractor is attempting to obtain building permits for and proceed with constructing. Please note that the Iowa Department of Natural Resources (IDNR) has been involved in this process and is fully aware of the design and intended improvements to take place at both locations. A summary of these communications is included on the second page of this document.

In regards to the impacts to the stormwater management basin at Lion's Field, multiple options were presented to both committees mentioned above as well as City Council. Pros and cons were addressed at that time. Under the direction of both committees as well as Council, it was requested that HBK proceed with the design option which eliminated the retaining wall and resulting railing/fence by sloping the grade with earth fill if acceptable to City staff and the City Engineer (V&K). In proceeding under this direction, HBK provided the City Engineer the volume of fill to be located within the floodplain. Approval was given to continue knowing that the impedance had a minimal impact on the capacity of the basin and that additional stormwater management practices would be installed upstream as part of the Meadows Subdivision and/or other City projects.

Please consider this letter as acknowledgement by HBK, that the addition of the playground at Wapsi Park has a "no-rise" impact due to the fact that the additional equipment and minimal mulch fill has far less impact than the previous structures (mobile homes) removed. In addition, HBK is confident that proper procedures were followed with the Lion's Field design and that all necessary parties have been involved and provided approval including: IDNR, City Engineer, City staff, Parks & Rec Commission, Planning and Zoning Commission, and City Council.

West Branch is one of the 136 communities to which the DNR has delegated a portion of its floodplain permit authority. Thus, the City could permit both of these projects in lieu of the DNR provided they satisfy the criteria included in its floodplain management ordinance. With that being said, IDNR's thoughts were in line with what we have previously discussed as outlined below:

The proposed playground equipment and parking lot are located in the 100-year floodplain and floodway as delineated by the City's Flood Insurance Rate Map (FIRM). The City's ordinance (and DNR's rules) prohibits development located in the floodway if it results in an obstruction that increases the 100-year flood stage. Based on previous history and as explained, the City has removed multiple other obstructions from the floodway at this location in the recent past. Therefore, IDNR agrees with HBK's assessment that the proposed park improvements would result in much less obstruction of flood flows than the mobile homes and sheds that have been removed. This results in a "no-rise" condition or a variance based on the rationale that the floodway obstruction associated with the proposed playground improvements are offset by the prior removal of greater obstructions from that location. The IDNR has confirmed that they would concur with the granting of a variance based on the scenario described.

The Lion's Field site is on the limits of the ground located below the elevation of the 100-year frequency flood. This 100-year flood elevation is estimated to be 723.3 ft., NAVD. Since the natural ground elevations at the site are below that elevation the City should require that the lowest floor of the proposed building be elevated a minimum 1 ft. above the elevation of the 100-year flood (i.e., to 724.3 ft., NAVD), this was completed by HBK during the design phase. The Finished Floor, as designed, is set to **725.00**. As the site is near the edge of the floodplain, the IDNR has determined that fill placed to elevate that building would not be located in the "floodway" and has approved of this design and construction.

Respectfully submitted,

Brian Boelk, PE, CPESC, CMS4S
Office Director
HBK Engineering, LLC

ORDINANCE NO. 742

AN ORDINANCE AMENDING TITLE “POLICE, FIRE AND EMERGENCIES”, CHAPTER 30 “POLICE DEPARTMENT”

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 30 “POLICE DEPARTMENT” of the Code of West Branch, Iowa is hereby amended by deleting Section 30.11 “RESIDENCY REQUIREMENT” in its entirety and inserting in lieu thereof:

30.11 RESIDENCY REQUIREMENT

All full-time peace officers, including the Police Chief, shall establish a residence within an eight mile radius of West Branch within six months of their date of employment, and continued residency within that eight mile radius of West Branch is a requirement for continued employment with the City. Peace officers will not utilize a city vehicle for transportation to and from any residence outside of the city limits, unless the full-time peace officer is on call and receives authorization from the Police Chief to do so. The Police Chief shall ensure that all full-time peace officers comply with these requirements.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

Passed and approved this 19th day of September, 2016.

First Reading:	September 6, 2016
Second Reading:	September 19, 2016
Third Reading:	

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 743

AN ORDINANCE AMENDING TITLE CHAPTER 92 “WATER RATES”

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 92 “WATER RATES” of the Code of West Branch, Iowa is hereby amended by deleting Section 92.02 in its entirety and inserting in lieu thereof:

92.02 RATES FOR SERVICE.

Water service shall be furnished at the rate of:

\$5.23 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2012.

All consumption over 250,000 gallons per meter per month stays at this rate.

\$7.79 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2016.

\$7.95 per 1,000 gallons, with a 2,000-gallon minimum, payable monthly effective July 1, 2017.

\$8.11 per 1,000 gallons, with a 2,000-gallon minimum, payable monthly effective July 1, 2018.

\$8.44 per 1,000 gallons, with a 2,000-gallon minimum, payable monthly effective July 1, 2019.

\$8.61 per 1,000 gallons, with a 2,000-gallon minimum, payable monthly effective July 1, 2020.

\$8.78 per 1,000 gallons, with a 2,000-gallon minimum, payable monthly effective July 1, 2021.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 19th day of September, 2016.

First Reading: September 19, 2016

Second Reading:

Third Reading:

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1511

RESOLUTION AUTHORIZING THE CLOSING OF A PORTION OF COOKSON STREET.

WHEREAS, the City Council has the power to open and close rights-of-way in the City;
and

WHEREAS, a portion of Cookson Street, located adjacent to the City Maintenance Shop,
is currently only used by the City; and

WHEREAS, the City Council has heretofore deemed it necessary and desirable to replace
the salt dome at the Maintenance Shop; and

WHEREAS, the ideal location for the construction of the new salt dome is in the excess
Cookson Street right-of-way; and

WHEREAS, to accomplish said project, the City Council desires to close this portion of
Cookson Street as a public street.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West
Branch, Cedar County, Iowa, that the portion of Cookson Street that is located immediately
adjacent to the City Maintenance Shop is hereby forever closed as a public street. Further, the
City shall place appropriate barriers to delineate the line where the public street ends.

Passed and approved this 19th day of September, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1516

A RESOLUTION APPROVING RESIDENTIAL SITE PLAN POLICY

WHEREAS, the City Council of the City of West Branch adopted Ordinance 689 on March 5, 2012 establishing Chapter 173 of the Code of Ordinances of the City of West Branch, Iowa, entitled “Site Plan Requirement,” and

WHEREAS, the Site Plan Requirements established a procedure which enabled the City to review certain proposed improvements to property within specified zoning districts of the City to insure compliance with all applicable zoning, subdivision and building regulations; and

WHEREAS, the Site Plan Requirements in Chapter 173 of the City Code are only required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel within any district of the West Branch Zoning Ordinance, and for any use, except one and two family dwellings; and

WHEREAS, the City Council of the City of West Branch now finds that it is in the best interests of current and future residents to require residential individual lot site plans for one and two family dwellings, and

WHEREAS, a residential individual lot site plan is a scaled drawing or map showing what improvements property owners intend to make to their properties located within R-1 single family and R-2 two family dwellings; and

WHEREAS, the residential individual lot site plan would be required for land use and development reviews and their submission would be required in order to obtain building permits; and

WHEREAS, a correctly drawn site plan shows the lot lines of a parcel, the existing and proposed development, adjacent streets, driveways, utilities, easements on the site, and all seventeen items listed on the City of West Branch, IA Residential Individual Lot Site Plan Requirements form attached as “Exhibit A;” and

WHEREAS, the Council now wishes to officially adopt the City of West Branch, IA Residential Individual Lot Site Plan Requirements attached as “Exhibit A.”

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the City of West Branch, IA Residential Individual Lot Site Plan Requirements, attached as “Exhibit A” are approved and a completed Residential Individual Lot Site Plan shall be completed by the building permit applicant and approved by the zoning administrator before any building permit is issued for a single family or two family dwelling; and

BE IT FURTHER RESOLVED, by the City Council of the City of West Branch, Iowa that the city staff is hereby instructed to develop a site plan example to be attached to the City of West Branch, IA Residential Individual Lot Site Plan Requirements.

Passed and approved this 19th day of September, 2016.

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT A

City of West Branch, Iowa

Residential Individual Lot Site Plan Requirements

City of West Branch

110 N. Poplar Street | West Branch, Iowa 52358
319.643.5888 | www.westbranchiowa.org

What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities, and easements on the site.

What do I need to submit?

Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the **site plan example on the back of this page** to help you include all the information needed in the site plan.

Where can I get help preparing a site plan?

Neither the City Engineer nor the City staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

How does a site plan help me?

A detailed site plan helps in your own planning, communicates your construction ideas to both your contractor and us, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

Subdivision Name / Lot # _____		Owner _____
1 st Review _____	2 nd Review _____	Date Approved _____
Project Name _____		Project Location / Address _____
Reviewer _____		Designer _____
Contact _____	Phone _____	Fax _____
* This section to be filled in by the City of West Branch Building Department		

Residential site plans must identify all of the following items, if applicable:

1. ___ Address and/or lot number and subdivision name.
2. ___ Site boundary survey with north arrow. Minimum scale 1" = 30'.
3. ___ All street names, widths, and location of right-of-way.
4. ___ Total lot area in acres and square feet.
5. ___ Limits of disturbance including all areas where any work will occur (tree save and silt fencing must be within the limits of disturbance). Label total disturbed acreage.
6. ___ Existing and proposed side walk, curb and gutter, driveway, building footprint, easements, setbacks, and structures.
7. ___ Impervious area in square feet (total area of building, structures, and driveway).
8. ___ Zoning buffers – show and label square footage.
9. ___ Stream buffers – show and label square footage.
10. ___ Drainage and utility easements – show and label square footage. Show location of all pipes and structures (sewer manholes, storm structures, power boxes, etc.). Provide top and invert elevations of structures.
11. ___ Existing and proposed topography at 1-foot intervals and proposed spot elevations at all high and low points and elsewhere as necessary with associated flow arrows to illustrate drainage patterns. **Driveway slopes and FFE and bench mark elevations at curb at property lines**
12. ___ Existing and proposed location of sanitary sewer tie-in, water connection, and sump pump drain connection.
13. ___ Floodplain – show and label elevation. **Indicate M.L.O. if applicable**
14. ___ Base of all fill slopes steeper than 4:1 must terminate a safe distance from all property lines to allow for constructability and not adversely affect adjacent properties.
15. ___ Provide all necessary details for retaining walls, concrete encasement, etc. (location, material, height). If retaining wall is proposed over 4' in revealed height, include the structural design signed, dated, and sealed by an Iowa P.E. (Note that a separate building permit will be required).
16. ___ Drainage, erosion, and sedimentation control plan – show drainage paths, erosion control measures (including construction exit) and their locations.
17. ___ Tree survey identifying all trees over 18" and all trees that will be saved.

RESIDENTIAL GRADING PLAN REQUIREMENTS

A residential building permit application must contain sufficient information to allow the Development Services Department to determine whether the lot development complies with the requirements of the Grading and Stormwater chapters of the Unified Development Code (UDC).

Low Impact Development. Use of Low Impact Development (LID) design strategies, as described in Chapter 179 of the UDC, to attenuate lesser storms and more closely mimic predevelopment hydrology is encouraged. LID features appropriate for residential sites include: rain gardens, dry wells, filter strips, grassed swales, infiltration trenches, enhanced retention ponds, rain barrels, cisterns, permeable pavement or pavers, green roofs, etc.

Grading Plan:

If the proposed structure is located in a subdivision that includes an approved master drainage plan, the approved plan shall be included in the building permit application and the individual lot drainage plan shall follow the master drainage plan. (Subdivisions platted after December 2010 will include a master drainage plan.)

Lots that are not included in an approved Master Drainage Plan are required to have a specific drainage plan for each lot. The grading plan must establish a minimum Finish Floor Elevation (FFE) of the structure(s) and properly drain the parcel without detrimental affects to adjacent or downstream property owners.

Submittal information and plans include, but shall not be limited to, the following:

1. The grading plan shall be drawn to a legible conventional Engineer scale (1" = 20') using the site plan as a base map.
2. *The Grading plan shall include, a minimum, the following features:*
 - a. Provide a lot drainage plan with the Finish Floor Elevation (FFE) of the building, along with flow arrows and spot elevations. In general, drainage should be routed along the shortest practicable flow path to the street or drainage easement. (Existing flow conditions will be considered for site specific applications.)
 - b. Identify existing drainage features on the lot, adjacent lots, and at the street; including inlets, storm drain pipes, culverts, swales, springs, water impoundments, etc. and existing structures on adjacent lots (within 20 feet of the property line).
 - c. Label and identify height of retaining walls, if applicable.
 - d. Identify the 100-year floodplain and/or floodway and base flood elevations, if applicable.
3. The Grading Plan must establish positive drainage and not re-direct existing runoff to an adjacent property unless an existing drainage easement or property owner agreement is provided, or the approved master drainage plan requires runoff to be directed across adjacent properties.
4. Non structural grassed swales for rear lot drainage concentration are discouraged and shall not be installed in combination with a utility easement.

Grading Design Guidelines Information:

1. *Account for slope away from structure.*
 - a. The minimum slope of the flow path for a swale or sheet flow to the top of curb, top bank of ditch, or approved drainage inlet from the high point of the final graded lot shall be a minimum of 2% for grassed surfaces.
 - b. Final grade adjacent to structures shall slope away from the structure at a minimum rate of 5% (1:20) for a minimum of 10 ft, where possible. Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, the slope away from the structure shall be a minimum of 5% until a parallel swale is provided and slopes away from the structure at a minimum slope of 2% to the discharge point.
 - c. Grading Plan must establish positive drainage to a collection point.
 - d. Provide swales, as needed, to drain property to the right of way or dedicated drainage easement.
 - e. No standing water shall remain, unless planned low areas such as bio-retention swales, rain gardens, etc, are planned for and properly designed, including underdrains as necessary.
2. *Account for driveway/sidewalk slope.*
 - a. Show actual or relative final elevations at the gutter, back of sidewalk, at the property corners, driveway, the proposed FFE, swales, and identify Temporary Bench Mark, if used.
 - i. If no sidewalk is required and the street has a curb, grade the driveway approach and the adjacent ground to maintain a minimum of six inches elevation above the gutter at or near the right of way. This will prevent gutter flow from the street from entering the site.
 - ii. If a sidewalk is required, establish the back of sidewalk elevation above existing curb by adding the width of greenspace (6ft typ), sidewalk (5ft), and 1 ft beyond at 2%, then slope site to drain. (max 3:1)
 - iii. For either situation above, if the lot is lower than the roadway, grade driveway to divert runoff away from garage. Minimum slope away from garage should be 4% for at least 8 ft, which results in a 4 inch drop, then divert to either side and away from house.
3. *Establish the minimum FFE (finished floor elevation).*
 - a. The minimum FFE shall be at least 12 inches above the highest elevation of the bottom of swales, within 10 ft of structure.
 - b. The minimum FFE shall be at least 6 inches above the adjacent final grade.
 - c. Generally the FFE shall extend at least 18 inches above the elevation of the street gutter (when draining to the street), inlet on site, an approved drainage structure, or point at which the drainage leaves the site.
 - d. Alternate elevations are permitted subject to the approval of the building official, provided it can be demonstrated that the required drainage to the point of discharge and away from the structure is provided at locations on site, and standard methods are not feasible.

RESIDENTIAL PLOT PLAN GENERAL REQUIREMENTS

Many different permits require a plot plan (sometimes called a “site” plan), which is a detailed and accurate map of the project’s property. A complete and accurate plot plan is important to avoid delays in the review and approval of your project. A complete plot plan will include all the site features and information (depending on your site, of course) listed below. **Attached to this sheet are typical plot plan examples.**

1. The property owner’s **name** and **phone number**, the property’s **legal description** (plat, lot, block), and the **site’s address**.
2. The map **scale** whenever possible. A scale of 1” = 20’ is typical, but others 1/8” = 1’ for example, is also acceptable.
3. A **north arrow** indicating the northerly direction.
4. All **property lines**, all **right-of-ways**, all **easements** (utilities, access, etc.), and site **dimensions**. Show the **distances** between buildings, and from buildings to all property lines.
5. All **streets** and **alleys**, with **street names**. Show all **existing and/or proposed driveways**. Include surface types (asphalt, concrete, chipseal, gravel) and driveway width at curb and right-of-way.
6. Identify each building by its use (garage, residence, etc.). Include **decks**, **retaining walls**, and the like.
7. Show clear distinction between the **existing** building & driveways and any **proposed addition/changes**. Show all **curbs**, **sidewalks** and **drainage facilities**. Also show any **buildings to be demolished**.
8. Show **all power poles**, **fire hydrants**, **trees**, **shrubs**, **landscaping**, **mail boxes**, **water meters**, **catch basins**, **sewer laterals**, **transformers**, **roof drains**, **vaults**, **utility pedestals**, **street lights** (water, sewer, gas, power, phone and cable locations, and any other above ground utilities/features).
9. Call for **utility locates**, **1-800-424-5585**, to have utility owners locate underground facilities.
10. Show method of **storm water disposal** including roof run-off and slope of large paved areas.
11. All **surface water** (**creeks**, **sloughs**, **drainage ditches**, etc.) on or adjacent to the property.

Residential Plot Plan

Owner/Applicant: John & Jane Doe

Phone Number: (360) 555-1234

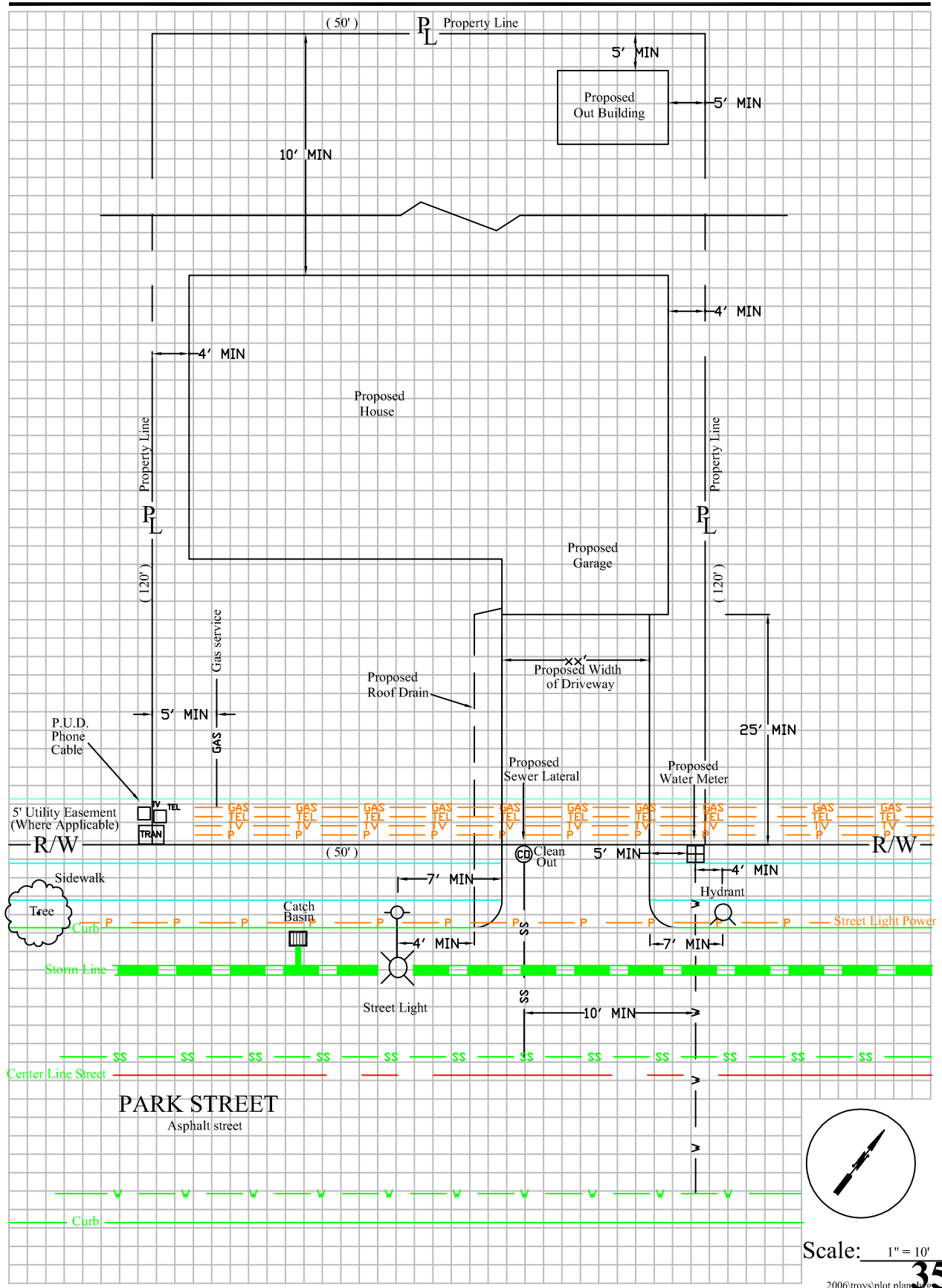
Legal Description: Lot: 5 Block: 8

Project Address: 1234 Park Street

Plat: Longview #3

Parcel Number: 05324

Project Description: (new house, replace driveway, new sidewalk, new garage, new water service, new sewer service, etc.) Building New house w/ attached garage, new driveway, new water service, new sewer service, new sidewalk, new garden shed (10 x 12)



Scale: 1" = 10'

RESIDENTIAL PLOT PLAN

Owner/Applicant: _____ Daytime Phone Number: _____

Project Address: _____, Longview, WA

Legal Descr: Lot # _____ Block # _____ Plat _____ Parcel # _____

Project Description (eg., Construct new house, addition to house, new garage, shed, fence, etc.):

What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities and easements on the site.

What do I need to submit?

Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the site plan example on the back of this page to help you include all the information needed in the site plan.

Where can I get help preparing a site plan?

Neither the Planning Division nor the Building Division staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

How does a site plan help me?

A detailed site plan helps in your own planning, communicates your construction ideas to both us and your contractor, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

Items to be shown on site plan for single-family residential development:

- 1) North arrow.
- 2) Drawn to scale (standard architectural or engineering).
- 3) Lot and building setback dimensions.
- 4) Property corner elevations (if there is more than a 4-foot elevation differential, site plan must show contour lines at 2-foot intervals).
- 5) Location of easements and driveway (existing and proposed).
- 6) Footprint of new structure (including decks), with finished floor elevations.
- 7) Location of wells and septic systems.
- 8) Utility locations.
- 9) Lot area, building coverage area, percentage of coverage and impervious area.
- 10) Existing structures on site.
- 11) Surface drainage.
- 12) Erosion control plan, including drainage-way protection, silt fence design and location of catch-basin protection, etc.
- 13) Existing and platted street names and other public ways.
- 14) Site plan to include applicant's name, phone number, map and tax lot number, site address, project or subdivision name, lot number, and zoning.
- 15) Street tree size, type and location per approved project street tree plan (if applicable), and City of Tigard Street Tree List.
- 16) Existing trees to be retained with drip line (outline of canopy) drawn to scale.
- 17) Tree protection measures, as required by land use conditions of approval, drawn to scale.
- 18) A signature of approval from the project arborist that certifies the trees and tree protection are accurately represented on the site plan, and tree protection measures will be equal to or greater than those on the approved tree protection plan.

Residential Site Plan Review

Information Guide

October 1, 2013



City of Tigard

BUILDING DIVISION

13125 SW Hall Blvd. | Tigard, OR 97223
503.718.2439 | www.tigard-or.gov

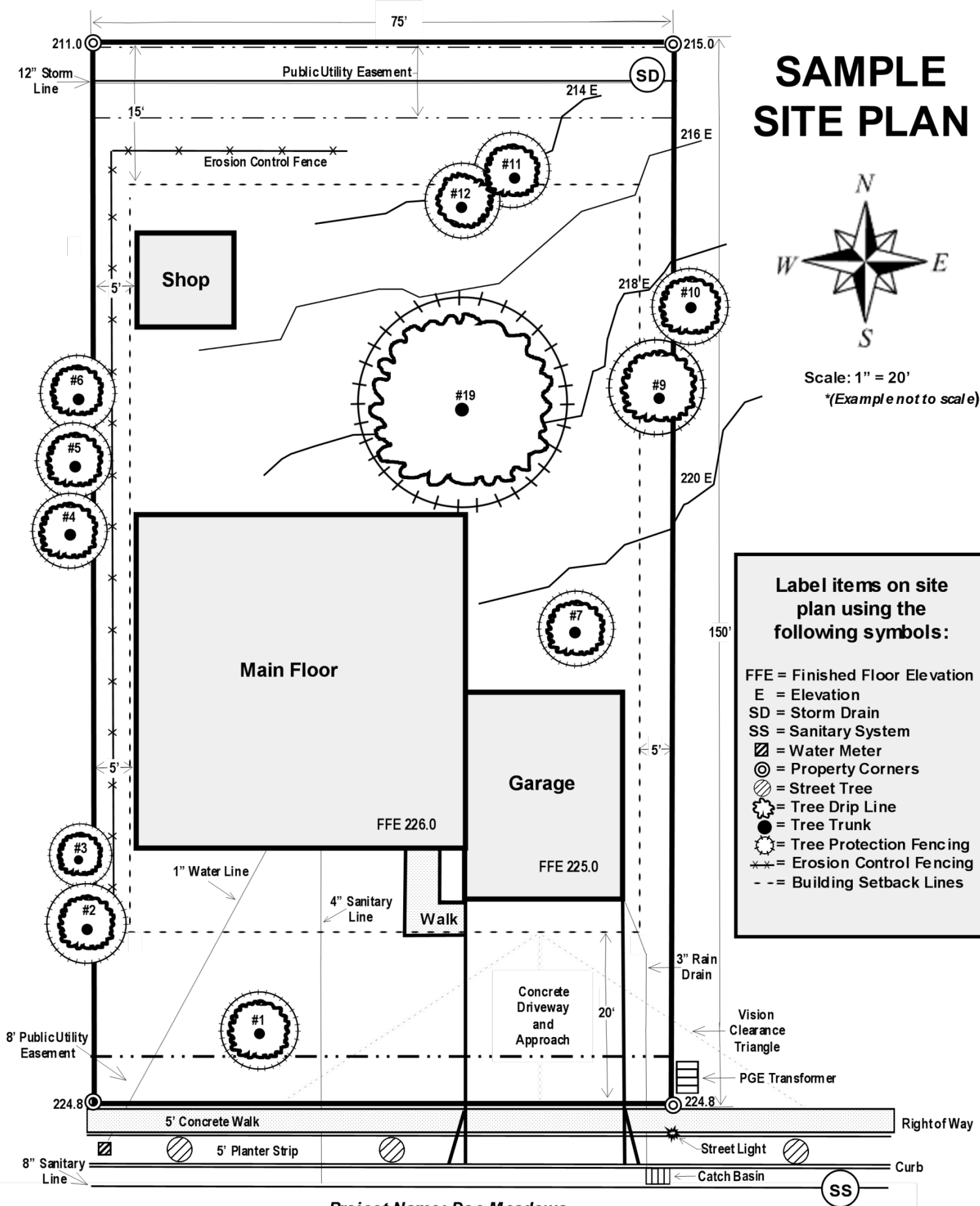
SAMPLE SITE PLAN



Scale: 1" = 20'
*(Example not to scale)

Label items on site plan using the following symbols:

- FFE = Finished Floor Elevation
- E = Elevation
- SD = Storm Drain
- SS = Sanitary System
- ⊞ = Water Meter
- ⊙ = Property Corners
- ⊘ = Street Tree
- ⊙ = Tree Drip Line
- = Tree Trunk
- ⊙ = Tree Protection Fencing
- *** = Erosion Control Fencing
- - - = Building Setback Lines



Project Name: Doe Meadows
Site Address: 12345 SW New Street, Tigard
Parcel # 1S101TM-1234

Submitted By: John Doe 4321 SW Some Street, Portland, OR 97220 503-555-9191
Prepared By: ABC Designs 9876 SW Some Street, Portland, OR 97220 503-555-1919

RESOLUTION NO. 1517

A RESOLUTION APPROVING THE PURCHASE OF A 2017 FORD F-250 SUPER
DUTY 4X4 UTILITY TRUCK IN THE AMOUNT OF \$26,000.00

WHEREAS, the West Branch Public Works Department requested and the City Council approved the purchase of a utility truck in the fiscal year 2016-2017 annual budget; and

WHEREAS, bids were accepted from local dealers and the lowest bid submitted by the deadline was from West Branch Ford in the amount of \$26,000.00.

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 2017 Ford F-250 Super Duty 4x4 Utility Truck from West Branch Ford in the amount of \$26,000.00.

Passed and approved this 19th day of September, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1518

RESOLUTION APPROVING WEST BRANCH HIGH SCHOOL PHASE 3 IMPROVEMENTS
PROJECTS SITE PLAN

WHEREAS, the West Branch Community School District has heretofore submitted a proposed Site Plan to construct the third phase of site improvements at West Branch High School in the City of West Branch, Iowa (the “Project”); and

WHEREAS, said Site Plan has heretofore been reviewed by City Staff, including the City Engineer; and

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

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

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

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

* * * * *

Passed and approved this 19th day of September, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

SITE PLAN

ENGINEER:

hbk
ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

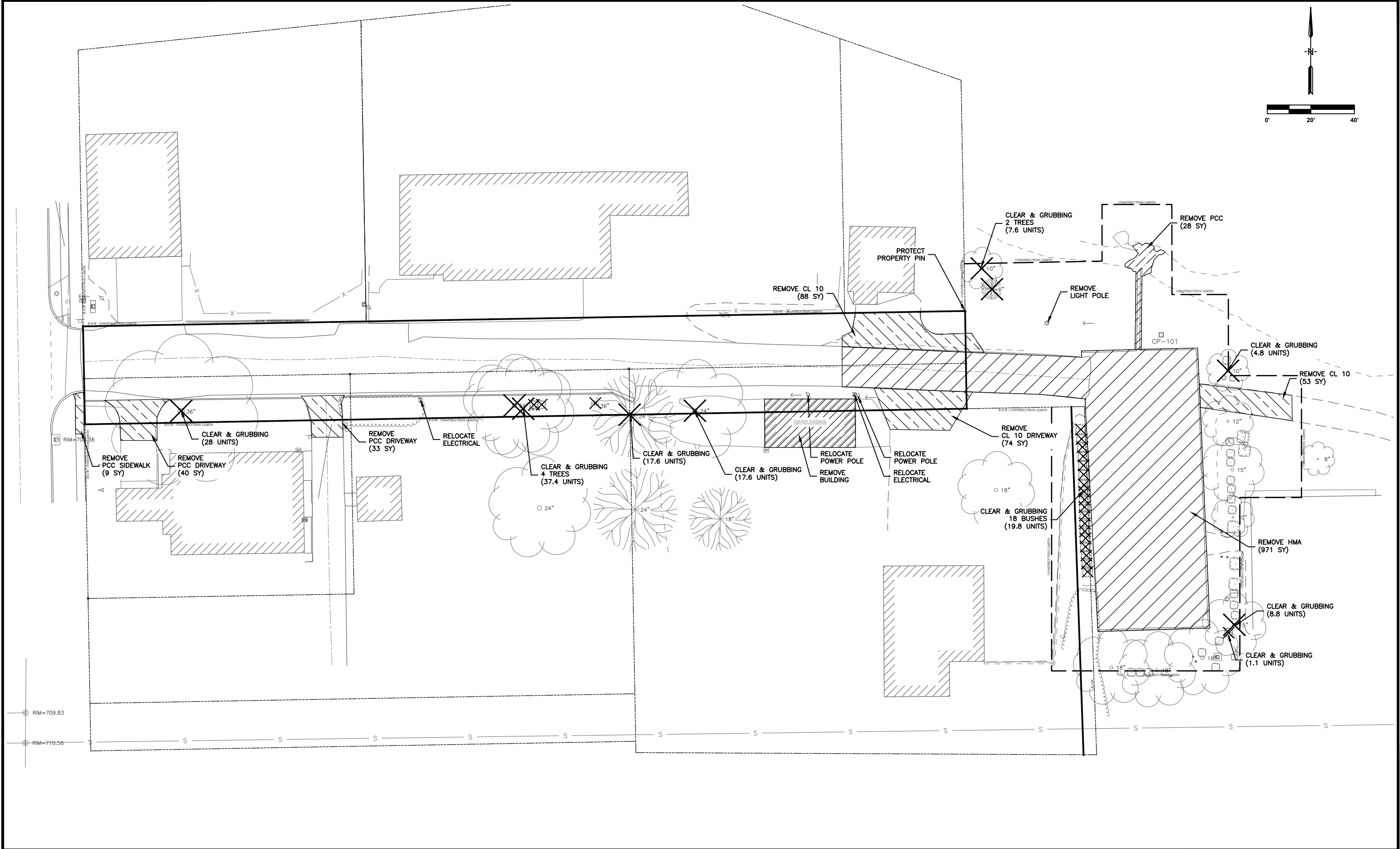


WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:				
16-0849				
DATE CREATED:				
08-15-16				
DRAWING LOG				
DATE	ISSUED FOR	DB	CH	
8-15-16	SITE PLAN	JDP	NJD	
9-14-16	BID DOCUMENTS	JDP	NJD	
PROJECT MANAGER:				
BETTIS				
SHEET:				

PLOTTED: Friday, May 06, 2016 2:33:47 PM

X-REFS: 368116 Topo & 2012-3-1 Aerial 2 & Const Limits
FILE PATH: Z:\WEST BRANCH 368116 BERANEK STREET PRELIMINARY ENGINEERING\DRAWINGS\ PRODUCTION DRAWINGS\DEMO



DATE		REVISIONS		SCALE		AS NOTED		VERIFY SCALE		STREET IMPROVEMENT CITY OF WEST BRANCH		CONCEPT #3 DEMOLITION PLAN BERANEK STREET		DWG. NO.	
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				CHECKED		DRS		IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.							
				APPROVED		DRS									
				DATE		4-20-2016									
				ISSUED FOR		REVIEW									

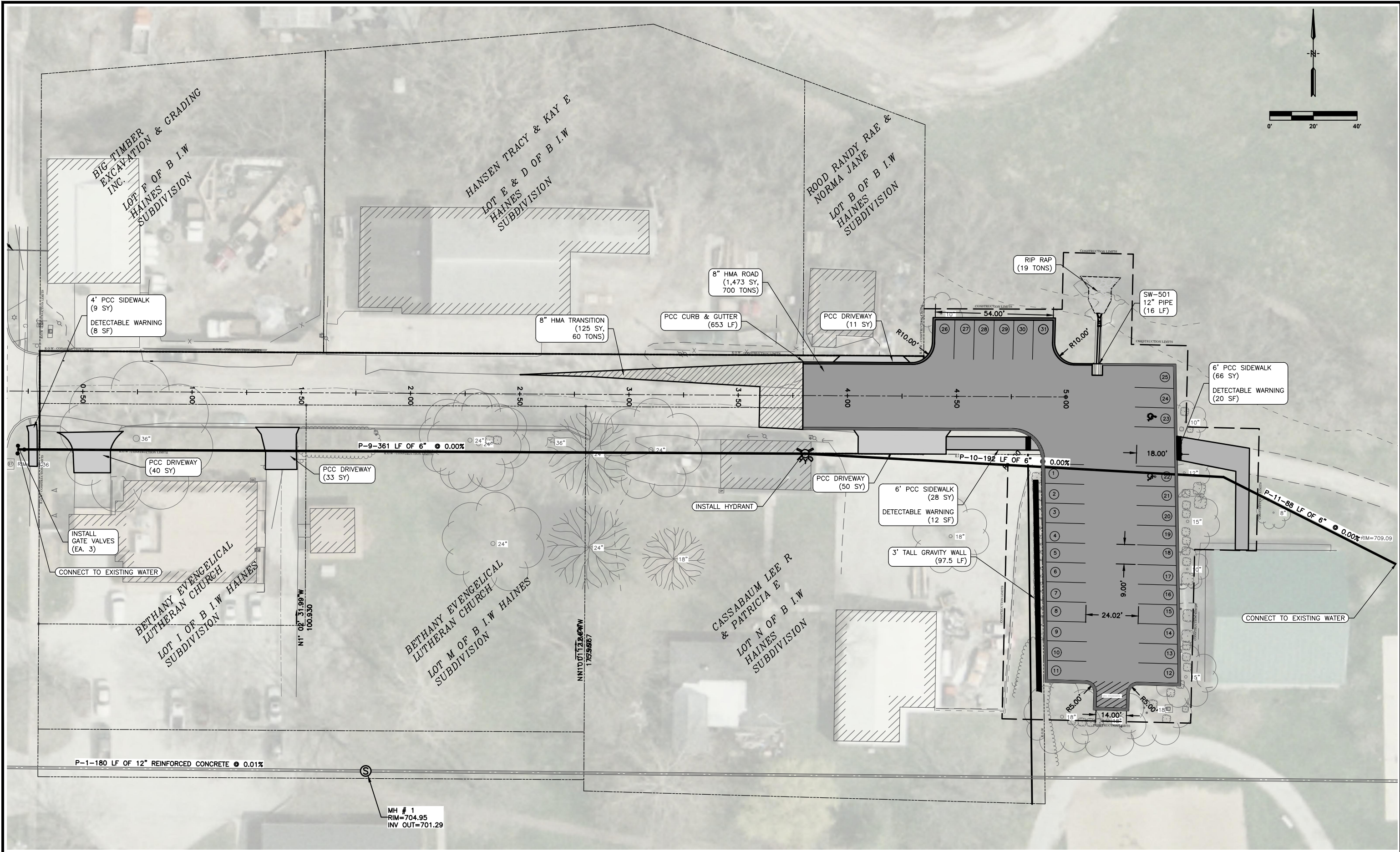


860 22nd Avenue • Suite 4 • Coraville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(VATS)

PROJECT 368116

PLOTTED: Friday, May 06, 2016 2:34:11 PM

X-REFS: 2012-3-1 Aerial 2 & 368116 Topo & Const Limits & WaterMap 2014 9-19-13
FILE PATH: Z:\WEST BRANCH 368116 BERANEK STREET PRELIMINARY ENGINEERING\DRAWINGS\DESIGN DRAWINGS\STREET CONCEPT #3



DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE	STREET IMPROVEMENT CITY OF WEST BRANCH		CONCEPT #3 PLAN BERANEK STREET		DWG. NO.
		DRAWN	EDG	BAR IS ONE INCH ON ORIGINAL DRAWING.					D.02
		CHECKED	DRS	0 1"					
		APPROVED	DRS	IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.					
		DATE	4-20-2016						
		ISSUED FOR	REVIEW						
					VEENSTRA & KIMM, INC.				
					860 22nd Avenue • Suite 4 • Coraville, Iowa 52241-1565 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(VA7S)				
							PROJECT 368116		

OPINION OF COST
BERANEK STREET - OPTION 3
WEST BRANCH, IOWA
5-4-2016

<u>Description</u>	<u>Unit</u>	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Proposed Price</u>
1 CLEAR+GRUBB	UNIT	150	\$12.00	\$1,800.00
2 EXCAVATION, CL 10, WASTE	CY	250	\$15.00	\$3,750.00
3 TOPSOIL, STRIP, SALVAGE+SPREAD	CY	110	\$5.00	\$550.00
4 MODIFIED SUBBASE	CY	110	\$25.00	\$2,750.00
5 HMA (300K ESAL) BASE, 1/2"	SY	1600	\$30.00	\$48,000.00
6 SURF, DRIVEWAY, CL A CR STONE	TON	20	\$15.00	\$300.00
7 RMVL OF EXIST STRUCT	LS	1	\$5,000.00	\$5,000.00
8 APRON, CONC, 12"	EACH	1	\$750.00	\$750.00
9 SEGMENTAL BLOCK RETAIN WALL	SF	300	\$20.00	\$6,000.00
10 INTAKE, SW-501	EACH	1	\$2,500.00	\$2,500.00
11 SUBDRAIN, TILE, 6"	LF	650	\$8.00	\$5,200.00
12 SUBDRAIN OUTLET, RF-19E	EACH	2	\$200.00	\$400.00
13 STORM SWR G-M/CAS,TRNCHED, RCP 2000D,12"	LF	16	\$50.00	\$800.00
14 ENGINEER FABRIC	SY	10	\$10.00	\$100.00
15 EROSION STONE	TON	20	\$35.00	\$700.00
16 RMVL OF PAV'T	SY	1080	\$10.00	\$10,800.00
17 SIDEWALK, PCC, 6"	SY	105	\$50.00	\$5,250.00
18 DETECTABLE WARNING - CURB RAMP	SF	40	\$30.00	\$1,200.00
19 CURB+GUTTER, PCC, 3.5'	LF	650	\$25.00	\$16,250.00
20 DRIVEWAY, PCC, 6"	SY	135	\$40.00	\$5,400.00
21 CONSTRUCTION SURVEY	LS	1	\$5,000.00	\$5,000.00
22 PAINTED PAV'T MARK, WATERBORNE/SOLVENT	STA	1.5	\$500.00	\$750.00
23 PAINTED SYMBOL+LEGEND, WATERBORNE/SOLVNT	EACH	2	\$200.00	\$400.00
24 TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00
25 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00
26 WATER MAIN, TRENCHED, PVC, 6"	LF	640	\$35.00	\$22,400.00
27 VALVE, GATE, DIP, 6"	EACH	3	\$1,000.00	\$3,000.00
28 FIRE HYDRANT ASSEMBLY, WM-201	EACH	1	\$5,000.00	\$5,000.00
29 SILT FENCE	LF	500	\$2.00	\$1,000.00
30 RMVL OF SILT FENCE	LF	500	\$0.50	\$250.00
31 CLEAN-OUT OF SILT FENCE	LF	500	\$1.00	\$500.00
			Sum	\$161,800.00
			Contingency 15%	\$24,300.00
			Total	\$186,100.00

CIP Infrastructure/Road Projects

Matt Goodale August 25, 2016

After taking part in the National Park Service concrete restoration program I believe the City could benefit from a similar approach on several areas of town that are currently listed as CIP projects and could be done as a normal expenditure from the Road Use Fund, General Fund Road Use or a combination of those as well as utilizing the water and sewer fund for smaller projects outside of the CIP. Those are listed below

1. South 1st Street, Cookson to Cedar FY18 CIP
2. Foster Street, W Main Street to school FY19 CIP
3. N 1st Street, E College Street to dead end FY20 CIP

There are several other streets that would benefit from implementing this program that are not currently listed as CIP projects. If the council approves of this approach a restoration schedule could be provided at budget time or prior to budget time this year.

There are also several projects that I feel should be added to the possible pool of CIP projects. Those are listed below.

1. East Green Street, N 5th Street to N 6th Street- Concrete curb and gutter, asphalt overlay of the existing sealcoat street. Minimal work to prepare this project as there is no water main or sanitary sewer main on this street. Storm water would need to be addressed for the two properties on the corners of N 6th Street and East Green Street.
2. East College Street, N 4th Street to N 6th Street- Concrete curb and gutter, asphalt overlay of the existing sealcoat street. This project would require water main replacement and would likely be a good area to upgrade to an 6 or 8 inch main to provide higher volume to the east side of town. I believe an engineer would be best to decide which would be necessary for this area. Sanitary sewer main repairs have been completed to this section of town but if this street were to be replaced I would suggest installing a half block of sanitary sewer main between N 5th Street and N 6th street to serve these residents who have extremely long services that are located under the edge of the road surface.
3. East Orange Street, N 4th Street to N 5th Street- Concrete curb and gutter with an asphalt overlay of the existing sealcoat. Water main on the block from N 5th Street to N 6th Street will need to be replaced and upsized to 6 inch main. All sewer main repairs have been made to this street except for the lining and grouting which should be completed in this fiscal year. Storm water intakes and piping should be inspected thoroughly and upgraded as needed.
4. East Green Street, N Downey Street to N 2nd Street- This section of street is occasionally used as a detour route. It also receives high traffic at times due to the proximity to Downtown, Parking at the Methodist Church and is connectivity between two major roadways. Due to that I believe

a road surface consistent with surrounding roads should be used. The connecting roads are concrete with curb and gutter or concrete with curb and gutter and an asphalt overlay. This street is likely to become more highly used in the future as the Wapsi Creek Park on N 2nd Street and trailhead parking for the Hoover Nature Trail are developed. The water main on this street should not require any additional work and there is no sanitary sewer main. The block between N 1st Street and n 2nd Street will require storm sewer installation for approximately half of the block.

5. One that may not be a project but is still very important is the televising and repairs of the remaining 3 phases of sanitary sewer mains. Round 1 went quickly with the additional funds utilized during the lift station project for the repairs. That phase was completed in 1 year and televising followed up with for phase 2 and 3 immediately. Phase 2 is now going on 3 years of repairs and should be completed this year. That is simply due to lack of funds available to complete it all quickly. The remaining Phases were shown to be the least troublesome during initial flow monitoring 5 or 6 years ago which leads me to believe they could be completed rather quickly if funds were available and it was put out as one or two projects-point repairs and lining/grouting. This would help cut down on the City's I&I issues which will eventually be a major determining factor in the size of a mechanical plant or additional treatment methods necessary to maintain compliance with our NPDES permit. The more quickly these repairs are made the better for the City in the long run. Many of these repairs would be necessary to make before some of the road projects or during them so getting them all at once would prepare the areas for the road repairs.

I am suggesting this as a possible project due to the possible savings the city could see doing this as one big project and due to the time frame required if it is completed through the City's Sewer Fund. I would estimate the City I&I program as currently funded will take approximately 9 years to complete the remaining 3 phases. This would put our total I&I program at a 13 to 14 year turn around. It is my opinion that a faster turnaround for the initial repairs would leave the City in a better position to effectively implement yearly televising and repairs utilizing funds available currently within the Sewer Fund.

6. I also believe another well should be looked at as a possible CIP project for future funding. The City currently has 4 operational wells. One of those is a Jordan well while the other three are Silurian. The City previously plugged another Silurian well that was located near the water tower on West Orange Street. Our current water production is covered with the wells the City has in use but another well would provide the option of less run time for each well daily which would lead to a better recharge rate for each well and would also provide the City with additional options for providing a constant supply of clean water.
7. Lastly I believe painting water tower #2 should be worked into the CIP plan. This tower was cleaned last year and the paint was in good shape but it was estimated that 3 to 4 years more without painting is the longest we should go. Water tower #1 was painted 5 years ago at an approximate cost of \$180,000.

Moving some of the water and wastewater projects to the CIP to be completed along with road projects would allow for the Water and Sewer Funds to be utilized as more of a maintenance or repair function. As funded neither the water or sewer budgets can cover the cost of these large scale projects in this time frame and provide maintenance for wells, repainting of water towers, installation of generators at the water plant or lagoons or full replacement of air lines at the lagoons. I do believe that road projects should not be completed without the infrastructure underneath being replaced or rehabilitated. The life expectancy of a surface should be taken into account when determining if infrastructure repairs should be completed at the time of surfacing as well as the remaining life expectancy of the infrastructure.

CIP Infrastructure FY17

Matt Goodale August 25, 2016

These prices for improvements are figured from previous projects mainly done with Lynchs Excavating. More precise prices may be given by the engineers. This also does not include any engineering.

Beranek Drive Improvements

Engineers Estimate for Road Work **\$225,000**

Would it be possible to instead of doing a total reconstruction to just remove curbs and install new curbs at appropriate locations 4 inches higher than the existing parking lot and overlay the existing parking lot with 4-6 inches of asphalt? That would still give a good surface but potentially lower the cost of the whole project.

First Street- Main to Green

Engineers Estimate for Road Work **\$81,000**

Televising of the sanitary sewer in this area has not been completed but I believe it should be done before roadwork begins. I would estimate the repairs to this area would be in the \$25,000 range. The water main is also in need of replacement in this area at an approximate cost of \$35,000. There are 4 storm sewer intakes that should be replaced as well at a cost of \$20,000.

Total Estimated Cost with Infrastructure **\$161,000**

Second Street- Main to Green

Engineers Estimate for Road Work **\$140,000**

Televising has been completed and no major defects found. Newer pvc pipe and concrete manholes. Replacement of cover with gasketed covers and chimney seals should be completed at time of road work. This would be a minimal project and would cost around \$2,000. The water main should be replaced with this project at a cost of \$35,000. There is no real storm sewer installed on this street but it may be necessary for portions of it. I would estimate \$25,000 would cover this work.

Total Estimated Cost with Infrastructure **\$202,000**

South Maple Street- S 2nd to S 4th

Engineers Estimate for Road Work **\$60,000**

Televising of the sanitary sewer in this area has not been completed but I believe it should be done before roadwork begins. The sanitary sewer work without televising that is a guess. Two manholes to potentially replace and pipe that could have point repairs as well as likely needing lined. Lining could be completed after the surface was completed. I would estimate \$40,000 in repairs.

Total Estimated Cost with Infrastructure **\$100,000**

CIP Infrastructure FY18

Matt Goodale August 25, 2016

College Street Bridge

Total from Engineers Estimate

\$725,000

There are significant sanitary sewer, storm water and water main projects that should be undertaken at the time of road replacement. What projects would need completed is dependent on how far to the south, east or west road work is completed. There are 7 taps needing removed in a 280 foot stretch of Second Street from Green Street to College Street. This is a newer pvc line and no other repairs are needed so this has been left until the street work was completed. There is also around 375 foot of 4 inch water main on this street that should be replaced at an approximate cost of \$35,000. The water main to the west is 4 inch and should be replaced with at a minimum 6 inch pipe. Also to the west televising of sanitary sewer and repairs associated with that will need to be completed. To the east there are a few minimal sanitary sewer repairs that should be completed as well as replacement of a 4 inch water main with a minimum of 6 inch pipe. There is approximately 1,000 foot of water main from N 1st Street to N 4th Street with a creek crossing and tie ins to several other mains. Using prices from the recent 4th Street quote for 400 foot of 6 inch main as well as engineer estimates for the East Main Street Water Main Project there would be an approximate cost of \$200,000 for the water main project in this area. The sewer sanitary sewer work for everything east of N 2nd Street would be in the \$25,000 range with the rest to be determined by televising but likely in the \$20,000 range. The work on N 2nd Street would be in the \$20,000 range for removing the taps that are not in use.

Total Estimated Cost with Infrastructure

\$1,025,000

South 1st Street, Cookson to Cedar

Total from Engineers Estimate

\$102,000

Due to several recent repairs I would recommend removing this from the CIP completely. There are some smaller repairs that could be made to this street and I would recommend completing those out of the normal operating budget.

CIP Infrastructure FY19

Matt Goodale August 25, 2016

Cookson Drive, Maple to end

Engineers Estimate for Road Work

\$73,000

An overlay of this street would not be my recommendation without extensive reconstruction of the concrete paving underneath that would be required due to the recent decline in this particular section of roadway. Storm water in this area has been an issue and should be completed before replacement or reconstruction of this road. The storm water project previously discussed for the property south of the city shop and east to the creek would likely be the best option for achieving this. That was estimated at around \$90,000. The additional street reconstruction would likely be in the \$50,000 to \$70,000 range. So \$140,000 to \$160,000 total additional cost to this project.

Total Estimated Cost with Infrastructure

\$233,000

Foster Street, Main to School

Engineers Estimate for Road Work

\$158,000

There are no utilities in this street so no additional work would be required. I also do not agree with this as a project. The condition of this street in comparison to many others is excellent. The minimal patching on this street could be completed within our normal operating budget if council so chooses. I believe this money would be better spent on a failing street such as the Cookson Drive project or an entirely different street, possibly replacing East Green from N Downey Street to 2nd Street which would tie in the previous 2 years' projects nicely.

Town Hall Renovation

Engineers Estimate for Project

\$400,000

I have nothing to add to this project except I believe a historical building such as this should be kept up and made useable without disrupting the appearance negatively or getting rid of the charm that it provides to this area of town. The interior work should likewise fit the building.

Oliphant Street, N Downey Street to 551 N Oliphant Street

Engineers Estimate for Road Work

\$130,000

The sanitary sewers in this area have not been televised but should be completed as well as repairs made prior to this work being completed. There would likely be a manhole replacement as well as point repairs and some lining. I would estimate \$30,000 worth of sanitary sewer repairs to this area but televising would be essential to getting an appropriate price.

Total Estimated Cost with Infrastructure

\$160,000

CIP Infrastructure FY20

Matt Goodale August 25, 2016

North First Street, College Street to Dead End

Engineers Estimate for Road Work **\$239,000**

This is another street I do not agree with being in the CIP but if the council chooses to keep this as a project then I have provided all the pertinent information for infrastructure work necessary. This street has a new water main that was installed in the past 10 years. The sanitary sewer main has not been televised but due to the condition of the road surface over the manholes and some sections of pipe my assumption is that there will be a decent amount of repairs to be made in this area. I would guess somewhere in the \$30,000 range. The road surface has numerous areas that will require patching but most of that work will be completed with the point repairs to the sanitary sewer system. The remaining repairs could be completed using the normal operating budget if the council so chooses. There is one section at the north end that would require large scale replacement to return it to a like new condition and another length of panels about halfway down the street that will need removed and replaced. Storm sewer repairs were recently completed to this street.

Total Estimated Cost with Infrastructure **\$269,000**

Northside Drive, N Oliphant Street to N Maple Street

Engineers Estimate for Road Work **\$113,000**

This street has not been televised but has several manholes that will need replaced/repared as well as any point repairs that are indicated by televising. I would guess the sanitary sewer repairs would be somewhere in the \$30,000 range. The water main is 4 inch and should be replaced prior to road work being completed. It should be around \$30,000. There is also a small amount of storm water infrastructure on this street that would require attention at a cost of \$15,000.

Total Estimated Cost with Infrastructure **\$188,000**

West Main Street Overlay

Engineers Estimate for Road Work **\$215,000**

East Main Street Overlay

Engineers Estimate for Road Work **\$205,000**

West Branch CIP FY16-FY20

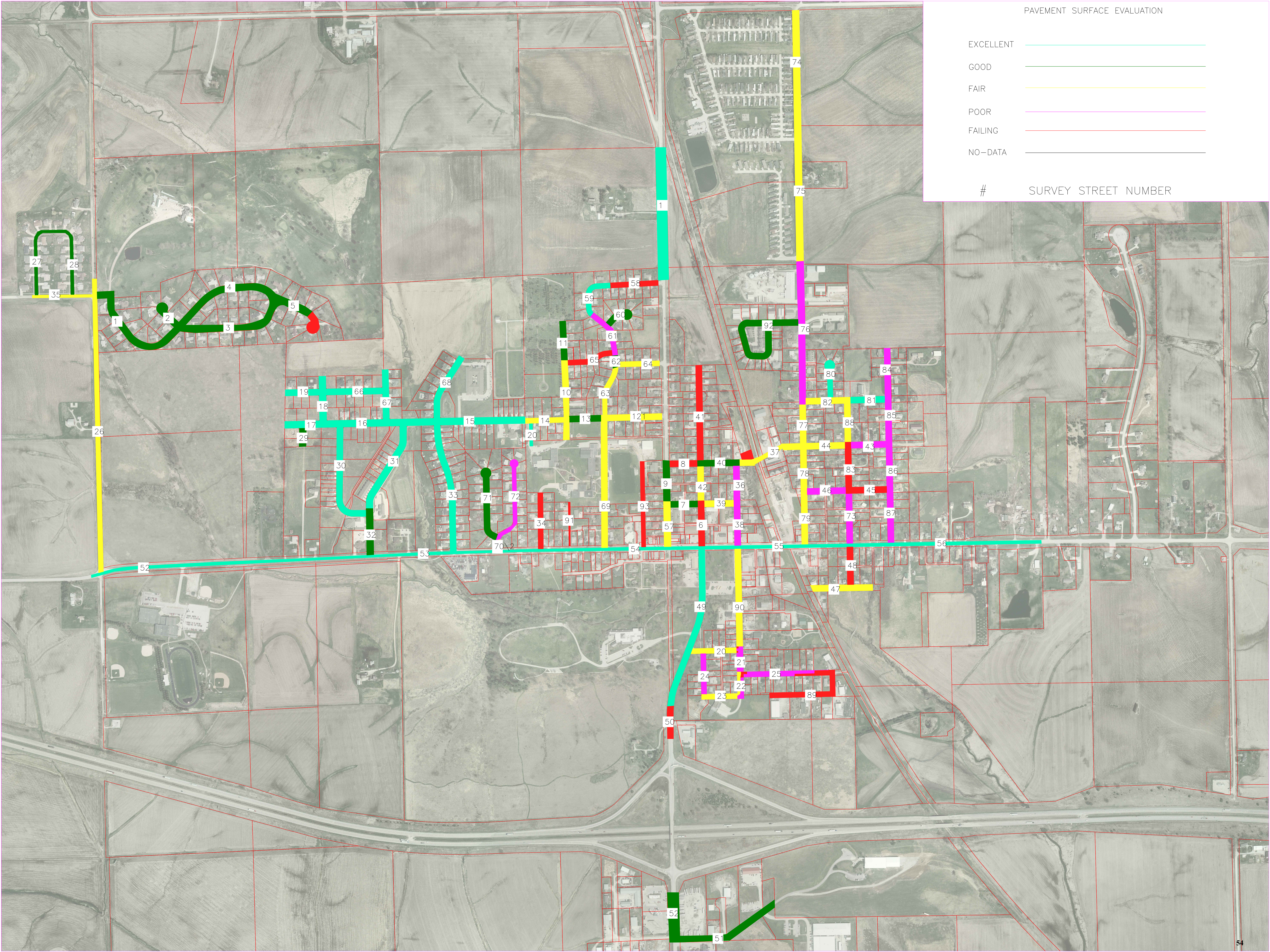
	<u>Budgeted Amount</u>	<u>Council App. Date</u> for Eng	<u>Council App. \$</u> Amount	<u>Res. #</u>	<u>Council App.</u> Date for Const	<u>Council App. \$</u> Amount	<u>Res. #</u>	<u>Minus</u> Water/Sewer	<u>\$ Amount</u>	<u>CO#1</u>	<u>CO#2</u>	<u>CO#3</u>	<u>Total</u>
<u>FY16</u>													
4th Street, Animal Clinic to Reagan	\$ 500,000.00	6/1/2015	\$ 65,000.00	1340	4/4/2016	\$ 756,332.50	1440	\$ 60,534.00	\$ 760,798.50	\$ 5,645.00	\$ 49,247.50		\$ 815,691.00
Main St Crossings @ Pedersen/Scott	\$ 70,000.00	6/1/2015	\$ 7,700.00	1341	5/16/2016	\$ 42,310.09	1465		\$ 50,010.09				\$ 50,010.09
Main & Oliphant Intersection	\$ 110,000.00	6/1/2015	\$ 11,550.00	1341	5/16/2016	\$ 63,465.14	1465		\$ 75,015.14				\$ 75,015.14
Main & Foster Intersection	<u>\$ 150,000.00</u>	6/1/2015	\$ 15,750.00	1341	5/16/2016	\$ 86,543.37	1465		<u>\$ 102,293.37</u>				<u>\$ 102,293.37</u>
Subtotal	\$ 830,000.00								\$ 988,117.10				\$ 1,043,009.60
<u>FY17</u>													
Beranek Street (Parking Lot)*	\$ 400,000.00								\$ 225,000.00				\$ 225,000.00
S. Maple, 2nd to 4th	\$ 60,000.00								\$ 100,000.00				\$ 100,000.00
N. 1st St., Main to Green	\$ 81,000.00								\$ 151,000.00				\$ 151,000.00
N. 2nd St., Green to College**	\$ 135,000.00								\$ -				\$ -
N. 2nd St., Main to Green	<u>\$ 140,000.00</u>								<u>\$ 197,990.40</u>				<u>\$ 197,990.40</u>
Subtotal	\$ 816,000.00								\$ 673,990.40				\$ 673,990.40
<u>FY18</u>													
College Street Bridge	\$ 750,000.00								\$ 885,000.00				\$ 885,000.00
S. 1st Street, Cookson to Cedar***	<u>\$ 102,000.00</u>								<u>\$ 20,000.00</u>				<u>\$ 20,000.00</u>
Subtotal	\$ 852,000.00								\$ 905,000.00				\$ 905,000.00
<u>FY19</u>													
Cookson Drive, Maple to Dead End	\$ 73,000.00								\$ 214,945.00				\$ 214,945.00
Foster Street, Main to School	\$ 158,000.00								\$ 25,000.00				\$ 25,000.00
Town Hall Restoration	\$ 400,000.00								\$ 400,000.00				\$ 400,000.00
Oliphant St., Downey to 551 N.	<u>\$ 130,000.00</u>								<u>\$ 160,000.00</u>				<u>\$ 160,000.00</u>
Subtotal	\$ 761,000.00								\$ 799,945.00				\$ 799,945.00
<u>FY20</u>													
N. 1st St., College St to Dead End	\$ 239,000.00								\$ 35,500.00				\$ 35,500.00
Northside, Oliphant to Maple	\$ 113,000.00								\$ 188,000.00				\$ 188,000.00
West Main Street Overlay	\$ 215,000.00								\$ 215,000.00				\$ 215,000.00
East Main Street Overlay	<u>\$ 205,000.00</u>								<u>\$ 205,000.00</u>				<u>\$ 205,000.00</u>
Subtotal	\$ 772,000.00								\$ 643,500.00				\$ 643,500.00
Grand Total	\$ 4,031,000.00								\$ 4,010,552.50				\$ 4,065,445.00

*Council preference to reduce scope of project
**Timing of project questioned, rolled into College St. Bridge Project
***Public Works recommends removal after recent work done to this street.

PAVEMENT SURFACE EVALUATION

EXCELLENT	<div></div>
GOOD	<div></div>
FAIR	<div></div>
POOR	<div></div>
FAILING	<div></div>
NO-DATA	<div></div>

SURVEY STREET NUMBER



xxth, 2016

Recipient Name & Title

Address Line 1

Address Line 2

Address Line 3

Dear Resident,

HBK staff want to thank you for your input at the June 13th meeting. We presented your concerns and ideas to City Council at the July 18th meeting. There was positive feedback and appreciation for time spent voicing your experiences with past flooding issues, concerns about future development, and understanding how this project will address streambank erosion.

After working closely with City staff and the City attorney there are concerns that if land was deeded over to you this would place your property in the floodplain, requiring you to obtain flood insurance to satisfy mortgage requirements and increase your insurance rates. In light of this, City Council has outlined 3 options:

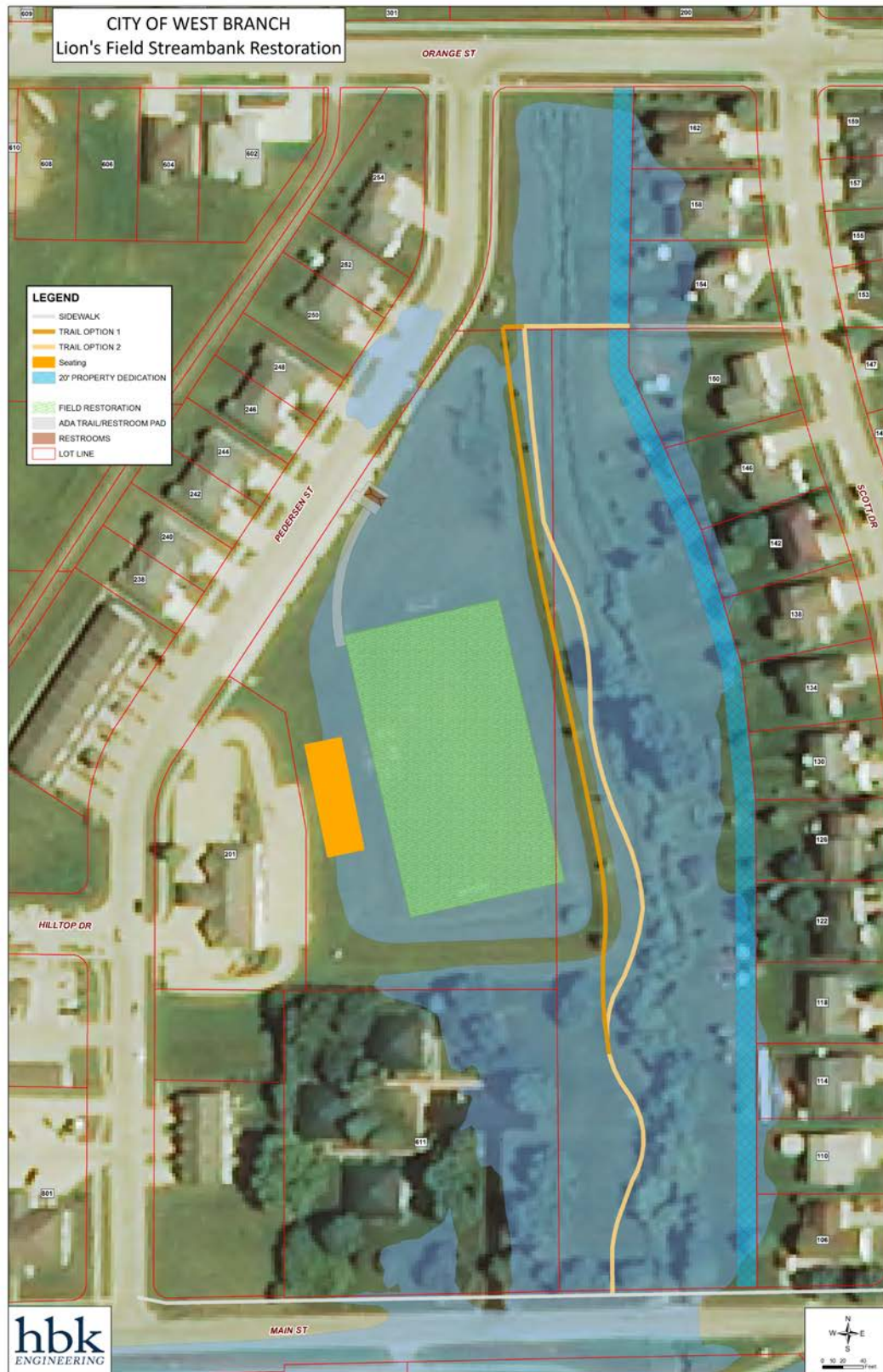
- 1) To require all structures located on City property to be moved back within your property.
- 2) City sells a 20' buffer of land off the back of properties (as shown in the map) to a Homeowners Association created by the landowners.
- 3) City maintains ownership of the property and current structures are grandfathered in for the duration of the life of that structure.

The City recognizes that residents also want clarity as to where City property is located and who will be in charge of maintaining that area. In order to address this they will delineate their property line along the east side of the creek and permanently demarcate where City maintenance begins.

This is an ongoing process and we would like to offer an opportunity to discuss these options with you. We have scheduled another neighborhood meeting for Thursday, September 22nd from 6-7pm at the Lions Field Pavilion. If you have any questions please call me at (319) 338-7557 extension 4434 or email me at voraiz@hbkengineering.com.

Sincerely,

Vanessa Fixmer-Oraiz
Community Planner



2015 WATER QUALITY REPORT FOR WEST BRANCH WATER WORKS

This report contains important information regarding the water quality in our water system. The source of our water is groundwater. Our water quality testing shows the following results:

CONTAMINANT	MCL - (MCLG)	Compliance		Date	Violation	Source
		Type	Value & (Range)			
Total Trihalomethanes (ppb) [TTHM]	80 (N/A)	LRAA	62.00 (62 - 62)	09/30/2015	No	By-products of drinking water chlorination
Total Haloacetic Acids (ppb) [HAA5]	60 (N/A)	LRAA	6.00 (6 - 6)	09/30/2015	No	By-products of drinking water disinfection
Lead (ppb)	AL=15 (0)	90th	8.00 (ND - 71) 1 sample(s) exceeded AL	2014	No	Corrosion of household plumbing systems; erosion of natural deposits
Copper (ppm)	AL=1.3 (1.3)	90th	0.7 (0.06 - 0.81)	2014	No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
950 - DISTRIBUTION SYSTEM						
Chlorine (ppm)	MRDL=4.0 (MRDLG=4.0)	RAA	1.4 (0.84 - 1.95)	12/31/2015	No	Water additive used to control microbes
02 - S/EP FROM WELLS #2, #4, #5, #6						
Barium (ppm)	2 (2)	SGL	0.12	04/10/2013	No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
Fluoride (ppm)	4 (4)	SGL	0.81	04/10/2013	No	Water additive which promotes strong teeth; Erosion of natural deposits; Discharge from fertilizer and aluminum factories
Sodium (ppm)	N/A (N/A)	SGL	100	04/10/2013	No	Erosion of natural deposits; Added to water during treatment process
Nitrate [as N] (ppm)	10 (10)	SGL	1.3	2015	No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Note: Contaminants with dates indicate results from the most recent testing done in accordance with regulations.

DEFINITIONS

- Maximum Contaminant Level (MCL) – The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- Maximum Contaminant Level Goal (MCLG) -- The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- ppb -- parts per billion.
- ppm -- parts per million.
- N/A – Not applicable
- ND -- Not detected
- RAA – Running Annual Average
- LRAA – Locational Running Annual Average
- Action Level (AL) – The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.



CCR Certification Form

For Systems with mailing waivers

WEST BRANCH WATER WORKS

PWSID: 1694000

The community water system indicated above hereby confirms that the Consumer Confidence Report (CCR) has been distributed to customers (and appropriate notices of availability have been given) and that the information is correct and consistent with the compliance monitoring data previously submitted to IDNR by your certified laboratory.

System-specific details on requirements of CCR distribution to customer are outlined below.

• **Systems electing to distribute the CCR by direct delivery.**

This can be accomplished by mail, electronic delivery, or other form of direct delivery. Provide the date of distribution and delivery method in the space below. Refer to the following website for electronic delivery options: <http://water.epa.gov/lawsregs/rulesregs/sdwa/ccr/upload/ccrdeliveryoptionsmemo.pdf>. Provide URL if distributed electronically.

• **Systems electing not to distribute the CCR by direct delivery must complete all of the following.**

Systems serving between 501 and 10,000 persons must:

1. Publish the CCR in the local newspaper(s). Attach a copy of the notice. List newspaper and dates below:
2. Inform customers the CCR will not be mailed. List methods and date of notification below:
3. Develop procedures to make reports available upon request. Specify below:

Systems serving fewer than or equal to 500 persons must:

Inform customers the CCR is available upon request and will not be mailed. List methods used and date completed below:

Certified by: Name Timothy Moss
Title Lead Water Operator
Phone # 319 631-2950 Date 5-25-16

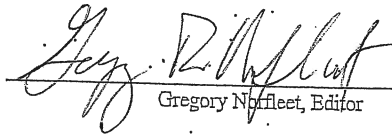
Return to: Iowa DNR Water Supply Operations Section
Wallace State Office Building
502 E. 9th Street
Des Moines, IA 50319-0034

PROOF OF PUBLICATION

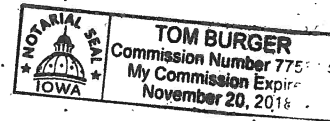
STATE OF IOWA
County of Cedar

I, Gregory Norfleet, being duly sworn, on my oath to do say, that I am editor of the West Branch Times, a Newspaper issued weekly at West Branch, in said County of Cedar; that the Notice of which the attached printed copy taken from the printed files of said Newspaper is a copy, was inserted and published in said Newspaper in the issue of June 2, 2016

and the reasonable fee for publishing said Notice is


Gregory Norfleet, Editor

Subscribed by the above named Gregory Norfleet in my presence, and by him sworn before me, at West Branch, Cedar County, Iowa.



2015 WATER QUALITY REPORT FOR WEST BRANCH WATER WORKS

CONTAMINANT	MCL - (MCLG)	Compliance		Date	Violation Yes/No	Source
		Type	Value & (Range)			
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City of West Branch Proceedings

2015 WATER QUALITY REPORT FOR WEST BRANCH WATER WORKS

This report contains important information regarding the water quality in our water system. The source of our water is groundwater. Our water quality testing shows the following results:

(Table on the right)

Note: Contaminants with dates indicate results from the most recent testing done in accordance with regulations.

DEFINITIONS

- Maximum Contaminant Level (MCL) - The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible

2016 Annual Goal Setting Analysis

Staff is recommending the removal of seven of the thirteen goals set in 2015 because they have been completed or are expected to be completed in the current fiscal year:

- 1) Additional Amenities at Wapsi Creek Park (Goal #2) – Added arch swing requested by students at West Branch Elementary School and expanded the playground footprint at Wapsi Creek Park compared to original concept plan. Expected completion in fall of 2016.
- 2) New salt shed (Goal #4) – expected to be completed before June 30, 2017.
- 3) North Downey & East Main Street Sidewalks (Goal #6) – Completed N. Downey St. sidewalk in August of 2016.
- 4) Complete I & I Phase II Work (Goal #7) – Lining and grouting expected to be completed in spring of 2017.
- 5) Continue to work with Cedar County Emergency Management on Emergency Communications System (Goal #8) – Emergency communications system is operational.
- 6) Trail Expansion (Goal #10) – Trail to be installed south of interstate & improvements to trail access at Pedersen Street.
- 7) Creek Cleanup (Goal #11) – Currently engineering and planning for Lions Creek Restoration Project.

Six of the remaining thirteen items have had some work completed and are ongoing projects. Staff is recommending that these items be considered again in the coming year:

- 1) Street Upkeep – Need more specific information attached to this goal. (Goal #1)
- 2) Splash Pad – If this is not funded in the FY18 Annual Budget or CIP, it cannot be completed. (Goal #3)
- 3) Business Incentive Plan – One size fits all may not be a good approach. It may be better to handle these potential incentives on a case-by-case basis. (Goal #5)
- 4) Preserve Municipal Golf Course – While we hope to have this goal accomplished in the near future, it might be considered as a future goal until accomplished. (Goal #9)
- 5) Adopt a PTO Plan, Disability and Maternity/Adoption Policy – Staff hopes to complete this goal in the upcoming budget process. (Goal #12)
- 6) Flood retention structure – The Stream Team 2 continues to work on this goal. (Goal #13)

Staff also recommends consideration of the following items:

- 1) Develop plan to address three problem alleys and start work – Muckler
- 2) Incentive pay for clerk and finance officer certifications – Muckler
- 3) Provide online payment option for utility bills - Muckler
- 4) Add part-time help to Park & Rec, Public Works and Administration – Muckler
- 5) Police Department evidence facility – Horihan
- 6) Work on Foster Street sidewalk project proposal with School District – Muckler
- 7) Install five demonstration stormwater BMP's - Stevenson

Staff also welcomes consideration of any other items that members of the City Council may wish to have included as potential future goals. Those items may be suggested at any time up to and including the 2016 Annual Goal Setting Session to be held during a City Council Work Session immediately following the September 19, 2016 Regular City Council Meeting.

Revised 2016 Annual Goal Setting List

After receiving feedback from staff members and elected officials, an updated list of potential goals has been pulled together for Council to consider for adoption:

- 1) Street Maintenance (crack sealing, panel replacement, seal coat)
- 2) Park Planning (provide feedback to engineer on park space in PV; naming the new park)
- 3) Housing Incentive Program (extend program until December 31, 2018)
- 4) Golf Course (staff to gather options on keeping course open and report to City Council on December 5, 2016)
- 5) Employee Benefits (adopt a PTO plan, disability and maternity/adoption policy)
- 6) Flood Retention Structures (Stream Team 2 to identify potential location)
- 7) Street Inventory Report (Instruct city engineer to prepare updated street report for CIP decision-making process)
- 8) Green Street Completion (finish Green Street from 5th -6th Street)
- 9) Orange Street Improvements (upgrade street from 4th to 6th Street)
- 10) SRF/IUP (State Revolving Fund/Intended Use Plan – place water main replacement projects on SRF/IUP – Main Street from 5th to city limits, Main & 5th to Water Street, Main & 5th to railroad right-of-way, 4th Street, 6th Street)
- 11) Alleys (develop plan to address three problem alleys and start work – Terror Trail, Main Street between 4th and 5th, Cedar Street)
- 12) Incentive pay for clerk and finance officer certifications
- 13) Online payment options (utility bills, library fees, park & rec, etc.)
- 14) Part-time positions (add additional part-time positions for Public Works, Park & Rec and Administration)
- 15) Police Department Evidence Facility
- 16) Foster Street Sidewalk
- 17) Stormwater BMP's (install five demonstration stormwater best management practices)
- 18) Approve Cost of Living of Living Increases for Water and Sewer Rates
- 19) Main Street Sidewalk – Phase 4 (identify which sidewalks to include in Phase 4)
- 20) I&I Phase 3 Point Repairs

GOAL SETTING SESSION RESULTS: 2010-2015

The City Council adopted the following set of goals at their September 21, 2015 Goal Setting Session:

- 1. Street Upkeep (15)**
Miller-6, Shields-3, Pierce-3, Ellyson-2, Laughlin-1
- 2. Additional amenities at Wapsi Creek (14)**
Stevenson-4, Shields-3, Pierce-3, Ellyson-2, Laughlin-2
- 3. Splash Pad (14)**
Shields-3, Pierce-3, Ellyson-3, Laughlin-3, Stevenson-2
- 4. New Salt Shed (12)**
Stevenson-5, Pierce-2, Shields-2, Miller-1, Ellyson-1, Laughlin-1
- 5. Business Incentive Plan (12)**
Miller-4, Laughlin-4, Shields-2, Ellyson-1, Stevenson-1
- 6. North Downey & East Main Street Sidewalks**
Pierce-3, Stevenson-3, Shield-2, Ellyson-2, Laughlin-1
- 7. Complete I & I Phase II Work (11)**
Miller-5, Pierce-2, Ellyson-2, Shields-1, Laughlin-1
- 8. Continue to work with Cedar County Emergency Management on Emergency Communications System (9)**
Miller-2, Shields-2, Pierce-2, Ellyson-2, Stevenson-1
- 9. Municipal Golf Course (8)**
Pierce-3, Ellyson-3, Laughlin-2
- 10. Trail Expansion (7)**
Shields-3, Laughlin-2, Miller-1, Stevenson-1
- 11. Creek Cleanup (7)**
Pierce-2, Ellyson-2, Miller-1, Shields-1, Laughlin-1
- 12. Adopt a PTO plan, Disability, Maternity/Adoption Plan (6)**
Stevenson-3, Shields-1, Ellyson-1, Laughlin-1
- 13. Flood Retention Structures (6)**
Miller-2, Laughlin-2, Ellyson-1, Stevenson-1

Other goals considered by the City Council:

14. Later City Office hours (4)
15. Police Evidence facility (2)
16. Provide online payment option for Utility billing accounts (1)
17. Police Recruitment Program (1)
18. Paver crosswalks downtown
19. Pilot Stormwater BMP
20. Place cemetery information online
21. Code Revisions
22. Acquire Electronic Records System
23. Define pay ranges for positions

The City Council adopted the following set of goals at their September 15, 2014 Goal Setting Session:

1. Street Upkeep (14)
2. Complete I&I Phase II Work (13)
3. Funding for HHTD Inflatables and Fireworks (12)
3. Pilot 5 Stormwater Best Management Practices (12)
3. Flood Retention Structures (12)
6. Mayor/Council Pay Ordinance (11)
6. Trail Expansion (11)
8. Municipal Golf Course (10)
9. Add 4th Full-Time Police Officer (9)
9. Implement CIP into FY16 Budget (9)
9. Code Revisions (9)
12. Provide online payment option for utility bills (8)
13. Creek Clean-Up (7)
14. Adopt a PTO Plan, Disability and Maternity/Adoption Policy (4)
14. Place Cemetery Information Online (4)
16. Later Office Hours (3)

The City Council adopted the following set of goals at their September 3, 2013 Goal Setting Session:

1. Capital Improvement Plan (CIP) to include sidewalks (20)
2. Bus Barn/Library discussion between Council and School Board (17)
3. Park planning process (14)
4. Renew partnership with CEDCO (13)
5. Street upkeep (11)
6. Funding for HHTD inflatables and fireworks (10)
6. Place cemetery information online (10)
6. Creek Clean-Up (litter clean-up, stream bank stabilization, brush removal, and native plantings, especially at Main Street Bridge) (10)
9. Adopt a stormwater utility (9)
10. Electronic Council packets (IPads, Kindles, Nooks or notebook computers) (8)
10. Continue trail expansion (8)
12. Bike racks downtown (4)

The City Council adopted the following set of goals at their October 9, 2012 Goal Setting Session:

1. Make repairs to wastewater infrastructure identified in I & I Study (27)
2. Continue I&I work (21)
3. New lift station (12)
4. Develop comp plan and CIP plan (11)
5. Acquire automated water meter reading equipment (10)
6. Two pedestrian bridges across the Wapsi Creek - WB Village to Hoover Trail and Beranek Park to the proposed dog park (10)
7. Street Upkeep (10)
8. Plan for future community center site acquisition and/or purchase (9)
9. Creek clean up (8)
10. Work with School District to increase safety of children going to and from the elementary/middle school complex (7)
11. Adopt plan for Wapsi Creek Park based on recommendations from the Park & Rec Commission (6)
12. Work with Animal Control Commission and community organizations to construct a dog park (5)
13. Update City's Zoning Map (3)

The City Council adopted the following set of goals at their September 19, 2011 Goal Setting Session:

1. Offer for sale the Cookson Center Property and plan for future community center site acquisition and/or purchase. (10 votes)
2. Parking on Main Street between Parkside Dr and Second Street. (9 votes)
3. Creek clean up. (8 votes)
4. Create stormwater utility. (7 votes)
5. Adopt plan for park space (Wapsi View Trailer Court) based on recommendations from the Park & Rec Commission. (7 votes)
6. Continue I&I work (7 votes)
7. Develop comp plan and CIP plan. (7 votes)
8. Adopt financial and purchasing policies including spending limits and debt limits. (7 votes)
9. Increase funding for Hoover's Hometown Days, including band for fireworks and larger fireworks display. (6 votes)
10. Make repairs to wastewater infrastructure identified in I & I Study. (6 votes)
11. New lift station (6 votes)
12. Provide raises for employees in FY 11 & 12 (6 votes)
13. Update resolution and ordinance books (5 votes)
13. Clear site of Wapsi View Trailer Court and plant grass. (4 votes)
14. Continue second year of funding of the three-year plan to bring up salaries at Library. (4 votes)

September 19, 2011 Goal Setting Session Results (continued):

15. Work with School District to increase safety of children going to and from the elementary/middle school complex. (4 votes)
16. Increase partnership and level of support for West Branch Main Street. (4 votes)

The City Council adopted the following set of goals at their September 1, 2010 Goal Setting Session:

1. Consolidate City offices (19 votes)
2. Provide raises for employees in FY 2011/2012 (17 votes)
3. New lift station (15 votes)
4. Continue I&I work (15 votes)
5. Plan for Park and Rec building – Cookson. (15 votes)
6. Look at consolidating cleaning services (10 votes)
7. Adopt a PTO plan. Comp to be used as time off only (9 votes)
8. Contract with independent financial advisor (7 votes)
9. Have a teen program for summer (7 votes)
10. Library expansion (7 votes)
11. Acciona to build wind turbine to power City buildings. &/or whole town. (7 votes)
12. Make administrative assistant full time position. (6 votes)
13. Develop comp plan and CIP plan (6 votes)
14. Update resolution and ordinance books (6 votes)
15. Sidewalk plan - repair current sidewalks. Build new sidewalks. (4 votes)
16. Growing population. Need more police officers. (4 votes)
17. Repaint water tower (3 votes)
18. Annex the interstate (3 votes)
19. Conduct an annexation study. (1 vote)
20. Increase revenue for the City (1 vote)