



AGENDA
CITY OF CEDAR FALLS, IOWA
REGULAR MEETING, CITY COUNCIL
MONDAY, MARCH 5, 2018
7:00 PM AT CITY HALL

- A. Call to Order by the Mayor.
- B. Roll Call.
- C. Approval of Minutes of the Regular Meeting of February 19, 2018.
- D. Agenda Revisions.
- E. Special Order of Business:
 1. Public hearing on the proposed plans, specifications, form of contract & estimate of cost for the 2018 Sanitary Sewer Rehabilitation Project.
 - a. Receive and file proof of publication of notice of hearing. (Notice published February 23, 2018)
 - b. Written objections filed with the City Clerk.
 - c. Oral comments.
 2. Resolution approving and adopting the plans, specifications, form of contract & estimate of cost for the 2018 Sanitary Sewer Rehabilitation Project.
 3. Public hearing on a proposal to undertake a public improvement project for the Campus Street Bridge Replacement University Branch of Dry Run Creek Project and to authorize acquisition of private property for said project.
 - a. Receive and file proof of publication of notice of hearing. (Notice published February 23, 2018)
 - b. Written objections filed with the City Clerk.
 - c. Oral comments.
 4. Resolution approving a public improvement for the Campus Street Bridge Replacement University Branch of Dry Run Creek Project and authorizing acquisition of private property for said project.
 5. Hearing on a complaint issued to B & B West, 3105 Hudson Road, for a first tobacco violation.
 - a. Oral comments.
 6. Approve and authorize execution of an Order Assessing Penalty relative to a First Tobacco Violation regarding B & B West, 3105 Hudson Road.

7. Hearing on a complaint issued to Great Wall, 2125 West 22nd Street, for a first tobacco violation.
 - a. Oral comments.
8. Approve and authorize execution of an Order Assessing Penalty relative to a First Tobacco Violation regarding Great Wall, 2125 College Street.

F. Old Business:

1. Reconsider action taken relative to a Highway Corridor and Greenbelt (HCG) Overlay Zoning District site plan for construction of a convenience store/gas station and detached carwash on Lots 33 & 34 of Pinnacle Prairie Business Center North. (4515 Coneflower Parkway)

G. New Business:

1. Consent Calendar: (The following items will be acted upon by voice vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)
 - a. Receive and file the resignation of Eashaan Vajpeyi as a member of the Human Rights Commission.
 - b. Approve the recommendation of the Mayor relative to the appointment of Evan Renfro to the Library Board of Trustees, term ending 06/30/2022.
 - c. Receive and file the Committee of the Whole minutes of February 19, 2018 relative to the following items:
 - (1) Library Board of Trustees interview (Evan Renfro).
 - (2) On-street parking regulations for trailers.
 - (3) Butchering/harvesting animals within city limits.
 - (4) Recreation/Aquatics Programs.
 - (5) Bills & Payroll.
 - d. Approve and adopt action taken at the Committee of the Whole meeting of February 19, 2018 relative to the following items:
 - (1) On-street parking regulations for trailers.
 - (2) Butchering/harvesting animals within city limits.
 - e. Receive and file the City Council Work Session minutes of February 26, 2018.
 - f. Receive and file Departmental Monthly Reports of January 2018.
 - g. Approve a request for street closures for the Downtown Show and Shine, May 6, 2018.
 - h. Approve and authorize execution of an Order Accepting Settlement Agreement relative to a First Tobacco Violation regarding Metro Mart, 103 Franklin Street.
 - i. Approve the following applications for beer permits and liquor licenses:
 - (1) Pheasant Ridge Golf Course, 3205 West 12th Street, Class B beer & outdoor service - renewal.
 - (2) Happy's Wine & Spirits, 5925 University Avenue, Class E liquor - renewal.
2. Resolution Calendar: (The following items will be acted upon by roll call vote on a single motion without separate discussion, unless someone from the Council or public requests that a specific item be considered separately.)

- a. Resolution deleting the pay for an employee in the position of PT-Community Service Officer I in the Police Operations Division.
- b. Resolution deleting the pay for an employee in the position of Public Safety Officer in the Police Operations Division.
- c. Resolution establishing the pay for a new employee hired in the position of PT-Community Service Officer I in the Police Operations Division.
- d. Resolution establishing the pay for a new employee hired in the position of PT-Assistant Equipment Mechanic in the Public Works & Parks Division.
- e. Resolution establishing the pay for a new employee hired in the position of Traffic Operations Supervisor in the Public Works & Parks Division.
- f. Resolution establishing the pay for an employee assigned to the position of Acting Battalion Chief-POC in the Fire Operations Division.
- g. Resolution establishing the pay for an employee reclassified to the position of Public Safety Officer in the Police Operations Division.
- h. Resolution adjusting the pay for two employees in the position of PT-Community Service Officer I in the Police Operations Division.
- i. Resolution approving and adopting the Classification and Compensation Study relative to job classifications and pay grade allocations for certain employees of the City of Cedar Falls.
- j. Resolution approving and authorizing execution of an Amendment to Agreement for Animal Control Services with the City of Waterloo, Iowa.
- k. Resolution approving and authorizing execution of a grant agreement with the Black Hawk County Gaming Association relative to construction of pickle ball courts at Orchard Hill Park.
- l. Resolution approving the Certificate of Completion and accepting the work of Aspro, Inc. for the 2017 Street Restoration Project.
- m. Resolution approving the Certificate of Completion and accepting the work of Blacktop Service Company for the 2017 Seal Coat Project.
- n. Resolution approving and accepting the contract and bond of Peterson Contractors, Inc. for the 2018 Street Construction Project.
- o. Resolution approving funding and authorizing execution of an Application for Assistance with the Black Hawk Soil and Water Conservation District relative to the University Avenue Bioretention Cells.
- p. Resolution approving and authorizing execution of a Form of Contract for Asbestos Removal with Advanced Environmental Testing and Abatement, Inc., in conjunction with a nuisance abatement relative to 216 Iowa Street.
- q. Resolution approving the Pinnacle Ridge Minor Plat.
- r. Resolution approving the preliminary plat of Gateway Business Park at Cedar Falls.
- s. Resolution setting March 19, 2018 as the date of public hearing to consider entering into a proposed Agreement for Private Development and to consider conveyance of certain city-

owned real estate to ACOH, L.L.C.

- t. Resolution setting March 19, 2018 as the date of public hearing on the proposed vacation of utility easements on Lots 2 & 4 in Auditor's Mill Company Plat.
 - u. Resolution setting March 19, 2018 as the date of public hearing on the proposed vacation and dedication of utility easements on Lots 32 and 33 of Pinnacle Prairie Business Center North.
 - v. Resolution setting March 19, 2018 as the date of public hearing on a proposed vacation and conveyance of a portion of Dallas Drive right-of-way to John G. Investments, Inc.
 - w. Resolution setting March 19, 2018 as the date of public hearing on proposed amendments to the FY18-19 Annual Consolidated Plan and FY15-19 Consolidated Plan for the Community Development Block Grant and Home Programs.
 - x. Resolution setting March 19, 2018 as the date of public hearing on the proposed adoption by reference of the 2017 Edition of the National Electrical Code and certain amendments thereto.
- 3. Pass an ordinance amending Chapter 6, Animals, of the Code of Ordinances relative to butchering and disposal of dead animals, upon its first consideration.
 - 4. Pass an ordinance amending Chapter 26, Traffic and Motor Vehicles, of the Code of Ordinances relative to prohibiting parking on the Vine Street cul-de-sac, upon its first consideration.
- H. Allow Bills and Payroll.
 - I. City Council Referrals.
 - J. City Council Updates.
 - K. Public Forum. (Speakers will have one opportunity to speak for up to 5 minutes on topics germane to City business.)
 - L. Adjournment.

**CITY HALL
CEDAR FALLS, IOWA, FEBRUARY 19, 2018
REGULAR MEETING, CITY COUNCIL
MAYOR JAMES P. BROWN PRESIDING**

The City Council of the City of Cedar Falls, Iowa, met in Regular Session, pursuant to law, the rules of said Council and prior notice given each member thereof, in the City Hall at Cedar Falls, Iowa, at 7:00 P.M. on the above date. Members present: Miller, deBuhr, Kruse, Blanford, Darrah, Wieland, Green. Absent: None.

- 51729 - It was moved by deBuhr and seconded by Green that the minutes of the Regular Meeting of February 5, 2018 be approved as presented and ordered of record. Motion carried unanimously.

The Mayor recognized a Boy Scout in attendance at the meeting.

- 51730 - Mayor Brown announced that in accordance with the public notice of February 7, 2018, this was the time and place for a public hearing on the proposed FY19 Budget for the City of Cedar Falls. It was then moved by Blanford and seconded by Miller that the proof of publication of notice of hearing be received and placed on file. Motion carried unanimously.

- 51731 - The Mayor then asked if there were any written objections filed to the proposed Budget. Upon being advised that there were no written objections on file, the Mayor then called for oral comments. Finance & Business Operations Director Rodenbeck commented briefly. There being no one else present wishing to speak either for or against the proposed Budget, the Mayor declared the hearing closed and passed to the next order of business.

- 51732 - It was moved by Blanford and seconded by Wieland that Resolution #20,957, approving and adopting the FY19 Budget for the City of Cedar Falls, be adopted. Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Blanford, Darrah, Wieland, Green. Nay: None. Motion carried. The Mayor then declared Resolution #20,957 duly passed and adopted.

- 51733 - It was moved by Darrah and seconded by Wieland that Resolution #20,958, approving a Highway Corridor and Greenbelt (HCG) Overlay Zoning District site plan for construction of a grocery store on Lots 32 & 33 of Pinnacle Prairie Business Center North (4500 South Main Street), be adopted. Following comments by Penny Popp, 4805 South Main Street, John Dutcher, 1238 Clark Drive, and Curt Olson, 3707 South Main Street, questions by Councilmembers deBuhr, Darrah and Green, and responses by City Engineer Resler and City Planner III Sturch, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Blanford, Darrah, Wieland. Nay: Green. Motion carried. The Mayor then declared Resolution #20,958 duly passed and adopted.

- 51734 - It was moved by Miller and seconded by Blanford that a resolution approving a Highway Corridor and Greenbelt (HCG) Overlay Zoning District site plan for construction of a convenience store/gas station and detached carwash on Lots 33 & 34 of Pinnacle Prairie Business Center North (4515 Coneflower Parkway), be

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adopted. City Planner III Sturch provided a brief background on the proposed site plan and responded to questions by Councilmembers Kruse, Darrah and deBuhr.

The following individuals expressed concerns or spoke in opposition to the proposed site plan:

Rosemary Beach, 5018 Sage Road
Larry Wyckoff, 4241 Eastpark Road
Penny Popp, 4805 South Main Street
Jerry Dixon, 218 Spruce Hills Drive
Ron Flory, 301 Spruce Hills Drive
Kathy Barfels, 305 Spruce Hills Drive

The following individual spoke in support of the proposed site plan:

John Dutcher, 1238 Clark Drive

Following additional comments and questions by Councilmembers deBuhr, Darrah, Green, Wieland, Kruse, Miller and Blanford, and responses by City Planner III Sturch, City Engineer Resler and Kwik Star Representative Emily Kronebusch, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, Blanford, Darrah. Nay: deBuhr, Kruse, Wieland, Green. Motion failed.

- 51735 - It was moved by Green and seconded by deBuhr that Ordinance #2917, amending Chapter 26, Traffic and Motor Vehicles, of the Code of Ordinances relative to changing the speed limit on University Avenue from Hudson Road to the east city limits from 45 miles per hour to 35 miles per hour, be passed upon its third and final consideration. The Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Blanford, Darrah, Wieland, Green. Nay: None. Motion carried. The Mayor then declared Ordinance #2917 duly passed and adopted.
- 51736 - It was moved by Miller and seconded by Green to remove from the table the motion by Miller and second by Wieland to consider a resolution approving a College Hill Neighborhood Overlay Zoning District site plan for a commercial/residential mixed use development at 2119 College Street. Motion to remove from the table carried 5-2, with Blanford and Darrah voting nay.

City Planner II Graham and Community Development Director Sheetz provided a brief summary of the proposed site plan and responded to questions and comments by Councilmembers Miller and Blanford.

The following individuals spoke in support of the proposed site plan:

Dan Drendel (Slingshot Architect), 305 East Court Avenue, Des Moines, Iowa
Nick Taiber, 1709 Clay Street
Andy Fuchtman, 422 North Ellen Street
Dave Diebler, 1616 Campus Street

The following individuals spoke in opposition to the proposed site plan:

James Bunkofske, 1706 Cottage Lane
Attorney Eashaan Vajpeyi, 3831 Convair Lane
Dr. Brian Sires, 1939 College Street

Karla Bigelow-Baker (Razor's Edge), 1826 Quail Ridge Lane
Dennis Bigelow, 3909 Beaver Ridge Circle
Chris Warnimont, 415 ½ Washington Street

Following questions by Councilmembers Green and responses by Community Development Director Sheetz and City Planner II Graham, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Darrah, Wieland. Nay: Miller, deBuhr, Kruse, Blanford, Green. Motion failed.

51737 - It was moved by Darrah and seconded by Wieland that the following items and recommendations on the Consent Calendar be received, filed and approved:

Receive and file the Committee of the Whole minutes of February 5, 2018 relative to the following items:

- (1) Vine Street parking restrictions.
- (2) FY19 Budget.
- (3) Public Safety Services Update.
- (4) Bills & Payroll.

Approve and adopt action taken at the Committee of the Whole meeting of February 5, 2018 relative to Vine Street parking restrictions.

Receive and file the plans, specifications, form of contract & estimate of cost for the 2018 Sanitary Sewer Rehabilitation Project.

Receive and file the bids received for the 2018 Street Construction Project.

Approve the following applications for beer permits and liquor licenses:

- (1) Panchero's Mexican Grill, 6421 University Avenue, Class B beer - renewal.
- (2) Asian Fusion Vietnamese and Thai Cuisine, 5725 University Avenue, Special Class C liquor - renewal.
- (3) Chad's Pizza and Restaurant, 909 West 23rd Street, Class C liquor & outdoor service - renewal.
- (4) Sakura Japanese Steakhouse & Sushi Bar, 5719 University Avenue, Class C liquor - renewal.

Motion carried unanimously.

51738 - It was moved by Darrah and seconded by Miller that the following resolutions be introduced and adopted:

Resolution #20,959, establishing the pay for a new employee hired in the position of Planner I in the Planning & Community Services Division.

Resolution #20,960, establishing the pay for an employee reclassified to the position of PT-Maintenance Worker in the Public Works & Parks Division.

Resolution #20,961, establishing the pay for an employee reclassified to the position of Police Captain-PSO in the Police Operations Division.

Resolution #20,962, establishing the pay for three employees reclassified to the

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position of Police Lieutenant-PSO in the Police Operations Division.

Resolution #20,963, establishing the pay for eight employees reclassified to the position of Public Safety Officer in the Police Operations Division.

Resolution #20,964, establishing the pay for an employee assigned to the position of Acting Police Lieutenant-PSO in the Police Operations Division.

Resolution #20,965, adjusting the pay for four employees in the position of Public Safety Officer in the Police Operations Division.

Resolution #20,966, declaring an official intent under Treasury Regulation 1.150-2 to issue debt to reimburse the City for certain original expenditures paid in connection with a specified project.

Resolution #20,967, approving and authorizing execution of an Amendment, Assignment and Assumption Agreement between the University of Northern Iowa, University Book and Supply Company, Inc. and the City of Cedar Falls relative to a ground lease agreement.

Resolution #20,968, approving and adopting the recommendation of the Parks & Recreation Commission relative to the FY19 Municipal Cemetery Fee Schedule.

Resolution #20,969, approving and authorizing execution of a Lease relative to property vacated by the 2008 flood buyout programs.

Resolution #20,970, approving the completion and accepting the work of WHKS & Co., and authorizing final payment relative to a Professional Service Agreement for the Sanitary Sewer Inflow/Infiltration Control Project, Phase I.

Resolution #20,971, approving and accepting the low bid of Peterson Contractors, Inc., in the amount of \$4,676,551.93, for the 2018 Street Construction Project.

Resolution #20,972, approving and accepting a Temporary Easement, in conjunction with the 2017 Levee/Floodwall System Improvements Project.

Resolution #20,973, approving and authorizing submission of the Iowa Certified Local Government (CLG) 2017 Annual Report of the Historic Preservation Commission to the State Historical Society of Iowa.

Resolution #20,974, approving a College Hill Neighborhood Overlay Zoning District site plan for facade improvements at 917 West 23rd Street.

Resolution #20,975, approving and authorizing execution of Agreement to Amend Restrictions in Deed of Dedication of Northern Cedar Falls Industrial Park, Phase I Addition.

Resolution #20,976, approving and authorizing execution of a Professional Service Agreement with the Iowa Northland Regional Council of Governments (INRCOG) relative to the Community Development Block Grant (CDBG) Program.

Resolution #20,977, setting March 5, 2018 as the date of public hearing on the proposed plans, specifications, form of contract & estimate of cost for the 2018 Sanitary Sewer Rehabilitation Project.

Resolution #20,978, setting March 5, 2018 as the date of public hearing on a proposal to undertake a public improvement project for the Campus Street Bridge Replacement University Branch of Dry Run Creek Project and to authorize acquisition of private property for said project.

Following due consideration by the Council, the Mayor put the question on the motion and upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Blanford, Darrah, Wieland, Green. Nay: None. Motion carried. The Mayor then declared Resolutions #20,959 through #20,978 duly passed and adopted.

51739 - It was moved by deBuhr and seconded by Kruse that the bills and payroll be allowed as presented, and that the Controller/City Treasurer be authorized to issue City checks in the proper amounts and on the proper funds in payment of the same. Upon call of the roll, the following named Councilmembers voted. Aye: Miller, deBuhr, Kruse, Blanford, Darrah, Wieland, Green. Nay: None. Motion carried.

51740 - Northern Iowa Student Liaison Cade Olmstead announced an event hosted by UNI Humanities, Arts and Sciences on February 22, 2018, 12:30-4:00 P.M.

Director of Municipal Operations and Programs Mark Ripplinger announced a Black Hawk County Gaming Grant awarded to the City for the Pickle ball project.

51741 - The City Council adjourned to Executive Session at 9:15 P.M.

51742 - Larry Wyckoff, 4241 Eastpark Road, requested that citizens work with schools to make them harder targets.

Councilmember Wieland invited citizens to contact him with concerns regarding trailers being parked in their neighborhood.

Mayor Brown reconvened the Council Meeting at 10:04 P.M. and stated that Legal Matters had been discussed but that no further action was required at this time.

51743 - It was moved by Darrah and seconded by Green that the meeting be adjourned at 10:05 P.M. Motion carried unanimously.

Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
501 E. 4th Street
Cedar Falls, Iowa 50613
Phone: 319-273-8633
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

Water Reclamation Division

TO: Honorable Mayor James P. Brown and City Council Members
FROM: Mike Nyman, Manager
Water Reclamation/Sewer Division
DATE: February 14, 2018
SUBJECT: 2018 Sanitary Sewer Rehabilitation Project
Project No. WR – 000 - 3150



The plans, specifications and form of contract for the 2018 Sanitary Sewer Rehabilitation (liner) Project have been prepared and are on file in the City Clerk's office. I've identified approximately 8,500 feet of sanitary sewer lines for rehabilitation. I'm requesting that the City Council receive and file these plans, specifications and form of contract at the council meeting of February 19, 2018 and set the public hearing for this project for March 5, 2018.

The FY17 CIP includes \$250,000 for various sewer rehabilitation projects and is designated as such in budget line item 552-7755-436-9201. The estimated cost of this project is \$240,000.

Thank you very much. Please let me know if you have any questions.

**PROJECT SPECIFICATIONS
FOR
2018 SANITARY SEWER REHABILITATION
PROJECT**

**Project No. WR – 000 – 3150
Cedar Falls, Iowa**

ENGINEER'S CERTIFICATION	
 <p>The seal is circular with a dotted border. The outer ring contains the text 'LICENSED PROFESSIONAL ENGINEER' at the top and 'IOWA' at the bottom, separated by two stars. The center of the seal contains the name 'JON L. RESLER' and the license number '16911'.</p>	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed professional engineer under the laws of the State of Iowa.</p> <p></p> <p>_____ Jon L. Resler, P.E. Iowa License No. 16911 My license renewal date is December 31, 2019</p> <p>Date: <u>02/02/2018</u></p> <p>Pages or sheets covered by this seal: <u>1-25.</u></p>

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DIVISION 3 – Standard Specifications

The City of Cedar Falls has adopted the 2018 edition of the Iowa “Statewide Urban Design and Specifications” (SUDAS) as the City’s Standard Specification.

This “Standard Specification” is amended by the City of Cedar Falls’ 2018 Supplemental Specifications to the 2018 edition of the Iowa “Statewide Urban Design and Specifications” (SUDAS).

Links to both documents can be found on the City’s website at:

www.cedarfalls.com/designstandards

DIVISION 4 – Supplemental Plans and Specifications

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NOTICE OF PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE 2018 SANITARY SEWER REHABILITATION PROJECT IN THE CITY OF CEDAR FALLS, IOWA

TO ALL TAXPAYERS OF THE CITY OF CEDAR FALLS, IOWA, AND OTHER PERSONS INTERESTED:

Public notice is hereby given that the City Council of the City of Cedar Falls, Iowa, will conduct a Public Hearing on Plans, Specifications, Form of Contract, and Estimate of Cost for the construction of the 2018 Sanitary Sewer Rehabilitation Project in said City at 7:00 p.m. on the 5th day of March, 2018, said meeting to be held in the Council Chambers in the City Hall in said City.

Said Plans, Specifications, and Form of Contract are now on file in the office of the City Clerk in the City Hall in Cedar Falls, Iowa, and may be inspected by any persons interested.

Any person interested may appear at said meeting of the City Council for the purpose of making objections to said Plans, Specifications or Contract or the cost of making said improvement.

This notice given by order of the City Council of the City of Cedar Falls, Iowa.

City of Cedar Falls, Iowa

By: _____
Jacqueline Danielsen, CMC
City Clerk

**NOTICE TO BIDDERS
2018 SANITARY SEWER REHABILITATION PROJECT
IN THE CITY OF CEDAR FALLS, IOWA**

Time and Place for Filing Sealed Proposals: Sealed proposals will be received for 2018 Sanitary Sewer Rehabilitation Project at the City Clerk's office by the Water Reclamation Manager or an authorized representative of the City of Cedar Falls, Iowa, until 2:00 p.m. on the 13th day of March, 2018.

Time and Place Sealed Proposals will be Opened and Considered: Sealed proposals will be opened and read at 2:00 p.m. on the 13th day of March, 2018 in the City Council Chambers at City Hall, 220 Clay Street Cedar Falls, Iowa, for consideration by the City of Cedar Falls City Council at its meeting at 7:00 p.m. on the 19th day of March, 2018 or at such later time and place as may be fixed. The City of Cedar Falls reserves the right to reject any and all proposals including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids.

Time for Commencement and Completion of Work: The work under the proposed contract shall commence within eight (8) calendar weeks after the date set forth in the written Notice to Proceed and shall be performed regularly and diligently throughout the duration of the project.

Bid Security: Each Form of Proposal shall be accompanied in a separate envelope by a proposal guaranty as defined in Division 1 Section 05.

Contract Documents: Plans, specifications, and Form of Proposal blanks may be obtained from the Water Reclamation Manager's Office, 501 East 4th Street, Cedar Falls, Iowa. Contract documents are also available electronically by calling 319-268-5161 for ftp site location and access rights.

Preference for Iowa Products and Labor: The Contractor shall give preference to Iowa domestic labor in the construction or building of such public improvement or works in accordance with Section 73 of the Code of Iowa.

Sales Tax: Contractors and approved subcontractors will be provided a Sales Tax Exemption Certification to purchase building materials, supplies or equipment to be used in the performance of this project. Products utilized in the construction of this project will be exempt from tax as provided by Iowa Code Sections 423.2 and 423.45.

Project Description: This work shall consist furnishing and installing a cured in place liner within existing 8 and 12 inch diameter sewer lines in selected areas of the city and in accordance with the contract documents. Total project involves approximately 8,487 feet and 149 service taps. A complete list of sewers to be rehabilitated and TV inspection reports for most lines are available. Contractors may wish to perform their own evaluation prior to the bid.

Published upon order of the City Council of Cedar Falls, Iowa.

CITY OF CEDAR FALLS, IOWA

BY: _____
Jacqueline Danielsen, CMC,
City Clerk

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DIVISION I – Instruction to Bidders

The work comprising the 2018 Sanitary Sewer Rehabilitation Project shall be constructed in accordance with the 2018 edition of the Iowa “SUDAS” and as further modified by the City of Cedar Falls’ 2018 Supplemental Specifications and the special provisions included in the contract documents. The terms used in the contract revision of the documents are defined in said Standard Specifications.

Before submitting your bid, please review the requirements of “Division One, General Provisions and Covenants”, in particular the sections regarding proposal requirements, bonding, contract execution, and insurance requirements. Please be certain that all documents have been completed properly; as failure to complete and sign all documents and to comply with the requirements listed below can cause your bid not to be read.

01 Definition & Terms

Add the following to Standard Specification Section 1010 – 1.03:

Code of Iowa: The latest edition of the Code of Iowa

Engineer: The City Engineer of Cedar Falls, Iowa or an authorized representative.

Project Manager: The Water Reclamation Manager of Cedar Falls, Iowa or an authorized representative.

Owner: The City of Cedar Falls, Iowa acting through its City Council.

Project: 2018 Sanitary Sewer Rehabilitation Project; City Project No. WR – 000 – 3150

02 Qualification of the Bidder

Add the following to Standard Specification Section 1020 – 1.01:

To demonstrate bidder’s qualifications to perform the work, within five days of the Owners request, bidder shall submit written evidence such as may be called for below:

The address and description of the bidder’s place of business; the present firm name, and the name of the state where incorporated.

The Owner hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

03 Contents of the Proposal Forms

Add the following to Standard Specification Section 1020 – 1.02:

Plans, specifications, and proposal forms may be obtained from the office of the Water Reclamation Manager's Office, 501 East 4th Street, Cedar Falls, Iowa. Plans, specifications, and proposal forms have been approved by the City Council and are now on file for public examination in the office of the City Clerk. Contract documents are also available electronically by calling 319-268-5161 for ftp site location and access rights.

04 Taxes

Add the following to Standard Specification Section 1020 – 1.08:

Contractors and approved subcontractors will be provided a Sales Tax Exemption Certification to purchase building materials, supplies or equipment in the performance of this project. Products utilized in the construction of this project will be exempt from tax as provided by Code of Iowa Sections 423.2 and 423.45.

05 Submission of the Proposal, Identity of Bidder & Bid Security

Add the following to Standard Specification Section 1020 – 1.12:

The bid security must be in the minimum amount of 10% of the total bid amount including all add alternates (do not deduct the amount of deduct alternates). Bid security shall be in the form of a cashier's check, a certified check, or a bank money order drawn on a FDIC insured bank in Iowa or drawn on a FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond executed by a corporation authorized to contract as a surety in Iowa or satisfactory to the Jurisdiction. The bid bond must be submitted on the enclosed Bid Bond form, as no other bid bond forms are acceptable. All signatures on the bid bond must be original signatures in ink; facsimile (fax) of any signature on the bid bond is not acceptable. Bid security other than said bid bond shall be made payable to City Clerk of the City of Cedar Falls".

"Miscellaneous Bank checks", as well as "Money Orders" and "Traveler's Checks" issued by persons, firms or corporations licensed under Code of Iowa Chapter 533B are not acceptable bid security.

The bid shall be submitted on the Form of Proposal included herewith or on a computer printed proposal. All entries on this proposal shall be filled in ink, typed or computer printed. The bidder shall not alter the quantity, unit price, or the extension that has been provided for items that have been predetermined by the contracting authority.

If the proposal is computer generated, the bidder shall submit a form titled as "Form of Proposal," followed by: the project name, project number, the City of Cedar Falls, Iowa and the bidder's name. The form shall then include the item numbers, item descriptions, and units and

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their quantities. The bidder shall specify a unit price in figures of dollars and cents for all pay items, the extensions for the respective unit prices and quantities in figures in a column provided for the purpose, and the total amount of the proposal obtained by adding the amounts of the several items. The form shall then conclude with the bidder's name, that of its representative and the representative's signature.

The computer generated proposal then is to be attached to the Form of Proposal included herewith, which has the following entries completed: bid security sum and form, the name of the bidder and its official address, and the bidder's representative's name, signature, and title. Also the total bid shall be completed with the entry of "see attached."

The Proposal shall be submitted in a sealed envelope separate from the Bid Security, Bidder Status Form, and the Non-Collusion Affidavit. The envelope shall bear the return address of the Bidder and shall be addressed as follows:

To: City Clerk
City of Cedar Falls
City Hall
220 Clay Street
Cedar Falls, Iowa 50613

Proposal for: 2018 Sanitary Sewer Rehabilitation Project
Project No. WR – 000 – 3150

**FORM OF PROPOSAL
2018 SANITARY SEWER REHABILITATION PROJECT
CITY OF CEDAR FALLS, IOWA
PROJECT NO. WR – 000 – 3150**

To the Mayor and City Council
City of Cedar Falls, Iowa

The undersigned hereby certifies that _____ have personally and carefully examined the specifications, general conditions, and form of contract annexed hereto. Having made such examination, the undersigned hereby proposes to construct the improvements for the 2018 SANITARY SEWER REHABILITATION PROJECT in accordance with the plans and specifications on file in the office of the City Clerk, the published Notice to Bidders and the Form of Contract, herewith, complying with all the laws of the State of Iowa, and the Rules, Regulations and Ordinances of the City of Cedar Falls, and to the satisfaction of the City Council of the City of Cedar Falls, Iowa, including the guaranteeing of this Project for a period of two (2) years from the date of final acceptance thereof at the following prices, to-wit:

Item No.	Description	Units	Quantity	Unit Price	Extended Price
1	Pipe Lining, 8 Inch	Linear Feet	7,862		
2	Pipe Lining, 12 Inch	Linear Feet	625		
3	Building Sanitary Sewer Service Reconnection	Each	149		
4	Grouting Service Laterals	Each	149		
				Total Bid	

Bidders may not independently bid on selective items of work. In this project, all items constitute one indivisible work that will be let to one bidder. Bids shall be submitted for all of the items. The successful bidder will be determined by evaluating the Total Bid shown above. Failure to submit a bid on any item shall be just cause for disqualification of the entire proposal. Unit bids must be filled in ink, typed or computer generated, or the bid will be rejected. The Owner reserves the right to delete any part or all of any item.

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The Owner reserves the right to reject any and all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The Owner further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. The Owner may also reject the bid of any bidder if the Owner believes that it would not be in the best interest of the project to make an award to that bidder. The Owner also reserves the right to waive all informalities not involving price time or changes in the work

If written notice of approval of award is mailed, telegraphed or delivered to the undersigned within thirty (30) calendar days after the opening thereof, or any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bond within ten (10) calendar days after the Contract is presented to him for signature, and start work within ten (10) calendar days after "Notice to Proceed" is issued.

Bid Security in the sum of _____ in the form of _____, is submitted herewith in accordance with the Instructions to Bidders.

The bidder is prepared to submit a financial and experience statement upon request.

The bidder has received the following Addendum or Addenda:

Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____

The bidder has filled in all blanks on this Proposal.

Note: The Penalty for making false statements in offers is prescribed in 18 U.S.A., Section 1001.

Name of bidder

By _____

Official Address _____

Title _____

BID BOND
PROJECT NO. WR – 000 – 3150

KNOW ALL MEN BY THESE PRESENTS, that we, _____,
_____, as Principal, and _____
as Surety are held and firmly bound unto the City of Cedar Falls, Iowa, as Obligee, hereinafter called "OBLIGEE,"
In the penal sum of _____ Dollars (\$_____) lawful money of
the United States, for the payment of which sum will and truly be made, we bind ourselves, our heirs, executors,
administrators, and successors, jointly and severally, firmly by these presents. Whereas the Principal has submitted
the accompanying bid dated the _____ day of _____, 20____, for

_____.

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the form specified and shall furnish a bond for the faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

By virtue of statutory authority, the full amount of this bid bond shall be forfeited to the Obligee in liquidation of damages sustained in the event that the Principal fails to execute the contract and provide the bond as provided in the specifications or by law.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such Bid or execute such contract; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations, have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers this _____ day of _____, A.D., 20_____.

Principal (Seal)

By _____ (Title)

Witness

Surety (Seal)

By _____
Attorney-in-fact

Witness

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Bidder Status Form

To be completed by all bidders	Part A
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Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders	Part B
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My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: ____/____/____ to ____/____/____ Address: _____
City, State, Zip: _____

Dates: ____/____/____ to ____/____/____ Address: _____
City, State, Zip: _____

Dates: ____/____/____ to ____/____/____ Address: _____
You may attach additional sheet(s) if needed. City, State, Zip: _____

To be completed by non-resident bidders	Part C
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1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders	Part D
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I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: _____

Signature: _____ Date: _____

**You must submit the completed form to the governmental body requesting bids
per 875 Iowa Administrative Code Chapter 156.**

This form has been approved by the Iowa Labor Commissioner.

309-6001 02-14

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- Yes No My business is currently registered as a contractor with the Iowa Division of Labor.
- Yes No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- Yes No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- Yes No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- Yes No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- Yes No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- Yes No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- Yes No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- Yes No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

FORM OF CONTRACT

This Contract entered into in quadruplicate at Cedar Falls, Iowa, this ____ day of _____, 2018, by and between the City of Cedar Falls, Iowa, hereinafter called the Owner, and _____ of _____, hereinafter called the Contractor.

WITNESSETH:

The Contractor hereby agrees to furnish all labor, tools, materials, and equipment and construct the public improvement consisting of: 2018 SANITARY SEWER REHABILITATION PROJECT; PROJECT NO. WR – 000 – 3150 all in the City of Cedar Falls, Iowa, ordered to be constructed by the City Council of the City of Cedar Falls, Iowa, by Resolution duly passed on the 5th day of March, 2018 and shown and described in the Plans and Specifications therefore now on file with the City Clerk of said City.

Said improvement shall be constructed strictly in accordance with said Plans and Specifications.

The following parts of the Plans and Specifications for said 2018 SANITARY SEWER REHABILITATION PROJECT attached hereto shall be made a part of this contract as fully as though set out herein verbatim:

- a. Resolution of Necessity
- b. Resolution ordering construction of the improvement
- c. Plans
- d. Notice of Public Hearing on Plans and Specifications
- e. Notice to Bidders
- f. Instructions to Bidders
- g. Supplemental Conditions
- h. General Conditions
- i. Project Specifications
- j. Form of Proposal
- k. Performance Bond
- l. Maintenance Bond
- m. Form of Contract

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- n. Non-collusion Affidavit of Prime Bidder
- o. Bidder Status Form

On completion of the said improvement, the Owner agrees to pay to the Contractor the prices set out in the Form of Proposal of the Contractor, said payment to be made in the manner stated in the published Notice to Bidders.

In Witness whereof, this Contract has been executed in quadruplicate on the date first herein written.

Contractor

CITY OF CEDAR FALLS, IOWA

By _____
James P. Brown, Mayor City of Cedar Falls

Attest: _____
Jacqueline Danielsen, CMC
City Clerk

DIVISION 2 – Special Provisions

Special Provisions are intended to amend or supplement the General Provisions and Covenants of the “SUDAS” Standard Specifications. All sections that are not amended or supplemented remain in full force and effect.

01 Award of Contract

Add the following to Standard Specification Section 1030 – 1.03:

The lowest responsive bidder will be required to furnish a performance, payment, and maintenance bond in the sum equal to one hundred (100%) percent of the total bid. The maintenance bond shall guarantee the maintenance of the improvements for a period of two (2) years from and after its completion and acceptance by the City of Cedar Falls.

02 Availability of Site

Add the following to Standard Specification Section 1050 – 1.04:

During construction of this project, the Contractor will be required to coordinate all work operations with the Department of Community development, City project contractors, and / or others involved with, but not limited to, the following events:

- 1) Public Works Garbage Collection Operations
- 2) Street Construction – 2018
- 3) University Ave Phase 2&3
- 4) Cedar Falls Util. Co. electrical, communications, gas & water main projects
- 5) 2018 Public Sidewalk & Patching Project
- 6) College Hill Arts Festival – June 15 and 16, 2018
- 7) Sturgis Falls Celebration – June 22 thru 24, 2018

03 Subletting or Assignment of Contract

Add the following to Standard Specification Section 1080 – 1.01:

The Contractor's own organization shall perform work amounting to not less than fifty (50%) percent of the total contract cost unless otherwise specified. An item designated as a specialty item may be performed by subcontract, and the cost of any such specialty item as performed by subcontract may be deducted from the total cost before computing the amount of work required by the Contractor's organization.

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04 Contract Time

Add the following to Standard Specification Section 1080 – 1.02:

The work under the proposed contract shall commence within eight (8) calendar weeks after the date set forth in the written Notice to Proceed and shall be performed regularly and diligently throughout the duration of the project. There is no specified number of allotted working days for this contract; however, much of this work is in conjunction with street reconstruction or resurfacing. To minimize conflicts, and avoid encountering a situation that may require a possible spot repair under a newly laid street, Contractor should plan to finish by July 1, 2018.

05 Weekly Record of Working Days

Add the following to Standard Specification Section 1080 – 1.06:

Work shall not begin before 7:00 a.m. and shall stop at sunset.

06 Progress Payments

Add the following to Standard Specification Section 1090 – 1.01:

Pay estimates will be submitted to the City Council for approval on the first (1st) and third (3rd) Mondays of each month.

Payment for the work may be made in three parts, if requested by the Contractor. The Contractor may request from the Owner a progress payment when the job is 33% complete and another when the job is 66% complete. Final payment will be made upon satisfactory completion of this contract. Payment will be in accordance with the prices set forth in the proposal for the quantity of work performed. This shall include any additional expenses preapproved by the Owner.

Before final payment is made, the Contractor shall furnish vouchers showing that all subcontractors and all persons furnishing labor and materials have been fully paid for such materials and labor and that the City may retain ten (10) percent of the project cost from the last payment for a period of ninety (90) calendar days following such completion and approval, unless satisfied that material and laborers have been paid for in full.

07 Pollution Prevention Plan

1. Project Description

This work shall consist furnishing and installing a cured in place liner within existing 8 and 12 inch diameter sewer lines in selected areas of the city and in accordance with the contract documents. Total project involves approximately 8,487 feet and 149 service taps.

This project encompasses multiple locations within the city.

2. Erosion and Sediment Controls

All contractors and subcontractors operating on the site shall take efforts to prevent contamination of storm water runoff, groundwater, and soils by hazardous material and / or pollutants caused by their operations or encountered in their work. All waste materials and supplies must be removed from the site(s). If construction equipment maintenance or repair is performed on any site, provisions must be made to capture and remove any lubricants or other fluids.

The Contractor shall notify the Owner immediately upon finding a hazardous material contamination either existing at the site or caused by construction activities.

The Contractor and every Subcontractor shall be responsible to the Owner to:

1. Execute Contractor's part of the pollution prevention plan as described.
2. Conduct all work activities to not damage an existing erosion control measure or stabilizing vegetation. If damages occur, the Contractor shall make repairs with no additional cost to the Owner.
3. Coordinate with the Owner for installation of additional erosion control measures that may be needed during construction.

3. Certification Statement

N.P.D.E.S. CERTIFICATION

The contractor certifies under penalty of law that they understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with industrial activity from the construction site as part of this certification. Further, by signing and entering into contract for this work, the contractor understands that they are becoming a co-permittee, along with the owner(s) and other contractors and subcontractors, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Storm Water Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As co-permittee, the contractor understands that they and their company are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the Storm Pollution Prevention Plan developed under this NPDES permit and the terms of this NPDES permit.

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08 METHOD OF MEASUREMENT

The Engineer will measure the items of work that have been acceptably constructed as specified in the contract documents for the 2018 SANITARY SEWER REHABILITATION PROJECT in accordance with the 2018 edition of the Iowa "Statewide Urban Design and Specifications" (SUDAS) for public improvements and as further modified by the City of Cedar Falls' 2018 Supplemental Specifications, except as amended or supplemented as follows:

Item No. 4 – Grouting Service Laterals

The number of grouting service laterals will be measured on a per each location basis.

09 BASIS OF PAYMENT

Payment for the items listed in the Method of Measurement will be determined by multiplying the item quantity (as determined in the Method of Measurement) by the unit price as bid on the proposal form in accordance with the 2018 edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS) as amended by the City of Cedar Falls' 2018 Supplemental Specifications to the 2018 edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS), except as amended or supplemented as follows:

Item No. 4 – Grouting Service Laterals

The Contractor will be paid the contract unit price per each measured.

DIVISION 4 - SUPPLEMENTAL PLANS AND SPECIFICATIONS

All work shall be constructed as specified in the Contract documents for the 2018 SANITARY SEWER REHABILITATION PROJECT in accordance with the 2018 Edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS) as amended by the City of Cedar Falls' Supplemental Specifications to the 2018 edition of the Iowa "STATEWIDE URBAN DESIGN AND SPECIFICATIONS" (SUDAS), except as amended or supplemented as follows:

Item No. 1-2 – Pipe Lining, 8 and 12 Inch

Traffic control as per I.D.O.T. Specification Section 2528.12 shall be incidental to bid items. The bypassing of sewage shall be incidental the bid items. The cleanup of the work site is incidental to the bid items including maintenance of surfaces such as paving, seeding, sodding and graveling, as needed, if damaged.

Resin-Impregnated Tube for Cured-in-place pipe (CIPP) Lining shall be used per SUDAS Section 4050 2.05.

Water-tight end seals are required. Sealing is incidental to lining. The Contractor is responsible for using one or more of the following methods to achieve a water tight seal at both ends of the liner:

1. Install gasketed stainless steel bands (LMK or pre-approved equal) inside each end of the host pipe prior to lining. This method shall be the only acceptable method for pipes 18" or larger in diameter, or those subject to hydrostatic pressure (ground water table) at any time of the year.
2. Apply a hydrophilic sealing material (Hydrotite or pre-approved equal) 360 degrees inside the circumference of the host pipe at each end.
3. Chemical pressure grout between the exterior of the pipe and annulus of the liner after lining at the manhole.

The Contractor shall provide liner "coupon" specimens for testing to the Owner after installation. The Owner will pay all expenses for the testing of these specimens. The cost of retests made necessary by the failure of the samples of specimens to meet the specified requirements shall be paid for by the Contractor. Any liner installed failing this test shall be replaced at the Contractor's expense.

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The Contractor shall furnish a general purpose felt/unsaturated polyester resin and catalyst system that meets ASTM Test Procedures D-638 and D-790 and the finished formed physical strengths specified herein. The Formed liner shall conform to the minimum structural standards as listed below:

Physical Characteristics	Test Procedure	Pipe Material Felt/Resin
Tensile Strength	ASTM D-638	3000 psi
Tensile Modulus	ASTM D-638	300000 psi

If, due to broken or offset pipe at the manhole wall, the pipe liner fails to make a tight seal, the Contractor shall apply a seal at that point. The seal shall be of a resin mixture compatible with the liner pipe material.

After insertion is completed, the Contractor shall supply suitable heat source equipment. The equipment shall be capable of delivering the appropriate heat source through the lining section to uniformly raise the temperature to effect forming of the cured-in-place liner. This temperature shall be determined by the system employed.

Any steam for processing shall utilize monitoring methods and forming period as recommended by the liner manufacturer. If water is utilized, the water temperature in the line during the forming period shall be as recommended by the liner manufacturer.

If the liner fails to form, the Contractor shall remove the failed liner and replace it with a new liner. This work shall be performed without additional cost to Owner.

Any defects which will affect in the foreseeable future or warranty period, the integrity or strength of the liner pipe shall be repaired at the Contractor's expense. Allowance shall be given for excess pipe (rib) when the cross-sectional area has been reduced due to offset joints, partial collapse, out of round sections, etc.

Item No. 3 – Building Sanitary Sewer Service Reconnection

Traffic control as per I.D.O.T. Specification Section 2528.12 shall be incidental to bid items. The cleanup of the work site is incidental to the bid items including maintenance of surfaces such as paving, seeding, sodding and graveling, as needed, if damaged.

After the pipe liner has been formed in place, the Contractor shall reconnect the existing active service connections as designated by the Owner. This shall be done without excavation, and in the case of non-man entry pipes, from the interior of the pipeline by means of a television camera and a cutting device that re-establishes the service connections to not less than 90 percent capacity. The CCTV inspection of the formed liner shall show a "dimple effect", which is an indication that there is a tight fit of the liner against the host pipe. If this is not the case, the liner must be reprocessed until there is a good definition of a "dimple" at the service connection, before reconnecting the service connection.

Item No. 4 – Grouting of Service Lines

Chemical grouting equipment shall consist of a closed circuit television system, necessary chemical sealant containers, pumps, regulators, valves, hoses, etc., and lateral connection sealing packers for the various sizes of sewer pipes.

Grout packer shall be cylindrical and have a diameter less than the pipe size and have cables attached at each end to pull it through the line. The same equipment shall be used for both testing and sealing sewer lateral connections. The packer shall contain a lateral sealing inversion tube. This tube should be designed to accommodate two sizes of laterals, 4" and 6" diameters. The inversion tubes are one length to facilitate sealing of approximately 2' of the lateral.

Sewer main shall be televised before service line is grouted; testing of grouted service will also be televised.

The chemical grout shall be a type which has a documented record of satisfactory performance in sewer usage. All grouting materials shall be delivered to the job site in the original, labeled, and unopened containers. Grouts shall be Acrylic base gel chemical sealing material – Avanti AV-100 or equal.

Laterals shall be air tested by isolating the area to be tested with the packer and applying positive pressure into the isolated "void" area. The test procedure will consist of applying air pressure into each isolated void area. The packer ends will be inflated to isolate the lateral and insert and inflatable inversion tube. The lateral shall be tested with a gauge pressure of one-half (1/2) p.s.i. per foot of depth of sewer or a minimum of four (4) p.s.i., whichever is larger. The void pressure will be observed during this test for a minimum of 10 seconds. If the void pressure drop is greater than 1 psi in 10 seconds, the lateral is considered to have failed the air test. If no pressure can be built up, the connection will also have failed the test. Any connection failing the test shall be sealed and retested utilizing the same method and procedures until it does pass the test. The cost of retesting lateral connections shall be considered incidental and included in the cost of sealing sanitary sewer lateral connection.

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FY 2018 Rehabilitation (Lining) List

(In Alphabetical Order by size)

Video ID#	Street	Length	Taps	Description	Line Size (in)
1	Bluff	240	4	500 Blk, MH 382 (9'3") at 600 Bluff St to MH 381 (8'6") at 504 Bluff St.	8"
2	College	308	9	1000 Blk, MH 2825 (8'2") at 10th & College to MH 3084 (Lid Cold Patched) at 11th & College.	8"
3	Hillside	285	8	3900 Blk, MH 1176 (8'11") at 3908 Hillside to MH 1177 9' at 4007 Hillside.	8"
4	Hillside	284	2	4000 Blk, MH 1177 (9') at 4007 Hillside to MH 3629 (7'7") at Hillside and Valley High.	8"
5	Highland	292	6	100 Blk, MH 3101 (9'3") at 202 Highland to MH 3213 (8'6") at Highland and Crescent.	8"
6	Highland	235	4	200 Blk, MH 3104 (7'9") at 209 Highland to MH 3103 (10'1") at Highland and W. 3rd.	8"
7	Highland	345	5	300 Blk, MH 3103 (10'1") at Highland and W. 3rd to MH 3189 (8'3") at Highland and W. 4th.	8"
8	Iowa	326	13	600 Blk, MH 3193 (8'10") at 6th and Iowa to MH 3194 (9'6") at 7th and Iowa.	8"
9	Iowa	332	10	700 Blk, MH 3194 (9'6") at 7th and Iowa to MH 3195 (9'2") 8th and Iowa.	8"
10	Kennedy	249	6	2600 Blk, MH 1995 (8'4") at 2626 Kennedy to MH 1996 (9'5") at Kennedy and Thomas.	8"
11	Kennedy	243	8	2700 Blk, MH 1995 (8'4") at 2626 Kennedy to MH 1994 (5'11") at Kennedy and Douglas.	8"
12	McClain	222	5	3100 Blk, MH 1145 (6'10") at 3121 McClain to MH 1146 (6'4") at 1708 Maplewood.	8"
13	Minnetonka	396	7	2700 Blk, MH 3791 (10') at Minnetonka and Horizon to MH 3804 (9'10") in ROW at 2725 Minnetonka.	8"
14	Minnetonka	133	1	2800 Blk, MH 3804 (9'10") in ROW at 2725 Minnetonka to MH 3374 (10'11") in ROW at 2821 Minnetonka.	8"
15	Minnetonka	395	4	2800-2900 Blk, MH 3378 (11'3") in ROW at 2914 Minnetonka to MH 2491 (9'9") in ROW at 2806 Minnetonka.	8"
16	Minnetonka	378	4	2900/3000 Blk, MH 3377 (10'1") in ROW at 3014 Minnetonka to MH 3378 (11'3") in ROW at 2914 Minnetonka.	8"
17	Minnetonka	388	6	3000 Blk, MH 3376 (11'6") in ROW at 3037 Minnetonka to MH 3372 (10'11") in ROW at 3003 Minnetonka. Service for 3020 either in MH or within first 10' of MH 3376.	8"
18	Neola	330	6	3000 Blk, MH 326 (7'10") in ROW at 3104 Neola to MH 327 (8'6") in ROW at 2703 Neola.	8"

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19	N. College St.	146	4	100 Blk, MH 1457 (8'7") at 117 N. College to MH 1217 (16'3") at 117 N. College.	8"
20	N. College St.	236	5	300 Blk, MH 1215 (10'2") at 313 N. College to MH 1216 (9'2") at 225 N. College.	8"
21	Orchard	319	5	500 Blk, MH 1618 (8'9") at Dallas and Orchard to MH 1619 (7'7") in ROW at 609 Orchard.	8"
22	Pleasant	202	2	1900 Blk, MH 1039 (8'10") at 1912 Pleasant to MH 1038 (8') at Pleasant and McClain.	12"
23	Pleasant	201	4	1900 Blk, MH 1537 (7'2") at 1923 Pleasant to MH 1039 (8') at 1912 Pleasant.	12"
24	Pleasant	222	1	Kuehn's Park, MH 1537 (7'2") at 1923 Pleasant to MH 2500 (7'8") at Pleasant and Edgewood.	12"
25	Rainbow	185	2	3000 Blk, MH 2906 (6.83') at Rainbow and Bronson Ct to MH 1018 (6') at Rainbow and Parrish.	8"
26	Ravine Dr to River Bluff Dr	191	2	MH 1581 (5') at 1511 River Bluff Drive to MH 1582 (4') at Willow and Ravine Dr. Under house/driveway of 1518 Ravine Drive.	8"
27	River Ridge	110	0	10 Blk. MH 1517 (10') at Timberledge Dr. and River Ridge to MH 2143 (13'5") in ROW at 18 River Ridge.	8"
28	River Ridge	278	5	20 Blk. MH 1512 (7'2") in ROW at 46 River Ridge to MH 2143 (13'5") in ROW at 18 River Ridge.	8"
29	River Ridge	90	1	40 Blk, MH 1511 (8'3") in ROW at 54 River Ridge to MH 1512 (7'2") in ROW at 46 River Ridge.	8"
30	River Ridge	292	4	100 Blk, MH 1504 (8'4") in ROW at 2019 Timberledge Dr to MH 1505 (8'5") in ROW at 119 River Ridge.	8"
31	River Ridge	88	2	100 Blk, MH 1505 (8'3") in ROW at 119 River Ridge to MH 1506 (11'4") in ROW at 101 River Ridge.	8"
32	River Ridge	110	1	100 Blk, MH 1506 (11'4") in Row at 101 River Ridge to MH 1509 (18'3") at River Ridge Rd and River Ridge Ln.	8"
33	Timberledge	177	1	1700 Blk. MH 1522 (9'7") at Timberledge and Westwood to MH 1519 (6'10") at 1716 Timberledge.	8"
34	Timberledge	89	1	1900 Blk, MH 1515 (8'1") at 1906 Timberledge to MH 1516 (8'2") at 1828 Timberledge.	8"
35	Timberledge Place	170	1	20 Blk, MH 1514 (8'1") at 15 Timberledge Pl to MH 1516 (8'2") at 1828 Timberledge Dr.	8"



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-268-5161
Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor James P. Brown and City Council

FROM: Terra Ray, Engineer Technician II

DATE: February 2, 2018

SUBJECT: Set Public Hearing for Right of Way Acquisition
Campus Street Bridge Replacement University Branch of Dry Run Creek
Project NO. BR-101-3043

The City of Cedar Falls engineering is planning to reconstruct the Campus Street Bridge at the University Branch of Dry Run Creek during the 2018 construction season. The Project will require the acquisition of temporary and permanent easements along the corridor. Plans for the project show the need for acquisitions from two properties.

Iowa law requires that the City Council hold a public hearing to authorize proceeding with the project, including the purchase of right of way. The public hearing offers an opportunity for the public, especially those from whom the easements will be purchased, to comment on the project.

We recommend that the Council schedule a Public Hearing for March 5, 2018, to be held at the regularly scheduled City Council meeting.

Xc: Stephanie Houk Sheetz, Director of Community Development
Jon Resler, PE, City Engineer
Chase Schrage, CIP Projects Supervisor

BEFORE THE CEDAR FALLS CITY COUNCIL

IN RE:
Sarwar Corporation
d/b/a B & B West
3105 Hudson Road
Cedar Falls, IA 50613

**ORDER
ASSESSING PENALTY
FIRST VIOLATION**

On this _____ day of _____, 2018, after a public hearing on the matter, the Cedar Falls City Council finds that based upon evidence submitted by the City Attorney's Office, the above-captioned permittee committed a violation of Iowa Code Section 453A.2(1), selling, giving, or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under eighteen years of age.

THEREFORE, the Cedar Falls City Council hereby orders that a civil penalty in the amount of \$300.00 be remitted by the above-captioned permittee, to the City of Cedar Falls, check made payable to the "City of Cedar Falls" on or before 30 days from date of this order. This sanction will count as a first violation of Iowa Code Section 453A.2(1), pursuant to Iowa Code Section 453A.22(2)(a). Be advised that failure to pay the civil penalty by this date shall result in the automatic permit suspension for a period of fourteen (14) days.

Mayor
City of Cedar Falls



DEPARTMENT OF ADMINISTRATIVE SERVICES

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-271-8600
FAX 319-268-5176

February 14, 2018

Sarwar Corporation
d/b/a B & B West
5426 Ironwood Drive
Cedar Falls, IA 50613

RE: 1/09/18 Tobacco Violation

Dear Sir or Madam,

The City of Cedar Falls has scheduled a hearing before the City Council at 7:00 p.m. on March 5, 2018, City Council Chambers. The hearing complaint, which has been filed against you, is attached.

If you or your representative fails to appear at this hearing, a decision may be rendered against you. You have the opportunity to be heard at this hearing and to be represented by an attorney at your own expense regarding the mandatory \$300.00 civil penalty prescribed by 453A.22(2)(a) for the violation of Iowa Code Section 453A.2(1), selling, giving, or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under eighteen years of age.

If you wish to settle this case in lieu of the public hearing, you may complete the attached Acknowledgment/Settlement Agreement, returning the original copy, properly signed and dated, to Robert M. Bembridge, Assistant City Attorney, 528 West 4th Street, Waterloo, Iowa 50701, no later than ten (10) business days prior to the hearing date. With this Acknowledgment/Settlement Agreement, you must include a check in the amount of \$300.00, made out to the "City of Cedar Falls". This will satisfy the penalty for a first violation under Iowa Code Section 453A.22(2) and will conclude the matter.

If you have any questions, you may reach me by phone at 319-232-6555, or if you have obtained representation by an attorney in this matter, he or she should contact me.

Very truly yours,

Robert M. Bembridge
Assistant City Attorney

IN RE:
Sarwar Corporation
d/b/a B & B West
3105 Hudson Road
Cedar Falls, IA 50613

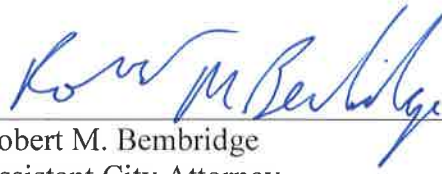
HEARING COMPLAINT

The City of Cedar Falls hereby makes the following complaint against the above-named permittee.

1. Iowa Code Section 453A.2(1) provides that a person shall not "sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age."
2. Iowa Code Section 453A.22(2)(a) provides that if a permit holder or employee of a permit holder has violated Iowa Code Section 453A.2(1), the permit holder shall be assessed a civil penalty of Three Hundred and No/100 Dollars (\$300.00) for a first violation of Iowa Code Section 453A.2(1).
3. On or about January 8, 2018, the permittee or an employee of the permittee sold cigarettes or tobacco products to a person under eighteen years of age. A copy of the Complaint and court docket are attached and incorporated herein as Exhibit A.
4. Therefore, in accordance with Iowa law, the City of Cedar Falls requests the Cedar Falls City Council find a violation of the above-referenced sections of Iowa Code Chapter 453A and assess a civil penalty in the

Item E.5.

amount of Three Hundred and No/100 Dollars (\$300.00) against Sarwar Corporation d/b/a B & B West.



Robert M. Bembridge
Assistant City Attorney
528 W. 4th St.
Waterloo, IA 50701
(319) 232-6555

Original to:
Sarwar Corporation
d/b/a B & B West
3105 Hudson Road
Cedar Falls, IA 50613

Copy to:
Captain Mike Hayes
Cedar Falls Police Department
220 Clay Street
Cedar Falls, IA 50613

Jacque Danielsen
Cedar Falls City Clerk
220 Clay Street
Cedar Falls, IA 50613

COMPLAINT

Item E.5. EXHIBIT "A"

Grid _____ IOWA UNIFORM CITATION AND COMPLAINT Area 552
Law Enforcement Agency - Cedar Falls Police Department

State of Iowa
 County of: BLACK HAWK No: 07
 City of: CEDAR FALLS

CF 163187

In the Court at City Hall, 220 Clay Street, Cedar Falls
 Court House, 316 E. 5th St., Waterloo

vs:
Name Ackerson Dustin J
Defendant, Last First Middle

Address 6220 Peshky RD

City Cedar Falls State IA Zip 50613

DL# _____ State IA

DL Class 0 DL End. _____ DL Rest. _____ DL/State ID Viewed? Yes No

DOB 12/17/1990 Race W Ethn. N Sex M Ht. 6'2" Wt. 190
W/B/I/A/U W/B/F/U

The undersigned states that on or about 01/09/2018 at 1659 AM PPM
defendant did unlawfully:

Operate Motor Veh./Boat (describe) _____

CDL Req? Yes No Pass. End. Req? Yes No HazMat End. Req. Yes No

Reg. # _____ State _____ Year _____ US DOT # _____

Upon a public highway at 305 Hudson Rd

Located in the county and state aforesaid and did then and there commit the following offense:

Sched. Violation/Fine \$ 100.00 Road Work Zone
Criminal Surcharge \$ 35.00 Non-scheduled Violation
Court Costs \$ 60.00 Court Appearance Required (RCS 10)
Total Fine/Costs \$ 195.00
Reason:
 Serious PI Fatal Accident
 Civil Damage Assessment Other

VIOLATION Employer Providing Tobacco to Minor (1st Offense)

Speed _____ in _____ Zone Sec. 453A.2(1) 2017 IA Code

DATA CODE _____ Fed/Adm. Code _____ C.F. Ord. 1990 Sec. _____

Dated 01/09/18 Shuck 14131
Mo. Day Yr. Officer's Signature I.D. No.

Court Date: If you must appear in court or if you choose to appear to answer to a charge which does not require an appearance, report to the above named court on

02/08/18 at 0900 AM PM

NOTICE: Providing false information is a violation of Section 719.3 of the Code of Iowa and is punishable as an aggravated misdemeanor.

You hereby are given notice that within a reasonable time but no later than the date schedule for your initial appearance a citation/complaint sworn under oath will be filed with the district court clerk of the county in which the citation was issued. My signature below is not a plea of guilty, but acknowledges all of the following:

- 1. I hereby swear and affirm that the information provided by me on this citation is true and under penalty of providing false information.
- 2. I promise to appear in said court at said time and place, or I will comply with the provision on the top of the reverse side of the citation.

The following applies to simple misdemeanors only:
3. I hereby give my unsecured appearance bond in the amount of 210.00 dollars and enter my written appearance, I agree that if I fail to appear in person or by counsel to defend against the offense charged in this citation, the court is authorized to enter a conviction and render judgment against me for the amount of my appearance bond in satisfaction of the penalty and surcharge and court cost.

*: _____
Signature of Defendant

MP 0947220

Item E.5.



Case Number: STA0166017 Case Title: STATE vs. ACKERSON, DUSTIN JOSEPH

Opened: 01-10-2018

County: BlackHawk

Case Type: Scheduled Traffic - State Status: Active Judge:

Prayer Amount: \$.00

Show/Hide Participants

Plaintiff[s]

Counsel of Record

STATE OF IOWA
IA

Defendant[s]

Counsel of Record

DUSTIN JOSEPH ACKERSON
6228 PASHBY RD
CEDAR FALLS, IA 50613

Show/Hide Charges

Number	Date	Charge	Code	Comment
01	2018-01-09	EMPLOYEE PROVIDING TOBACCO/VAPOR PRODUCT TO MINOR - 1ST OFF	453A.2(1)	

File Date

Case History

02-01-2018 11:51:28 AM Court	VIOLATIONS HANDLED BY CLERK Filed by: Court
01-10-2018 06:40:00 AM Court	TRAFFIC TICKET FILING Filed by: Court

BEFORE THE CEDAR FALLS CITY COUNCIL

IN RE:
Great Wall
2125 West 22nd Street #D
Cedar Falls, IA 50613

**ORDER
ASSESSING PENALTY
FIRST VIOLATION**

On this _____ day of _____, 2018, after a public hearing on the matter, the Cedar Falls City Council finds that based upon evidence submitted by the City Attorney's Office, the above-captioned permittee committed a violation of Iowa Code Section 453A.2(1), selling, giving, or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under eighteen years of age.

THEREFORE, the Cedar Falls City Council hereby orders that a civil penalty in the amount of \$300.00 be remitted by the above-captioned permittee, to the City of Cedar Falls, check made payable to the "City of Cedar Falls" on or before 30 days from date of this order. This sanction will count as a first violation of Iowa Code Section 453A.2(1), pursuant to Iowa Code Section 453A.22(2)(a). Be advised that failure to pay the civil penalty by this date shall result in the automatic permit suspension for a period of fourteen (14) days.

Mayor
City of Cedar Falls



DEPARTMENT OF ADMINISTRATIVE SERVICES

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126

February 1, 2018

Great Wall Buffet, Inc.
724 Calumett Drive
Cedar Falls, IA 50613

RE: 1/09/18 Tobacco Violation
Great Wall, 2125 College Street, Cedar Falls, Iowa

Dear Sir or Madam,

The City of Cedar Falls has scheduled a hearing before the City Council at 7:00 p.m. on March 5, 2018, City Council Chambers. The hearing complaint, which has been filed against you, is attached.

If you or your representative fails to appear at this hearing, a decision may be rendered against you. You have the opportunity to be heard at this hearing and to be represented by an attorney at your own expense regarding the mandatory \$300.00 civil penalty prescribed by 453A.22(2)(a) for the violation of Iowa Code Section 453A.2(1), selling, giving, or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under eighteen years of age.

If you wish to settle this case in lieu of the public hearing, you may complete the attached Acknowledgment/Settlement Agreement, returning the original copy, properly signed and dated, to Robert M. Bembridge, Assistant City Attorney, 528 West 4th Street, Waterloo, Iowa 50701, no later than ten (10) business days prior to the hearing date. With this Acknowledgment/Settlement Agreement, you must include a check in the amount of \$300.00, made out to the "City of Cedar Falls". This will satisfy the penalty for a first violation under Iowa Code Section 453A.22(2) and will conclude the matter.

If you have any questions, you may reach me by phone at 319-232-6555, or if you have obtained representation by an attorney in this matter, he or she should contact me.

Very truly yours,

Robert M. Bembridge
Assistant City Attorney

IN RE:
Great Wall Buffet, Inc.
724 Calumett Drive
Cedar Falls, IA 50613

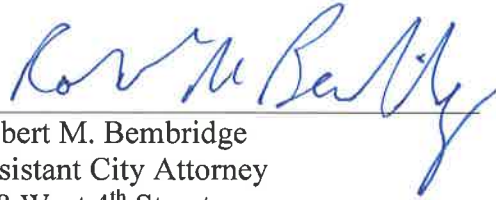
**HEARING COMPLAINT
ASSESSING PENALTY**

The City of Cedar Falls hereby makes the following complaint against the above-named permittee.

1. Iowa Code Section 453A.2(1) provides that a person shall not "sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age."
2. Iowa Code Section 453A.22(2)(a) provides that if a permit holder or employee of a permit holder has violated Iowa Code Section 453A.2(1), the permit holder shall be assessed a civil penalty of Three Hundred and No/100 Dollars (\$300.00) for a first violation of Iowa Code Section 453A.2(1).
3. On or about January 9, 2018, the permittee or an employee of the permittee sold cigarettes or tobacco products to a person under eighteen years of age. Copies of the court docket and Complaint are attached and incorporated herein as Exhibit A.
4. Therefore, in accordance with Iowa law, the City of Cedar Falls requests the Cedar Falls City Council find a violation of the above-referenced sections of Iowa Code Chapter 453A and assess a civil penalty in the

Item E.7.

amount of Three Hundred and No/100 Dollars (\$300.00) against Great
Wall Buffet, Inc.



Robert M. Bembridge
Assistant City Attorney
528 West 4th Street
P.O. Box 1200
Waterloo, IA 50704
(319) 232-6555

Original to:
Great Wall Buffet, Inc.
724 Calumett Drive
Cedar Falls, IA 50613

Copy to:
Captain Michael E. Hayes
Cedar Falls Police Department
220 Clay Street
Cedar Falls, IA 50613

Jacque Danielsen
Cedar Falls City Clerk
220 Clay Street
Cedar Falls, IA 50613

COMPLAINT

Grid IOWA UNIFORM CITATION AND COMPLAINT Area 552
Law Enforcement Agency - Cedar Falls Police Department

State of Iowa
 County of: BLACK HAWK No: 07
 City of: CEDAR FALLS
In the Court at City Hall, 220 Clay Street, Cedar Falls
 Court House, 316 E. 5th St., Waterloo

CF 163188



vs:
Name Zhong Ying
Address 4914 Algonguin Dr
City Cedar Falls State IA Zip 50613
DL# 583XX 2220 State IA

DL Class L DL End. - DL Rest. - DL/State ID Viewed? Yes No
DOB 12/13/1984 Race A Ethn. N Sex F Ht. 5'02" Wt. 120

The undersigned states that on or about 01/10/18 at 1739 AM PM defendant did unlawfully:

Operate Motor Veh./Boat (describe)

CDL Req? Yes No Pass. End. Req? Yes No HazMat End. Req. Yes No

Reg. # State Year US DOT #

Upon a public highway at Great Wall 2125 W 22nd St Ste D

Located in the county and state aforesaid and did then and there commit the following offense:

Sched. Violation/Fine \$ 100.00 Road Work Zone
Criminal Surcharge \$ 35.00 Non-scheduled Violation
Court Costs \$ 60.00 Court Appearance Required (805.10)
Total Fine/Costs \$ 195.00 Reason: Serious PI Fatal Accident Civil Damage Assessment Other

VIOLATION Employee Providing Tobacco to Minor (1st Offense)

Speed in Zone Sec. 453A, 2(1) 2017 IA Code
DATA CODE Fed/Adm. Code C.F. Ord. 1990 Sec.

Dated 01/10/18 5:11 PM 4131
Officer's Signature I.D. No.

Court Date: If you must appear in court or if you choose to appear to answer to a charge which does not require an appearance, report to the above named court on 02/08/18 at 0900 AM PM

NOTICE: Providing false information is a violation of Section 719.3 of the Code of Iowa and is punishable as an aggravated misdemeanor.

You hereby are given notice that within a reasonable time but no later than the date schedule for your initial appearance a citation/complaint sworn under oath will be filed with the district court clerk of the county in which the citation was issued. My signature below is not a plea of guilty, but acknowledges all of the following:

- 1. I hereby swear and affirm that the information provided by me on this citation is true and under penalty of providing false information.
- 2. I promise to appear in said court at said time and place, or I will comply with the provision on the top of the reverse side of the citation.

The following applies to simple misdemeanors only:
3. I hereby give my unsecured appearance bond in the amount of 210.00 dollars and enter my written appearance. I agree that if I fail to appear in person or by counsel to defend against the offense charged in this citation, the court is authorized to enter a conviction and render judgment against me for the amount of my appearance bond in satisfaction of the penalty and surcharge plus court cost.

* [Signature] Signature of Defendant

Item E.7.

Case Number: STA0166015 Case Title: STATE vs. ZHENG, YING

Opened: 01-10-2018

County: BlackHawk

Case Type: Scheduled Traffic - State Status: Active Judge:

Prayer Amount: \$.00

☒ Show/Hide Participants

Plaintiff[s]**Counsel of Record**

STATE OF IOWA

IA

Defendant[s]**Counsel of Record**

YING ZHENG

4914 ALGONQUIN

CEDAR FALLS, IA 50613

☒ Show/Hide Charges

Number	Date	Charge	Code	Comment
01	2018-01-09	EMPLOYEE PROVIDING TOBACCO/VAPOR PRODUCT TO MINOR - 1ST OFF	453A.2(1)	

File Date**Case History**

01-16-2018 10:54:57 AM Court	VIOLATIONS HANDLED BY CLERK Filed by: Court
01-10-2018 06:39:00 AM Court	TRAFFIC TICKET FILING Filed by: Court



Mayor James P. Brown

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

MEMORANDUM

Office of the Mayor

TO: Council
FROM: Mayor Jim Brown
DATE: March 2nd, 2018
SUBJECT: Kwik Star Site Plan Reconsideration

Dear Council,

Councilmen Wieland and Green have requested that I place the Kwik Star site plan resolution on the agenda for Reconsideration per Administrative Policy No. 07. If passed by Council, the item will be discussed further, allowing for input from Council.

Please note; By those same Admin Policy Rules, the item must be resolved at the same meeting (March 5th), however, it will be my strong recommendation for Council to Table the item, once again if the Reconsideration passes, until April 2nd where all stakeholders can give input and discuss.

BALL, KIRK & HOLM, P.C.

ATTORNEYS AT LAW



Max E. Kirk
H. Daniel Holm, Jr.
David W. Stamp
Jennifer L. Chase
Eashaan Vajpeyi

William C. Ball (1928-2011)
Michael W. Buckner (retired)

3324 KIMBALL AVENUE
P.O. BOX 2696
WATERLOO, IOWA 50704-2696
TELEPHONE: (319) 234-2638
FACSIMILE: (319) 234-2237
E-MAIL: bkh@ballkirkholm.com

February 19, 2018

Send via email only: Jim.brown@cedarfalls.com

Mayor Jim Brown
220 Clay Street
Cedar Falls, Iowa 50613

RE: Human Rights Commission Resignation

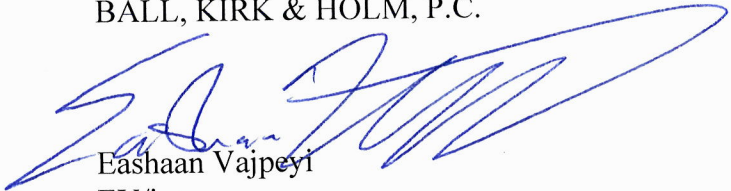
Dear Mayor Brown:

I am writing to submit my resignation from the Human Rights Commission. I have genuinely enjoyed serving on the Commission, but can no longer devote the appropriate amount of time to my service. I want to specifically mention and thank the work of staff member Colleen Sole who is the reason the Commission can function as an all volunteer body and who provides invaluable assistance to all members.

Again, thank you for the opportunity to serve and I look forward to possibly serving the city in other ways in the future.

Sincerely,

BALL, KIRK & HOLM, P.C.



Eashaan Vajpeyi
EV/jrr

CC: Colleen Sole



MAYOR JIM BROWN

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

MEMORANDUM

Office of the Mayor

TO: City Council
FROM: Mayor Jim Brown
DATE: February 21, 2018
SUBJECT: Appointment

I am recommending the following appointment:

Name:	Board/Commission:	Term Ending:
Evan Renfro	Library Board of Trustees (fills vacancy)	06/30/2022

CITY OF CEDAR FALLS, IOWA

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS

The City of Cedar Falls appreciates your interest in serving the community and welcomes your application. Please complete all sections of this application. If you have any questions, please contact City Hall at (319) 273-8600. The City of Cedar Falls is committed to providing equal opportunity for citizen involvement.

Name: Evan O. Renfro

Gender: Male

Date: February 10, 2018

Home Address: 719 W. 20th St, Cedar Falls

Phone: 512-744-8772

Work Address: UNI, Department of Political Science, Sabin Hall 348 Phone: 319-273-2647

Email Address: renfroevan@gmail.com

Cell: 512-744-8772

Employer: UNI

Occupation: Professor, Political Science

Cedar Falls resident, length of residency: 3 years

Ward: 4

Nominee For: Library Board of Trustees

COMMUNITY INVOLVEMENT: Please describe your present and past community involvement including voluntary, social, city, church, school, business and professional that are applicable. (Include dates of involvement, and any offices or leadership positions held.)

—Member of Cedar Falls Lions Club

—Member of Black Hawk Masonic Lodge #65

—Life Member of American Veterans (AmVets), Cedar Falls Post #49

—Founding Member, Cedar Falls Food Coop

—As a Professor of Political Science at UNI since 2014, I have had the privilege of educating nearly 500 students so far in the fields of international relations, human rights, foreign policy, international security, the Middle East, and counterterrorism

—I am often asked to give lectures on current events for various student groups around campus and College Hill establishments

SPECIAL QUALIFICATIONS: Please list any special qualifications for serving on a board, including skills, training, licenses and certificates that are applicable.

—As a proud military veteran of the intelligence branch (USAF 2000-2005), I have traveled the globe in the support and defense of United States security, and know the importance of team work, planning, and community involvement

—A heavy user of libraries, and recognize their importance for the community

Item G.1.b.

—Conducted research, resulting in peer review publications, based on information that can only be found in libraries

List reasons why you would like to be appointed and what contributions you believe you can make.

—It is my desire to increase my involvement in the community

—I recognize the importance of community quality of life, balance, and fairness in all issues relating to library matters

—I would make a great contribution as a voice for critical thinking, fairness, and deliberative communication pertinent to our city's great library

Are you aware of any conflict of interest, or potential conflict of interest, that may prevent you from carrying out your responsibilities on this Board/Commission in the best interest of the City of Cedar Falls? If so, please describe.

No.

Please mail completed application to: City of Cedar Falls, Boards & Commissions, 220 Clay Street, Cedar Falls, IA 50613 or email to boards@cedarfalls.com.

City of Cedar Falls

CEDAR FALLS LIBRARY BOARD OF TRUSTEES Nominee's Questionnaire

1. Why would you like to serve on the Cedar Falls Library Board?

It is my hope to serve the Library on its Board of Trustees and continue the great tradition for reasons discussed below (see especially, question 2). In short, the Library deserves the support of the community it serves, and the Library must be responsive to the needs of the community. In an increasingly divided world, the Library stands as a neutral community space where citizens can gather both individually, or communally, and be exposed to new ideas, and different ways of viewing the world. I can think of few better ways to serve the local community than serving the Library.

2. What are your views on the importance of a library in a community?

Libraries serve a fundamental function in a democracy. Elliot Shelkrot, past director of the Free Library of Philadelphia made the point nicely when he stated, "Democracy depends on an informed population. And where can people get all the information they need? At the Library." The role of a free local Library in a solid community is difficult to overstate. From books, to movies, to the internet, to classes, to readings, to creating a space for discussion—the library serves the people.

3. The Cedar Falls Library is owned by the City of Cedar Falls. What are your views on the role of the Library Trustees keeping the City informed and involved in Library operations?

It is of paramount importance to maintain an open line of communication with the City. Like the Library itself, the elected and appointed leaders of Cedar Falls serve the people. It is best seen as one team, in service of the people.

4. Library Trustees have full operational and fiduciary responsibility managing the Library. What experience do you have in the areas of personnel management, financial operations, litigation, business operation, and risk management?

As the Branch Chief of an Intelligence Unit at United States Strategic Command, I oversaw a staff of 12, and a budget of 2.5 million, and ensured its smooth functioning. While assigned to USAF Headquarters, Pacific Command, I was the Subject Matter Expert for Combating WMDs in the Asia-Pacific area of operations, and had a budget in the 10s of millions, and was responsible for the curriculum development, training, and safety in matters relating to weapons of mass destruction of 10s of thousands of US military personnel stationed everywhere from Japan, to Korea, Australia, to Alaska, to Hawaii, and beyond. The appropriate allocation of resources in this strategic level job was essential.

5. What are your views on customer service?

Customer service is a crucial component to the smooth running of any government (or private, for that matter) entity. As I have emphasized in this application, the Library serves the people of the community.

6. Do you believe that all Library should be offered free of charge or should there be reasonable fees for select programs and services that extend beyond basic Library offerings?

This depends on specific contexts. Certainly basic Library offerings should be free. There may well be select programs where a reasonable fee is not only appropriate, but necessary.

7. What role do you feel a Trustee and Library Director should play fund raising to support Library operations?

A Trustee should be prepared to engage with the City and Community in order to fund raise—and, just as importantly—spread the word of what the Library is all about, its offerings, its special space in the Community. A strong and evidence-based story produces strong support.

8. What role do you believe federal and state grants play in the operation of a Library?

Federal and state grants are very important, if increasingly hard to come by, in the operation of a Library. Here again is the question of allocation of resources. If the Library's story can effectively told (and spread), and its vital mission understood by both both elected leaders and the citizenry writ large, grants may well be more forthcoming.

Item G.1.b.

9. Do you have a view regarding the sharing of services with the Waterloo Library, including a Library Director?

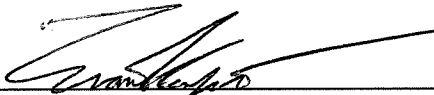
I would need more information on this one. Initially it strikes me as less than ideal, because a local library has a target customer group, and should tailor its duties accordingly.

10. Should the Library operate under the same personnel and financial policies as the City and should services between the City and Library be coordinated? (examples include: building maintenance, ground maintenance, telephone services, computer operations and janitorial services)

I would also need more information on this one. Initially, however, this strikes me as a good idea. The Library is owned by the City, and should always coordinate with it.

11. How do you plan to integrate your personal beliefs in responding to challenges regarding censorship or materials selection at the public library?

I do not support any attempts of censorship, and would work assiduously to prevent book banning and other, frankly medieval, attacks on the Enlightenment values that the Library represents. Material selection should reflect broad and diverse views that work to maintain and propagate a sense of wonder, edification, and...joy.



Signature

10 Feb 18

Date

COMMITTEE OF THE WHOLE

City Hall – Council Chambers

February 19, 2018

The Committee of the Whole met in the Council Chambers at 5:50 p.m. on February 19, 2018, with the following Committee persons in attendance: Mayor Jim Brown, Tom Blanford, Frank Darrah, Susan deBuhr, Rob Green, Daryl Kruse, Mark Miller, and David Wieland. Staff members attended from all City Departments. Pat Kinney with the Waterloo Courier, Evan Renfro, and other members of the community attended.

Mayor Brown called the meeting to order and introduced the first item on the agenda, Library Board of Trustees Interview – Evan Renfro. Mr. Renfro gave a brief introduction of himself. He stated he is a professor at the University of Northern Iowa. He answered a few questions from the council.

Mayor Brown introduced the second item on the agenda, On-Street Parking Regulations for Trailers. Kevin Rogers, City Attorney, reviewed other larger cities in Iowa and conducted other research over the parking regulations. He reviewed the current ordinance for parking and stated the ordinance refers to “gross capacity”. He stated the language should be clarified and to use terms in the Iowa Code Chapter 321 dealing with Motor Vehicles. He reviewed the staff recommendation:

No person shall park a motor home, camper, travel trailer, fifth-wheel travel trailer, motor sports recreational vehicle, boat, off road utility vehicle, manufactured or mobile home, all-terrain vehicle, semi-tractor, semi-trailer, bus, tank vehicle, special truck, multipurpose vehicle, motor truck, road tractor, truck tractor, commercial motor vehicle, commercial vehicle, commercial trailer, panel delivery truck, light delivery truck other than pickup, implement of husbandry, special mobile equipment, construction equipment, or any other trailer capable of transporting any of the above, on any public street or right of way or in any public parking lot at any time. This section does not apply to persons actively loading or unloading, or to persons actively engaged in providing services or conducting operations for or upon adjacent or nearby premises, provided that such persons are otherwise legally parked.

Mayor Brown opened it up for discussion. Mr. Rogers stated the current ordinance is difficult to enforce. He also explained there are parking permits used for construction/job trailers who park on the street. He explained the ordinance is only for street and right of way parking, and does not affect vehicles parked in driveways. David Wieland motioned to have staff draft the proposed ordinance. Tom Blandford seconded the motion. Motion failed 3-4. (Aye: Blandford, Darrah, Wieland; Nay: deBuhr, Green, Kruse, Miller)

Mayor Brown moved on to the third item on the agenda, Butchering/Harvesting Animals within City Limits. City Attorney Rogers stated currently the Code of Ordinance does not specifically regulate the butchering of animals for personal consumption within the city limits. He reviewed the staff recommendation:

No person shall within the city limits slaughter, butcher or process any animal or fowl on public property or, within the sensory perception of any person not on the

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same premises, on private property. In addition, any remains must be disposed of in a sanitary manner and in accordance with the law.

Mayor Brown opened it up for discussion. Jeff Olson, Director of Public Safety Service/Police Chief, stated they have had four complaints (two are of one resident) in the past year. Mike Johnson, 2214 Vine Street, had a picture taken from his yard of his neighbor's yard. He stated he also observed the dead carcass in the back of a vehicle for a few days. Susan deBuhr motioned for staff to draft the proposed ordinance, seconded by Mark Miller. The motion carried unanimously.

City Attorney Rogers continued with the review of disposal of animal carcasses. He reviewed the code section which addresses this. He explained this is difficult to enforce since it cannot be proven that the person owned or had control over the animal at the time of the death. Also, the current ordinance does not address leaving carcasses on public property. He reviewed the staff recommended change to the ordinance:

No person shall place or allow to be placed any dead animal or fowl in any public right of way or other public place in the city. No person shall allow any dead animal or fowl which the person owned or had control over at the time death to remain in any public right of way or other public place for more than twenty-four hours after death. No person shall allow any dead animal or fowl to remain on such person's premises for more than twenty-four hours after death. Such persons, and all other persons in possession of a dead animal or fowl within the city, shall properly dispose of such dead animal or fowl within twenty-four hours.

Mr. Rogers stated this is consistent with the Iowa Code 167.18. Tom Blanford motioned for staff to draft the proposed ordinance, seconded by Rob Green. The motion carried unanimously.

Mayor Brown introduced the fourth item on the agenda, Recreation/Aquatic Programs. Chris Schoentag, Recreation Program Supervisor, reviewed a PowerPoint presentation. He stated they have been using a new financial software over 1-year and it is shared by the Hearst Center and Tourism. He stated they recently upgraded the fitness equipment; he reviewed the location of this new equipment throughout the Rec. Center. Mr. Schoentag reviewed the membership statistics and recreation rental fee revenues. Brock Goos, Recreation Program Supervisor, reviewed the recreation programs offered to the youth, ages 4 yrs – 6th grade. He reviewed the number of participants. He stated the adult softball program has seen a decline in participation and pickle ball is on the rise. Mr. Goos reviewed other offerings the Recreation Center has as well as some of the revenue figures. Mr. Schoentag reviewed the gate and swim lesson attendance and revenues associated with them at the Falls Aquatic Center. A brief discussion was held.

Mayor Brown introduced the final item on the agenda, bills and payroll. David Wieland moved to approve the bills as presented and Susan deBuhr seconded the motion. The motion carried unanimously.

There being no further discussion Mayor Brown adjourned the meeting at 6:52 p.m.

Minutes by Lisa Roeding, Controller/City Treasurer

CITY COUNCIL WORK SESSION

Library Board Room

February 26, 2018

The City Council held a special work session in the Library Board Room at 5:00 p.m. on February 26, 2018, with the following persons in attendance: Mayor Jim Brown, Tom Blanford, Frank Darrah, Susan deBuhr, Mark Miller, Rob Green, Daryl Kruse, and David Wieland. Staff members attended from all City Departments, including City Attorney Rogers as well as Charlie Carlson and Jennifer Hassrick from Carlson Dettmann Consulting.

Mayor Brown called the meeting to order and introduced the only item on the agenda, Presentation of Pay Plan Study. Charlie Carlson reviewed the report with their pay plan recommendations and presented a power point presentation that outlined the factors that went into their recommendations. In addition to the report Charlie also noted that they looked at our plan as requested to ensure gender equity. They noted that our plan does not have any evidence illustrating gender inequity and that the job analysis tool they use to point factor the jobs is 100% gender neutral. City Council members had questions about our competitiveness in the market and noted the difficulty we have had in recruiting some positions. Council members discussed whether there would be a benefit in adding 5% to the market control point to ensure that we are competitive. Council members also noted that we do run lean from an operational standpoint and we expect our employees to do a lot of duties. Charlie noted that if the 5% was added into the plan, the cost of implementing the plan would increase from approximately \$15,000 to \$45,000. The cost is from moving employees that fall below the minimum rate up to the new pay grade minimum. A majority of the council members supported the idea of adding 5% to ensure we are competitive from a recruiting and retention standpoint. Some council members had concerns about adding in the 5%. Mayor Brown noted that the Consultant's recommendation along with the 5% adjustment will be brought forward to the next City Council agenda to be formally voted up or down by the Council. He asked that council members let him or staff know if they have additional questions prior to the Council meeting.

There being no further discussion, Mayor Brown adjourned the meeting at 6:40 p.m.

Minutes by Jennifer Rodenbeck, Director of Finance & Business Operations

CITY OF CEDAR FALLS

DEPARTMENTAL MONTHLY REPORTS



January 2018

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**JANUARY 2018 MONTHLY REPORTS
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**FINANCIAL SERVICES
JANUARY 2018**

Financial Reports

Reviewed the bi-weekly City Council audit lists and monthly revenue and expenditure guidelines for transactions. The monthly revenue and expenditure guidelines were distributed to Council members and all department directors.

Cash Management

Property tax related revenues received to date in FY18 are monitored monthly. The daily cash balances and budget to actual revenues and expenditures for all funds for FY18 were monitored during the month. The revenue and expenditure activity for the Capital Projects Fund was also monitored during the month.

Treasury

Financial Services is responsible for maintaining accounting and cashflow as it relates to the city treasury, monitoring securities held by the City and investing idle cash to provide safe investments while maximizing interest earnings. Currently, the City has \$99,899,500 invested in CD's and \$6,100,000 in a liquid money market.

<u>Investments</u>	<u>Transactions</u>	<u>Amount</u>
CD's Matured	2	\$8,000,000.00
CD's Purchased	2	8,000,000.00
PFMM Deposit	0	0.00
PFMM Withdrawal	1	2,000,000.00
CD/Investment Interest		\$134,176.04

FY19 Budget

The preliminary FY2019-2021 Financial Plan was prepared for the Council for their committee meeting on February 5th. The Financial Plan includes various financial information and charts illustrating the City's proposed expenditures and revenues for FY2019 and projections for FY2020 and FY2021. The public hearing has been set for February 19th and the final FY2019-2021 Financial Plan will be completed after that date.

The state required budget forms were completed in January. The public notice will be published prior to the public hearing. The state budget forms include the FY2019 budget figures as well as the FY2017 actual figures and the FY2018 projected figures.

Payroll

All W-2s for employees of the City of Cedar Falls were printed and checked for accuracy. They were distributed to employees with their paychecks prior to the January 31st deadline. In addition, all required 1099s were printed and distributed to various vendors in January.

Also included with each W-2 was a 2017 Benefit Summary for each employee. The summary outlined all benefits paid by the City on behalf of the employees. These benefits included health insurance, life insurance, long-term disability benefits, IPERS,

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411 pension, Social Security, and Medicare. All full-time employees and certain covered retirees received form 1095-C health insurance tax document to comply with coverage requirements of the Affordable Care Act.

Federal Grant Programs

We continued to monitor all federal grant accounts to ensure compliance with federal regulations. The quarterly Federal Cash Transaction Report for the block grant fund was timely filed as required by HUD. The monthly Electronic Data Collection for Section 8 Housing Voucher Program was filed timely as required by HUD.

Miscellaneous Financial Activities

1. We continued to monitor the grant accounts for all departments to ensure that expenditures do not exceed revenues for each grant.
2. The Special Assessment Receivables were updated.
3. The semi-monthly sales tax report was filed in a timely manner.
4. All payroll reports were filed as required by the various oversight units, such as the IRS, Social Security Administration, IPERS and the State of Iowa. For January, 35 payroll checks and 654 direct deposits were processed.
5. Capital asset additions were monitored during the month.
6. The annual salary publication for 2017 was published in the Courier on January 16 2018.
7. Accounts receivable were processed and 182 invoices were mailed out to customers.
8. 1,473 transactions for accounts payable were processed and approved by the City Council for payment and 486 checks were mailed out to vendors.
9. Continued to provide bookkeeping support to the Cedar Falls Community Foundation. 1099's for the Community Foundation were prepared and sent out by January 31, 2017. A W-2 for the Executive Director was prepared and distributed prior to January 31, 2018.
10. Continued to provide bookkeeping support for Sturgis Falls. 1099's for Sturgis Falls were prepared and sent out by January 31, 2018.

Benefit & Compensation Activities

1. Wellmark provided initial FY19 health plan renewal options. Final numbers will be presented in April.
2. Dental plan information was received and reviewed. A plan decision is expected in February with employee information and meetings to follow.
3. 2017 Affordable Care Act health plan reports were completed and provided to applicable employees.

4. Wellness challenge #4, StressLess, was finalized by the Mayor drawing ten employee names that completed the challenge. The reward was a 1-hour massage worth \$50. Gift card recipients will be taxed early February via payroll. Challenge #5, Financial Wellness/Money Makeover, began with financial coach Michael Finley presenting five financial sessions as part one. Part two also began, involving Wellmark's wellness center portal. Last, preparations for challenge #6 began for the spring months.
5. Medical leaves and return-to-work releases continued to be coordinated with employees, their providers, the Risk Management Committee and Arrowhead Medical Center.
6. Staff continued to work with the consultants on the pay plan study. A council worksession to discuss the results of the pay plan study is scheduled for February and the consultant will meet with employees in February as well.

Civil Service Commission & Employment Related Activities

1. Recruitment, testing preparations, testing, list certification, backgrounds, physicals, new hire meetings, departure processing, or job classification processing took place for the following FT positions: Building Inspector, Building Official/Inspection Services Manager, Equipment Mechanic, Fire Battalion Chief, Fire Captain, Maintenance Worker (Internal Streets), Planner I (housing emphasis), Planning & Community Services Manager, Public Safety Officer, Traffic Operations Supervisor; PT positions: Ass't Equipment Mechanic, Clerical/Evidence Technician, Community Service Officer, Fitness Coordinator, Library Intern and Shelver, Laborer, Maintenance Worker, and seasonal positions within the Municipal Operations & Programs Department.
2. Follow-up and preparations took place for the December 20, January 24, and February 14 Commission meetings.
3. The Courier Advertising Agreement renewal was finalized for February City Council approval.
4. Conflict of interest forms continued to be received and tracked for recordkeeping.

Miscellaneous Personnel Activities

1. Performance evaluations templates and merit score sheets were distributed and staff assisted management with related questions and provided prior year evaluations.

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Finance and Business Operations Information Systems Division Monthly Report January 2018

Software Purchase/Installation/Upgrade Activities

Software purchases:

- 6 copies of Windows Server 2016.
- SSL Security Certificate was purchased for the ASA Firewall

Software installations included:

- IBM iAccess Client Solutions for AS/400 green screen applications was installed to three PC's in Finance which will soon replace IBM's older software Client Access.
- Cellebrite software was installed on a PC in Investigations.
- The Windows Update Server was reloaded after virus corruption

Software upgrades included:

- An update was applied to the DMS server and printer configurations for printing W2's and 1099 forms
- MaxGalaxy received a production update. A few machines needed Internet Explorer re-configured following.
- Past perfect museum software was upgraded from 5.0 D8 to 5.0 E8 for Hearst Center end users.
- Firehouse software was upgraded to version 7.21.27 in order to fix activity code errors.
- Our AVAMAR backup system was upgraded from version 7.2 to 7.5.

Equipment Purchase/Installation/Upgrade Activities

Equipment purchases included:

- 2 Apple lightning port HDMI adapters for iPad/iPhone use. 1 for the City Administrator and the other for IT inventory.
- 4 TV mounts to be used for digital signage.
- 3 audio connectors were ordered for the Police Investigative Unit for recording phone conversations.
- A recessed wall box with power and network hookups for the City Administrators office.
- A replacement battery for the Water Reclamation laptop.
- Three Digital Signage displays were purchased. Two for Rec Center, One for City Hall
- A portable TV stand was purchased and installed to the City Hall North Conference Room.

- Purchased a new drone to replace damaged one.

Equipment installations included:

- One iPad tablet was configured and assigned to Public Safety Training Lt.
- A TraCS signature pad was installed on the Public Safety crime lab PC.
- An iPad was setup for a new Planning & Zoning committee member. Training was also conducted on syncing, viewing and modifying the Planning & Zoning packet.
- A laptop was assigned to the GIS Analyst.
- A laptop was assigned to the Vehicle Maintenance Supervisor for programming heavy equipment.
- 2 iPads were setup for 2 planners in order to sync the Planning & Zoning and council packets. Training was also conducted.

Equipment Upgrades:

- Worked with NewTek to “swap” new Tricaster video switcher for problem-plagued Tricaster switcher that we had been using

Project and Assistance Activities

- Network Refresh Project
- Graphic design projects for the month included:
 - Hearst Center: Red Herring Poster, Friends buttons, volunteer half sheet, Biocell sign, Friends flow chart, exhibit labels
 - Tourism: AAA Living ad, Iowa/Bike ad, Silos and Smoke stacks ad, Silent Sports ads, and misc printing
 - Other city projects: website maintenance, website accessibility, employee Currents distribution, business cards, misc printing, trail map revisions, Pettersen Plaza rendering, Public Safety thank you cards, Public Safety cards, Request Tracker updates, PDF conversion, code enforcement door hangers, library poster and bookmarks, Author’s Festival brochure, laminating, rec center badges and flyer, pss badges, housing and rental code booklets, cable TV slides, fire flier, helped assembly budget and CIP books, Public Safety power point slide assistance, Public Safety report ready tags
- Assistance Activities:
 - A Police officer was assisted with creating an Outlook contact group.
 - The Door lock holiday schedule has been updated for 2018.
 - A plumbing inspector was relocated to a new office.
 - A section 8 employee was relocated to free up space for the new Planner.
 - The AVAMAR virtual machine backup was cleaned up
 - Assisted the Police Department with retrieving DVR video from Broadway Liquor, in Waterloo, pertaining to a robbery investigation.
 - The Police Investigative Unit was assisted with getting several pictures from the U of I hospital to our FTP site.

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- Reviewed help documentation and training videos in learning MaxGalaxy Digital Signage.
- Driver's License scanner was re-installed in Patrol Car 19 to resolve issues.
- Three abandoned network ports in the conference room at Rec Center were traced and patched into the main data switch at Rec Center.
- Assistance was given in setting up a new Tab/Category in OptiView for scanning documents for the risk management committee.
- We continue to provide controlled access to the internet, adding approved sites as requested by Division managers.
- We continue to monitor the SPAM filter, tagging and retrieving messages as needed to reduce the quantity of unwanted email received.
- We continue to provide support for the City's FTP server, adding folders and managing security as necessary.
- Files and folders were restored from backup as requested by users.
- We continue to provide support for the City's automated door lock systems, adding, deleting and changing user access as needed.
- Laptops and projectors were provided and setup for those needing them for meetings and travel
- Users were added and removed from the network and employee intranet as required for hires and terminations.
- We continue to provide support for the digital video systems in the patrol cars, body cameras, city facilities, College Hill, Parkade, and covert operations as requested.
- We continue to provide support for the City's web site. News items were posted to the home page. Job openings, cable TV schedules, digital brochures, calendar items, bid opportunities, meeting agendas and minutes were posted as requested. Incoming requests to the request tracker system was monitored and forwarded to the appropriate department as necessary.
- We continue to provide support for the document imaging system, adding categories as requested, maintaining user accounts, maintaining appropriate security and providing backup and redundancy.
- We continue to provide support for the City's telephone system, adding and modifying services as requested

Problem Resolution Activities

- An issue was resolved with too many concurrent logins to SIRE webcenter, which caused problems with time stamping video.
- Local Watchguard Video export folders were cleared out, on all Public Safety computers, due to issues with video burning projects being bottlenecked and causing further DVD burning issues.
- 2 MDC docking stations in the public safety cars were swapped to see if power issues followed.
- After being told that the conference room phone in the Duke Young was not working, it was determined that the large AC power was unplugged.

- The Watchguard transfer agent was reinstalled on a report PC in the Public Safety department because of problems burning DVD's.
- A script was added to the Firehouse database in order to re-enable the delete feature for removing incorrect calls for service and incorrect activities.
- Our TraCS representative was contacted because of problems with running NCIC requests in MACH. There was a software bug and a fix was pushed out to our system.
- Assistance was given to a citizen in regards to accessing online video playback from the city website.
- Breakers were reset at Fire Station 2 resolving issues with the door locks reader/controller and software updating
- A full disk drive was cleaned up on the mail server resolving send/receive issues on a few occasions.
- Several hard drives were scanned for Cable TV in troubleshooting and locating a problem disk drive in their production van equipment.
- GPS device was re-configured in patrol car 19 after the machine had been disconnected losing the com port settings.
- Resolved File Data Transfer configuration issues between new iSeries software in retrieving a file for Direct Deposit.

Equipment Repair Activities

- After running diagnostic checks on the PD Datamaster, it was determined that the device needed to be sent in for network card repair.
- Two support calls were placed with Advanced Systems for Copiers in FBO and CD for paper path/feed and print quality issues.
- Repaired CableTV's Vinten tripod, rebuilding the head.
- Repaired Cable TV's Canon XF305 camera

Channel 15 Programming Activities

Televised live programs from City Hall:

- Two Cedar Falls City Council meetings
- Two Committee of the Whole meetings
- Two Planning & Zoning meetings
- Two Cedar Falls School Board meetings

Facilitated Public Access programming for both CFU and Mediacom cable systems.

Regular production included:

- Recorded 3 CF Boys Basketball games and had playbacks on Channel 15
 - CF Boys Basketball v Dubuque Senior
 - CF Boys Basketball v Iowa City West
 - CF Boys Basketball v Cedar Rapids Xavier
- Recorded 3 CF Girls Basketball games and had playbacks on Channel 15
 - CF Girls Basketball v Cedar Rapids Jefferson

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- CF Girls Basketball v Cedar Rapids Kennedy
- CF Girls Basketball v Linn-Mar
- Recorded 1 CF Wrestling meet and had playbacks on Channel 15
 - Cedar Falls Wrestling v. Waterloo West
- Recorded 1 Live event for the Panther Sports Network, including replays
 - UNI Men's Basketball vs. Drake
- Recorded 9th Grade Boys Basketball game
 - Holmes vs. Peet
- Recorded Kalamazoo Public Safety trip with CF city delegation and produced short documentary from the trip for air on Channel 15 and City News.
- Recorded Financial Wellness presentation
- Recorded 3 Hotline shows
 - Hotline Trivia: Hansen vs. Lincoln
 - Hotline Trivia: Valley Lutheran vs. 7th Grade exhibition
 - Hotline Volunteering
- Produced On Hold messages for Rec Center
- Produced 4 City News shows
- Produced 1 Arts Overlook shows
- Aired 4 new Panther Sports Talk shows
- Aired 4 new Fight for Iowa show

City News

Continued weekly news format program "Cedar Falls City News" including the following stories:

- CFU General Manager Jim Krieg retires
- Nick Taiber and John Runchey reception and new city council
- Flood Levee construction update
- Grout Museum Korean War exhibit
- House Burn training for CF Fire and Public Safety
- Winter Driving Tips
- Gateway Park Ice Rink
- Roundabout education
- Kalamazoo Public Safety trip
- Pickleball complex at Orchard Hill School moves forward
- Clay Street Shelter
- Peter Melendy Community Builder Award nominations
- Cedar Falls Veterans Park

Geographical Information Systems (GIS)

- Added new pavement management application to web server for engineering
- Completed agreement with Kucera International for our 2018 aerial acquisition project
- Worked with UNI to assist with a job description for a new GIS position

- Added several new fields and added tabular information to Engineering's new pavement management layer
- Provided training to Engineering staff on editing historical pavement management on new web application
- Met with Public Works to discuss editing maintenance records on the web
- Added new fields and tabular information to Public Works' storm intake maintenance table
- Added sub addresses above commercial businesses for downtown and college hill as required by the upcoming census local address update
- Provided updated map of West Industrial Park for economic development
- Provided new map for CMS illustrating parking and attractions
- Provided map for Water Rec for their 2018 sewer lining project
- Provided citizen with precinct & ward maps
- Provided post office with updated road map with street index
- Provided permit value numbers for the Greenhill Rd & University Ave corridor to Community Development Department.
- Began scripting query to pull building permits from LAMA database
- Updated rental information from Firehouse into SQL
- Updated building permits from LAMA into SQL

Training and Staff Activities

- Attended meetings with DeltaWRX , Black Hawk County Sheriff's Department, and Cedar Falls Police Department at Black Hawk County Sheriff's Office Range regarding new Criminal Justice / CAD Software.
- A CIMS meeting was attended to go over issues with some entries not being sent to QuickBooks.
- A City Wellness meeting was attended to discuss future wellness activities and to draw for 10 hour long massage winners.
- A financial wellness presentation was attended in the Council Chambers.
- Training was given to staff at Hearst Center on using their soundboard system in the A/V booth.
- Civic Plus Webinar was reviewed regarding ADA Compliance
- Webinar regarding windows 10 upgrade was attended
- Training was given to a user in Community Development for using the FTP site for document uploads for meetings.

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FINANCE & BUSINESS OPERATIONS LEGAL SERVICES JANUARY 2018

REPORT FROM SWISHER & COHRT – BETH HANSEN, ROBERT BEMBRIDGE:

1. **Traffic Court:**
City Cases Filed: 136 (this number includes both City and State tickets)
Cases Set: 7
Trials Held: 2
2. **Code Enforcement:** Attention to four new tobacco violations, research status and prepare documents for Great Wall and Metro Fuel. Attention to search warrant for 216 Iowa Street for asbestos testing.
3. **Miscellaneous:** Review of email from Chief Olson regarding Public Defender fees being assessed to the City. Phone call with Chief Olson regarding same.

REPORT FROM KEVIN ROGERS, CITY ATTORNEY

4. **PERSONNEL/HUMAN RESOURCES:**
 - a) Consult with City staff on personnel and disciplinary matters; review and revise proposed discipline; review and advise on disciplinary investigations
 - b) Attend weekly Human Resource Meetings
 - c) Advise on light duty issues
 - d) Attention to employee accommodation request
 - e) Advise on FMLA issues
5. **RISK MANAGEMENT/CLAIMS:**
 - a) Attend Risk Management Committee Meeting; provide input
 - b) Update/consult with and prepare City Staff regarding pending claims/litigation, including:
 - i. workers compensation
 - ii. personal injury
 - iii. property damage
 - iv. unemployment
 - v. eminent domain
 - vi. permit granting issues

- c) Review and approve outside counsel legal fees and expenses for payment
 - d) Contacts with outside legal counsel monitoring and advising on pending litigation involving the City
6. **CONTRACTS/AGREEMENTS:**
- a) Review and Advise – City Farm Lease
 - b) Greenhill Development Agreement – Lockard
 - c) Review and advise – 911 Dispatch Center Agreement
 - d) Review and advise – UNI Assumption Agreement
 - e) Review and advise – Riverwise Engineering, LLC, consulting agreement
7. **MAYOR/CITY COUNCIL:**
- a) Prepare for and Attend Meetings of City Council and Committee of the Whole; Meetings with Mayor Brown
 - b) Advise on City Council procedural issues
 - c) Advise on ex parte communication issues
 - d) Advise on conflict of interest issues
8. **ORDINANCES:**
- a) Work on Recodification
 - b) Draft University Avenue speed limit ordinance
 - c) Advise on Rental Paving Ordinance issues
 - d) Advise on Zoning Ordinance amendment questions
 - e) Advise on Zoning Ordinance applicability questions
 - f) Draft proposed parking, animal carcass ordinance amendments
9. **MISCELLANEOUS:**
- a) Attend Weekly Department Meetings
 - b) Professional Reading-municipal and employment law resources
 - c) Advise on new Iowa appellate court cases of interest to the City
 - d) Advise on unhealthy dwelling issues
 - e) Continuing Legal Education
 - f) Attention to federal excise tax issue
 - g) Police Department Training – firearm laws
 - h) Draft Conveyance documents (20 Parcels) related to Center Street Recreational Trail project
 - i) Attention to Hearst Center alcohol policy

REPORT FROM COLLEEN SOLE, PERSONNEL SPECIALIST:

10. **Risk Management/ Workers' Compensation/ Property/Liability Claims:**
- a) The Risk Management Committee met January 17, 2018. Department Directors, City Attorney, and insurance representatives were in attendance.

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- Workers' Compensation injuries, liability claims, damage to City property, policies, and disciplines were reviewed.
- b) Worked with legal counsel on investigation and documentation for various litigated workers' compensation, property, and liability claims.
 - c) Review and edit contracts and certificates of insurance for insurance requirements; working legal counsel and conferring with Arthur J. Gallagher and contractor's agents.
 - d) Worked with Alternative Service Concepts in processing claims: worker's compensation, liability, property damage, etc.
 - e) Review trails and parks rental agreements and insurance for special events
 - f) Work with CHUBB Adjuster, O&M Joint Complex (building fire) property claim
 - g) Work with FEMA Insurance Specialist and CHUBB Adjuster, 2016 flood claim
 - h) Process unemployment claims
 - i) Employee Assistance Program Agreement finalized
11. **Personnel**
- a) Work with departments and legal counsel on disciplinary matters
 - b) Work with departments and legal counsel on various personnel issues; interviews and grievance issues
 - c) Work with MFPRSI to assist personnel with processing of disability
12. **Human Rights Commission (HRC):**
- a) Attended Executive Committee and Commission Meetings on January 15, 2018. Provided staff support to Committees and Commission.
 - b) One official complaint received. Three current active cases; working with ICRC toward completion of claim. Work with citizen submission to ICRC.
 - c) Work with ICRC to review cross-filed claims
 - d) Process complaints, provide support to citizen's jurisdictional questions, and provide staff support to Commissioners

**FINANCE & BUSINESS OPERATIONS
PUBLIC RECORDS
JANUARY 2018**

Public Records Activity

Prepared agendas, minutes and electronic packets for two Regular Council meetings, one Committee of the Whole meeting, one Technical Review meeting and two Planning & Zoning Commission meetings. Staff processed all Council meeting follow-up communications and legal documents.

City Council adopted thirty-four (34) resolutions during the month, and staff drafted twenty-six (26) of these resolutions.

Issued the following:

- 1 Business Licenses
- 163 Pet licenses
- 27 Annual "Paw Park" permits
- 9 Cemetery Interment Certificates

Issued the following Parking Permits:

- 72 Monthly Lot
- 28 Annual Lot
- 20 Annual Senior
- 10 Monthly Construction
- 14 Daily/Guest
- 0 Annual Dumpsters

Processed (6) liquor licenses.

Recorded (19) documents with the Black Hawk County Recorder.

Responded to (2) requests for public records and (5) requests for information received thru the City's on-line Service Request feature.

Compiled 2017 annual perpetual care cemetery reports for filing with the Iowa Insurance Division.

Coordinated the Joint Council and P&Z Committee of the Whole meeting for discussion of the annual Capital Improvements Program.

Drafted and submitted the annual City Government Officials listing for the Code of Ordinances.

Updated all Code of Ordinances, Zoning and Traffic Code books, and distributed supplements through Supplement #93.

Compiled recodification notes for review with the city attorney and Municipal Code Corporation (Municode).

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Electronic notifications were sent to registered pet owners as reminders for pet licensing.

Staff attended CIMS cemetery software and Quickbooks troubleshooting meetings and assisted in revising the Interment Rights Agreement.

Staff attended Financial Money Makeover sessions sponsored by the City's Wellness program.

The City Clerk received the designation of Master Municipal Clerk (MMC) from the International Institute of Municipal Clerks.

The unemployment rates for the month of December 2017 were 3.2% for the Waterloo-Cedar Falls Metropolitan Area, 2.8% in Iowa and 4.1% in the U.S.

Document Imaging

- 7 – Employee performance evaluations.
- 12 – Miscellaneous boards, commissions & committees meeting materials.
- 3 – City Council meeting files. (08/07/17-09/05/17)
- 1 – Planning geographic files.
- 62 – Planning archive land use permits.
- 51 – Inspection Services commercial building plans.

Departmental Monthly Reports for November 2017.
Employee training records (De-escalation, Diversity and Sexual Harassment).
Miscellaneous employee documents.

Parking Enforcement

- 712 – Parking citations issued.
- \$11,053.74 – Citations paid.

Parking Collections

- \$ 875.00 – Collections from delinquent parking accounts.
- \$ 550.00 – Vehicle immobilizations (11 vehicles).

**FINANCE & BUSINESS OPERATIONS
LIBRARY & COMMUNITY CENTER
JANUARY 2018**

Library Activity

Usage Statistics	November 2017	December 2017	December 2016
Customer Count	17,874	15,211	15,571
Circulation	34,622	30,811	31,666
Ebooks, emagazines, and streamed videos	5,738	6,122	3,910
Downloaded music	1,690	1,766	1,781
Reference Service	2,075	1,926	1,965
Items Added	886	721	1,043
Event Attendance	2,523	1,079	1,195
Computer & Wi-fi Usage	4,167	3,510	4,189

Library events in January included the following:

- The Friends evening book club discussion, *Bottomland* by Michelle Hoover, was held January 2.
- Local Authors Showcase on January 3 featured Virginia Pillars speaking on “R.A.I.S.E Hope and Awareness,” about mental illness recovery.
- Special Access Browsing Hour was held January 6. This serves youth with autism and their families, in the hour before the Library opens.
- Writers of the Cedar Valley, which includes an hour of quiet writing time, an hour of one-on-one or small group feedback and critique, and an hour of group discussion or guest presentations on writing-related topics, was held January 7.
- Young Writers of the Cedar Valley is the youth version of this, and met January 14.
- Family Trivia Night this month featured Pixar trivia, on January 16.
- There was a “Create a Character” program on Dungeons and Dragons, January 24.
- The Friends morning book club discussion, *What Money Can’t Buy* by Michael Sendel, was held January 30.
- For youth in grades 7-12, there were two Teen Nights, one with video games and the other with Nerf.
- The Youth Department held regular events throughout the month, including storytimes for babies, toddlers and preschool, school visits, and an afterschool program.

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In addition, there was a large audience in the Library meeting room on January 28, to hear local author, Gary Kelley, talk about his book, "The Spirit Lake Massacre in Words & Pictures." This was part of the Cedar Falls History Writers Series sponsored by the Cedar Falls Authors Festival.

Staff professional development this month covered off review of the December staff in-service day, including customer service to difficult customers and to those with mental health issues, as well as walking through Library emergency procedures, including a tour of the building to review equipment and exits.

The Co-Lab project planning began in earnest this month, via a January 9 meeting with Struxture Architects. This makerspace will be built and equipped this calendar year, on the Library second floor.

Community Center: In addition to regular weekly events for seniors, such as ceramics, cards, billiards, functional fitness sessions, and music, the Center also hosted bridge clubs, stamp club, device advice, a Red Cross blood drive, and a public meeting on the W. 1st St. improvements.

**ENGINEERING DIVISION
PROJECT MONTHLY REPORT - JANUARY 2018**

<i>Project</i>	<i>Description</i>	<i>Status</i>	<i>Budget</i>	<i>Contractor/ Developer</i>
W. 20th Street Bridge Replacement	Bridge	Construction Underway	\$850,000	Engineering Division PCI
Cedar River Whitewater Recreation	Recreation	RFP for Consultant	\$50,000	Engineering Division
Downtown Levee Improvements	Flood Protection Raise Levee to 500 Year	Construction Underway	\$11,800,000	Engineering Division AECOM
Dry Run Creek Sanitary Sewer Phase I	Sanitary Sewer	Final Out Remains	\$4,500,000	Engineering Division SM Hentges
Dry Run Creek Sanitary Sewer Phase II	Sanitary Sewer	Construction Underway	\$3,800,000	Engineering Division SM Hentges
2017 Permeable Alley	Storm Water	Punch List Remains	\$150,000	Engineering Division Vieth Construction
Dry Run Creek Watershed Improvements Phase I	Storm Water	Final Out Remains	\$560,000	Engineering Division PCI
Mandalay Slope Repair	Storm Water	Final Out Remains	\$107,000	Engineering Division S.L. Baumeier
2018 Street Construction	Street Repair	Contracts	\$4,700,000	Engineering Division PCI
2017 Street Restoration	Street Repair	Final Out Remains	\$1,300,000	Engineering Division ASPRO
Greenhill Road Extension	New Street Construction	Construction Underway	\$5,100,000	Engineering Division AECOM
Highway 58 Corridor Study	Study and Design Greenhill Road to HWY 20	Viking & Hwy 58 Interchange Final Design Underway	\$2,500,000	IDOT/AECOM Engineering Division
Prairie Parkway & Viking Road Traffic Study	Traffic Study	Study Underway	\$10,000	Engineering Division AECOM
University Avenue - Phase I	Reconstruction	Final Out Remains	\$14,500,000	Engineering Division Foth
University Avenue - Phase II	Reconstruction	Construction Underway	\$13,632,000	Engineering Division Foth PCI
University Avenue - Phase III	Reconstruction	Contracts	\$3,500,000	Engineering Division Foth
W. 1st Street Reconstruction	Reconstruction	Final Design Pending	\$6,500,000	Engineering Division Snyder & Associates

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ENGINEERING DIVISION SUBDIVISION MONTHLY REPORT - JANUARY 2018

<i>Project</i>	<i>Description</i>	<i>Status</i>	<i>Budget</i>	<i>Contractor/ Developer</i>
Autumn Ridge 8th Addition	New Subdivision	Construction Underway	-----	BNKD Inc. Shoff Engineering
Greenhill Village 8th Addition	New Subdivision	Preliminary Plat to Council	-----	Skogman Anderson-Bogert
McMahill Plat	New Subdivision	Under Construction	-----	Cedar Falls Schools Hall and Hall
Pheasant Hollow 2nd Addition	Old Subdivision	Acceptance of Improvements Remain	-----	Witham/Cortright
Prairie Winds 3rd Addition	New Subdivision	Acceptance of Improvements Remain	-----	Brian Wingert CGA
Prairie Winds 4th Addition	New Subdivision	Construction Underway	-----	Brian Wingert CGA
Prairie West 7th Addition	New Subdivision	Final Acc.	-----	Brian Wingert CGA
Prairie Winds 4th Addition	New Subdivision	Construction Plans Under Review	-----	Brian Wingert CGA
River Place Addition	New Subdivision	Construction Underway	-----	Kittrell/AECOM
Sands Addition	New Subdivision	Construction Underway	-----	Jim Sands/VJ
The Arbors Third Addition	New Subdivision	Under Construction	-----	Skogman/CGA
Wild Horse 3rd Addition	New Subdivision	Acceptance of Improvements Remain	-----	Skogman/CGA

**ENGINEERING DIVISION
COMMERCIAL CONSTRUCTION MONTHLY REPORT - JANUARY 2018**

<i>Project</i>	<i>Description</i>	<i>SWPPP Status</i>	<i>Detention Calcs Status</i>	<i>Developer/ Engineer</i>
924 Viking Road	924 Viking Road	Approved	Approved	Dahlstrom/CGA
Ashley Furniture		Under Construction	Approved	Claassen Engineering
Bethany Bible Church	4507 Rownd Street	Seed Stabilization	Approved	-----
College Square Apartments	925 Maplewood Drive	Under Review	Under Review	Confluence
Community Foundation	Greenhill Circle	Approved	Approved	
Community Motors	4617 University Avenue	Under Construction	Approved	Helland Engineering
Greenhill Fountains - Ph. II	Under Construction	Approved	Approved	Hall & Hall
Hanna Park Lot 5		Under Construction	Approved	Shoff Engineering
Jacobson Parking Areas	411 Clay Street		Approved	Peters Construction
Wayson Chiropractic	4615 Chadwick Road	Under Construction	Approved	
Western Home Community Building		Under Construction	Approved	Claassen Engineering
Willow Falls Addition	Bluegrass Circle	Under Construction	Approved	VJ Engineering Brent Dahlstrom

City of Cedar Falls
 Development Services
 Inspection Services Division
 Monthly Report for:

Jan-18

Total for Month \$5,991,099.00
 Total for Fiscal Year \$61,776,629.00
 Total Same Month - LAST YEAR \$1,627,444.00
 Total for Fiscal Year - LAST YEAR \$56,977,301.00

Construction Type	Monthly Summary				Yearly Summary			
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees
Single Family New Construction	3	0	\$605,620.00	\$5,184.00	58	0	\$12,970,241.00	\$101,931.00
Multi-Family New Construction								
Res Additions and Alterations	56	0	\$824,180.00	\$12,402.00	1215	0	\$12,849,334.00	\$221,526.20
Res Garages					34	0	\$284,121.00	\$6,028.60
Commercial/Industrial New Construction	1	0	\$4,000,000.00	\$18,273.00	5	0	\$5,292,749.00	\$27,976.01
Commercial/Industrial Additions and Alterations	9	0	\$536,299.00	\$4,946.00	77	0	\$21,572,097.00	\$119,272.00
Commercial/Industrial Garages					2	0	\$183,200.00	\$1,920.00
Churches					5	0	\$191,045.00	\$2,414.00
Institutional, Schools, Public, and Utility	1	0	\$25,000.00	\$391.00	8	0	\$8,433,842.00	\$40,292.00
Agricultural/Vacant								
Plan Review	9	0	\$0.00	\$15,029.00	55	0	\$0.00	\$116,749.00
Total	79	0	\$5,991,099.00	\$56,225.00	1459	0	\$61,776,629.00	\$638,108.80

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City of Cedar Falls
 Development Services
 Inspection Services Division

Monthly Report for:

Jan-18

Construction Type	Monthly Summary				Yearly Summary			
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees
Electrical	46	0	\$0.00	\$4,232.30	426	0	\$0.00	\$42,769.10
Mechanical	84	0	\$0.00	\$9,980.00	524	0	\$0.00	\$54,875.00
Plumbing	56	0	\$0.00	\$3,333.00	427	0	\$0.00	\$36,316.00
Refrigeration					4	0	\$0.00	\$505.00
Total	186			\$17,545.30	1381			\$134,465.10
Constructor Registrations	Monthly Summary				Yearly Summary			
	Issued	Dwelling Units	Valuations	Fees	Issued	Dwelling Units	Valuations	Fees
Electrical	1	0	\$0.00	\$150.00	14	0	\$0.00	\$1,800.00
Mechanical					2	0	\$0.00	\$150.00
Plumbing					4	0	\$0.00	\$150.00
Refrigeration								
Total	1			\$150.00	20			\$2,100.00
Building Totals	79	0	\$5,991,099.00	\$56,225.00	1459	0	\$61,776,629.00	\$638,108.80
Grand Total	266	0	\$5,991,099.00	\$73,920.30	2860	0	\$61,776,629.00	\$774,673.90

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PLANNING & COMMUNITY SERVICES DIVISION MONTHLY REPORT January 2018

MONTHLY MEETINGS:

Planning & Zoning Commission – Meetings were held on January 10, 2018 and January 24, 2018. The following items were considered:

<u>Owner/Applicant</u>	<u>Project</u>	<u>Request</u>	<u>Action Taken</u>
River Place Properties, LLC	100 E. 2 nd Street	Central Business District Design Review – MU2 Building	Approved
Kwik Star Convenience Store	Bluebell and Coneflower	MU District Site Plan Review	Approved
Fareway Grocery Store	Greenhill and S. Main	MU District Site Plan Review	Approved
CF Gateway Park, Inc.	NE Corner of Hudson Rd. and Ridgeway Ave.	Gateway Park Preliminary Plat	Introduced
Rabbani Wahidy	2128 College Street	College Hill Site Plan Review – Drive thru window	Approved
MMC Properties	115 E. 4 th Street	Central Business District Facade Review - Signage	Approved
CV Commercial, LLC	2119 College Street	College Hill Site Plan Review – New Mixed Use Building	Introduced and Tabled
City of Cedar Falls	Zoning Ordinance Amendment	Central Business District – Design	Introduction
City of Cedar Falls	Zoning Ordinance Amendment	Principle and Accessory Use	Introduction

Group Rental Committee – Regular meeting was held on January 3, 2018 and January 17, 2018.

<u>Owners</u>	<u>Address</u>	<u>Request</u>	<u>Action Taken</u>
Evan Renfro	719 W. 20 th Street	Occupancy of three (3) individuals.	Approval of two (2) individuals with stipulations.

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Aaron and Jolene Carolan	3507-3509 Veralta Drive	Occupancy of four (4) individuals per unit	Approval of four (4) individuals with stipulations.
Mike Morrison (Around Town Rent LLC)	1515 Franklin Street	Occupancy of four (4) individuals per unit	Approval of four (4) individuals with stipulations.

Board of Rental Housing Appeals – No meetings in January.

Board of Adjustment – Regular meeting was held on January 22, 2018.

Owners	Address	Request	Action Taken
Doug and Deb Tensen	2020 Cottage Row Road	Variance and Special Exception Permit	Approved with Iowa DNR concurrence.

Other Commissions, Board Meetings & Staff Liaison Responsibilities:

	Date	Notes/Actions
Historic Preservation Commission	1/10/18	Monthly meeting. Commission elections held. Upcoming projects discussed.
Community Main Street Design Committee	1/19/18	Reviewed proposed façade changes and new construction projects.
Metropolitan Transportation Policy Board	1/11/18	Monthly Transportation Technical Committee meeting. 2045 Long Range Transportation Plan update, Pedestrian Master Plan and other local projects.
MET Transit Board	1/25/18	Monthly Board meeting. Approved, audits, staff reports and Union insurance contracts.
Bike/Pedestrian Advisory Committee	1/9/18	Monthly committee meeting. Final annual report, committee's priorities and May Bike Month activities.
Middle Cedar River Watershed Technical Committee	Meeting Cancelled	
Downtown Parking Committee	No Meeting	
Wellness Committee	1/10/18	Mayor randomly selected winners of the Stress Less Challenge. Financial challenge discussed.

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City/CFU/GCVAC Marketing Committee	No Meeting	
North Cedar Neighborhood Association	1/8/18	Staff gave an update on the Center Street Trail project.
College Hill Partnership	1/8/18	Reviewed two site plans: 22nd & College Street Mix Use project and 2128 College Street.

ECONOMIC DEVELOPMENT:

- Continue to prepare/distribute materials for information requests for prospects along with information on available buildings, land, incentives, tax rate comparisons, etc. Scheduled follow up contacts with ongoing prospects were made in January.
- Continue to maintain and schedule regular contacts with 30+/- active prospects.
- Met with several prospects potentially interested in sites located within the Northern Cedar Falls Industrial Park and provided follow up materials.
- Working with several prospects interested in sites in the Cedar Falls Industrial Park.
- Continue project management meetings on the River Place MU2 building and related infrastructure improvements.
- Received initial site plan for a new Hampton Inn hotel at the former Broom Factory site in downtown.
- Received initial site plan for a new Holiday Inn and Suites hotel and convention center near Hudson Road and W. Ridgeway Avenue.
- Approved Urban Renewal Project Resolution for the Unified Plan in conjunction with Highway 58/University Ave. intersection improvements.

PLANNING SERVICES:

- 305 citizen inquiries and staff responses with information/assistance.
- 15 land use permits were issued.

Number of Rental Inquiries: 20

Types of Questions:

- Information on paving requirements
- Confirming paving deadlines for rental properties
- Group rental permit, for higher occupancy
- Existing rentals and level of occupancy determination
- Rear yard parking
- Group Rental Board of Housing Appeals process
- Fences, retaining walls, setbacks, etc.

CODE ENFORCEMENT:

Number with Cases During Timeframe	27	
Incomplete Cases	5	19.0%
Completed Cases	22	81.0%
		100.0%

Description of Issue	Amount
Front and Side Yard Parking	4
Created unapproved parking	0
Garbage container at street curb	0
Overflowing Garbage Container	0
Items at the Street Curb	3
Junk/unlicensed vehicle	1
Illegal Storage of Trash/Materials on Property	4
Property/Building Maintenance	0
Illegal Dumping	0
Loud Party	1
Signs in the ROW	0
Animal Control	0
Snow and Ice on Sidewalks	14
Total	27

Landlord Accountability Ordinance:

- 11 properties issued warnings.
- 0 property issued citations/points.

OTHER PROJECTS FOR DECEMBER INCLUDED:

- All 13 properties that are part of the flood buyout program have been purchased by the City. Demolition of all structures has been completed.
- The process for enforcing rental paving regulations was coordinated. A final paving reminder was sent to the relevant landlords with paving deadlines in February 2018.
- Postcards were sent out to remind relevant landlords of their January 2019 paving deadline.
- W. 1st Street reconstruction project is in the final design phase. A public open house was held in January. Approximately 60 citizens attended the open house to discuss the right of way needs for the project.
- The consultant for the Cedar River Recreational Project. Preliminary design sketches and cost estimates have been developed for the in-river and riverbank improvements. The market analysis and economic impact study has been completed. Staff is working with the consultant to schedule a City Council presentation in March.
- Staff continues to draft CBD overlay code changes and meet with Community Main Street.
- RFP to hire a consultant to conduct the Wild District nomination was drafted and will be sent out next month.

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DEPARTMENT OF COMMUNITY DEVELOPMENT WATER RECLAMATION DIVISION MONTHLY REPORT - JANUARY 2018

PLANT OPERATIONS

Plant performance was very good for the month of January. All permit requirements were met for the month.

PROJECTS

The lease for the Sartori Trust farm was prepared and requests for proposals were sent to many local farmers. Quotes received were evaluated with the submittal from Luhring and Luhring Farms recommended for approval by Council.

The Dry Run Creek Sanitary Sewer Replacement Project has continued with boring under University Avenue and pipe installation in Rownds Park. Work will continue through the south side of the Paw Park and across South Main Street in the coming weeks.

INDUSTRIAL PRETREATMENT

All industries holding Industrial Wastewater Discharge Permits are required to submit compliance reports in January. All industries submitted these reports on time and appear to be in compliance with their permits. An annual report will be prepared in February for DNR.

A new EPA rule that applies to dental offices requires separation of dental amalgams. The City is required to verify that dental offices comply with this rule. Mailings were sent out in January notifying all dental offices of the process to comply with EPA rules and City policies.

BIOSOLIDS

We hauled 240,000 gallons of biosolids out of the plant to local area farm fields in January. An additional 115,000 gallons were processed and dried for disposal later. Data was gathered for the annual report which has to be filed with EPA and DNR by February 20th.

There were 5.32 tons of inorganic materials hauled to the landfill during January.

SANITARY SEWER COLLECTION SYSTEM CALLS AND SERVICE

There were eight calls concerning sanitary sewer problems in January, one involved a problem with the city's main.

There was just one call for a problem at a lift station.

Crews cleaned approximately 5,220 feet (0.99 miles) of sanitary sewer lines. Another 1,400 feet of sanitary sewer lines were televised. Cold weather brings our focus indoors to building maintenance on the eighteen buildings for which we are responsible. Staff completed several painting projects in January.

Crews processed seventy-seven (77) requests to locate sewers in construction areas for the Iowa One Call system. Only thirty-five (35) were pertinent and actually required a locate.

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**DEPARTMENT OF MUNICIPAL OPERATIONS AND PROGRAMS
PUBLIC WORKS/PARKS DIVISION
PARK/CEMETERY/GOLF SECTION
MONTHLY REPORT FOR JANUARY 2018**

PARK

- Performed routine cleanup duties at Paw Park.
- Performed routine restroom stocking and shelter cleanup duties.
- Removed and covered up graffiti along the trail system.
- Cleaned and swept trail system.
- Performed snowplow and shovel route operations.
- Maintained ice rink applications while weather cooperated.
- Hooked up ice maker on refrigerator at the Hearst Center.
- Refurbishing patio furniture for Peter Melendy Park.
- Repaired frozen water line at Pheasant Ridge Pro Shop.
- Continued with construction of Clay St. Park shelter.
- Cleaned up and installed new bench at Big Woods Lake damaged by ATV.
- Salted parking lots and sidewalk during icy weather conditions.
- Performed flood and garbage debris cleanup from ditches and parks.

ARBORIST

- Ash Street trees removals. (43 total)
- Other street tree removals. (1 total)
- Some routine tree trimming and hanger removals from multiple locations.
- Removed multiple trees in preparations for street recon projects.
- Prepared snow equipment.
- Cleaned trees and multiple down trees at Kiwanis Park.
- Routine cleaning and maintenance of arborist equipment.
- Performed snow removal operations.

CEMETERY STAFF

- Performed regular grave openings/closings and assistance with funerals.
- Snow removal operations in all three cemeteries.
- Finished routine maintenance and cleaning of our smaller engine equipment.
- Replaced and painted a wood floor on a cemetery mower trailer.
- Staff completed some dirt work on settling winter graves in the Cemetery.

GOLF

- A new pump and motor at Pheasant Ridge pump house was re-installed after repairs.
- Most of the equipment in Golf has been repaired. Reels ground and serviced in preparation for selling.
- The contractor has notified the City of equipment they would like to purchase and prices have been set for each piece.
- An inventory of city owned tools at the golf course was conducted.
- Several pipes in the Pro-Shop were frozen. They have been temporarily fixed but future repairs are needed.
- The water report for 2017 irrigation at the golf course was sent to IDNR.

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**DEPARTMENT OF MUNICIPAL OPERATIONS & PROGRAMS
CEMETERY SECTION
MONTHLY REPORT**

FOR THE MONTH OF:	<u>January</u>	Year	<u>2018</u>
Interments:			
	Greenwood		<u>5</u>
	Fairview		<u>5</u>
	Hillside		<u> </u>
Disinterment:			
Spaces Sold:			
	Greenwood		<u>4</u>
	Fairview		<u>6</u>
	Hillside		<u> </u>
Services:			
	Cremations		<u>1</u>
	Saturday		<u>1</u>
	Less than 8 hrs. notice		<u>-</u>
	After 3:00p.m.		<u>-</u>
<hr style="border-top: 1px dashed black;"/>			
Receipts:			
Prepetual Care	Greenwood		<u>\$ 620.00</u>
	Fairview		<u>\$ 855.00</u>
	Hillside		<u>\$ 1,475.00</u>
	Burial Permits		<u>\$ 7,400.00</u>
	Lot Sales		<u>\$ 5,900.00</u>
	Marker permits		<u> </u>
	Deed Transfers		<u> </u>
Total Receipts:			<u><u>\$14,775</u></u>

**DEPARTMENT OF MUNICIPAL OPERATIONS & PROGRAMS
PUBLIC WORKS/PARKS DIVISION
REFUSE SECTION
MONTHLY REPORT FOR JANUARY 2018**

RESIDENTIAL SOLID WASTE COLLECTION

The automated units collected a total of 605.10 tons of solid waste during the month of January. The 140 loads required 351.00 man-hours to complete, equating to 1.72 tons per man-hour. The automated units used 1,353.30 gallons of low sulfur diesel fuel during the month.

PARKS GARBAGE ROUTE

The automated park garbage truck collected a total of 0.81 tons of solid waste during the month of January. The 5 loads required 40.00 man-hours to complete, equating to 0.02 tons per man-hour. The automated unit used 26.55 gallons of low sulfur diesel fuel during the month.

CONTAINER ROUTE

The container route crew collected twenty-two (22) loads of refuse for the month. The containers totaled 23.77 tons and required 88.00 man-hours to complete. This operation yielded 0.27 tons per man-hour. The semi-automated collection totaled 23.90 tons and required 74.00 man-hours to complete. This operation yielded 0.32 tons per man-hour.

The total number of January container dumps was 526. Forty-Seven percent (47.15%) or 248 of these dumps, were for non-revenue bearing accounts. The container route truck used 270.83 gallons of low sulfur diesel fuel during the month.

LARGE ITEM COLLECTION

Refuse personnel made 57 large item stops during the month and collected 3.68 tons. This required 34.00 man-hours to complete and equates to 0.11 tons per man-hour. Thirty (30) Appliances and Seven (7) Televisions were collected this month.

RESIDENTIAL YARD WASTE COLLECTION

Refuse crews collected 4.53 tons of yard waste curbside this month. The 7 loads required 29.00 man-hours to complete, equating to 0.18 tons per man-hour.

There are currently 7,636 yard waste accounts throughout the city.

31 yard waste carts and 179 trees were picked up this month.

The Automated yard waste collection trucks used 63.55 gallons of low sulfur diesel fuel during the month.

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TRANSFER STATION SOLID WASTE

The Transfer Station's trucks hauled 66 loads of solid waste to the Black Hawk County Landfill totaling 910.87 tons.

The Transfer Station accepted 253.61 tons of commercial and residential solid waste this month.

186 appliances, 78 tires, 60 television sets, and 26 computer monitors were received at the Transfer Station for the month.

Five (5) Bag Tags were purchased this month.

The Transfer Station's trucks used a total of 532.43 gallons of low sulfur diesel fuel during the month.

TRANSFER STATION YARD WASTE

The Transfer Station's did not haul any loads of yard waste to the Black Hawk County Landfill. All loads were taken to the Compost Facility.

The Transfer Station accepted 0.71 tons of commercial and residential yard waste this month.

104 Tree Tags were purchased this month.

Refuse crews hauled 6.29 tons of yard waste to the Compost Facility this month.

RECYCLING CENTER (Drop off site located at 1524 State Street)

The recycling center received the following approximate quantities during the month of January:

Tin (Baled)	4.98 tons
Plastic (non-baled)	
Plastic (Baled)	16.61 tons
Cardboard (non-baled)	
Cardboard (Baled)	78.00 tons
Newspaper/Magazines (non-baled)	
Newspaper/Magazines (Baled)	37.46 tons
Phone Books	
Books/Flyers	
Office Paper	4.02 tons
Plastic Bags	0.89 tons
Styrofoam	0.94 tons
Other Items Recycled for the month	
Appliances	17.33 tons
E-Waste	2.17 tons
Glass	54.24 tons
Scrap Metal	23.67 tons
Shingles	6.14 tons
Tires	0.59 tons

Revenue generated by the Recycling Center for January was \$6,528.30.

UNI RECYCLING SUBSTATION

The UNI Recycling Substation received the following quantities of recyclables for the month of January.

Plastics #1-7	4.03 tons
Cardboard	12.10 tons
Newspaper	6.74 tons
Tin	1.18 tons
Glass	0.00 tons
Plastic Bags	0.80 tons
Office Paper	2.95 tons
Styrofoam	0.26 tons
Total	28.06 tons

FAREWAY RECYCLING SUBSTATION

The Fareway Recycling Substation received the following quantities of recyclables for the month of January.

Plastic #1-7	7.22 tons
Cardboard	21.12 tons
Newspaper	10.09 tons
Tin	1.49 tons
Glass	2.07 tons
Total	41.99 tons

GREENHILL VILLAGE RECYCLING SUBSTATION

The Greenhill Village Recycling Substation received the following quantities of recyclables for the month of January.

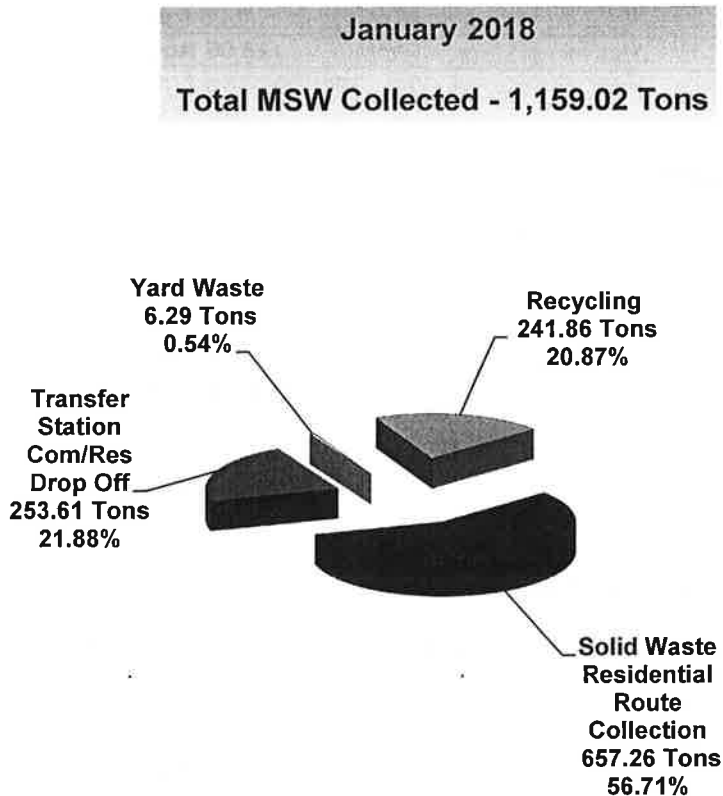
Plastic #1-7:	4.29 tons
Cardboard	18.54 tons
Newspaper	6.37 tons
Office Paper	1.00 tons
Plastic Bags	0.00 tons
Tin	0.70 tons
Glass	1.23 tons
Styrofoam	0.41 tons
Total	32.54 tons

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MONTHLY TOTALS

Municipal Solid Waste figures for the City of Cedar Falls:

The total waste collected by the City of Cedar Falls and hauled to the Black Hawk County Landfill, and to City Carton including Solid Waste, Yard Waste, and Recycling was 1,159.02 tons. The following pie chart is a representation of the Municipal Solid Waste figures for the month of January 2018 for the City of Cedar Falls.



MISCELLANEOUS TASKS

Refuse and yard waste carts were exchanged and repaired as needed.

Equipment was cleaned on a weekly basis.

Forklift refresher training was conducted this month.

**DEPARTMENT OF MUNICIPAL OPERATIONS & PROGRAMS
PUBLIC WORKS / PARKS DIVISION
STREET SECTION
MONTHLY REPORT FOR JANUARY**

COMPOST FACILITY

- Disposed of wood mulch at a local farm.

OUTSIDE SECTION ASSISTANCE

- Assisted with transporting roofing shingles.
- Provided assistance in the fleet maintenance facility.
- Assisted with EAB tree removal.
- Constructed portable sign stands for traffic operations.
- Assisted with solid waste & recycling.

ICE & SNOW CONTROL

- Continued assorted equipment related winter weather preparation and maintenance activities.
- Manufactured salt brine.
- Checked and refilled sand barrels as needed.
- Received delivery of 1200 tons of road salt.
- Removed street ice accumulation on Timber Ledge Dr. that was created by a leaking water service to a residential property.
- Forecasts for approaching adverse weather are always monitored and preparations are made based on the projected severity of the event. Equipment & manpower requirements are determined and then appropriate actions are initiated.
- Constructed a storage rack for a truck tailgate spreader.

MISCELLANEOUS TASKS

- Continued dismantling the derelict lift station at 1500 Bluff Street.
- Monitored the demolition activities at flood buy-out properties.
- Conducted in-house safety training. Training covered chain saw operation safety, safe operation of a wood chipper and also retraining in the safe operation of forklifts.
- Cleared brush & small trees from roadside ditches at various locations.
- During a mild weather period, street potholes were filled with asphalt cold mix.

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**DEPARTMENT OF MUNICIPAL OPERATIONS & PROGRAMS
PUBLIC WORKS/PARKS DIVISION
TRAFFIC OPERATIONS SECTION
MONTHLY REPORT FOR JANUARY 2018**

- Eighty five traffic control signs were repaired.
- Made six labels for vehicle maintenance and over 300 numerals and other stickers for Water Reclamation Facility.
- One hundred and nine, One Call tickets were received. Traffic Operations responded to five tickets. MOP Department office staff completed the status on all tickets on the One Call database.
- Completed repairs to three traffic signals that were in flash.
- Installed radar detection system at 12th St & Main.
- Repaired vehicle sensors at Technology Pkwy & Hudson Rd and at Seerly Blvd & Main St.
- Assembled traffic signal heads for installation by contractor.
- Contractor replaced all of the signal heads, LEDs, mounting hardware and associated wiring at 4th & Hudson, 12th & Hudson and 18th & Hudson.
- Worked on GIS sign inventory.
- Made electrical repairs to the emulsion tank heater for the Street Department, along with two camera repairs at the Bluff Street complex.
- Traffic personnel assisted building maintenance with several minor tasks.
- Traffic personnel attended forklift training along with the financial wellness seminar.
- Traffic personnel assisted with two snow events.
- Delivered building supplies and completed recycling task at City buildings.

**DEPARTMENT OF MUNICIPAL OPERATIONS & PROGRAMS
FLEET MAINTENANCE SECTION
MONTHLY REPORT FOR JANUARY**

The Fleet Maintenance Section processed 165 work orders during the month of January. 15 of them were either sent out or done by staff from other sections.

1,073 transactions were recorded through the City's fuel dispensing sites. The usage was as follows:

5,803.742 Gallons of Ethanol

7,006.387 Gallons of low sulfur diesel fuel

The total amount of fuel pumped for the month of January was 12,810.129 Gallons.

Routine service and repairs were conducted throughout the month on the City's fleet. Following is a list of significant repairs performed on equipment.

Street Section

234: Installed new plow curb blocks and AVL system.

280: Repaired boom drift with new accumulator and valve body.

240: Installed new plow angle stops, inner fender and front tire.

248: Replaced auger bearing and feedback sensor.

265: Repaired PTO wiring and solenoid.

277: Replaced angle cylinders and repaired air leak at governor.

245: Replaced PTO wiring and solenoid.

Refuse Section

342: Replaced drag link.

353: Replaced tailgate lift cylinder, under warranty.

347: Installed auxiliary floor heater.

383: Repaired walking floor, street department assistance.

340: Replaced tag axle trailing arms, bushings and kingpins.

Parks/Cemetery Section

2139: Replaced radiator, intercooler, diesel cooler, front bumper and plow wiring.

2180: Replaced boggy wheel axles, cleaned and serviced.

2333: Replaced all tires.

Fire Division

FD503: Repaired coolant leak and completed a forced regeneration.

FD522: Repaired front end damage that was caused during an accident.

FD550: Inspected at Growmark; results were inconclusive.

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Police Division

PD14: Repaired Watch Guard camera issue.

PD09: Replaced tires and aligned truck.

PD17: Replaced front brakes.

PD22: Car sent to Witham's to replaced engine failure, Warranty repair.

Community Development

139: Replaced serpentine belt, tires and had truck aligned.

AD01: Repaired rear tire.

**DEPARTMENT OF MUNICIPAL OPERATIONS & PROGRAMS
PUBLIC WORKS / PARKS DIVISION
PUBLIC BUILDINGS
MONTHLY REPORT FOR JANUARY 2018**

CITY HALL

- Completed cleaning inspections of facility.
- Completed pest control services.
- Completed recycling services.
- Replaced dirty HVAC filters.
- Tested emergency generator.
- Tested elevator fire operation.
- Replaced bad light ballasts.
- Replaced bad light bulbs.
- Adjusted thermostat settings as needed.
- Delivered janitorial supplies.
- Repaired mirror in family restroom.
- Cleaned carpeting in elevator.
- Installed shelving in evidence storage area.
- Repaired urinal sensor.
- Added additional floor mats to help with salt on floors.
- Replaced faulty air freshener dispensers.

COMMUNITY CENTER

- Completed cleaning inspections of facility.
- Completed pest control services.
- Replaced dirty HVAC filters.
- Replaced bad light bulbs.
- Adjusted thermostat settings and schedules for holidays.
- Repaired urinal sensors.

FIRE DEPARTMENT

- Continued to troubleshoot hot water issues at station #3. Removed mixing valve, cleaned hot water heater outlet, replaced bad air vent seal and problems were resolved.

HEARST CENTER

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- Completed cleaning inspections of facility.
- Completed recycling services.
- Replaced dirty HVAC filters.
- Replaced bad light bulbs.
- Delivered supplies.
- Replaced bad bulbs in parking lot lights.
- Responded to report of sewage backup. Called contractor to clear drain, clog was between building and main. Cleaned and sanitized flooring and carpeting and deodorized. Ran dehumidifier for two days in art storage room.

LIBRARY

- Completed cleaning inspections of facility.
- Completed recycling services.
- Completed pest control services.
- Tested elevator fire operation.
- Reviewed building automation systems to verify proper operation of systems. Scheduled settings for holidays.
- Replaced light bulbs.
- Replaced light ballasts.
- Replaced dirty HVAC filters.
- Heat pump valve for reference desk was replaced by contractor.
- Delivered janitorial supplies.
- Repaired urinal sensors.
- Repaired sink strainers.
- Repaired leak on water valve on stool.

PARKS

- Set up dehumidifier and fans to dry up water leak in pro shop.

PUBLIC WORKS/PARKS

- Completed cleaning inspections of facility.

- Completed recycling services.
- Completed pest control services.
- Completed sidewalk inspections.
- Tested emergency generator.
- Replaced dirty HVAC filters.
- Reviewed building automation systems to verify proper operation of systems. Scheduled settings for holidays.
- Replaced bad light bulbs.
- Replaced bad light ballasts.
- Delivered janitorial supplies.
- Cleaned restrooms at 1500 Bluff and restocked supplies.
- Replaced faulty board in vehicle storage furnace.
- Repaired urinal sensor and valve.
- Replaced batteries in automatic faucets.
- Cleaned entry carpeting.
- Repaired motion sensor in oil storage area.
- Completed general housekeeping tasks in storage areas.
- Repaired light fixture that became unattached from ceiling in recycling center.

RECREATION CENTER

- Completed cleaning inspections of facility.
- Completed recycling services.
- Completed pest control services.
- Reviewed building automation systems to verify proper operation of systems and schedules. Scheduled setting for holidays.
- Replaced bad light bulbs and ballasts.
- Troubleshoot lock in stairwell and replaced.
- Replaced light in parking lot.
- Troubleshoot drinking fountain operation in main gym. Ordered necessary parts.
- Troubleshoot multiple heating control issues and adjusted settings as needed.
- Repaired lighting in hallways.
- Replaced broken shroud on drinking fountain and installed new bottle filler and stainless steel top.
- Repaired valve on shower in men's locker room.
- Repaired lock on door to weight room.
- Repaired emergency and exit lights.
- Replaced lock on door to roof.

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TRAFFIC OPERATIONS

- Assisted with signage repair.

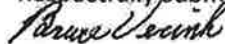
VISITORS CENTER

- Completed cleaning inspection of facility.
- Completed pest control services.
- Completed recycling services.
- Replaced bad light bulbs.
- Delivered janitorial supplies.
- Repaired and rehung blind in meeting room.
- Repaired door.

**RECREATION DIVISION
Monthly Report
January 2018**

- Rec Center
 - Fitness classes have gone well with no issues with over 3300 patron participating.
 - We hired new staff to work the front desk replacing those who will be or have left.
 - From December 23rd to January 2nd the Rec Center offered a program called "Friends and Family". During these dates, Rec members could bring in non-member guest to the facility and they would only pay \$2.00 for adults and \$1.00 for youth. We had 363 adults and 228 youth take advantage of this special.
 - Pickle Ball continues to be very popular. We have patrons playing for 3 hours each day on Monday, Wednesday, and Friday, along with 2 hours on Tuesday and Thursday as well. We often have 8 or more players waiting their turn watching 3 games of doubles.
 - Megan Wilmot was hired to serve as our Fitness Coordinator replacing Shelly Johannsen who wanted to work in the private sector full time. Megan's first day with the City was Jan 12th.
 - As of January 15th the Recreation Center has been open for 25 years. The Rec Center opened for the first time in January of 1993 on the Martin Luther King holiday.
- Staff has been busy working on the programs and services to be offered during the Spring of the year and for the summer months
- Registration for summer programs started on Jan 15.
- Staff has been busy advertising and talking to former employees about jobs openings for summer help to fill the 200 or so part time seasonal positions. Typically applications are due the end of February or the first week of March.
- Falls Aquatic Center - Staff has been doing inventory on all smaller ticket items used over the summer and placing orders to make sure we have them in April.
- Staff has been working with John Bermel to see what golf equipment the City owns that he might want to purchase per the golf agreement he signed a little over a year ago.

Respectfully submitted,



Bruce Verink

Recreation Division Manager

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Recreation and Community Center Usage For January 2018

Members using the Facility	17,153	Racquetball/Wallyball Hrs.	85
Non-Members using the Facility	1,214	Racquetball League	54
Child Care	212	Pickleball	293
Aerobics	1,616	Youth Basketball	345
Circuit Weight Training	82	Birthday Party Bonanza	60
Exercise Trial	63	Indoor Park	554
Cardio Cycling	592	Tumbling	76
Personal Trainers – Ind. Contractors	194	Karate	110
Yoga	757	Meeting/Tours Rental	858
Zumba	134	Steam Room Usage	582
Rock On	150	Massages	35
		TOTAL	25,219

Recreation and Community Center Revenues

Resident Memberships Sold		Punch Cards	
12 th Grade & Under	12	12 th Grade & Under	10
Adult	140	Adult	21
Senior Citizen	25	Senior Citizen	1
Family Pass	188	Child Care	7
Corporate Family	1	Racquetball	1
Corporate Individual	1	Towel	14
Towel Usage	622		
Credit Card Usage	\$133,165.87	Leisure Link Registration	\$40,879.00
Daily Fees			
Admission	\$7,275.00	Racquetball	\$26.00
Child Care	\$22.50	Exercise Tryout	\$315.00
Towels	\$49.50		
Swimming Pool Passes (Winter)		Fitness Passes Sold	
Family	48	1-Month	4
Individual	50	4-Month	159
Youth/Senior	7		
Youth Programs			
5 th & 6 th Girls Basketball	81	Swim Club	2,250
5 th & 6 th Boys Basketball	330	Pool Parties	150
3 rd & 4 th Girls Basketball	72	Swim Club Meet	916
1 st & 2 nd Boys/Coed Basketball	345	SCUBA	27
Adult Programs			
Volleyball Leagues	1,232	Pickleball	293
Basketball League	480	Aqua Trim	0
Recreational & Lap Swim	478		
Rentals			
Pool Parties	5	Shelters	0
Beach House	0	Equipment	0
Ball Fields	0	Recreation Center	13

**CEDAR FALLS RECREATION DIVISION
January 2018**

YOUTH SPORTS

Tumbling	
9:30 a.m.	16
10:30 a.m.	22
TOTAL	38
Karate	
TuTh 5:00 p.m.	22
TOTAL	22
Indoor Park	3
1st & 2nd Grade Boys & Coed Basketball	
9:00 a.m.	33
10:00 a.m.	49
11:00 a.m.	33
TOTAL	115
3rd & 4th Grade Girls Basketball	
9:00 a.m.	24
TOTAL	24
5th & 6th Grade Boys Basketball	
4:00 p.m.	55
TOTAL	55
4th, 5th & 6th Grade Girls Basketball	
10:30 a.m.	27
TOTAL	27
TOTAL YOUTH SPORTS	284

ADULT SPORTS

Racquetball League	18
Pickleball	4
TOTAL ADULT SPORTS	22
ADULT EXERCISE	
Cardio Cycling	
M,W,F 8:00 am	10
TOTAL	10
Circuit Weight Training	
T,Th 4:30 pm	14
TOTAL	14
ROCK ON!	16
TOTAL ADULT EXERCISE	40

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CEDAR FALLS TOURISM & VISITORS BUREAU Monthly Report January 2018



CEDAR FALLS

Projects:

- Finished proofing of the visitor guide. 60,000 were printed and 92 businesses/organizations advertised
- Working with city designer to update Cedar Falls trails map
- UNI Leisure Services student, Samantha Steffensmeier, is interning with us for the Spring Semester
- Worked with members of the Iowa Destination Marketing Alliance, Travel Federation of Iowa, Iowa Group Travel Association, Eastern Iowa Tourism Association, Central Iowa Tourism Region and Western Iowa Tourism Region to explore combining these groups into one organization to further Iowa's tourism industry
- Assembled a meeting with ACCEL Triathlon and Waterloo Convention and Visitors Bureau and Cedar Valley Sports Commission to improve event and streamline grant process for them
- Tourism and Visitors Bureau board approved investing \$17,500 in the Cedar Valley Sports Commission and a \$3,500 grant for the Iowa FIRST Robotics Competition.
- Scheduled taping dates for Currents Up Close programs for the Tourism Bureau's 30th anniversary, Cedar Valley Pedal Fest, Sturgis Falls Celebration, Cedar Basin Jazz Festival and Cedar Falls Bike/Ped Committee
- Arranged for repair of Horse and Rider sculpture
- Heather Skeens and I are working to upgrade financial reports for the Hearst Center
- We are working with the Volunteer Center of the Cedar Valley to offer training for volunteers serving on event and festival planning committees. This event will take place April 11. We will also organize a "Draft" event to recruit additional volunteers for these roles in January.
- I presented a session about marketing trails at the Iowa Bicycle Summit in Des Moines
- Served on a committee to refine the city's economic development grant process
- Showcased for Iowa legislators in Des Moines
- We're putting an advertising campaign together to invest unused marketing grant funds
- Provided input related to city's pay plan project

Highlights from Becky Wagner:

- Attended UNI Volunteer Fair and received 21 leads for the Visitor Center and 16 for the Hearst Center
- Finalized itineraries for two overnight motor coach groups
- Scheduled volunteers to staff the visitor center on weekends

Highlights from Linda Maughan:

- Managed Little Village co-op ads for Cedar Falls and Waterloo Visitors Bureaus and seven other advertisers.
- Wrote newsletter/blog articles about Escape to the Tropics, Main Street Sweets & City Treats, 30 Eateries for Watching Super Bowl LII
- Monitored and created posts for Facebook, Twitter, Instagram, Pinterest and Google+ for the Visitor Bureau. Also managed social media for Trails.
- Updated web pages
- Continued to add to and manage our photo library
- Requested a number of media kits to assemble a spring marketing campaign
- Managed visitor guide mailings in fulfillment for advertisements. 856 were mailed in January.

Highlights from Deb Lewis:

- Gathered attraction attendance figures
- Managed gift shop

- Showcased the trails at the Iowa Bike Expo in Des Moines
- Tabulated statistics for monthly report

Highlights from Vicki Bailey:

- Researched and published Hospitality Highlights x5
- Managed the on-line calendar of events
- Posted event information to our electronic digital message board
- Submitted events to AAA Living online calendar, Travel Iowa and Chicago Tribune
- Researched other on-line calendars as we work to improve ours

Meetings/Events:

- TVB staff x2
- Hearst staff x3
- MOP staff x2
- Pedal Fest planning committee
- City Council re: Historic Route 20 Resolution
- Eastern Iowa Tourism Association
- Sturgis Falls Celebration board
- Cedar Valley Sports Commission exec committee x2, board x1
- Cedar Falls Authors Festival planning committee
- Cedar Valley Arts Initiative committee
- INdar Lutchmansingh, Waterloo Super 8
- Community Main Street board
- Waterloo Convention & Visitors Bureau board
- Cedar Basin Jazz Festival board
- Tiffany Batchelor, Iowa Public Radio
- Public Art Committee
- Iowa Museum Association Conference planning committee
- Beers to You planning committee
- Friend of the Hearst board
- Art and Culture board

Other events we assisted with:

- Cedar Falls Authors Festival event x5
- Iowa Soccer Association Girls Indoor Championships

Respectfully Submitted,



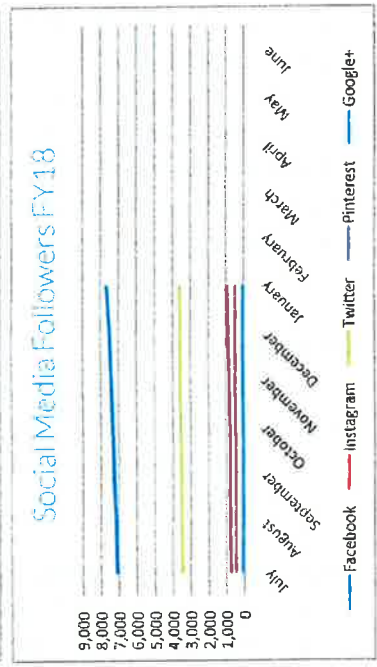
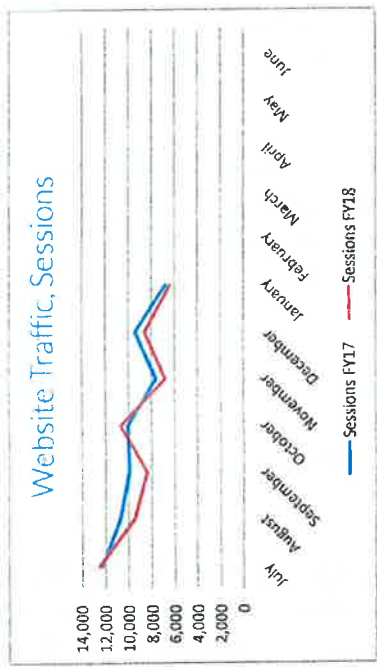
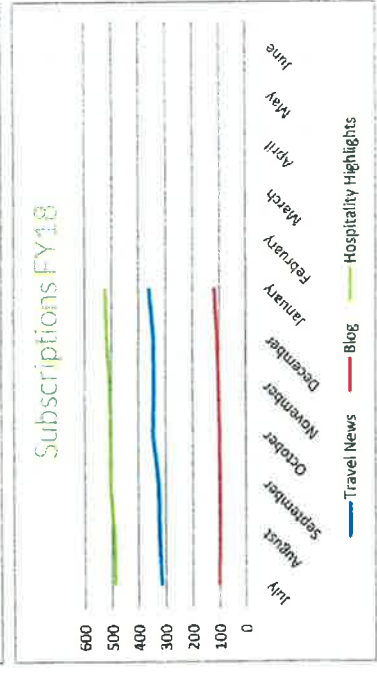
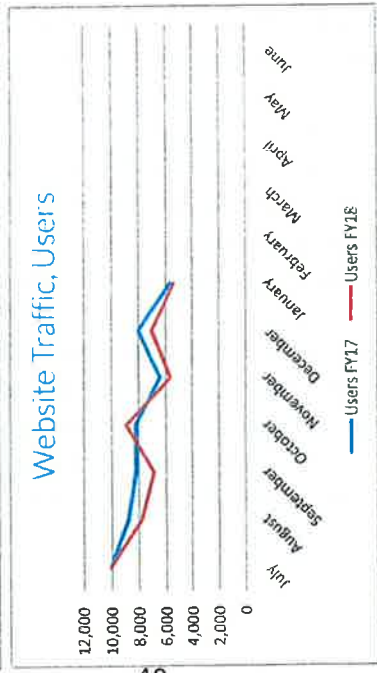
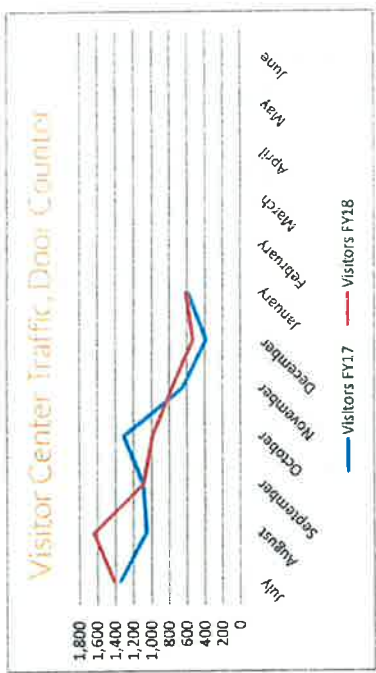
Kim Manning, Visitors, Tourism and Cultural Programs Manager

Item G.1.f.

Monthly Activity Report for Cedar Falls Tourism & Visitors Division

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
July 2017 thru June 2018													
INCOMING CONTACT BY													
VC Walk-in (Door Counter) FY18	1,411	1,635	1,088	988	766	528	606						7,022
VC Walk-in (only Non-Local Visitors) FY18	323	424	277	339	114	114	69						1,656
VC Walk-in (Door Counter) FY17	1,341	1,066	1,096	1,308	649	392	588	583	813	1,293	2,271	2,106	13,494
VC Walk-in (only Non-Local Visitors) FY17	487	302	364	310	143	64	90	111	161	271	312	439	3,044
Email/Website	29	19	14	16	22	20	30						160
USMail	0	0	2	0	0	0	0						2
Phone	92	142	139	154	71	57	98						763
HOW HEARD ABOUT US - If offered													
Friends / Family	0	3	0	1	1	0	1						6
Other (eg. Postcard mailing, ads, web/FBook)	0	1	6	0	2	0	0						9
Signage	9	6	4	0	0	2	0						21
Advertising	0	0	0	0	0	0	0						0
Trade / Consumer Show	0	1	0	0	0	0	0						1
SERVICES PROVIDED													
Attended a Meeting/Rental	70	161	140	126	173	114	101						886
Bureau Business	124	172	181	239	134	109	146						1,105
Group Tour Info	0	0	0	11	4	0	2						21
Hotel/Restaurant	7	0	0	0	0	0	0						7
Relocation	3	3	3	15	1	0	1						26
School Project	0	0	0	30	0	0	1						32
Special Event	9	1	2	0	0	0	2						14
Trail User	99	58	36	26	22	4	8						253
UNI	10	24	9	8	13	11	7						82
VC Amenities including Restroom	690	772	604	591	267	143	190						3,267
ADVERTISING LEADS													
Iowa Travel Guide / Website	700	350	372	245	187	126	430						2,410
EITA Travel Guide	0	0	0	2	0	0	0						2
AAA Living	0	0	0	0	94	245	45						384
Iowa Tour Guide (group leads)	19	6	18	17	8	12	17						97
BROCHURE DISTRIBUTION													
Total Visitor Guide Distribution	539	1,066	1,766	639	898	569	6,296	0	0	0	0	0	11,773
VG Mailed Out (Individual)	25	368	384	257	298	375	488						2,196
VG Bulk Distribution (Local)	215	627	713	367	499	192	2,343						4,956
VG Bulk Distribution (Non-Local)	60	0	120	0	100	0	3,450						3,730
Relocation	104	11	24	15	1	2	15						172
Welcome Bags	135	60	525	0	0	0	0						720
Total Trail Guide Requests	185	307	360	327	140	18	856						2,193
WEBSITE TRAFFIC													
Users FY18	10,074	7,809	6,880	8,907	5,646	7,026	5,409						51,751
Users FY17	10,062	8,773	8,224	8,228	6,439	8,030	6,574	5,802	8,175	8,200	7,760	10,311	96,678
Sessions FY18	12,533	9,504	8,410	10,684	6,837	8,573	6,430						62,971
Sessions FY17	12,318	10,736	9,963	10,072	7,641	9,425	6,813	6,951	9,998	10,061	9,562	12,907	116,437
Page with Top Views	Google	Google	Google	Google	Google	Google	Google	Google	Google	Google	Google	Google	
Top Traffic Source	m.Facebook.com	m.Facebook.com	Travellows.com	m.Facebook.com	m.Facebook.com	m.Facebook.com	m.Facebook.com	m.Facebook.com	m.Facebook.com	m.Facebook.com	m.Facebook.com	m.Facebook.com	
SUBSCRIPTIONS													
Travel News (consumer newsletter)	315	324	326	347	343	345	361						
What's News Blog	98	97	97	99	101	106	117						
Hospitality Highlights (partner newsletter)	487	491	506	506	507	518	523						
SOCIAL MEDIA FOLLOWERS													
Facebook (Followers)	7,099	7,145	7,262	7,328	7,398	7,478	7,663						
Instagram	722	742	759	763	792	792	873						
Twitter	3,452	3,480	3,502	3,529	3,550	3,558	3,579						
Pinterest	470	472	476	476	477	478	481						
Google+	29	29	29	29	29	29	29						
VOLUNTEER INVOLVEMENT													
Board / Committee Hours	426	110	246	270	110	120	161						1,443
Student / Intern Hours	0	1	18	10	16	4	163						212
Envoy Hours - Visitor Center	108	102	97	79	88	88	79						641

Employ Hours - Special Event/Rapp Station	27	4	8	6	69	0	0	0	114
MISC:									
Groups in Conference Room	2	9	10	6	7	7	11		62
Motor Coach Group in CF	1	0	0	0	1	1	0		3
INCOME									
Gift Shop Sales	\$713.50	\$974.51	\$425.93	\$349.40	\$529.70	\$805.51	\$299.70		\$4,098.25
Facility Rental	\$140.00	\$1,230.00	\$705.00	\$1,170.00	\$415.00	\$705.00	\$300.00		\$4,665.00
Host Motor Coach @VC or Stepp Guide	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50.00



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**CEDAR FALLS
CULTURAL PROGRAMS**
Monthly Report | January 2018



MAJOR HIGHLIGHTS

Winter classes and workshops began on January 6
Three *new* public programs offered
Collaborative MLK JR. Day of Service event with saw max participation
Two feature articles in the *Courier* re: Hearst programming and exhibitions

PUBLIC EVENTS/PROGRAMS @ The Hearst

Winter classes and workshops, continuing
Lunchtime Concerts, continuing series
Friends Membership Drive event
Exhibition opening for *Friends: Your Gift to the Collection*
Jazz with Steph and Tom, continuing series
Final Thursday Reading Series, continuing series
Hearst Film Series, continuing series

MEETINGS

Cedar Falls Art & Culture Board
Cedar Falls Public Art Committee
PAC sub-committee for River Place project
Friends of the Hearst Board

HIGHLIGHTS from Heather Skeens, Cultural Programs Supervisor:

- Attended Cedar Falls Author's Festival planning committee meeting
- Attended Cedar Valley Arts Initiative planning committee meeting
- Two feature articles in the *Waterloo Cedar Falls Courier*
- Interview with John Stanish and piece on Channel 15
- Met with Stephen Gaies to plan concert in April and exhibition in October, a collaboration with the Center for Genocide and Holocaust Education at UNI
- Met with Kim Manning to discuss budget
- Met with Lisa Roeding, Jennifer Rodenbeck and Kim Manning to discuss budget
- Met with Matt Buck for lighting and other facility issues
- Held staff strategic planning session
- Attended collaborative planning meeting with Curator and Chief Innovation Officer for Western Home Communities
- Met with new Cedar Falls Public Library Director to discuss collaborations
- Met with PAC Chair re: new Public Art printed materials
- Worked with Programs Coordinator on two new programs: tours & concert series
- Began work with Movies Under the Moon planning committee for summer 2018
- Attended exhibition opening at UNI Gallery of Art

- Participated in donor recognition workshop with the Cedar Valley Nonprofit Association
- Met with Steve Carignan of the Gallagher Bluedorn to develop collaborations
- Met with UNI Art Department faculty for introduction; will be speaking to two classes in spring
- Completed Angie Hickok's six-month review
- Visited Dubuque Museum of Art to see Roy Behren's exhibition and research education classrooms and facilities; staff team building opportunity
- Completed PA for extension of Hearst Assistant position through end of FY18
- Worked with Education Coordinator to develop new teen-centered workshop for spring break
- Met with Mary Huber; Donna Bash; general getting-to-know-you meetings
- Completed and submitted hiring memo for Education Assistant position
- Worked with Curator to develop new exhibitions for remainder of FY18, into FY19
- Attended Cedar Falls Authors Festival event with Gary Kelley
- Attended regular weekly staff meetings and monthly board/committee meetings
- Attended receptions and programs at the Hearst Center

HIGHLIGHTS from Lea Stewart, Senior Services Coordinator:

- Ran reports and researched donations for Adams Memorials
- Curated mailing lists for multiple mail projects
- Recorded donation and membership dues paid in response to mailings and appeal
- Generated & mailed thank you letters for donations and memberships
- Worked with Diane Meggers of the Friends for financial information
- Greeted patrons and assisted in finding and signing up for classes
- Generated invoices and processed payments for Northstar
- Generated reports from AS-400 for staff members
- Made weekly and monthly reports on the status of the Annual Campaign and membership drive.
- Entered council bills, card transactions and payroll
- Updated Past Perfect & Max Galaxy with new and renewed memberships
- Generated and mailed out membership renewal letters for February & March
- Printed labels for and helped address marketing post card
- Processed weekly deposits for the Hearst front desk and Friends group checks
- Processed petty cash receipts, vendor payments, and reimbursement requests
- Updated trackers for volunteer information & Friends transactions
- Visited Dubuque Art Center to learn more about how other similar organizations succeed
- Worked with front desk staff members to develop a standard method of booking birthday parties and rentals and accepting payments
- Added contacts who registered for classes to mailing lists in Past Perfect
- Entered classes into Max Galaxy and reserved class space for expanded events
- Rearranged class reservations in MaxGalaxy to accommodate expanded classes and rentals.

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- Ordered calendars and many other office supplies from Storey Kenworthy
- Prepared materials for membership drive event on January 11, rescheduled to 18th

HIGHLIGHTS from Emily Drennan, Curator & Registrar

- Meet with Matt Buck and lighting company to determine new strategies for the Hearst Center.
- Attend planning meetings of the Cedar Falls Authors Festival.
- Attend planning meetings of the Iowa Museum Association.
- Work with the CFPAC to communicate with artists and to gather/disseminate information; attend their meetings as secretary.
- Work with Angie Lindley, graphic designer, on projects ranging from outdoor signage to exhibit mailers and labels.
- Prepare for upcoming exhibits including bidding framing and printing work.
- Communicate with exhibiting artists and continue to develop upcoming exhibits.
- Meet with Dr. Gaies from UNI to collaborate on public programs and exhibits.
- Attend a meeting of the CFPAC's River Place Plaza subcommittee as secretary.
- Continue to assist the Cultural Programs Supervisor.
- Meet with all staff weekly.
- Plan for "FRIENDS: Your Gift to the Collection" event including preparing limited edition prints, display, and packing materials for promotional piece; hang permanent collection examples.
- Work with city staff to locate records related to Hearst long-term projects.
- Research recording and display humidity and temperature gauges for the galleries and storage spaces at the Hearst Center.
- Remove artwork from storage spaces in flooding situation; arduous clean up ensued; no works were damaged.
- Gather and prepare exhibitions content for promotional materials.
- Perform extensive updating in art registration database.
- Prepare and ship artwork to buyer.
- Deinstall the exhibit, "A Number of Animals: Original Book Illustrations by Christopher Wormell" and patch and paint the gallery walls
- Deinstall the exhibit, "FRIENDS: Your Gift to the Collection" and prepare the works for storage after making condition reports.
- Meet with Heather Skeens and staff to discuss Dreams & Priorities for the Hearst Center.
- With Heather Skeens, meet with Eric Cornish and Sonia Thrall of Western Home Communities.
- Meet with Lisa Roeding to update CFPAC financials and prepare worksheet for Senior Services Coordinator to complete the work moving forward.
- Attend Hearst Center receptions related to exhibitions.

HIGHLIGHTS from Sheri Huber-Otting, Programs Coordinator:

- Developed photography club opportunity for members, worked with marketing to advertise.
- Coordinated two jazz concerts
- Coordinated food, drink and volunteers for upcoming opening in February
- Coordinated Jim O'Loughlin for speaking event re: Hearst Digital Archive
- Wrote up three contracts for upcoming events in 2018
- Stephen Gaies event in April
- Chef Sengun catering for Feb 14 opening
- Middle school art event in April
- Local Food and Film Festival March 3
- Worked with coordinator and Abby on poster distribution
- Discussed event planning with staff
- Continued working on a Thursday night in July Patio music series
- Nursing Home content
- Pedal Fest worked on the route plans
- Planned films for April
- Events in March for Women's History Month continued
- Traffic flow for what nights and events are busiest continued
- Sourced 2 volunteers for 2 events
- I managed the volunteers for both events
- Combined they worked a total of 6.5 hours
- Wrote thank you cards for volunteers in January
- Attended the weekly staff meetings
- Looked at the UNI Gallery of Art Women's show
- Developed the agenda items for the Friends Board Meeting
- Attended the Friends of the Hearst Board meeting
- Reviewed materials for upcoming event in March
- Worked with Asana software on a trial basis
- Worked with a musician to play a concert in June
- Visited Dubuque Art Center to look at Roy Behrens and other shows and to get ideas for more programming.

HIGHLIGHTS from Abby Haigh, Marketing Assistant:

- Prepared Gift Shop vendor dailys.
- Meeting with Meredith Toy from the Courier, 1/25
- Meeting with Jacqueline Heller from KWWL, 1/18
- Meeting with Tiffany Batchelor from IPR, 1/4
 - Worked with graphic designer on graphics/sent content for Hearst Center tv ad.
- Exhibitions (18 WOMEN, YOU GET IT, EVENT IF YOU DON'T GET IT, Cedar Falls Public Art)
 - errands to City Hall for labels, worked with graphic designer on label content, vinyl, and postcard content/graphics.

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- January 18th FRIENDS: Your Gift to the Collection – took photos for promotional use and prepared collectors prints for new members.
- Created content/graphics/sent February E-News Campaign to Hearst Center subscribers through Mail Chimp.
- Sent graphic designer content for upcoming events: Spring Break Camp postcard and Empty Bowls poster.
- Continued to enter additional POS/Gift Shop into Max Galaxy .
- Continued working with Lands End on Hearst Staff apparel.
- Continued to fill in at the front desk for lunch breaks, absences, breaks, take mail to city hall and mailings to post office.
- Printing at City Hall: materials for events, publicity, and education.
- Gift Shop: continued researched new vendors (pottery, journals, books, jewelry, youth/adult misc. items). Ordered new product: Gallison Art Journals, Gary Kelley books, bracelets by Bonnie Smith).
- Continued to work with Joanie Kafer Kerns on ideas for displays for the Hearst Gift Shop
- Created content/graphics/posts for social media.
- City Website: education updated, exhibits updated, A & C Minutes/Agendas added to Boards & Commissions, General Information, Public Art.
- Friends of the Hearst Website: Index and Press page updated on a weekly basis. Pages updated monthly: events, education, exhibits, and services.
- Continued to research Hearst Gift Shop display cases, fixtures, and jewelry case.

HIGHLIGHTS from Angie Hickok, Education Coordinator:

- Collection of participation forms & supervision of instructors, ongoing for start of season
- Communicated with instructors to prepare for their classes/workshops
- Coordinated with community organizations to offer outreach programs: Hartman Nature Reserve- Maple Syrup Fest, Operation Threshold Parent night, Scheels Kids Klub
- Coordinated with Cedar Valley Arboretum for partnership with an annual event
- Contacted Diane Schupbach of CF Historical Society to partner with a ceramic program relating to an exhibition planned
- Coordinated with Mike Welch to partner with the CF Library to offer a "Teen Night" paint-along session
- Scheduled a tour for a UNI visual perceptions class for March 9
- Communicated to public about inquiries of classes, workshops, birthdays (7), Girl Scout badge activities
- Reported education volunteer info to Sheri Huber-Otting
- Discussed Ed dept. role for upcoming Food & Film Fest held at Hearst with Supervisor & Program Coord.- Stamps made from food & t shirt bags
- Scheduled and discussed instructor evaluations with instructor staff
- Planned, discussed future class/workshop/event offerings with staff & wrote education section of the spring 2018 brochure
- Contacted all registrants on wait lists for class- communicate future similar offerings

- Coordinated with Cedar Bend Humane Society to partner with our "Happy Animals" workshop for MLK Day- brought a dog & discussed info about CBHS
- Supervised and instructed art activities for our "Happy Animals" workshop
- Took on role of liaison for the Art & Culture Board- prepared board packets, took minutes, emailed members
- Met with Food Bank staff about partnering with "Empty Bowls" project- will offer 3 workshops
- Communicated with Jim O'Laughlin of UNI to coordinate borrowing iPads for a photography workshop
- Attended regular weekly staff meetings
- Maintained class supplies and organization
- Hired new adult instructor- hiring paper work & procedures- Janice Marin
- Attended six month review meeting with Supervisor
- Discussed the importance of the Ed. Assistant position in a memo for rehire
- Gathered and organized out-reach programs in form of an excel sheet since 2016 along with attendance numbers

Respectfully submitted,

A handwritten signature in black ink that reads "Heather Skeens". The signature is written in a cursive, flowing style.

Heather Skeens, Cultural Programs Supervisor
Hearst Center for the Arts

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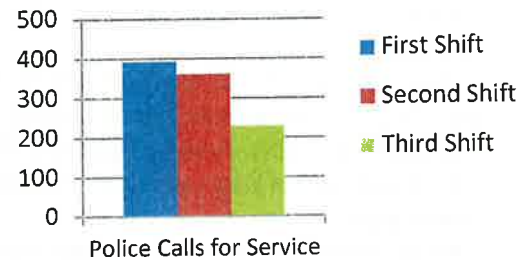
Hearst Center for the Arts Activity Report - Cultural Division

	November	December	January	February	March
ATTENDANCE					
# of Days Open to Public	22	24	27		
Door Counter	1356	1069	1749		
Sculpture Garden (estimated)	200	150	150		
Average visits per day	70.73	50.79	70.33		
VISIT PURPOSE					
Exhibition (walk-in)	372	102	133		
Exhibition Receptions	0	53	104		
Meetings	73	18	52		
Youth Classes	15	0	642		
Adult Classes	92	0	134		
Messy Mornings	22	12	42		
Camps	0	0	0		
Birthday Parties	0	43	64		
Workshops	41	45	73		
Tours	0	0	0		
Rentals	25	84	37		
Ceramics Lab	16	9	27		
Public Programs	161	64	149		
Thursday Painters	67	89	92		
Volunteers / # of hours	n/a	7 / 17	2 / 6.5		
Other	672	700	200		
SERVICES OFFERED					
Youth Classes	4	0	16		
Adult Classes	7	0	20		
Rentals (inc. recitals, etc.)	2	2	2		
Community Group Mtgs	4	2	3		
Messy Mornings	4	3	4		
Camps	0	1	0		
Birthday Parties	0	1	2		
Workshops	3	6	4		
Tours	0	0	0		
Public Programs	4	8	7		
Thursday Painters	4	4	4		
Exhibition Receptions	0	1	1		
DIGITAL TRAFFIC					
E-News Subscriptions	1140	1153	1419		
Facebook Views	10421	9210	8270		
Facebook Followers	1459	1469	1476		
Facebook Event Listings	8	11	8		
OFFSITE SERVICES					
Offsite Education Encounters	30	377	0		
Offsite Education Programs	1	3	0		
Community Committee Mtgs	2	1	4		
MEMBERSHIPS					
Total Friends Memberships	166	169	174		
New/Renewed this month	48	33	25		
PRESS					
Newspaper	2	2	2		
Radio interviews, ads	41	2	0		
Press Releases	2	2	1		
Ads, other	2	1	1		

DEPARTMENT OF PUBLIC SAFETY
MONTHLY REPORT
JANUARY 2018

CEDAR FALLS POLICE

<u>Police Statistics</u>	First Shift	Second Shift	Third Shift
Calls for Service	394	362	231
Traffic Stops	68	132	139
Arrests	12	34	30



FIRST SHIFT – Captain Jeff Sitzmann

- All Officers attended monthly in-service training which consisted of CPR, Automated External Defibrillator (AED) and Blood Borne Pathogens recertification. Lieutenant Heuer and Officer Shafer instructed this training. We also had a law update concerning the Open Carry Law in Iowa.
- Officers continued to train recruit Officers during Shift. Officers Madsen and Russell trained with Officers Marcotte, Burkhardt, Briggs and Carman. Three Recruit Officers will train on First Shift in the month of February.
- Officers were called to the McDonald's on Main Street by a subject who had been left at the business by his friends. He did not have a coat and was looking for options. The subject had a valid Arrest Warrant out of Grundy County and was arrested and turned over to Grundy County authorities.
- Officers received a report of a disoriented subject walking in the street. The subject was located and found to be Intoxicated and in Possession of a Stun Gun. He was charged with both offenses.
- Officers were dispatched to an apartment in the College Hill area on a report of a very large party. The tenants requested assistance from Officers in dispersing the crowds as they had lost control of the party. The subjects were dispersed without incident.
- Officers investigated a Fraud case in which a subject made a deposit of an empty envelope in an ATM machine and then completed the transaction to indicate he deposited money. He later withdrew the funds from the account. An arrest has been made in the incident.
- Officer investigated a case in which a phony check was created for a large amount of money. A subject deposited the bogus check into his account and later withdrew all of the funds. Criminal charges are pending.
- On numerous occasions, Officers have dealt with a female who often calls 911 to report things such as her toilet not working and the cable TV going out. She has been warned numerous times in the past and she was arrested on January 19th for this same violation. She is always very intoxicated when making these reports.
- Officers responded to an Industrial Park business after a man in a car exposed himself to a female. That subject has since been charged with Indecent Exposure.
- Officers handled a Missing Person case in which an adult male had not been heard from. He was in the process of getting a divorce and had struggled with addiction. Entry was made to the subject's apartment and he was not located. He had programmed his phone to send 'delayed delivery' texts to his family, but he left his phone at his residence. He was listed as a missing person and two days later he was pulled over in Kansas. His welfare was checked and he is no longer listed as a missing person.

SECOND SHIFT – Captain Jeff Harrenstein

- Officers responded to a possible Operating While Intoxicated (OWI) and located the vehicle as it pulled into the Subway on 1st Street. A Drug Recognition Expert (DRE) was called in to evaluate the subject. She was transported to the Hospital for blood tests and due to suicidal comments. She will be charged at a later time for Operating While Intoxicated (OWI) 2nd.
- Officers were dispatched to Kohl's on a Larceny in progress. Subsequent investigation led to the arrest of an adult female for Theft 3rd.
- Officers took a report of a possible Larceny at Kohl's. No arrest at this time.

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- Officers responded to a Disorderly call at a residence on Clay Street. An adult male was assisted and was voluntarily transported to the Hospital.
- Officers responded to a report of an adult male who was attempting to hang himself in Five Seasons Trailer Park. He was transported to a Hospital for treatment.
- Officers responded to a Larceny in progress call at Wal-Mart that led to the arrest of an adult female for Theft 5th.
- Officers responded to a report of a suicidal male at a residence on West 8th Street. He was located, assisted and voluntarily transported to the Hospital.
- Officers and Public Safety Officers (PSO's) responded to a trailer on fire in Five Seasons Trailer Park. The trailer was a total loss and resident had accidentally caused the fire while trying to thaw out frozen water pipes.
- Officers were dispatched to a suspicious vehicle that appeared to be involved in some type of an accident and driver appearing to be intoxicated at 1st Street / Franklin Street. Vehicle was later located and an adult male was arrested for Operating While Intoxicated (OWI) 1st .
- Officers responded to a report of a runaway juvenile female led to a significant investigation into her disappearance, as well as, a request for assistance from the media and citizens via the departmental social media site. The juvenile was later located by her parents.
- Officers responded to a Shoplifting in progress at Kohl's. An adult male was arrested and charged with Theft 3rd and Providing False Information to Law Enforcement.
- Officers assisted a suicidal female subject at High Acres Mobile Home Park. She was voluntarily transported for medical assistance.
- Officers were dispatched to Kohl's for a Theft in progress. The suspect had run from the business prior to Officer's arrival. A subject who had been with the suspect was located and Officers learned the suspect's identity. Warrants have since been obtained for the suspect.
- Officers arrested a subject at BioLife for a Black Hawk County Arrest Warrant. Officers also conducted follow-up on a previous incident and charged one subject with Violation of a No-Contact Order.
- Officers responded to a Motor Vehicle Accident on Viking Road near BioLife. The accident resulted in three deaths and three subjects injured.
- Officers handled two shoplifting incidents. One was at Wal-Mart, which resulted in an adult female being charged with Theft 3rd. The second was at Von Maur. This second incident involved an adult female taking possession of over \$1000 in merchandise and walking out of the business. The subject was stopped by store personnel and subsequently charged with Theft 2nd Degree.
- Officers conducted follow-up on a Domestic Assault that had been reported the night before. As a result, one subject was charged with Serious Assault Domestic Abuse and Violation of a No-Contact Order. Charges are pending on a second subject involved in the incident.
- Officers responded to the 2600 block of Walnut Street for an Assault. The suspect was found in the area and was charged with Public Intoxication.
- Officers responded to an adult female shoplifter in custody at Wal-Mart. While on scene, two additional female juveniles were apprehended for Shoplifting. The adult was charged with Theft 4th and the juveniles were both charged with Theft 5th.
- Officers responded to a report of Marijuana being used at a residence on North College Street. Subsequent investigation led to the arrest of an adult male and female for Possession of Marijuana and Paraphernalia.
- Officers responded to a report of a possible Assault in progress at a residence on University Drive. Investigation led to the arrest of an adult male for Interference with Official Acts.
- Officers responded to an Armed Robbery at Prime Mart on Center Street. Investigation continues.
- Officers were called to Kay Jewelers on East Viking Road for a Robbery. When Officers arrived they were told that a white male, wearing all black and a face mask, demanded money and jewelry from employees. The robber had a knife and before leaving he sprayed the employees with pepper spray.
- Officers were called to Wal-Mart for a shoplifter. A male subject was arrested for Theft 5th.
- Officers assisted Investigations with a Search Warrant. This lead to the arrest of a male and a female for Violating a No-Contact Order. The male subject would later be charged with 2nd Degree Robbery in connection with the Kay Jewelers Store Robbery.
- Officers were called to Wal-Mart for a shoplifter. A female was arrested for Theft 5th.

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- Officers were dispatched to Kohl's for an uncooperative male shoplifter. The male was arrested for Theft 3rd Degree, Possession of Methamphetamine, Driving While License Suspended and Providing False Identification.
- Officers assisted the Tri-County Drug Task Force with an arrest. A male subject was arrested for Felony Drug Violations.
- Officers were dispatched to Kohl's for a Shoplifting in progress. Three juveniles were arrested and charged with Theft 5th.
- Officers were called back to Kohl's for a female subject with a Warrant. Cedar Falls Second Shift Officers requested the Warrant be issued after following-up on a Shoplifting call from December. The female took items from the store at that time and was identified on surveillance video.

THIRD SHIFT – Captain Mark Howard

- Officers found two subjects behind the area of the Compost Facility. When they made contact, the subjects stated that they had approval to live trap down by the river. Their information was gathered. It was later learned that they did not have permission. Info was turned over to the Department of Natural Resources (DNR) and the traps were seized. Intel was done for other Officer's information.
- Officers were briefed on a possible No-Contact Order (NCO) Violation that could occur in the early morning hours. A subject was served the order from the Black Hawk County Sheriff's Office (BHCSO) while he was at work. He made threats of returning to the address in Cedar Falls after he got off work at 0300 hours. Officers followed him when he got off work, and also stayed around the house. The male did not return to the residence.
- Officers arrested a female for an outstanding Probation / Parole Warrant without incident.
- Officers transported a male subject that turned himself in on Theft charges.
- Officers arrested a female for Theft from Wal-Mart.
- Officers responded to a Burglary in progress to a residence. Officers have had previous experience with the Reporting Party (RP) and the residence. The Reporting Party is 10-96 and there was no Burglary. The incidents are being documented and INTEL reports are put out on the Reporting Party and his girlfriend.
- Officers called to a residence on West 3rd Street for a rock thrown through the Reporting Party's (RP's) window.
- Officers called to a residence for an Assault.
- Officers called to Sartori Hospital for a male subject who was possibly intoxicated at the Hospital Emergency Room (ER).
- Officers called to a residence for a Disorderly Subject. Subject left on his own.
- Officers witnessed a Disorderly Subject at 22nd Street and Olive Street. Subject was arrested for Public Intoxication.
- Officers located a subject hiding by the Bank in the 300 block of West 3rd Street. Subject was walking home to his residence on Olive Street.
- Officer located an intoxicated subject at 22nd Street and Olive Street when the subject got in the rear of the Squad Car on his own. He was arrested for Public intoxication.
- Officers called to a residence on Washington Street for a Hit and Run. A subject drove their vehicle into a tree, but then left the scene. The vehicle was not located.
- Officers called to a residence on College Street for a loud party. Officers had been to this location before and occupants were cited.
- Officers were called to Berk's for a Fight. Subjects were gone when Officers arrived.
- While walking through Berk's from a Fight call, Officers located a subject urinating in the closet on a vacuum. Subject was arrested for Public Intoxication.
- Officers called to VooDoo Lounge for an Assault. When Officers located the victim she advised she had not been assaulted.
- Officers called to a residence for a Domestic Assault. Female was transported to the Hospital by Ambulance. The male was not located, but was arrested the next day.
- Officer broke-up a Disorderly in the 2200 block of College Street.
- Officers called to VooDoo Lounge for an Assault. An employee was assaulted by a female. When taken into custody, the female then assaulted the Officer. She was charged with Intoxication, Assault on a Peace Officer, and Disorderly Conduct.

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- While at the Assault call at VooDoo Lounge, Officers arrested a separate subject also for fighting with staff and refusing to leave.
- Officers were called to a residence on West 7th Street for a Harassment and Violation of a Court Order. A male subject was arrested.
- Officer made a Traffic Stop in the 100 block of State Street. Subject was subsequently arrested for Operating While Intoxicated (OWI) 2nd Offense.
- Officer was called to West 1st Street west of Union Road for a vehicle parked in the roadway. Officer located the vehicle in the 7800 block of West 1st Street. Subject was passed out behind the wheel with his foot on the brake in the middle of the roadway. When Officer attempted to wake the subject up, the subject began to drive away from the Officer. The Officer was attempting to keep up with the vehicle (running along beside), but the vehicle pulled away and drove into the ditch approximately 200 yards later. The subject was charged with Operating While Intoxicated (OWI) 1st and Interference for Giving a False ID.
- Officer was called to Covenant Emergency Room for an Assault victim. Female refused to file a report.
- Officers were called to Wal-Mart for a subject who reported to being taken there against her will. Subject was arrested for Trespass and Possession of Meth.
- Officers called to a Disorderly on Bicentennial Drive.
- Officers called to an intoxicated subject driving away from the Ampride. Officers could not locate the subject.
- Officers were called to an address on Tremont Street for a Disorderly. Upon investigation, Officers arrested a male for Domestic Assault.
- Officers made an arrest for Operating While Intoxicated (OWI) 2nd Offense.
- Officers got a call on a Vehicle Taken Without the Consent of the Owner. Officers worked with another outside agency in an attempt to locate the vehicle. A case was started.
- Officers checked for two separate persons with Outstanding Warrants. Officers made two arrests for the Warrants.
- Officers arrested a subject for Marijuana and Paraphernalia Possession off of a Traffic Stop.
- Officers arrested an intoxicated male that had wandered into another person's apartment. The tenant did not know the person. He was arrested for Public Intoxication and Trespassing
- Officers arrested a female that was tearing up her parents' home and then fled on foot. The female was located and arrested for Public Intoxication.
- Officers were called to VooDoo Lounge for a Disorderly Conduct. Officers were advised that there was a fight upstairs. Officers made two arrests for Public Intoxication and Disorderly Conduct.
- Officers were called to McDonald's on 1st Street for a male unconscious in the lobby. He was arrested for Public Intoxication.
- Officers conducted a Traffic Stop towards the end of Shift that resulted in an intoxicated driver. The male was later arrested for Operating While Intoxicated (OWI).
- Officers were called to Sartori Hospital for a Disorderly male that left the Emergency Room. The male was taken to the Emergency Room earlier and a Court Order committal was put in place. The male was later found wandering the streets by Sartori Hospital and he was transported to Covenant Hospital on the Court Order.
- Officers called to Culver's for a Missing Person. She was located at Wal-Mart.
- Officers called to a residence on West 4th Street for a possible Burglary. Landlord said they would check in the morning.
- Officers conducted a Traffic Stop. During the course of the Stop, Officers found Drug Paraphernalia in the vehicle. The driver was arrested.
- Officers conducted a Traffic Stop on a vehicle for a Speed Violation. Upon further investigation, Officers found a quantity of Marijuana on the passenger. He is a juvenile. He was processed and released to a parent.
- Officers made contact with a male out front of VooDoo Lounge that was being Disorderly. The male refused to listen to Officers and was arrested for Public Intoxication.
- Officers made contact with a subject that was yelling profanities as he was walking on University Avenue. The subject was later arrested for Public Intoxication.
- Officer arrested a subject for Public Intoxication while they were conducting Bar Checks on College Hill.

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- Officers were called to Sud's on College Hill for a Disorderly male that was trying to pick fights with people. The male was located and arrested for Public Intoxication.
- Officers responded to a Disorderly call at Kwik Star on College Hill. Officers made contact with a subject and he was arrested for Public Intoxication.
- While doing routine Bar Checks, Officers encountered an intoxicated male that was causing disturbances at Sud's. The male was arrested for Public Intoxication.
- Officers conducted a Traffic Stop on Hudson Road. During the course of the Stop, it was determined that the driver of the vehicle was intoxicated. He was arrested for Operating While Intoxicated (OWI).
- Officers conducted a Traffic Stop on West 1st Street. During the course of the Stop, it was determined that the driver of the vehicle was intoxicated. He was arrested for Operating While Intoxicated (OWI).
- Officers were called to assist with a suicidal subject. The call came in from a friend of the subject. The friend stated that got a picture and a text from the 15 year-old subject that showed he had cut himself and he was going to kill himself. Contact was made with the parents of the 15 year-old and they made arrangements to get medical attention. The cuts were small and not life threatening.
- Officers were called to the Horney Toad for a subject that had slit his wrists.
- Cedar falls Officers assisted Waterloo Police Department with a Robbery at the Waterloo Casey's. Officers along with University of Northern Iowa (UNI) Police Department stopped a suspect vehicle on 23rd Street by University of Northern Iowa. (Vehicle was not involved).
- Officers were called to a residence on West 1st Street for a suicidal subject.
- Officers assisted Waterloo Police Department with a Traffic Stop at Midway Drive and University Avenue. Subject was having a medical issue.
- Officers served a Warrant on a subject at 220 Clay Street.
- Officers arrested an intoxicated female from Little Bigs bar.
- Officers initiated a Traffic Stop on a vehicle at 22nd Street / College Street. The driver was arrested for a Warrant and Possession of Marijuana.
- Officers arrested an intoxicated male in the 2200 block of College Street.
- Officers arrested an intoxicated male from Sharkey's Fun House.
- Officers arrested a drunk driver at 2nd Street / Main Street. A search of the vehicle located a quantity of Cocaine.
- Officers arrested an intoxicated male at Hidden Valley Apartments.
- Officers shut down a loud party at the Amber Terrace Apartments.
- Officers arrested a drunk driver in the 300 block of Washington Street.
- Officers arrested an intoxicated male in the area of 22nd Street and Walnut Street. He was also found with Drug Paraphernalia.
- While on Patrol, Officers located a suspicious vehicle in the Washington Park Access. Further investigation found a female inside of the vehicle. The female was arrested for Possession of Marijuana, Drug Paraphernalia, and Possession of Prescription Medicines.
- Officers called to a residence on College Street for a Disorderly between roommates.
- Officers called to a residence on West 8th Street for a Warrant Check. One subject was arrested.

INVESTIGATIVE UNIT – Captain Michael E. Hayes

Case Investigation / Significant Activity:

- Two Investigators attended the Black Hawk County Area Investigator's Meeting.
- Investigators received information back from the Division of Criminal Investigation (DCI) Lab reference drug analysis. Warrant was requested for a suspect for Possession of Methamphetamine.
- Two Investigators attended the monthly Child Protection Agency's Case review.
- An Investigator assisted the Black Hawk County Attorney's Office with a Sworn Statement from a possible witness in a Sexual Assault.
- Tobacco Compliant Checks were conducted at all licensed retailers in the City. In checking thirty-four businesses, only four citations were issued to employees for Selling Tobacco to a Minor.
- Investigator assisted with an interview at the Child Protection Center. The victim may have been Sexually Abused.
- Captain Hayes attended a meeting on Human Trafficking. It was sponsored by Friends of the Family. It is hoped a coalition can be developed to combat Human Trafficking.

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- Investigators were called in to assist Second Shift with an accident involving three fatalities at Viking Road and Winterberry Drive.
- Investigator conducted a Bank Robbery talk given to Cedar Falls Community Credit Union.
- Captain Hayes attended monthly CRUSH (Community Resources United To Stop Heroin) Meeting.
- An Investigator assisted First Shift with processing a crime scene of a Business Burglary scene in the 200 block of Main Street.
- Investigators were called in to assist Second Shift with a Robbery that occurred at Prime Mart on Center Street. An armed (long gun) suspect came into the business and demanded money. The suspect left the store with an undetermined amount of cash.
- Investigators assisted Second Shift on a Robbery at Kay Jewelers. The suspect held employees at knife point and used pepper spray during the Robbery. The suspect left the store with an undetermined amount of cash and jewelry.
- Investigations received a report of a Fraud in which a person purchased a vehicle under an assumed name. The Investigative Unit will be working the incident along with a Police Department from Illinois.
- A male subject was arrested for First Degree Robbery. Investigation shows that he was in Kay Jewelers days prior to Robbery. The night of the Robbery a vehicle matching the description that he drove was seen on surveillance video. A Search Warrant was executed on his residence where evidence from the Robbery was found.
- An Investigator attended an interview at the Child Protection Center (CPC). The child may have been Sexually Abused.

Case Information:

- Cases Assigned: 15
- Cases Closed Inactive: 10
- Cases Closed Exceptional: 1
- Cases To County Attorney For Review: 1
- Cases Closed By Arrest / Warrant: 5

School Resource Officer (SRO):

- On 01-03-18, SRO Ladage conducted Cyber / Social Media Safety Talks to six classes at Cedar Falls High School.
- On 01-04-18, SRO Ladage gave two presentations on the Dangers of Drugs to the sixth graders at North Cedar School.
- On 01-05-18, SRO Ladage spoke to two creative writing classes at Cedar Falls High School on How to Respond to an Active Shooter.
- On 01-08-18, SRO Ladage did a presentation on the Danger of Drugs to a sixth grade class at Cedar Heights.
- On 01-09-18, SRO Ladage conducted two presentations to sixth grade classes at Cedar Heights School on the Danger of Drugs.
- On 01-10-18, SRO Ladage conducted a third presentation to one sixth grade class at Cedar Heights School on the Danger of Drugs.
- On 01-16-18, SRO Ladage talked to a victim of a Robbery.
- On 01-17-18, SRO Ladage talked with the suspects of the Robbery. After talking with all it was decided no charges would be pursued.
- On 01-18-18, SRO Ladage gave three presentations on Internet Safety to fifth graders at Cedar Heights School.
- On 01-19-18, SRO Ladage gave one presentation to fifth graders at Cedar Heights School on Internet Safety.
- On 01-19-18, SRO Ladage gave a class presentation to fourth graders at Cedar Heights School on Bullying.
- On 01-22-18, SRO Ladage gave a class presentation to another fourth grade class at Cedar Heights on Bullying.
- On 01-23-18, SRO Ladage gave five classroom presentations to Holmes Junior High students on Cyber / Social Media Safety.
- On 01-23-18, SRO Ladage attended the monthly Black Hawk County Gang Meeting.

Item G.1.f.

- On 01-25-18, SRO Ladage conducted two sixth grade class presentations at Southdale School on the Dangers of Drugs.
- On 01-30-18, SRO Ladage conducted Defensive Tactic Training for the four new Officers hired.

CSI / Investigations:

- During the month of January, Officer Belz began purging property associated with closed cases from 2013.
- Property from 100 closed cases from 2013 were destroyed.
- Counterfeit bills from nine closed cases in 2017 were sent to the U.S. Secret Service for destruction.
- Fifty-six items of property were released to their owners.
- Fourteen items of physical evidence were processed in the Crime Lab.
- Twenty-five items of marijuana evidence were processed in the Crime Lab.
- Five pieces of evidence were taken to the State Crime Lab for processing.
- On 1/5/18, Officer Belz assisted First Shift Officers with a Construction Burglary on Ashworth Drive.
- On 1/9/18, Officer Belz assisted the Investigative Unit with Tobacco Compliance Checks throughout Cedar Falls.
- On 1/12/18, Officer Belz assisted Second Shift Officers with a Fatality Motor Vehicle Accident on Viking Road.
- On 1/21/18, Officer Belz assisted Second Shift Officers and Detectives with a Convenience Store Robbery on Center Street, as well as, with the execution of a Search Warrant at a residence in Waterloo.
- On 1/22/18, Officer Belz assisted Second Shift Officers and Detectives with a Jewelry Store Robbery on Viking Plaza Drive.
- On 1/23/18, Officer Belz assisted Detectives with the execution of a Search Warrant in connection with the Jewelry Store Robbery.

Evidence / Property:

- Evidence entered: 94
- CD's entered by Officers: 198
- Attorney requests (not video): 18
- Attorney video copies: 79
- Evidence tested for outside agencies: 3
- Property held for safekeeping: 21

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RESERVE UNIT – Lieutenant Martin Beckner

- On January 12th, a Reserve Officer was called in to assist with Traffic Control for a triple fatality accident on Viking Road.
- On January 16th, Reserve Officers had their monthly training, which was held at the Cedar Falls Police Department. Officer Zolondek provided training on Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), blood borne pathogens, and Operating While Intoxicated (OWI) urine & blood collection procedures.
- On January 17th, Reserve Officers assisted with interviews of applicants as new Reserve Officers. Two applicants were selected for hiring, Angie Lindley & Nik Erickson. They will start sometime in February.
- Reserve Officer Sterrett is still on Medical Leave.
- Throughout the month, Reserves Officers conducted ride-time on Second and Third Shifts, and assisted with various duties including prisoner transport. The use of Reserve Officers allowed career Officers to focus on high priority calls and investigations instead of lower priority calls.
- In the month of January, the Reserve Unit logged a total of **115.25** hours of ride-time and training. The hours for each Reserve Officer are as follows:

NAME	HOURS
Bostwick	0
Brown	4.00
Buck	14.00
Burg	10.50
Clark	37.25
Cross	17.00
Griffin	4.00
Husidic	9.00
Jaeger	7.50
Sterrett	FMLA
Wright	12.00
TOTAL:	115.25

POLICE TRAINING EVENTS – Lieutenant Tim Smith

- National Crime Information Center (NCIC) Recertification Exams.
- Documents have been submitted for future Training.
- In-Service Training was: CPR / AED, Blood Bourne Pathogens, Operating While Intoxicated (OWI) – Blood / Urine Procedures, Iowa Carry Laws.
- Officer Neymeyer is in her 3rd Phase of Field Training Officer (FTO) on Third Shift.
- Officer Russell is in his 3rd Phase of Field Training Officer (FTO).
- Officer Madsen is in his 2nd Phase of Field Training Officer (FTO).
- Officer McNamara started an on-line class for Celebrite.
- Nolan Young and Kevin Hernandez started employment of January 29th.
- Adam Hancock and Admir Babic started employment on January 30th.
- Ali Fox and Taylor Cross have started their Internship with Cedar Falls Police Department.
- Lieutenant Smith attended a 16- hour Leadership Course held in Ames, Iowa.
- Eight Public Safety Officers (PSO's) tested for their Fire Fighter I (FFI).

POLICE RECORDS – Lieutenant Tim Smith

- Transmission of all TRACS based reports / forms to the state, Shield RMS, and into OptiView.
- Entered all Training attended into Officer Files.
- Placed received Training Certificates into Officer Training Files.
- Calculated Officer Reimbursements from Training and submitted to Finance Department.
- Distributed monthly ammo.
- Prepared equipment issue for new incoming Officer.

Item G.1.f.**POLICE STATISTICS:**January 2018Total 2018

Group A Crimes

Murder	0	0
Kidnapping / Abduction	0	0
Forcible Rape	1	1
Forcible Sodomy	0	0
Forcible Fondling	1	1
Robbery	3	3
Assault	10	10
Arson	0	0
Extortion / Blackmail	0	0
Burglary / B&E	3	3
Theft	33	33
Theft / Motor Vehicle	1	1
Counterfeit / Forgery	3	3
Fraud	2	2
Embezzlement	1	1
Stolen Property	1	1
Vandalism	10	10
Drug Offenses	14	14
Porn / Obscene Material	0	0
Prostitution	0	0
Weapon Law Violation	1	1

Group B Crimes

Theft by Check	0	0
Disorderly Conduct	10	10
Operating While Intoxicated	9	9
Public Intoxicated / Liquor Violations	24	24
Non-Violent Family Offense	0	0
Liquor Law Violation	1	1
Runaway	1	1
Trespassing	2	2
Other Offenses	19	19

Group A Total:

84 84

Group B Total:

66 66

Total Reported Crimes:

150 150

Traffic Accidents

Fatality	1	1
Personal Injury	6	6
Property Damage	41	41
Total Reported Accidents	48	48

Driving Offenses

Driving While Barred	2	2
Driving While Suspended / Revoked	2	2
Eluding / Peace Officer	0	0
Total Driving Offenses	4	4

Alcohol/Tobacco Violations

17 17

Calls For Service

1,428 1,428

Total Arrests

99 99

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CEDAR FALLS FIRE RESCUE

January Fire Department Activities:

- Station #1 (Green Shift):
 - Had a Ride-Along Observer from University of Northern Iowa (UNI) Police Science Program.
 - One Smoke Detector Check / Installation.
- Station #1 (Blue Shift):
 - Had a Ride-Along Observer from Hawkeye Community College Police Science conducting an internship at the Fire Department.

Alternative Staff:

- Part-time and POC Firefighters contributed 22 hours of Shift Duty in January.

FIRE RENTAL INSPECTIONS – Captain Bobby Wright

- January Inspections: 80

FIRE TRAINING EVENTS – Lieutenant Tim Smith

- Fire Training consisted of FIT Testing, SCBA Consumption and Inventory
- Target Solutions Training Material:
 - CAPCE - Altered Mental Status
 - NFPA 1001 - Fire Control
 - NFPA 1001 - Fire Department Communications
- Eight Public Safety Officers (PSO's) completed their Fire Fighter I (FFI) and Hazmat Operations Testing / Skills.

FIRE RECORDS – Lieutenant Tim Smith

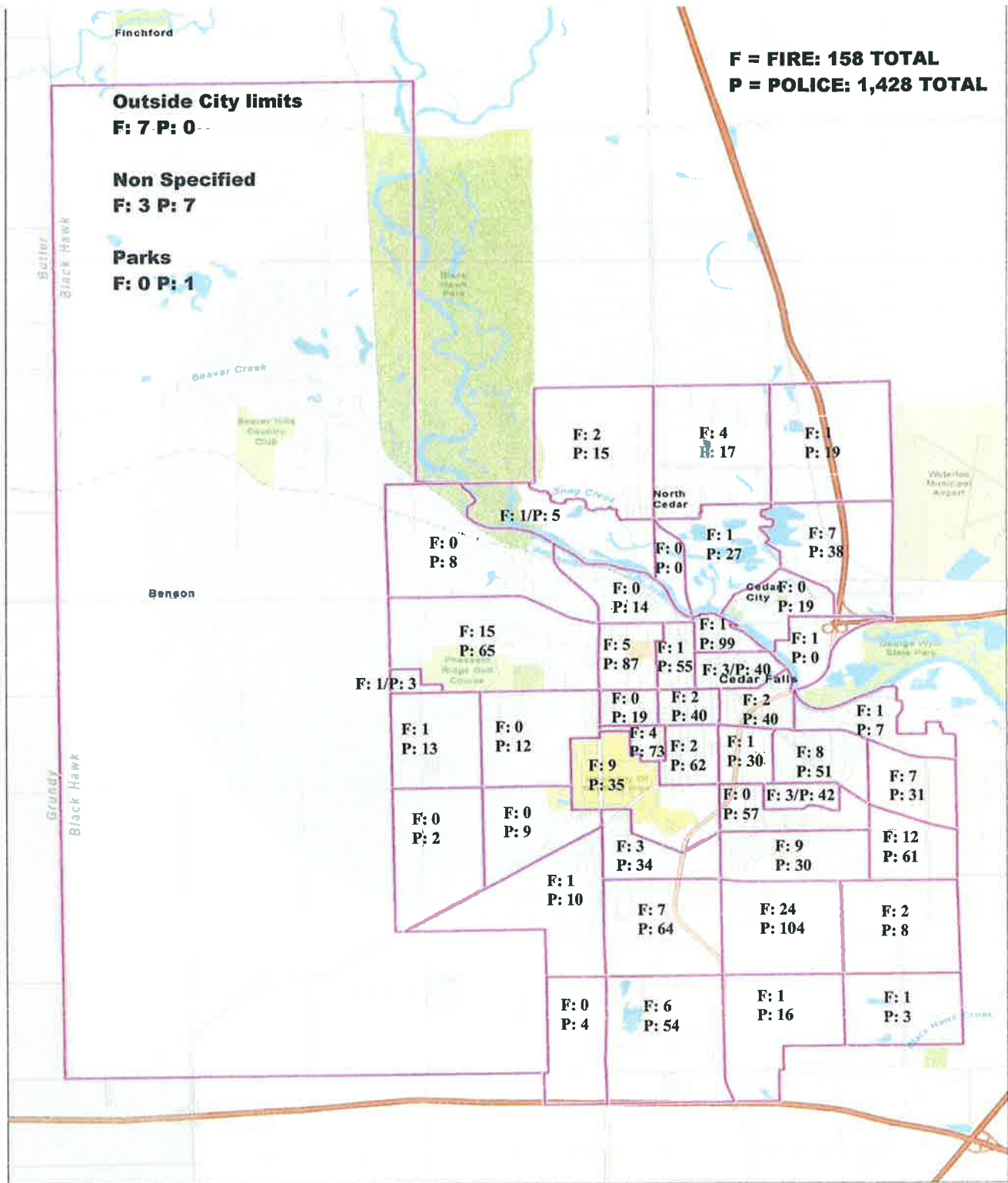
- Vehicle, Equipment, and EMS inventory every Tuesday.
- Equipment Check, Review and Handling every Monday.
- SCBA Inspection the first Wednesday.
- SCBA Check every Wednesday.
- Aerial Platform Exercise and Testing every Sunday.
- District Familiarization.
- Commercial Inspections.

FIRE RESCUE CALLS FOR SERVICE

Type of Incident (Monthly)	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18
Medical	88											
Cancelled, False Alarms, Good Intent	59											
Fire, Heat, Hazard, Weather Related	11											
Totals	158											

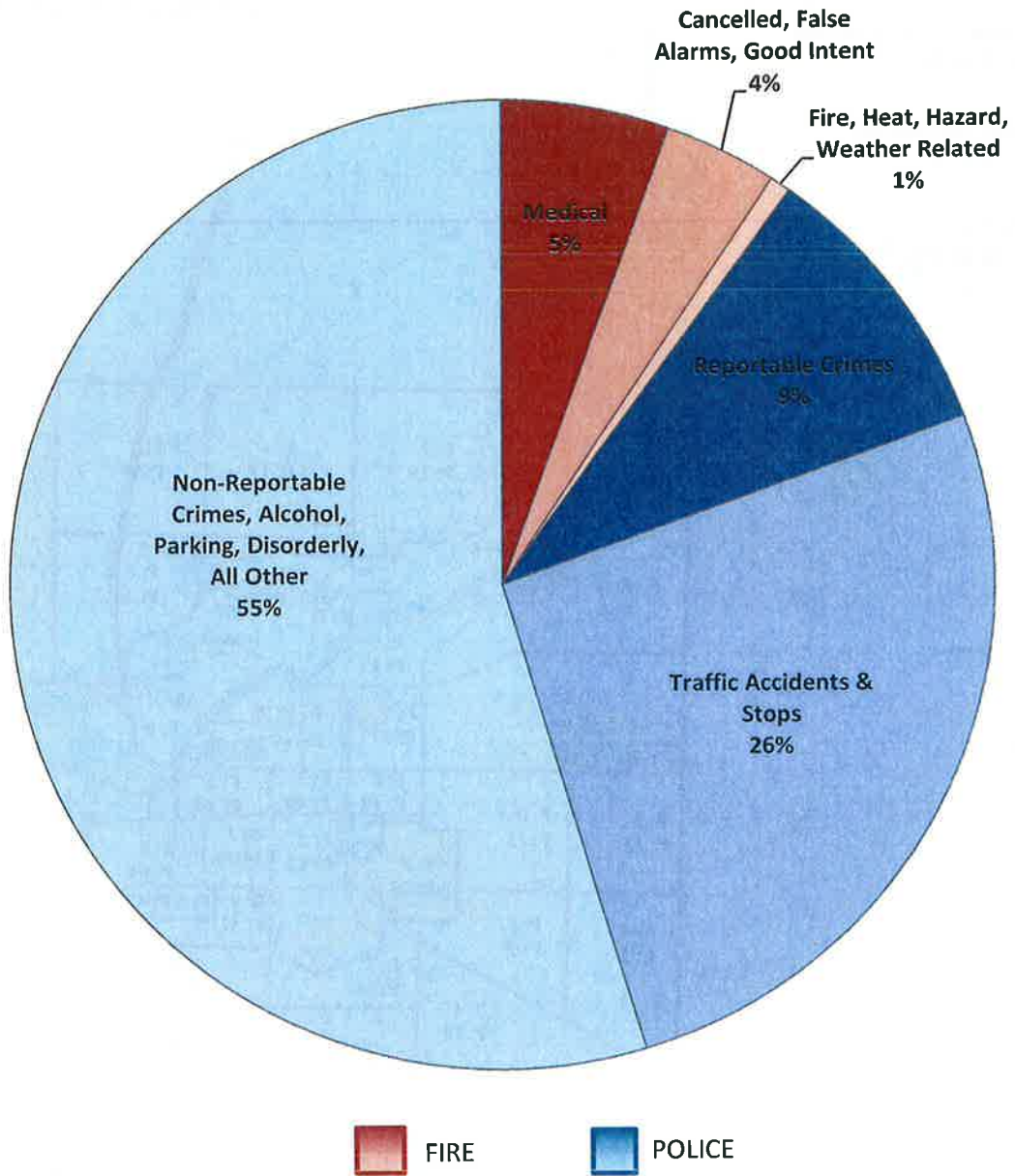
Type of Incident (per Year)	2011	2012	2013	2014	2015	2016	2017
Non-Medical CFS	991	1,056	1,052	948	840	911	900
Rescue / EMS Related	1,021	1,047	1,049	1,051	1,367	1,570	1,437
Totals	2,012	2,103	2,101	1,999	2,207	2,481	2,337

Cedar Falls Public Safety Grid Map



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Cedar Falls Public Safety Experience Survey (January)





DEPARTMENT OF PUBLIC SAFETY SERVICES

POLICE OPERATIONS
CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS, IOWA 50613

319-273-8612

MEMORANDUM

To: Mayor Brown and City Councilmembers
From: Jeff Olson, Public Safety Services Director/Chief of Police
Date: February 21, 2018
Re: Special Event Related Requests

Police Operations has received the following special event related requests and recommends approval:

- (1) Street closures, Downtown Show and Shine, May 6, 2018.



MEMORANDUM

CEDAR FALLS POLICE DEPARTMENT

REVISED: 12-03-2003

DATE: 02-19-2018

TO: Director Jeff Olson
FROM: Lt. Kurt Schreiber
SUBJECT: Road Closure Request

APPROVED
[Signature]

Director,

Community Main Street is planning a car and motorcycle display for Sunday May 6th, 2018. The event is titled the Downtown Shine and Show. CMS is requesting full closure of Main St from 1st Street to 6th Street and closure of East and West 2nd, 3rd, 4th and 5th Streets between the alleys from 0800 hours to 1630 hours.

The closure will necessitate the printing and posting of "No Parking" signs 48 hours prior to the event. It will also require delivery and placement of barricades at 1st and Main and 6th and Main and at the alleys in the 100 blocks of East and West 2nd, 3rd, 4th and 5th Streets. It will also require barricading and signing of the left turn lane on Westbound 1st St at Main St.

I recommend approval of this event.

Kurt Schreiber
Lieutenant, CFPD

Item G.1.g.



206 Main Street, Suite B
Cedar Falls, Iowa 50613

Phone: 319-277-0213
communitymainst@cfu.net
www.communitymainstreet.org

February 7, 2018

Chief Jeff Olson
City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613

Dear Chief Olson,

On behalf of the Downtown Show & Shine Committee and Community Main Street, I am requesting the closure of Main Street from 1st Street up to 6th Streets and to the allies on the East side of Main at 2nd, 3rd and 4th Streets during the 2nd Downtown Show & Shine on Sunday, May 6th in downtown Cedar Falls.

We would like to request the closures of the streets from 8AM-4:30PM. We would also like to request that you post "No Parking from 8AM-4:30PM" signs on Main Street throughout the road closure.

The Downtown Show & Shine cars will begin to arrive at 10:30 and show their cars and bikes until 4:00 that day.

We appreciate your consideration of this request. If you have any questions or concerns, please do not hesitate to give me a call.

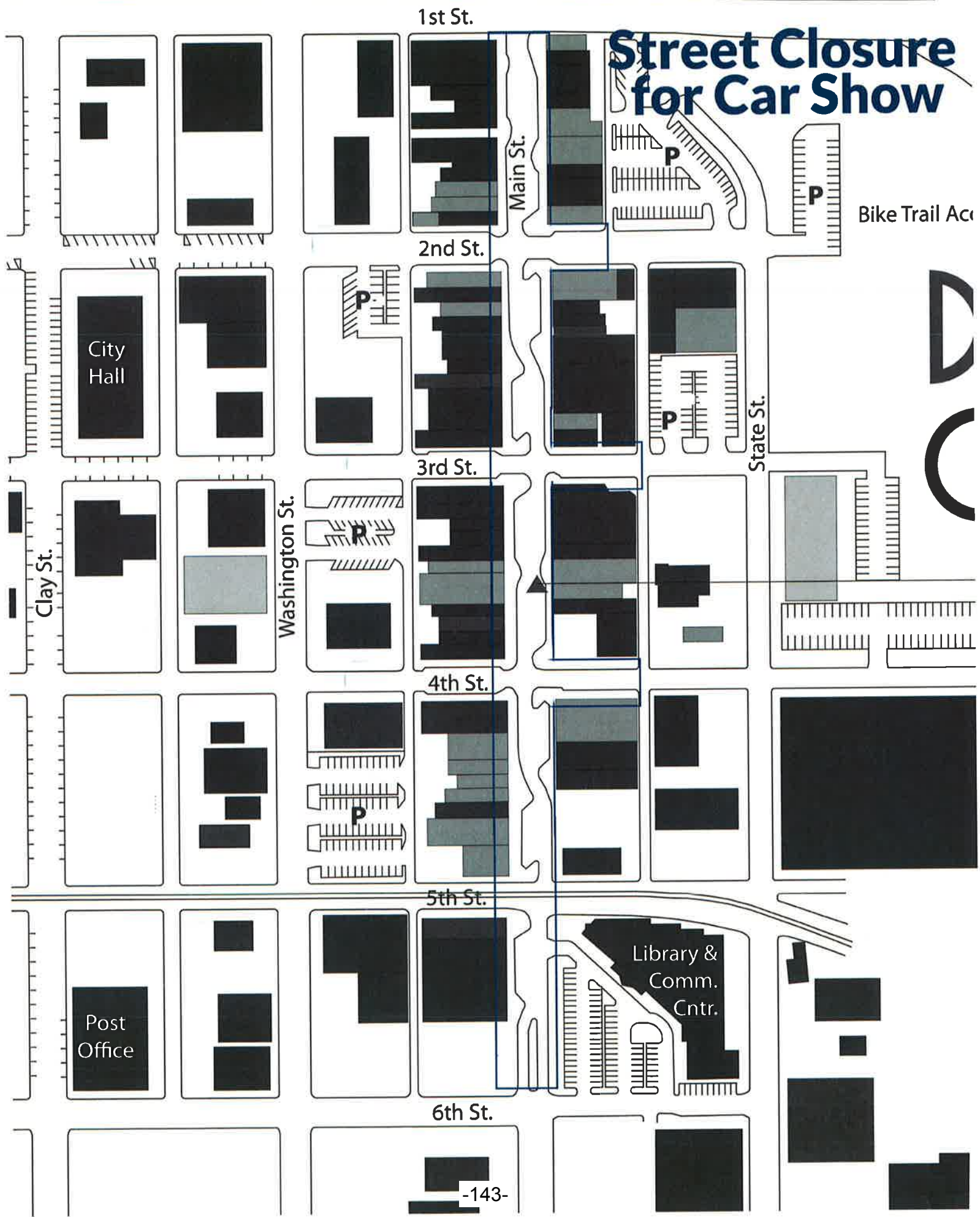
Best regards,

Carol Lilly
Director
Community Main Street

Kim Bear
Events and Promotions Coordinator
Community Main Street



Street Closure for Car Show



BEFORE THE CEDAR FALLS CITY COUNCIL

IN RE:
Metro Fuel, Inc. d/b/a Metro Mart
103 Franklin Street
Cedar Falls, IA 50613

**ORDER ACCEPTING
ACKNOWLEDGMENT/
SETTLEMENT AGREEMENT**

ON this _____ day of _____, 2018, in lieu of a public hearing on the matter, the Cedar Falls City Council approves the attached Acknowledgment/Settlement Agreement between the above-captioned permittee and the City of Cedar Falls.

Therefore, the Cedar Falls City Council FINDS that the above-captioned permittee has remitted to the "City of Cedar Falls", a civil penalty in the amount of Three Hundred and No/100 Dollars (\$300.00). Be advised that this sanction will count as a first violation of Iowa Code Section 453A.2(1), pursuant to Iowa Code Section 453A.22(2)(a). IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

Mayor
City of Cedar Falls

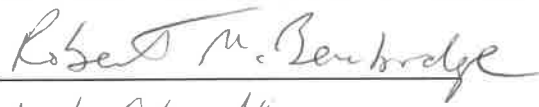
CEDAR FALLS CITY COUNCIL

Metro Fuel, Inc. d/b/a Metro Mart
103 Franklin Street
Cedar Falls, IA 50613

Metro Fuel, Inc. d/b/a Metro Mart
807 Rainbow Drive, P.O. Box 66
Waterloo, IA 50704

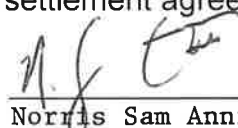
ACKNOWLEDGMENT / SETTLEMENT AGREEMENT

I (we) hereby knowingly and voluntarily acknowledge that I (we) have received the Complaint in the above case. I (we) hereby knowingly and voluntarily acknowledge the facts and allegations contained in the complaint, attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. I (we) hereby knowingly and voluntarily admit that Kim Norene Kelly sold tobacco to a minor on January 9, 2018. I (we) have submitted the required documents to show that the employee charged with the violation stated in the complaint completed the tobacco compliance employee training program pursuant to section 453A.5 at the time of the violation. I (we) hereby assert an affirmative defense under Iowa Code Section 453A.22(3). I (we) understand that the affirmative defense asserted for the violation dated January 9, 2018, may only be used once in a four-year period to bar prosecution of the legal owner. I (We) understand that in order to conclude this matter the Cedar Falls City Council must approve this settlement agreement.



Asst. City Attorney

Date: March 2, 2018



Norris Sam Annis III
for Metro Fuel, Inc. d/b/a Metro Mart

NOTE: This must be signed by an individual cigarette permittee, or in the case of another business entity, by individual(s) who have authority to bind the entity.

Please sign, date and return to:
Attorney Robert M. Bembridge, P.O. Box 1200, Waterloo, IA 50704



DEPARTMENT OF ADMINISTRATIVE SERVICES

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126

7016 1370 0000 6129 6872

February 5, 2018

Metro Fuel, Inc. d/b/a Metro Mart
807 Rainbow Drive
P O Box 66
Waterloo, IA 50704

RE: 1/09/18 Tobacco Violation
103 Franklin Street, Cedar Falls, Iowa

Dear Sir or Madam,

The City of Cedar Falls has scheduled a hearing before the City Council at 7:00 p.m. on March 5, 2018, City Council Chambers. The hearing complaint, which has been filed against you, is attached.

If you or your representative fails to appear at this hearing, a decision may be rendered against you. You have the opportunity to be heard at this hearing and to be represented by an attorney at your own expense regarding the mandatory \$300.00 civil penalty prescribed by 453A.22(2)(a) for the violation of Iowa Code Section 453A.2(1), selling, giving, or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under eighteen years of age.

If you wish to settle this case in lieu of the public hearing, you may complete the attached Acknowledgment/Settlement Agreement, returning the original copy, properly signed and dated, to Robert M. Bembridge, Assistant City Attorney, 528 West 4th Street, Waterloo, Iowa 50701, no later than ten (10) business days prior to the hearing date. With this Acknowledgment/Settlement Agreement, you must include a check in the amount of \$300.00, made out to the "City of Cedar Falls". This will satisfy the penalty for a first violation under Iowa Code Section 453A.22(2) and will conclude the matter.

If you have any questions, you may reach me by phone at 319-232-6555, or if you have obtained representation by an attorney in this matter, he or she should contact me.

Very truly yours,

A handwritten signature in blue ink that reads "Robert M. Bembridge".

Robert M. Bembridge
Assistant City Attorney

IN RE:
Metro Fuel, Inc. d/b/a Metro Mart
103 Franklin Street
Cedar Falls, IA 50613

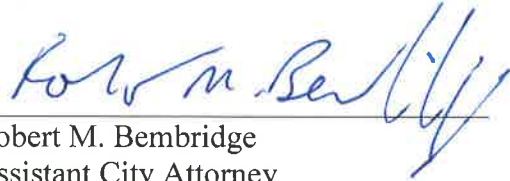
HEARING COMPLAINT

The City of Cedar Falls hereby makes the following complaint against the above-named permittee.

1. Iowa Code Section 453A.2(1) provides that a person shall not "sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age."
2. Iowa Code Section 453A.22(2)(a) provides that if a permit holder or employee of a permit holder has violated Iowa Code Section 453A.2(1), the permit holder shall be assessed a civil penalty of Three Hundred and No/100 Dollars (\$300.00) for a first violation of Iowa Code Section 453A.2(1).
3. On or about January 9, 2018, the permittee or an employee of the permittee sold cigarettes or tobacco products to a person under eighteen years of age. Copies of the Court Docket and Complaint are attached and incorporated herein as Exhibit A.
4. Therefore, in accordance with Iowa law, the City of Cedar Falls requests the Cedar Falls City Council find a violation of the above-referenced sections of Iowa Code Chapter 453A and assess a civil penalty in the

Item G.1.h.

amount of Three Hundred and No/100 Dollars (\$300.00) against Metro
Mart.



Robert M. Bembridge
Assistant City Attorney
528 West 4th Street
P.O. Box 1200
Waterloo, IA 50704
(319) 232-6555

Original to:
Metro Mart
103 Franklin Street
Cedar Falls, IA 50613

Copy to:
Captain Michael E. Hayes
Cedar Falls Police Department
220 Clay Street
Cedar Falls, IA 50613

Jacque Danielsen
Cedar Falls City Clerk
220 Clay Street
Cedar Falls, IA 50613

Grid IOWA UNIFORM CITATION AND COMPLAINT Area SN1
Law Enforcement Agency--Cedar Falls Police Department

State of Iowa
 County of: BLACK HAWK No: 07 **CF 167635**
 City of: CEDAR FALLS
In the Court at City Hall, 220 Clay Street, Cedar Falls
 Court House, 316 E. 5th St., Waterloo



vs:
Name Kelly Kim Norene
Dist/Last First Middle

Address 313 Lincoln St

City Cedar Falls State IA Zip 50613

DL# 035AA4956 State IA

DL Class 0 DL End. _____ DL Rest. - DL/State ID Viewed? Yes No

DOB 6/4/56 Race W Ethn. N Sex F Ht 5'03 Wt. -
W/B/T/A/U H/N/U

The undersigned states that on or about 1/9/18 at 1630 AM PM
defendant did unlawfully:

Operate Motor Veh./Boat (describe) _____

CDL Req? Yes No Pass. End. Req? Yes No HazMat End. Req. Yes No

Reg. # _____ State _____ Year _____ US DOT # _____

Upon a public highway at 103 Franklin St

Located in the county and state aforesaid and did then and there commit the following offense:

Sched. Violation/Fine \$ 100.00 Field Work Zone
Criminal Surcharge \$ 35.00 Non-scheduled Violation
Court Costs \$ 60.00 Court Appearance Required (805 iD)
Total Fine/Costs \$ 195.00 Reason:
 Serious PI Fatal Accident
 Civil Damage Assessment Other

VIOLATION Employee Providing Tobacco to Minor (1st Off)

Speed _____ in _____ Zone Sec. 453A.2(1) 20 17 IA Code

DATA CODE _____ Fed/Adm. Code _____ C.F. Ord. 1990 Sec. _____

Dated 1/9/18 Brian Johnson 126
Mo. Day Yr. Court Signature I.D. No.

Court Date: If you must appear in court or if you choose to appear to answer to a charge which does not require an appearance, report to the above named court on

2/8/18 at 0900 AM PM
Mo. Day Yr.

NOTICE: Providing false information is a violation of Section 719.3 of the Code of Iowa and is punishable as an aggravated misdemeanor.

You hereby are given notice that within a reasonable time but no later than the date schedule for your initial appearance a citation/complaint sworn under oath will be filed with the district court clerk of the county in which the citation was issued. My signature below is not a plea of guilty, but acknowledges all of the following:

- 1. I hereby swear and affirm that the information provided by me on this citation is true and under penalty of providing false information.
- 2. I promise to appear in said court at said time and place, or I will comply with the provision on the top of the reverse side of the citation.

The following applies to simple misdemeanors only:
3. I hereby give my unsecured appearance bond in the amount of 210.00 dollars and enter my written appearance. I agree that if I fail to appear in person or by counsel to defend against the offense charged in this citation, the court is authorized to enter a conviction and render judgment against me for the amount of my appearance bond in satisfaction of the penalty of a surcharge plus court cost.

* Kelly Kim
Signature of Defendant

Item G.1.h.



Case Number: STA0166016 Case Title: STATE vs. KELLY, KIM NORENE

Opened: 01-10-2018

County: BlackHawk

Case Type: Scheduled Traffic - State Status: Active Judge:

Prayer Amount: \$.00

Show/Hide Participants

	Plaintiff[s]	Counsel of Record
STATE OF IOWA		
IA		

	Defendant[s]	Counsel of Record
KIM NORENE KELLY		
313 LINCOLN ST		
CEDAR FALLS, IA 50613-3134		

Show/Hide Charges

Number	Date	Charge	Code	Comment
01	2018-01-09	EMPLOYEE PROVIDING TOBACCO/VAPOR PRODUCT TO MINOR - 1ST OFF	453A.2(1)	

File Date

Case History

01-12-2018 11:11:36 AM Court	VIOLATIONS HANDLED BY CLERK Filed by: Court
01-10-2018 06:40:00 AM Court	TRAFFIC TICKET FILING Filed by: Court



DEPARTMENT OF PUBLIC SAFETY SERVICES

POLICE OPERATIONS
CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS, IOWA 50613

319-273-8612

MEMORANDUM

To: Mayor Brown and City Councilmembers
From: Jeff Olson, Public Safety Services Director/Chief of Police
Date: February 28, 2018
Re: Beer/Liquor License Applications

Police Operations has received applications for liquor licenses and/ or wine or beer permits. We find no records that would prohibit these license and permits and recommend approval.

Name of Applicants:

- (1) Pheasant Ridge Golf Course, 3205 West 12th Street, Class B beer & outdoor service - renewal.
- (2) Happy's Wine & Spirits, 5925 University Avenue, Class E liquor - renewal.

RESOLUTION NO. _____

RESOLUTION DELETING Payscale FOR EMPLOYEE AND DIMINISHING THE FOLLOWING POSITION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that the pay, be deleted from the payroll scale for the below listed employee.

BE IT FURTHER RESOLVED, that the following position be diminished in accordance with Chapter 400.28 of State Code and Section 2.5 of the Cedar Falls Civil Service Commission Rules and Regulations.

BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make such deletion.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Alexandra Fox PSS/Police Operations	Community Service Officer I Deleted effective Feb. 16, 2018	013	9.104	20	PT	HN	

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION DELETING Payscale FOR EMPLOYEE AND DIMINISHING THE FOLLOWING POSITION

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BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make such deletion.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Brian Shock PSS/Police Oper.	Public Safety Officer Deleted effective Mar. 2, 2018	P2S-IX	35.660	40	FT	HN	TEAM

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION ADOPTING PAYSCALE FOR NEW EMPLOYEE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that the pay, be and the same is hereby adopted as the payroll scale for the below listed employee.

BE IT FURTHER RESOLVED, that said pay scale shall be effective from the date below to June 29, 2018.

BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make payment from the appropriate funds for the period herein stated.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Kaleb Bruggeman PSS/Police Oper.	Community Service Officer I February 26, 2018	013	\$9.104	20	PT	HN	

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION ADOPTING PAYSCALE FOR NEW EMPLOYEE

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BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make payment from the appropriate funds for the period herein stated.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Nick Martin MOP/PWP-Vehicle Maint.	Assistant Equipment Mechanic February 19, 2018	10A	\$15.207	29	PT	HN	TEAM

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION ADOPTING PAYSCALE FOR NEW EMPLOYEE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that the pay, be and the same is hereby adopted as the payroll scale for the below listed employee.

BE IT FURTHER RESOLVED, that said pay scale shall be effective from the date below to June 29, 2018.

BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make payment from the appropriate funds for the period herein stated.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Matthew Lukehart MOP/PWP-Traffic Oper.	Traffic Operations Supervisor March 1, 2018	234	\$28.500	40	FT	SE	

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION ADOPTING PAYSACLE FOR EMPLOYEE ASSIGNED IN ACTING CAPACITY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that the pay, be and the same is hereby adopted as the payroll scale for the below listed employee assigned in the capacity of acting Battalion Chief.

BE IT FURTHER RESOLVED, that said pay scale shall be effective from the date below to June 29, 2018 for the acting position.

BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make payment from the appropriate funds for the period herein stated.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Bobby Wright PSS/Fire Oper.	Acting Battalion Chief-POC February 24, 2018 March 16, 2018	240 240	38.949 40.009	40	FT	SE	

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION ADOPTING Payscale FOR RECLASSIFIED EMPLOYEE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that the pay, be and the same is hereby adopted as the payroll scale for the below listed reclassified employee.

BE IT FURTHER RESOLVED, that said pay scale shall be effective from the date below until June 29, 2018. This resolution hereby reclassifies the employee back to the position, which they held prior to their current appointment.

BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make payment from the appropriate funds for the period herein stated.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Mike Haislet PSS/Police Oper.	Public Safety Officer February 25, 2018	P2S-9	35.660	40	FT	HN	TEAM

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION ADOPTING PAY ADJUSTMENT FOR EMPLOYEES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that the pay, be and the same is hereby adopted as the payroll scale for the below listed employees receiving a pay adjustment.

BE IT FURTHER RESOLVED, that said pay scale shall be effective from the date below to June 29, 2018. This resolution hereby adjusts the pay rate for the below listed employees.

BE IT FURTHER RESOLVED, that the Controller/City Treasurer of the City of Cedar Falls, Iowa, is hereby authorized to make payment from the appropriate funds for the period herein stated.

Name	Position	Band/ Step	Hrly	Hrs. Schd.	Stat.	Cls.	Union
Brennan Kohls PSS/Police Oper.	Community Service Officer I February 22, 2018	013	\$9.354	20	PT	HN	
Kenzie Hamlet PSS/Police Oper.	Community Service Officer I February 15, 2018	013	\$9.354	20	PT	HN	

INTRODUCED AND ADOPTED THIS _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF FINANCE & BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
319-273-8600
FAX 319-268-5126

INTEROFFICE MEMORANDUM

TO: Mayor Brown and City Council Members
FROM: Jennifer Rodenbeck, Director of Finance & Business Operations
DATE: March 2, 2018
SUBJECT: Pay Plan Study

As you are aware, as part of the FY18 budget, the City Council directed staff to perform a formal pay plan study. Carlson Dettmann consulting firm was hired in May, 2017. During the summer of 2017 employees covered under the study completed Job Description Questionnaires (JDQs). The consultant reviewed those and also performed a market study and a benefits analysis. We are now at the point that the Consultant has completed their study. Their report was presented to Council at a special work session on February 26th.

Attached is that report that the Council discussed at the work session. The report is the recommendation from the Consultant. During the work session, the Council discussed adding 5% to the plan to ensure that they are competitive with the market and are able to recruit and retain high quality employees. Therefore, also attached are the revised pay grades developed by the Consultant after that work session to incorporate this 5% market adjustment. If the report and the revised pay grades are adopted, the pay plan will be implemented as of July 1, 2018.

If you have any questions about the report or the study, please feel free to contact me.



February 19, 2018

MEMORANDUM

TO: Jennifer Rodenbeck, Director of Finance and Business Operations

FR: Charles E. Carlson and Jennifer S. Hassrick

RE: Pay Plan Recommendations

The City of Cedar Falls retained Carlson Dettmann Consulting (CDC) to review its compensation plan and policies covering 72 non-represented job classifications, evaluate internal classification relationships, develop a competitive market analysis, and recommend changes CDC believes will enhance the plan and policies.

CDC has completed these tasks and submits the following executive summary and pay plan for your consideration.

Overview

The City of Cedar Falls (the City) employs staff in two major groups: Management/Administration – the focus of this study – and Police, Fire, and Public Works non-management staff who are covered by collective bargaining agreements.

This study covers the 72 positions employing 142 staff in the Management/Administrative pay plan. The City adopted the current Management/Administration pay plan over twenty years ago and has updated it internally since then. The current annual salary budget for this group is approximately \$8 million.

Structurally, the current plan has over 140 pay grades or bands. The grades have a 52% spread from range Minimum to Maximum salaries or hourly rates. The Director of Finance and Business Operations is responsible for the City's human resource program and approves all starting salaries. Typically, employees hired externally start at salaries between the range Minimum and Midpoint, depending on qualifications and the market. Employees promoted from within are awarded a modest increase in advancing to a higher pay grade.

The City's current policy is to increase individual pay within a pay range based upon individual performance as measured by a performance review. Individual pay increases are separated from pay structure changes. The City adjusts the pay structure periodically based on considerations of market conditions, changes in cost-of-living, the size of negotiated increases with the collective bargaining unit, and its ability to pay.

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A significant number of City staff covered by this pay plan will be eligible to retire over the next 15 years. Specifically, as the table below indicates, over fifty-five percent of staff are over the age of 45.

Grouping	Number	Percent of Whole	Cumulative Percent
Age 60 or Older	13	9.7%	9.7%
Age 55 to Age 60	15	11.2%	20.9%
Age 50 to Age 55	19	14.2%	35.1%
Age 45 to Age 50	27	20.1%	55.2%
Age 40 to Age 45	12	9.0%	64.2%
Age 35 to Age 40	20	14.9%	79.1%
Age 30 to Age 35	14	10.4%	89.6%
Age 30 or Less	14	10.4%	100.0%
Total	134	100%	

In our experience, the public sector workforce is aging, and the demographic shown above is consistent with what we are seeing regionally. Most public organizations intentionally are career-based employers due to a desire to provide experience public service. Accordingly, states typically provide defined benefit pension systems consistent with this strategic objective. One of the consequences of this combination of career-based employment and a strong pension system is long-serving employees have the financial support to retire in their late 50's or early 60's with full pension rights.

What this all means is the City, like other public employers, is facing a considerable loss of talent over the next fifteen years. Public employers across the state and the region will be replacing key staff at the same time in very competitive labor markets.

We believe the significance of this demographic for pay plan administration is the challenge public organizations will have in keeping their pay plans functioning as designed. It will be critical to support employee development, recognize and reward employees who perform at top levels, and continually monitor employee engagement, addressing any concerns as they arise.

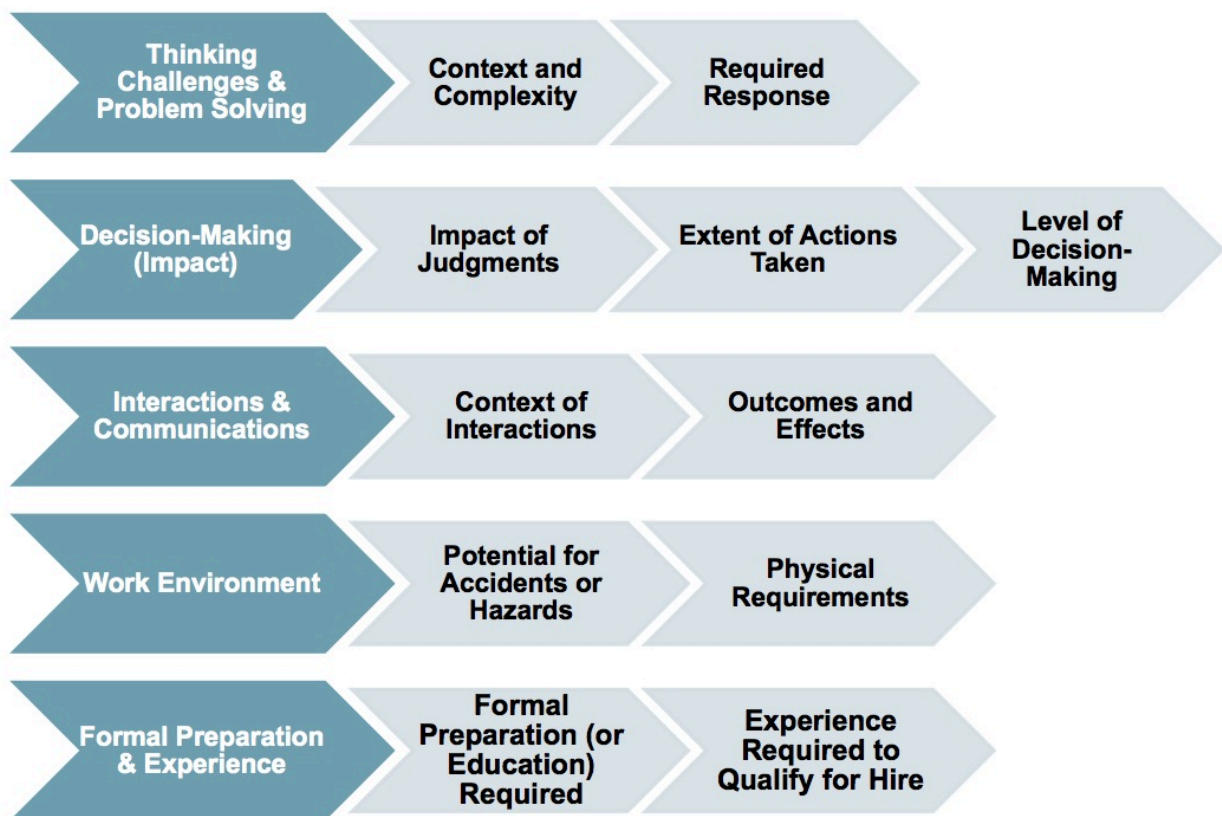
Internal Equity, Job Analysis and Job Evaluation

Our firm emphasizes effective communication in pay administration. Accordingly, at the outset of this study, CDC conducted employee orientation sessions to explain the project and the critical role each employee would play in its success. At those sessions, City leadership

stressed that this type of project is a standard management process intended to ensure employees are classified correctly and the pay plan is competitive and functioning as intended. During the project, we discussed policy concerns with the City Council, and we will lead a Committee of the Whole workshop on February 26 to discuss this report, followed by staff briefing sessions on February 27.

To provide the necessary job documentation for analysis and evaluation, each employee covered by the study completed a Job Description Questionnaire (JDQ). The employee’s supervisor and department manager reviewed each JDQ for accuracy and completeness. Based on this documentation and our interviews with the management teams in each department, CDC consultants evaluated job content using CDC’s Point Factor Job Evaluation System. This System provides a job score subsequently used to group similar positions into pay grades and to analyze appropriate relationships to market estimates.

There are five factors in the CDC Point Factor Job Evaluation System. We have applied this System in hundreds of client applications, and it is a system that has a high degree of construct, content, face, and predictive validity. CDC consistently achieves very high correlation scores with benchmark survey data. The factors and sub-factors in the system are as follows:



Each factor has sub-factors and points are assigned to each sub-factor. The City’s current 72 job classifications in this pay plan group are very diverse in terms of responsibility. The CDC

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System yields a point score for each factor for each position, as well as a total score, enabling CDC to group similar positions into common pay grades.

In summary, all things being relatively equal, jobs that score closely together should be paid in the same pay range, and jobs scoring differently should be in higher or lower grades, accordingly. In this study, benchmark position job evaluation values and market estimates had a 0.94 correlation value, a very significant and meaningful result.

Following CDC's evaluation, the Director of Finance and Business Operations and the City Administrator met with department directors to review preliminary groupings. They accomplished this assignment without market information that might otherwise affect their review. Once the pay ranges were available, the Directors met with their management teams. CDC reviewed management suggestions in making our final pay plan recommendations, considering both job evaluation outcomes and relevant market factors. However, the final plan is CDC's objective recommendation based on all the facts we collected and observed.

As a final check on the accuracy of grade placements, we have recommended, and the City Administrator concurs, that the City provide an appeal process giving any employee who feels their pay grade is inappropriate, an opportunity to request a follow-up review. The appeal process would work as follows.

Any employee or manager who feels a job is classified incorrectly can request an appeal by submitting a written request documenting the appeal. Department directors would review appeal documentations and discuss their observations and recommendations with Finance and Business Operations. CDC would be available for consultation and a follow-up application of the Point Factor System. Finance and Business Operations would make a recommendation on each appeal to the City Administrator, who would submit a recommendation to the City Council. CDC would be available for consultation during the appeal process.

Base Salary Competitiveness

To determine market competitiveness, CDC collaborated with the City to develop a list of data sources, and then collected relevant base salary information for analysis. The sources utilized were:

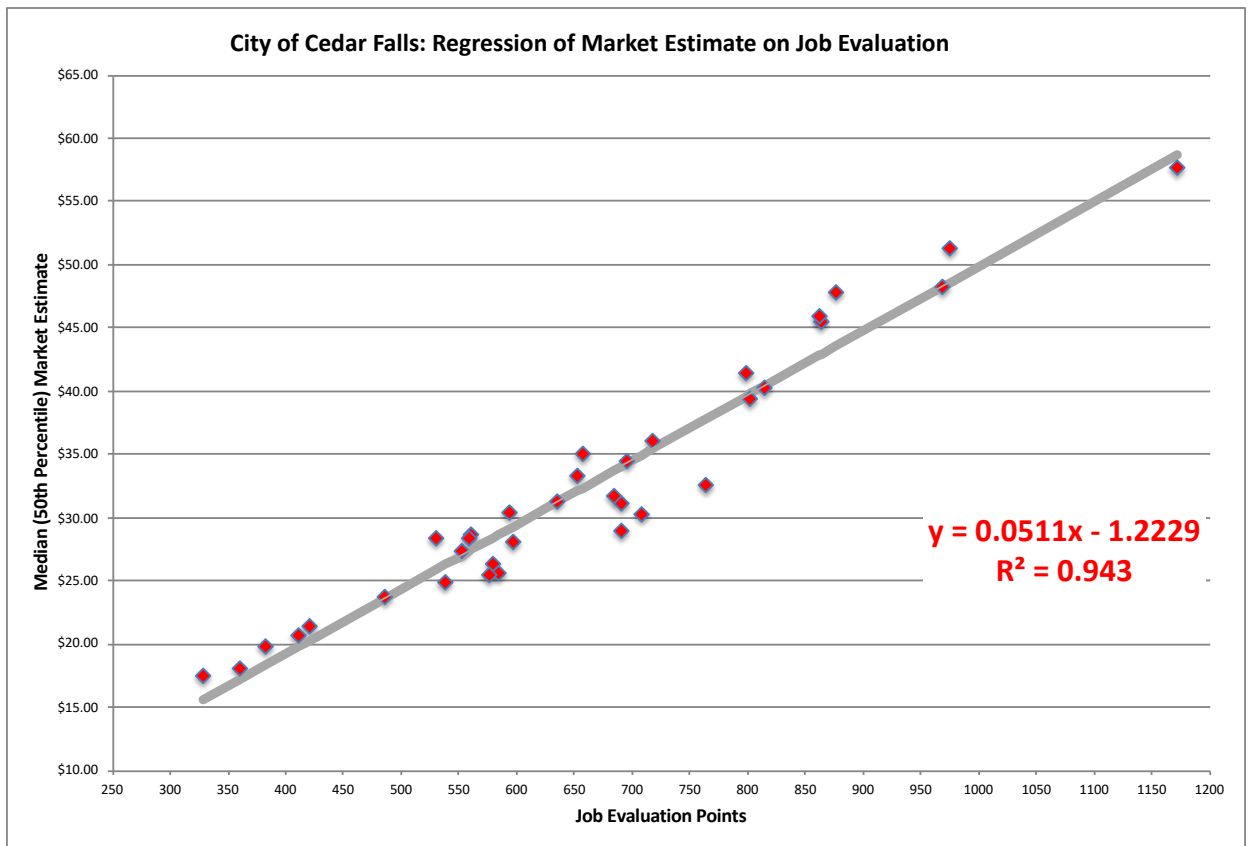
- Custom survey of over 20 Midwest/Iowa communities selected for this study
- American Water and Wastewater Association (AWWA) Salary Survey
- Bureau of Labor Statistics: Waterloo-Cedar Falls, IA
- CompData Surveys for Iowa and the Midwest region
- Willis Towers Watson Surveys: Iowa and the Midwest region

Based on these data sources, CDC benchmarked 50% of the job classifications covering 60% of the studied employee group. CDC used these excellent data resources to develop a pay plan recommendation, balancing considerations of both market competitiveness and internal equity.

Pay Plan Design

The methodology used to develop our recommendations establishes pay range Control Points based upon the relationship between estimates of average market base salaries, developed through our market measurement process, and job evaluation scores. This is a market “match” policy, contrasted with a “lag” or “lead” emphasis. It balances both external competitiveness and internal equity. Classifications that were not benchmarked are grouped in ranges based upon similar job evaluation outcomes. This method effectively balances consideration of both market and internal equity.

The graph below shows the relationship between job evaluation scores and market estimates for the benchmark positions measured in our data analysis. Visually, the data points group well in an orderly progression by job evaluation scores. The correlation score for the data is 0.94. This is a very high correlation and means the job evaluation scores are a very reliable predictor of market estimates (predictive validity). This provides the basis in data for creating a pay plan balanced for internal equity and market competitiveness.



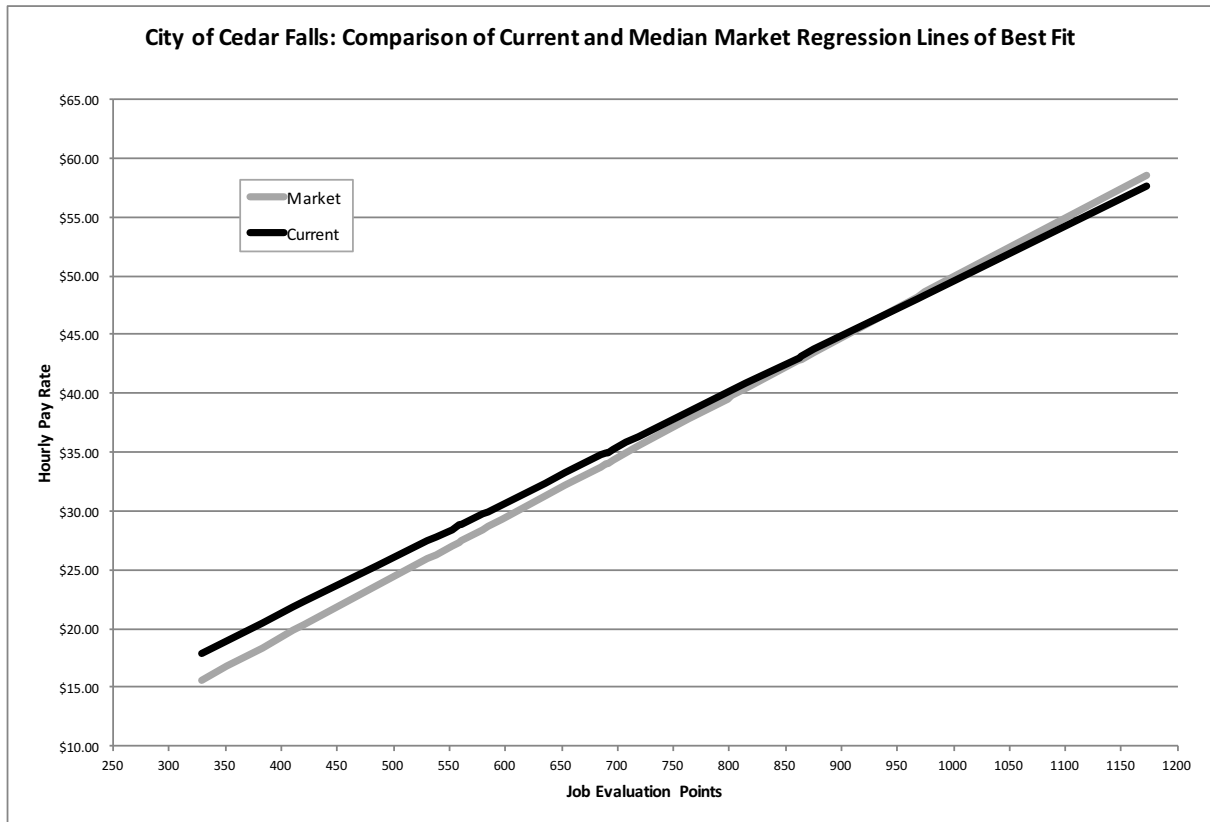
Translating this information into pay ranges is accomplished as follows:

Each pay grade has a point differential. For example, Grade 8 is 500 to 549 points, so the middle point value for that grade is 524.5 points. Substituting this point value in the regression equation, we have y (predicted pay/pay grade midpoint) = {(\$0.0511 times 524.5 points) -

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\$1.2229} = \$25.58 (rounded), the new Control Point for Grade 8. Each Grade is developed following this method.

How does the proposed plan policy line compare to the current pay plan? The graph on the following page compares the market line with the regression (gray line) between job evaluation scores and Midpoints of the current plan.



Essentially, the City's current pay policy is market competitive. The major change we are proposing is pay plan restructuring for greater administrative simplification and focusing on performance.

One of our assignments was to conduct a high-level review of the City's benefits program and its relation to market practices to inform our recommendations on pay policy. The policy questions are: If benefits costs are disproportionately high, should the City set the pay plan lower so total compensation is more in line? Conversely, if benefits are low, should the City be paying more in salaries to offset the difference?

Our first consideration was to determine how the major benefit categories at the City compare to industry and national standards. To perform this analysis, we collected data from the City and compared costs with data available from the U.S. Department of Labor Bureau of Labor Statistics.

The table below summarizes City benefits, as a percentage of total compensation. It is our observation that the City's benefits proportion is very similar to the benefits proportion for

government employees, in general, and both the City and government employees typically have a higher benefits proportion than private industry. This difference with private sector employers is what we typically see, and it is due to the emphasis on a career-based employment model.

	All Employees*	BLS Government	BLS Private Midwest
Time Worked/Regular Pay	56.6%	62.7%	69.7%
Total Benefits	43.4%	37.3%	30.3%
Paid Leave	11.6%	7.5%	6.8%
Vacation	5.6%	2.9%	3.7%
Holiday	3.3%	2.2%	2.0%
Sick	1.6%	1.9%	0.7%
Personal	1.1%	0.6%	0.4%
Supplemental	3.2%	1.0%	2.8%
OT, premium, comp time	2.7%	0.4%	0.9%
Shift differentials	0.1%	0.1%	0.2%
Bonuses**	0.4%	0.5%	1.7%
Insurance	12.2%	11.9%	8.7%
Health insurance	11.8%	11.6%	8.2%
All other	0.4%	0.3%	0.5%
Retirement	10.6%	11.3%	4.1%
Defined benefit	10.6%	10.5%	2.4%
Defined contribution	0.0%	0.8%	1.7%
Legally Required	5.8%	5.6%	8.0%
Worker's Compensation	1.9%	1.1%	1.4%
All Other	3.9%	4.50%	6.6%

*Excludes seasonal employees

** Includes longevity

Source: Bureau of Labor Statistics, June 2017

We also performed additional analysis of medical insurance expenses comparing The City's medical insurance cost structure to area and market norms developed by the Kaiser Family Foundation (kff.org) as part of its annual survey of medical insurance practices.

A comparative analysis is summarized in the following table.

The City currently operates a self-funded medical insurance program, and has successfully kept premiums low without compromising the quality of service. As shown in the table, the employer contribution is a higher percentage than market norms; however, the annual cost per employee is still lower across all geographic sectors for both single and family coverage.

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Plan Type	Family Premium	Employer % Contribution	Employer Annual Cost	Employee Annual Cost
City of Cedar Falls - PPO Plan	\$14,865	93.1%	\$13,845	\$1,020

KFF Data for PPO Plans:

National Average (Plan Type)	\$19,476	68.0%	\$13,248	\$6,228
State/Local Government	\$18,228	77.0%	\$14,040	\$4,188
Midwest	\$20,112	72.0%	\$14,484	\$5,628

Plan Type	Single Premium	Employer % Contribution	Employer Annual Cost	Employee Annual Cost
City of Cedar Falls - PPO Plan	\$5,164	93.0%	\$4,804	\$360

KFF Data for PPO Plans:

National Average (Plan Type)	\$6,960	80.0%	\$5,568	\$1,392
State/Local Government	\$7,128	89.0%	\$6,348	\$780
Midwest	\$7,104	81.0%	\$5,760	\$1,344

Sources: Kaiser Family Foundation 2017 Employer Health Benefits Survey (www.kff.org)

Based upon this benefits analysis both overall benefits and health benefits specifically, CDC does not recommend adjusting the pay plan from a “match” market policy.

Accordingly, how should pay ranges be constructed and managed? We have two observations that inform our recommendation on these matters.

First, the City of Cedar Falls has created an efficient, economical organizational structure. All activities are within four departments. For example, police and fire services are consolidated into a Protective Service Department, with firefighter and police functions brought together into Protective Service staff positions through attrition. In our view, this brings a high level of accountability and efficiency.

Second, the City emphasizes pay-for-performance in the Management/Administration pay plan, making periodic performance awards based upon regular evaluations. This, in combination with the consolidation of reporting into four major departments, is consistent with the City’s emphasis on efficiency and accountability.

Accordingly, the pay structure should support this policy approach. Therefore, the proposed plan utilizes 20 pay grades, a major reduction from the City’s current plan with over 142 pay grades. Pay ranges in the new plan would have pay ranges with Minimums at 80% of the range

Control Point and Maximums at 130%, and there would be appropriate range overlap with meaningful differentials between grades.

It is our experience the current plan structure with a large number of grades encourages reclassification for minimal changes in responsibility. The new plan with fewer grades and slightly broader ranges emphasizes pay-for-performance, rather than reclassification for relatively minor changes in duties.

Our pay plan recommendation is attached to this summary.

A measure compensation professionals use to gauge pay plan effectiveness is a statistic called the Compa-Ratio, or C/Ratio. It is the relationship between a position's (or group of positions) current salary and pay range Control Point. In addition to providing pay grades with ranges, the attached pay plan also shows incumbent C/Ratio's.

Overall, assuming the recommended pay plan is implemented, the plan C/Ratio would be 100.0%.

Implementation

In implementing the new plan, CDC recommends the order for consideration of adjustments should be as follows:

- Positions currently paid below the Minimum of the pay range should be increased to the Minimum as soon as financially feasible.
- Positions currently paid below the Midpoint should be given greatest consideration on future raises, assuming those persons are reasonably experienced in their positions and performing well.
- The position currently paid above the range Maximum should not receive base pay increases until the plan is adjusted in the future for market changes and the Maximum exceeds current salary.

The estimated cost of implementation is approximately \$14,900 (0.19% of annual base payroll of approximately \$7.9 million).

In terms of plan administration, we recommend the following:

- If a new hire has the minimum level of preparation required for the position, we suggest trying to stay as close to the Minimum of the range as practical.
- It is understood that a preferred applicant can bring greater immediate value to the City whenever that applicant exceeds the minimum requirements. If the requested starting salary would be between the Minimum and the range Control Point, it should require the approval of the Director of Finance and Business Operations and City Administrator.
- In rare cases, if the preferred applicant requires a starting salary exceeding the range Control Point, then it should require review by the Director of Finance and Business Operations and final approval by the City Administrator.
- Job Description Questionnaires should be kept current.
- Of course, going forward, position responsibilities for individual positions will change. If such changes are substantial and relatively stable, rather than temporary, it is important we re-evaluate position responsibilities to determine whether a pay grade

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change is warranted. Changes that are not substantial should be a matter for performance review, not reclassification.

- Finally, it will be important to keep the plan competitive; market re-pricing approximately every three years is good practice.

Conclusion

CDC believes this has been a very confirming audit of the City of Cedar Falls's pay plan. In addition, we have recommended a new pay that is simpler and easier to manage.

Furthermore, the new pay plan is competitive, affordable, fair, legally defensible, and supports the City's ability to recruit, reward, and retain qualified leaders to fulfil its mission.

**CITY OF CEDAR FALLS
RECOMMENDED 2018 WAGE STRUCTURE: OPEN RANGE PLAN**

GRADE	80.00% Min.		100.00% C/P		130.00% Max.
20	\$52.22	→	\$65.27	→	\$84.85
19	\$48.06	→	\$60.08	→	\$78.10
18	\$43.98	→	\$54.97	→	\$71.46
17	\$39.89	→	\$49.86	→	\$64.82
16	\$36.82	→	\$46.03	→	\$59.84
15	\$34.78	→	\$43.47	→	\$56.51
14	\$32.74	→	\$40.92	→	\$53.20
13	\$30.69	→	\$38.36	→	\$49.87
12	\$28.65	→	\$35.81	→	\$46.55
11	\$26.60	→	\$33.25	→	\$43.23
10	\$24.55	→	\$30.69	→	\$39.90
9	\$22.51	→	\$28.14	→	\$36.58
8	\$20.46	→	\$25.58	→	\$33.25
7	\$18.42	→	\$23.03	→	\$29.94
6	\$16.38	→	\$20.47	→	\$26.61
5	\$14.85	→	\$18.56	→	\$24.13
4	\$13.82	→	\$17.28	→	\$22.46
3	\$12.80	→	\$16.00	→	\$20.80
2	\$10.76	→	\$13.45	→	\$17.48
1	\$8.71	→	\$10.89	→	\$14.16

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CITY OF CEDAR FALLS RECOMMENDED POSITION GRADES

Effective 7/1/2018

2018 GRADE ORDER LIST: OPEN PLAN

Grade	Job Title	Department	80.0% Minimum	100.0% Control Point	130.0% Maximum
20	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF FINANCE & BUSINESS OPERATIONS DIRECTOR OF MUNICIPAL OPERATIONS & PROGRAMS DIRECTOR OF PUBLIC SAFETY SERVICES	CD-ADMIN FINANCE ADMIN PUBLIC WORKS ADMIN PUBLIC SAFETY ADMIN	\$52.22	\$65.27	\$84.85
19	CITY ATTORNEY	LEGAL	\$48.06	\$60.08	\$78.10
18	VACANT		\$43.98	\$54.97	\$71.46
17	CITY ENGINEER LIBRARY DIRECTOR	ENGINEERING LIBRARY	\$39.89	\$49.86	\$64.82
16	ASST PUBLIC SAFETY DIRECTOR/ASST CHIEF - POLICE ASST PUBLIC SAFETY DIRECTOR/CHIEF - FIRE	POLICE FIRE	\$36.82	\$46.03	\$59.84
15	INFORMATION SYSTEMS MANAGER PUBLIC WORKS & PARKS MANAGER PLANNING & COMMUNITY SERVICES MANAGER	INFORMATION SYSTEMS PUBLIC WORKS ADMIN PLANNING	\$34.78	\$43.47	\$56.51
14	WATER RECLAMATION MANAGER INSPECTION SERVICES MANAGER CONTROLLER/CITY TREASURER POLICE CAPTAIN	WATER RECLAMATION INSPECTION SERVICES FINANCIAL SERVICES POLICE	\$32.74	\$40.92	\$53.20
13	PRINCIPAL ENGINEER RECREATION & COMMUNITY PROGRAMS MANAGER V & T/CULTURAL MANAGER CITY CLERK FIRE BATTALION CHIEF	ENGINEERING RECREATION V & T PUBLIC RECORDS FIRE	\$30.69	\$38.36	\$49.87
12	CABLE TV & TELECOMMUNICATIONS SUPERVISOR PLANNER III SENIOR LIBRARIAN POLICE LIEUTENANT POLICE LIEUTENANT - PSO FIRE	CABLE TV PLANNING LIBRARY POLICE POLICE	\$28.65	\$35.81	\$46.55
11	BUILDING MAINTENANCE SUPERVISOR FLEET MAINTENANCE SUPERVISOR PUBLIC WORKS & PARKS SUPERVISOR LAND SURVEYOR TRAFFIC OPERATIONS SUPERVISOR RECREATION PROGRAM SUPERVISOR VIDEO PRODUCTION SUPERVISOR WATER RECLAMATION SUPERVISOR GIS ANALYST CULTURAL PROGRAMS SUPERVISOR CIVIL ENGINEER II NETWORK ADMINISTRATOR FIRE CAPTAIN	PUBLIC BUILDINGS VEHICLE MAINTENANCE STREETS ENGINEERING TRAFFIC RECREATION CABLE TV WATER RECLAMATION PLANNING CULTURAL ENGINEERING INFORMATION SYSTEMS FIRE	\$26.60	\$33.25	\$43.23
10	PLANNER II CIVIL ENGINEER I	PLANNING ENGINEERING	\$24.55	\$30.69	\$39.90
9	ACCOUNTANT FITNESS COORDINATOR GOLF COURSE MAINTENANCE SUPERVISOR LIBRARIAN TECHNOLOGY LIBRARIAN ADMINISTRATIVE SUPERVISOR STORMWATER SPECIALIST PERSONNEL SPECIALIST INSPECTOR REC PROGRAM COORDINATOR ENGINEERING TECHNICIAN II	FINANCIAL SERVICES RECREATION GOLF LIBRARY LIBRARY PUBLIC RECORDS ENGINEERING FINANCIAL SERVICES INSPECTION SERVICES RECREATION ENGINEERING	\$22.51	\$28.14	\$36.58

INSPECTOR		INSPECTION SERVICES			
8	FINANCIAL TECHNICIAN INFORMATION SYSTEMS TECHNICIAN II EDUCATION COORDINATOR HEARST COORDINATOR ARBORIST LIBRARY EDUCATION COORDINATOR	FINANCIAL SERVICES	\$20.46	\$25.58	\$33.25
		INFORMATION SYSTEMS			
		CULTURAL			
		CULTURAL			
		PARKS			
		LIBRARY			
7	PLANNER I GRAPHIC DESIGNER V & T COORDINATOR PROGRAM COORDINATOR PAYROLL/HR TECHNICIAN ENGINEERING TECHNICIAN I	PLANNING	\$18.42	\$23.03	\$29.94
		INFORMATION SYSTEMS			
		V & T			
		CULTURAL			
		FINANCIAL SERVICES			
		ENGINEERING			
6	INFORMATION SYSTEMS TECHNICIAN I ADMINISTRATIVE ASSISTANT - LEAD ADMINISTRATIVE ASSISTANT - LEAD ADMINISTRATIVE CLERK - FINANCIAL CLERK	INFORMATION SYSTEMS	\$16.38	\$20.47	\$26.61
		RECREATION			
		PUBLIC RECORDS			
		FINANCIAL SERVICES			
5	ADMINISTRATIVE ASSISTANT ADMINISTRATIVE ASSISTANT SENIOR SERVICES COORDINATOR	PUBLIC RECORDS	\$14.85	\$18.56	\$24.13
		PUBLIC WORKS ADMIN			
		CULTURAL			
4	OFFICE ASSISTANT OFFICE ASSISTANT OFFICE ASSISTANT	LIBRARY	\$13.82	\$17.28	\$22.46
		CULTURAL			
		V & T			
3	HOUSING SPECIALIST LIBRARY ASSISTANT	PLANNING	\$12.80	\$16.00	\$20.80
		LIBRARY			
2	VACANT		\$10.76	\$13.45	\$17.48
1	LIBRARY PAGE	LIBRARY	\$8.71	\$10.89	\$14.16

**CITY OF CEDAR FALLS
RECOMMENDED POSITION GRADES**

Effective 7/1/2018

**2018 GRADE ORDER LIST: OPEN PLAN
+5% Structure**

Grade	Job Title	Department	80.0% Minimum	100.0% Control Point	130.0% Maximum
20	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF FINANCE & BUSINESS OPERATIONS DIRECTOR OF MUNICIPAL OPERATIONS & PROGRAMS DIRECTOR OF PUBLIC SAFETY SERVICES	CD-ADMIN FINANCE ADMIN PUBLIC WORKS ADMIN PUBLIC SAFETY ADMIN	\$54.82	\$68.53	\$89.09
19	CITY ATTORNEY	LEGAL	\$50.46	\$63.08	\$82.00
18	VACANT		\$46.18	\$57.72	\$75.04
17	CITY ENGINEER LIBRARY DIRECTOR	ENGINEERING LIBRARY	\$41.88	\$52.35	\$68.06
16	ASST PUBLIC SAFETY DIRECTOR/ASST CHIEF - POLICE ASST PUBLIC SAFETY DIRECTOR/CHIEF - FIRE	POLICE FIRE	\$38.66	\$48.33	\$62.83
15	INFORMATION SYSTEMS MANAGER PUBLIC WORKS & PARKS MANAGER PLANNING & COMMUNITY SERVICES MANAGER	INFORMATION SYSTEMS PUBLIC WORKS ADMIN PLANNING	\$36.51	\$45.64	\$59.33
14	WATER RECLAMATION MANAGER INSPECTION SERVICES MANAGER CONTROLLER/CITY TREASURER POLICE CAPTAIN	WATER RECLAMATION INSPECTION SERVICES FINANCIAL SERVICES POLICE	\$34.38	\$42.97	\$55.86
13	PRINCIPAL ENGINEER RECREATION & COMMUNITY PROGRAMS MANAGER V & T/CULTURAL MANAGER CITY CLERK FIRE BATTALION CHIEF	ENGINEERING RECREATION V & T PUBLIC RECORDS FIRE	\$32.22	\$40.28	\$52.36
12	CABLE TV & TELECOMMUNICATIONS SUPERVISOR PLANNER III SENIOR LIBRARIAN POLICE LIEUTENANT POLICE LIEUTENANT - PSO FIRE	CABLE TV PLANNING LIBRARY POLICE POLICE	\$30.08	\$37.60	\$48.88
11	BUILDING MAINTENANCE SUPERVISOR FLEET MAINTENANCE SUPERVISOR PUBLIC WORKS & PARKS SUPERVISOR LAND SURVEYOR TRAFFIC OPERATIONS SUPERVISOR RECREATION PROGRAM SUPERVISOR VIDEO PRODUCTION SUPERVISOR WATER RECLAMATION SUPERVISOR GIS ANALYST CULTURAL PROGRAMS SUPERVISOR CIVIL ENGINEER II NETWORK ADMINISTRATOR FIRE CAPTAIN	PUBLIC BUILDINGS VEHICLE MAINTENANCE STREETS ENGINEERING TRAFFIC RECREATION CABLE TV WATER RECLAMATION PLANNING CULTURAL ENGINEERING INFORMATION SYSTEMS FIRE	\$27.93	\$34.91	\$45.38
10	PLANNER II CIVIL ENGINEER I	PLANNING ENGINEERING	\$25.78	\$32.22	\$41.89
9	ACCOUNTANT FITNESS COORDINATOR GOLF COURSE MAINTENANCE SUPERVISOR LIBRARIAN TECHNOLOGY LIBRARIAN ADMINISTRATIVE SUPERVISOR STORMWATER SPECIALIST PERSONNEL SPECIALIST INSPECTOR REC PROGRAM COORDINATOR ENGINEERING TECHNICIAN II	FINANCIAL SERVICES RECREATION GOLF LIBRARY LIBRARY PUBLIC RECORDS ENGINEERING FINANCIAL SERVICES INSPECTION SERVICES RECREATION ENGINEERING	\$23.64	\$29.55	\$38.42

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INSPECTOR		INSPECTION SERVICES			
8	FINANCIAL TECHNICIAN INFORMATION SYSTEMS TECHNICIAN II EDUCATION COORDINATOR HEARST COORDINATOR ARBORIST LIBRARY EDUCATION COORDINATOR	FINANCIAL SERVICES	\$21.49	\$26.86	\$34.92
		INFORMATION SYSTEMS			
		CULTURAL			
		CULTURAL			
		PARKS			
		LIBRARY			
7	PLANNER I GRAPHIC DESIGNER V & T COORDINATOR PROGRAM COORDINATOR PAYROLL/HR TECHNICIAN ENGINEERING TECHNICIAN I	PLANNING	\$19.34	\$24.18	\$31.43
		INFORMATION SYSTEMS			
		V & T			
		CULTURAL			
		FINANCIAL SERVICES			
		ENGINEERING			
6	INFORMATION SYSTEMS TECHNICIAN I ADMINISTRATIVE ASSISTANT - LEAD ADMINISTRATIVE ASSISTANT - LEAD ADMINISTRATIVE CLERK - FINANCIAL CLERK	INFORMATION SYSTEMS	\$17.19	\$21.49	\$27.94
		RECREATION			
		PUBLIC RECORDS			
		FINANCIAL SERVICES			
5	ADMINISTRATIVE ASSISTANT ADMINISTRATIVE ASSISTANT SENIOR SERVICES COORDINATOR	PUBLIC RECORDS	\$15.59	\$19.49	\$25.34
		PUBLIC WORKS ADMIN			
		CULTURAL			
4	OFFICE ASSISTANT OFFICE ASSISTANT OFFICE ASSISTANT	LIBRARY	\$14.51	\$18.14	\$23.58
		CULTURAL			
		V & T			
3	HOUSING SPECIALIST LIBRARY ASSISTANT	PLANNING	\$13.44	\$16.80	\$21.84
		LIBRARY			
2	VACANT		\$11.26	\$14.07	\$18.29
1	LIBRARY PAGE	LIBRARY	\$9.07	\$11.34	\$14.74

RESOLUTION NO. _____

RESOLUTION APPROVING AND ADOPTING THE CLASSIFICATION AND COMPENSATION STUDY RELATIVE TO JOB CLASSIFICATIONS AND PAY GRADE ALLOCATIONS FOR CERTAIN EMPLOYEES OF THE CITY OF CEDAR FALLS

WHEREAS, the City Council as part of the FY18 budget, authorized funding to perform a pay plan study since it had been several years since a formal study had been performed, and

WHEREAS, a consulting firm was hired to complete the study, including a total benefits analysis, for all full-time and part-time positions not represented by a collective bargaining agreement, and

WHEREAS, the consulting firm has completed the study and has provided a report and recommendation to the City Council, and

WHEREAS, the City Council held a special work session to review the recommendation and discussed considering a 5% adjustment to the plan in an effort to be competitive in the market and be able to recruit and retain highly qualified employees.

NOW THEREFORE, be it resolved by the City Council of the City of Cedar Falls, Iowa, that the Classification and Compensation Study for employees of the City of Cedar Falls, as developed by Carlson Dettmann Consulting and dated February 2018, including the 5% market adjustment, is hereby approved and adopted.

BE IT FURTHER RESOLVED, that said study, as adjusted, will become effective July 1, 2018.

ADOPTED this 5th day of March, 2018.

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk



CEDAR FALLS DEPARTMENT OF PUBLIC SAFETY SERVICES

CITY OF CEDAR FALLS
220 CLAY STREET
CEDAR FALLS, IOWA 50613

319-273-8612

MEMORANDUM

To: Mayor Brown and City Council
From: Jeff Olson, Public Safety Director/Chief of Police
Date: February 28, 2018
Re: Animal Control Services Agreement

Attached you will find an amendment to our Animal Control Agreement for FY19. The only changes made to the Agreement pertain to an increase in costs to average 1.5% over last year. The City of Waterloo provides all animal control services with the exception of housing of animals, which is provided by the Cedar Bend Humane Society (CBHS). I am recommending approval of this amendment.

AMENDMENT TO AGREEMENT FOR ANIMAL CONTROL SERVICES

This Amendment to Agreement for Animal Control Services (the “Amendment”) is entered into on _____, 2018, by and between the City of Waterloo, Iowa (“Waterloo”) and the City of Cedar Falls, Iowa (“Cedar Falls”), to be effective as of July 1, 2018.

RECITALS

- A. City and Cedar Falls are parties to a certain Agreement for Animal Control Services (the “Agreement”) dated as of _____, 2015.
- B. The parties desire to amend the Agreement as set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and other consideration, the receipt and sufficiency of which is acknowledged, the parties hereby agree as follows:

1. The Agreement is amended to strike Section 8 therefrom in its entirety and to substitute in lieu thereof a new Section 8, as follows:

- 8. Fees. Cedar Falls shall pay Waterloo in monthly installments for Basic Animal Services for the term of this Agreement, as follows:
 - a. A fee of \$112.00 per call for each Domestic Animal call which occurs during Normal Business Hours, as defined in Section 7(b) of this Agreement.
 - b. A fee of \$128.00 per call for each Domestic Animal call which occurs outside of Normal Business Hours.
 - c. A fee of \$99.00 per call for each wild animal call (sick or injured wildlife only) which occurs during Normal Business Hours.
 - d. A fee of \$110.00 per call for each wild animal call (sick or injured wildlife only) which occurs outside of Normal Business Hours.

Waterloo will bill for Basic Animal Services and for other services provided under this Agreement on a calendar monthly basis for services provided in the preceding month, and Cedar Falls will remit payment within three (3) weeks of receiving Waterloo’s invoice.

2. The Agreement is amended to strike Section 9 therefrom in its entirety and to substitute in lieu thereof a new Section 9, as follows:

- 9. Dead Animal Pickup. Waterloo shall promptly pick up and dispose of all dead Domestic Animals and wildlife found anywhere within the City of Cedar Falls when requested by Cedar Falls, during Normal Business Hours. The fees for dead animal pick-up and disposal under this Agreement shall be as follows:
 - a. A fee of \$68.00 for pick-up and disposal of each dead animal other than deer.

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- b. A fee of \$78.00 for pick-up and disposal of each dead animal other than deer which occurs outside of Normal Business Hours.
- c. A fee of \$97.00 for pick-up and disposal of each dead deer.

Calls for and pick-up of all dead animals shall only occur during Normal Business Hours.

3. Except as modified by this Amendment, the Agreement shall continue unmodified in full force and effect. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Amendment to Agreement for Animal Control Services by their duly authorized representatives as of the date first set forth above.

CITY OF CEDAR FALLS, IOWA

CITY OF WATERLOO, IOWA

By: _____
James P. Brown, Mayor

By: _____
Quentin M. Hart, Mayor

Attest: _____
Jacqueline Danielsen, City Clerk

Attest: _____
Kelley Felchle, City Clerk



DEPARTMENT OF MUNICIPAL OPERATIONS & PROGRAMS

PUBLIC WORKS/PARKS DIVISION
2200 TECHNOLOGY PARKWAY
CEDAR FALLS, IOWA 50613
319-273-8629
FAX 319-273-8632

MEMORANDUM

TO: Mayor James P. Brown and City Council
FROM: Mark Ripplinger, Director, Municipal Operations & Programs
DATE: February 20, 2018
SUBJECT: Pickleball Court Agreement – Black Hawk County Gaming Association

Attached to this cover memo is the form of agreement with the Black Hawk County Gaming Association (BHCGA) regarding their commitment to grant \$50,000 for the new Pickleball courts that will be constructed in Orchard Hill Park.

The \$50,000 award from the BHCGA will be paired with funding from the City (\$50,000) and the Pickleball league members who have raised \$35,000 toward the project. Public Works and Parks Division staff will be responsible for managing the project and completing some portions of construction such as site prep and final landscaping. Shortly, city staff and league members will start working on the final design for the courts so we can solicit bids to construct the project in 2018. This project is shown as item #158 in the FY18 – FY23 CIP.

The Department of Municipal Operations and Programs recommends that the City Council approve the agreement with the BHCGA to fund \$50,000 in improvements for the new Pickleball courts that will be constructed in Orchard Hill Park. Please let me know if you have any questions.

Follow Up

  Public Profile

Pickle Ball Complex - Orchard Hill Park

Process: FY18 - Qtr2

Contact Info

Applicant:

Mark Ripplinger
Mark.Ripplinger@cedarfalls.com
(319)268-5510
2200 Technology Parkway
Cedar Falls, IA 50613



Contact Email History




Organization:

City of Cedar Falls - Department of Human & Leisure Services
42-6004332
(319)268-5541
524 Main Street
Cedar Falls, IA 50613

 If your organization information does not appear correct, please contact the funder. Thank you.

 LOI

 Application

 Follow Up

 FollowUp Packet

 Question List

 Fields with an asterisk (*) are required.

✓ Question Group

Project Title*

Pickle Ball Complex - Orchard Hill Park

Amount Awarded

\$ 50000.00

Total Project Budget

-199-

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\$ 150,000

Upon acceptance of this grant the grantee agrees to the following:

GENERAL PROVISIONS*

Funds granted by the Black Hawk County Gaming Association shall be used by the grantee within 12 months of the official public announcement, unless otherwise specified or agreed to at the time of the grant award, or by subsequent action of the Black Hawk County Gaming Association. Projects must be started and completed on time and completed as presented. Failure to do so may be cause for the Board to suspend future payments and demand refund of payments rendered. A request for an extension must be submitted to the Black Hawk County Gaming Association in writing prior to the expiration date specifying valid reasons.

I agree to the above

USE OF FUNDS*

This award is to be used exclusively for the purposes specified in the grant, which may represent all, or any of the projects(s) specified in the grant application. It is further agreed that should the grant project be altered subsequent to the award, including but not limited to content, description, total project cost or percentage the award amount represents of the total cost, the grantee shall promptly notify the Black Hawk County Gaming Association. The Board may change the award amount depending upon the circumstances presented.

I agree to the above

GRANTEE ACKNOWLEDGEMENT*

The Grantee will acknowledge the contribution of Black Hawk County Gaming Association to the program or project wherever and whenever appropriate. This will include, but not be limited to news releases, construction signage, plaques for project sites, decals, brochure or programs, etc. (For example: This program project made possible by funds contributed by the Black Hawk County Gaming Association). Please submit copies of these acknowledgements to the Black Hawk County Gaming Association—for more information please refer to the **Publicity Guide**

I agree to the above

TAX STATUS*

The grantee shall be a public entity or 501c3 tax exempt entity at the time of the award.

I agree to the above

PAYMENT OF GRANT AWARD*

To receive payment, documentation of the expenditure of the funds, acceptable to Black Hawk County Gaming Association must be submitted. If the grant is for capital or other purchased services, invoices or signed accepted bids/contracts, acceptable to Black Hawk County Gaming Association must be submitted to obtain payment. If the grant covers consultant and or/contracted services, submit a statement, acceptable to Black Hawk County Gaming Association, verifying that the services were provided and itemize the expense incurred. The billing must be signed by an authorized agent of the organization and contain the grant number listed above.

I agree to the above

SPECIAL CONDITIONS

Billing must be submitted to Black Hawk County Gaming Association within 60 days of the completion of the 12 month grant period or sooner if the grant funds have been spent. Please send requests for payment which must include vendor invoice(s) or contract(s) signed by both parties to:

425 Cedar Street, Suite 300A

Waterloo, IA 50701

None

996 characters left of 1,000

Special Conditions Agreement*

The above special conditions are required in order to receive payment and shall become part of this agreement.

I have read and agree to the above special conditions

GRANTEE ELECTRONIC SIGNATURE*

GRANTEE SIGNATURE DATE*

Save Follow Up

Submit Follow Up



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-268-5161
Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor James P. Brown and City Council
FROM: Chase Schrage, CIP Projects Supervisor
DATE: February 27, 2017
SUBJECT: 2017 Street Restoration Project
Project No. RS-000-3125
Project Final Out

The 2017 Street Restoration Project is complete and ready for final acceptance. This project reconstructed and resurfaced portions of ten (10) streets and one (1) public alleys within Cedar Falls. The project was under contract with Aspro, Inc of Waterloo, Iowa. Attached please find the following final documents:

- Final Pay Estimate (releases retainage)
• Copy of Maintenance Bond, Aspro, Inc.

The following lien wavers have been received and reviewed by the Engineering Division and forwarded to the City Clerk's Office:

- A) ASPRO Subcontractors and Subcontractor Material Suppliers:
- B&B Builders & Supply
o Manatts Inc.
o Stetson Building Products, Inc
- Iowa Plains & Signing
-K. Cunningham Construction
o Benton's Ready Mix Concrete
-Manatt's, Inc.
-Matthias Landscaping
o Oleson Sod Co.
-Meli, LLC
o Bentons Concrete, Inc
o Utility Equipment Co.
-Peterson Contractors, Inc.
o BMC Aggregates

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- Coleman Moore Company
 - Northern Iowa Construction Products
 - Triple D Enterprises
 - Utility Equipment Co.
- Service Signing L.C.
-W.K. Construction

- B) ASPRO Material Suppliers :
- BMC Aggregates
 - Bituminous Material and Supply
 - Utility Equipment Company

This project was funded primarily by the Local Option Sales Tax fund. Following is a breakdown of final contract costs for items that were not funded by the Local Option Sales Tax and the funding sources:

Alley Cost, \$50,637.75 ; Road Use Tax

Center Street Bike Trail Repairs, \$10,965.30 ; Public Assistance Fund 404

I certify that the public improvements for the 2017 Street Restoration Project were completed in reasonable compliance with the project plans and specifications.

Chase Schrage

Chase Schrage

2/27/18

Date

xc: Stephanie Houk Sheetz, Director of Community Development
Jon Resler, P.E., City Engineer
Lisa Roeding, CMFO, Controller/City Treasurer

FINAL PAY ESTIMATE

Date: **11-01-17**

Project Name: **2017 Street Restoration Project**

Project No. **RS-000-3125**

CONTRACTOR: **ASPRO INC.**

City of Cedar Falls
DEPARTMENT OF COMMUNITY DEVELOPMENT
ENGINEERING DIVISION
BI-MONTHLY ESTIMATE
BID ITEM COSTS

Final *	ITEM No.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	UNITS INSTALLED TO DATE	EXTENDED PRICE	PERCENT ITEM COMPLETION
*	1	Removal of Pavement	S.Y.	\$ 14.00	975.8	548.0	\$7,672.00	56.2%
*	2	Removal of A.C.C. Surface (Milling)	S.Y.	\$ 6.85	7,696.0	8,860.3	\$60,693.06	115.1%
*	3	Removal of Sealcoat Surface (Milling)	S.Y.	\$ 6.85	522.0	628.8	\$4,307.28	120.5%
*	4	Removal of PCC/ACC Surface, (Taper Milling)	S.Y.	\$ 35.15	774.0	743.7	\$26,141.06	96.1%
*	5	Removal of Curb	L.F.	\$ 8.50	527.0	498.2	\$4,234.70	94.5%
*	6	Removal of Driveway	S.Y.	\$ 10.00	447.7	345.4	\$3,454.00	77.1%
*	7	Removal of Sidewalk	S.Y.	\$ 100.00	3.9	3.9	\$390.00	100.0%
*	8	Removals, As Per Plan	Units	\$ 500.00	3.50	4.75	\$2,375.00	135.7%
*	9	Pavement Sawcut, Full Depth	L.F.	\$ 5.75	1,698.0	1,700.0	\$9,775.00	100.1%
*	10	Base, Cleaning and Preparation of	S.Y.	\$ 1.25	23,154.0	22,720.0	\$28,400.00	98.1%
*	11	Street Sweeping	Hrs.	\$ 95.00	8.00	4.50	\$427.50	56.3%
*	12	Excavation, Class 10, Roadway, Waste	C.Y.	\$ 18.00	107.4	212.2	\$3,819.60	197.6%
*	13	Excavation, Class 10, Unstable Material	C.Y.	\$ 30.00	10.0			
*	14	Excavation, Class 12, Boulders	C.Y.	\$ 100.00	4.0			
*	15	Shoulder Excavation	S.Y.	\$ 24.00	369.0			
*	16	Geogrid - Subgrade Treatment	S.Y.	\$ 3.50	541.9	195.6	\$684.60	36.1%
*	17	Granular Subbase, 12 In.	S.Y.	\$ 17.00	323.7	494.8	\$8,411.60	152.9%
*	18	Surfacing, 1 In. Roadstone	Tons	\$ 33.20	1,153.06	1,176.11	\$39,046.85	102.0%
*	19	Asphalt Millings, Shoulder	Tons	\$ 30.00	165.00	353.94	\$10,618.20	214.5%
*	20	Topsoil, Furnish and Spread	C.Y.	\$ 26.00	108.0	86.0	\$2,236.00	79.6%
*	21	Topsoil, Screened, Furnish and Spread	Tons	\$ 76.35	38.00			
*	22	Sod, Provide and Place	S.F.	\$ 0.65	13,766.0	12,150.00	\$7,897.50	88.3%
*	23	HMA (ST), Base, 3/4"	Tons	\$ 82.60	1,739.00	1,893.32	\$156,388.23	108.9%
*	24	HMA (ST), Surface, 1/2"	Tons	\$ 88.40	2,003.00	2,033.76	\$179,784.38	101.5%
*	25	HMA (HT), Surf., 1/2"	Tons	\$ 92.00	4,004.00	4,065.11	\$373,990.12	101.5%
*	26	HMA (ST), Surf., 1/2", Patch	Tons	\$ 125.00	21.00	18.97	\$2,371.25	90.3%
*	27	Pavement, Stand., PCC, 7", Type "C", Class III	S.Y.	\$ 56.00	541.8	633.8	\$35,492.80	117.0%
*	28	Curb, PCC, 7 In., 2' Width, Type "C", Class III	L.F.	\$ 23.00	437.0	377.8	\$8,689.40	86.5%
*	29	Curb, PCC, 7", 3.5' Width, Type "C", Class III	L.F.	\$ 31.00	90.0	122.8	\$3,806.80	136.4%
*	30	Driveway, PCC, 6", Type "C", Class III	S.Y.	\$ 41.00	447.7	367.2	\$15,055.20	82.0%
*	31	Sidewalk, PCC, Type "C", Class III, 4",	S.Y.	\$ 148.00	2.0	2.0	\$296.00	100.0%
*	32	Sidewalk, PCC, Type "C", Class III, 6"	S.Y.	\$ 150.00	2.4	5.4	\$810.00	225.0%
*	33	Detectable Warnings, Curb Ramp	S.F.	\$ 40.00	8.0	8.0	\$320.00	100.0%
*	34	Manhole, Adjustment (Furnish New Casting)	Each	\$ 1,000.00	8.0	8.0	\$8,000.00	100.0%
*	35	Manhole chinney seal, < 8" to 12"	Each	\$ 650.00	4.0	3.0	\$1,950.00	75.0%
*	36	Manhole chinney seal, > 12" to 18"	Each	\$ 800.00	3.0	3.0	\$2,400.00	100.0%
*	37	Manhole chinney seal, > 18"	Each	\$ 950.00	1.0	1.0	\$950.00	100.0%
*	38	Intake, Single Flat, Top Adjustment (Furnish New Casting)	Each	\$ 2,200.00	4.0	4.0	\$8,800.00	100.0%
*	39	Intake, Double Flat, Top Adjustment (Furnish New Casting)	Each	\$ 3,200.00	2.0	2.0	\$6,400.00	100.0%
*	40	Intake, Type D, Top Adjustment (Furnish New Casting)	Each	\$ 3,000.00	1.0	1.0	\$3,000.00	100.0%
*	41	Intake, Type D, (Furnish New Casting)	Each	\$ 2,200.00	1.0	1.0	\$2,200.00	100.0%
*	42	Intake, RA-3, Insert only	Each	\$ 1,000.00	3.0	4.4	\$4,400.00	146.7%
*	43	Intake/Manhole Well, Sediment Filters	Each	\$ 130.00	8.0			
*	44	Intake Sediment Filter	L.F.	\$ 20.00	76.0	82.0	\$1,640.00	107.9%
*	45	Cleaning of Sediment Filter Basins	Each	\$ 205.00	16.0	16.0	\$3,280.00	100.0%
*	46	Subdrain, HDPE, Stand., Perf., 6 In. Dia.	L.F.	\$ 17.00	3,485.0	2,229.00	\$37,893.00	64.0%
*	47	Subdrain Outlet, CMP, 6 In. Dia.	Each	\$ 850.00	6.0	6.0	\$5,100.00	100.0%
*	48	Subdrain, Sump Pump Taps	Each	\$ 450.00	29.0	16.0	\$7,200.00	55.2%
*	49	Pavement Markings, Painted	Sta.	\$ 17.50	778.06	508.74	\$8,902.95	65.4%
*	50	Pavement Symbols, Painted	Each	\$ 150.00	2.0	2.0	\$300.00	100.0%
*	51	Mailboxes, Relocate and Reinstall, Per Post	Each	\$ 150.00	4.0			
*	52	Remove and Reinstall Sign Posts, Per Post	Each	\$ 150.00	2.0			
*	53	Traffic Control	L.S.	\$ 29,375.00	1.00	1.000	\$29,375.00	100.0%
*	54	Seed, Fertilize and Mulch	S.F.	\$ 0.42	4,792.0			
*	55	Foamed Asphalt Binder PG 52-34S	Tons	\$ 369.51	75.00	73.22	\$27,055.52	97.6%
*	56	Cold-In- Place Recycled Asphalt Pavement	S.Y.	\$ 3.31	22,728.0	21,534.0	\$71,277.54	94.7%

Total Amount of Work Completed to Date:

\$ 1,227,712.14

Percent of Work Completed to Date:

98.34%

Prepaid Inventory Value (See Attachments):

\$ -

Less Retained Percentage (5.0 %):

Less previous payments:

\$ 1,166,326.53 **93.42%**

AMOUNT DUE THIS ESTIMATE

\$ 61,385.61 **4.92%**

Contract Bid Price: **\$1,248,445.36**

This Final Estimate Has been Reviewed and Approved

By ASPRO INC. & SUBSIDIARIES

SIGNED: 

DATE: **03/26/18**

CHECKED BY:

SIGNED:

DATE:

CHASE SCHRAGE, Engineer I

ESTIMATE PREPARED BY: JIM ACKLES, Engineering Technician II

Performance, Payment and Maintenance Bond

SURETY BOND NO. 2253637

KNOW ALL BY THESE PRESENTS:

That we, Aspro, Inc., as Principal (hereinafter the "Contractor" or "Principal" and North American Specialty Insurance Company as Surety are held and firmly bound unto CITY OF CEDAR FALLS, IOWA, as Obligee (hereinafter referred to as "the Owner"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of One Million Two Hundred Forty-Eight Thousand Four Hundred Forty-Five and Thirty-Six Cents (\$1,248,445.36), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Owner, bearing date the 3rd day of April, 2017, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

2017 Street Restoration Project
Paving/ Subdrainage/Cold-in-Place Recycle
Project RS-000-3125

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

- 1. PERFORMANCE: The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Owner from all outlay and expense incurred by the Owner by reason of the Contractor's default or failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. PAYMENT: The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Owner is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:

Item G.2.I.

In the event the Owner incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Owner whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in the Iowa District Court for Polk County, State of Iowa. If legal action is required by the Owner to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Owner, the Contractor and the Surety agree, jointly, and severally, to pay the Owner all outlay and expense incurred therefor by the Owner. All rights, powers, and remedies of the Owner hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Owner, by law. The Owner may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

JAY D. FREIERMUTH, CRAIG E. HANSEN, BRIAN M. DEIMERLY, SHIRLEY S. BARTENHAGEN,
CINDY BENNETT, ANNE CROWNER, TIM McCULLOH, STACY VENN, LACEY CRAMBLIT and DIONE R. YOUNG

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 8th day of September, 2015.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook

ss:

On this 8th day of September, 2015, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 3rd day of April, 2017

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-268-5161
Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor James P. Brown and City Council
FROM: Chase Schrage, CIP Projects Supervisor
DATE: February 26, 2017
SUBJECT: 2017 Seal Coat Project
City Project Number SC-000-3137
Final Acceptance

The 2017 Seal Coat Project is completed and ready for final acceptance. This project seal coat overlaid several existing city streets and parking lots. The project was under contract with Blacktop Service Co. of Humboldt, Iowa. Attached please find the following final documents:

- Final Pay Estimate (releases retainage)

The following documents have been received and reviewed by the Engineering Division and forwarded to the City Clerk's Office:

- | | |
|---------------------------------|---------------------------|
| A) <u>Suppliers:</u> | B) <u>Subcontractors:</u> |
| - Bituminous Materials & Supply | - C&J Construction |
| - BMC Aggregates L.C. | - Service Signing L.C. |

Following is a breakdown of final contract costs for items that were not funded by the Local Option Sales Tax and the funding sources:

- Public Works and Parks Division parking lots funded by the Streets Construction Fund, \$19,156.28

I certify that the public improvements for the 2017 Seal Coat Project were completed in reasonable compliance with the project plans and specifications.

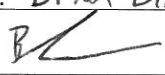
Chase Schrage

Chase Schrage, CIP Projects Supervisor

2/26/18

Date

xc: Stephanie Houk Sheetz, Director of Community Development
Jon Resler, P.E., City Engineer
Lisa Roeding, CMFO, Controller/City Treasurer

PAY ESTIMATE NO. 4 (FINAL) DATE: February 26, 2017 CONTRACT AMOUNT: \$102,130.97 CONTRACTOR: Blacktop Service Co. CITY PROJECT NO. SC-000-3137				CITY OF CEDAR FALLS ENGINEERING DIVISION DEPARTMENT OF COMMUNITY DEVELOPMENT PAY ESTIMATE PROJECT NAME: SEAL COAT - 2017			
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNITS INSTALLED TO DATE	UNIT PRICE	EXTENDED PRICE	% COMPLETE
1	SURFACE PREPARATION, STREETS & PARKS	35,919.54	S.Y.	37,494.92	0.25	9,373.73	104.39
2	SEAL COAT, STREETS	38,616.49	S.Y.	39,968.02	1.70	67,945.63	103.50
3	SEAL COAT, PARKS	7,841.22	S.Y.	7,190.91	2.50	17,977.28	91.71
4	PAVEMENT MARKINGS, PAINTED	1.00	STA.	0.00	750.00	0.00	0.00
5	HANDICAPPED SYMBOLS, PAINTED	1.00	EA.	0.00	150.00	0.00	0.00
6	MOBILIZATION	1.00	L.S.	1.00	3,000.00	3,000.00	100.00
7	TRAFFIC CONTROL	1.00	L.S.	1.00	4,000.00	4,000.00	100.00
TOTAL AMOUNT OF WORK TO DATE:						102,296.64	100.16
PREPAID INVENTORY VALUE: (SEE ATTACHMENTS)						0.00	
TOTAL PROJECT BID COST: \$						102,130.97	
DEDUCT: (SEE EXPLANATION)						0.00	
LESS RETAINED PERCENTAGE, 0.0%:						0.00	
LESS PREVIOUS PAYMENTS						97,181.81	
AMOUNT DUE THIS ESTIMATE:						\$5,114.83	
CHECKED BY: _____ SIGNED: <u>Chase Schrage,</u> CIP Projects Supervisor				DATE: _____ THIS FINAL PAY ESTIMATE, AS SUBMITTED, HAS BEEN REVIEWED AND IS APPROVED BY: _____ PRINTED NAME: <u>Brian Lincoln</u> SIGNATURE: <u></u> TITLE: <u>Controller</u> DATE: <u>2/26/18</u>			

RELEASE AND WAIVER OF LIEN

The undersigned, having received payment in FULL for all labor, services, materials, supplies, or equipment supplied to:

Contractor (Who received services or supplies) Blacktop Service Company

Or to any subcontractor, in the construction or repair of the improvements upon the property or project located at:

Subdivision/Project Name

City of Cedar Falls Seal Coat Project # SC-000-3137

And furnished in the execution and fulfillment of contract between said contractor and

Subcontractor/Supplier (Who supplied services or supplies)

Bituminous Materials and Supply

Date 2/5/18

Date:

Do (does) hereby release and waiver any and all claims, lien and liens right, of any kind, nature, or description what so ever, against said property or project and the owner thereof:



Lienor or Claimant

Position or Title of Lienor with Subcontractor/Supplier Company

ACCOUNT SERVICES MANAGER / BITUMINOUS MATERIALS & SUPPLY

2/15/18

Date Signed

Item G.2.m.

RELEASE AND WAIVER OF LIEN

The undersigned, having received payment in **FULL** for all labor, services, materials, supplies, or equipment supplied to:

Contractor (Who received services or supplies) Blacktop Service Company

Or to any subcontractor, in the construction or repair of the improvements upon the property or project located at:

Subdivision/Project Name

City of Cedar Falls Seal Coat Project # SC-000-3137

And furnished in the execution and fulfillment of contract between said contractor and

Subcontractor/Supplier (Who supplied services or supplies)

BMC Aggregates L.C.

Date 2/5/18

Date:

Do (does) hereby release and waiver any and all claims, lien and liens right, of any kind, nature, or description what so ever, against said property or project and the owner thereof:


Lienor or Claimant *Managing Member*

Position or Title of Lienor with Subcontractor/Supplier Company

2/19/18
Date Signed

RELEASE AND WAIVER OF LIEN

The undersigned, having received payment in **FULL** for all labor, services, materials, supplies, or equipment supplied to:

Contractor (Who received services or supplies) Blacktop Service Company

Or to any subcontractor, in the construction or repair of the improvements upon the property or project located at:

Subdivision/Project Name

City of Cedar Falls Seal Coat Project # SC-000-3137

And furnished in the execution and fulfillment of contract between said contractor and

Subcontractor/Supplier (Who supplied services or supplies)

C+J Construction

Date 2/5/18

Date:

Do (does) hereby release and waiver any and all claims, lien and liens right, of any kind, nature, or description what so ever, against said property or project and the owner thereof:

Lienor or Claimant

Position or Title of Lienor with Subcontractor/Supplier Company

PRESIDENT

2/12/18

Date Signed

Item G.2.m.

RELEASE AND WAIVER OF LIEN

The undersigned, having received payment in **FULL** for all labor, services, materials, supplies, or equipment supplied to:

Contractor (Who received services or supplies) Blacktop Service Company

Or to any subcontractor, in the construction or repair of the improvements upon the property or project located at:

Subdivision/Project Name

City of Cedar Falls Seal Coat Project # SC-000-3137

And furnished in the execution and fulfillment of contract between said contractor and

Subcontractor/Supplier (Who supplied services or supplies)

Service Signing, L.C.

Date 2/5/18

Date:

Do (does) hereby release and waiver any and all claims, lien and liens right, of any kind, nature, or description what so ever, against said property or project and the owner thereof:

Service Signing, LC
Cristi Hagedorn Office Manager

Lienor or Claimant

Position or Title of Lienor with Subcontractor/Supplier Company

Feb 15, 2018
Date Signed



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-268-5161
Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor James P. Brown and City Council

FROM: Chase Schrage, CIP Projects Supervisor

DATE: February 26, 2018

SUBJECT: 2018 Street Construction Project
Project No. RC-000-3141
Contract Documents

Attached for your approval are the Form of Contract, the Performance, Payment, and Maintenance Bonds, Certificates of Insurance, and Form of Proposal with Peterson Contractors Inc. for the construction of the 2018 Street Construction Project.

The Department of Community Development recommends approving and executing the contract with Peterson Contractors Inc. for the construction of the 2018 Street Construction Project. This project will reconstruct 4.60 miles of City streets with new P.C.C. pavement and associated watermain, subgrade and drainage work.

If you have any questions or comments feel free to contact me.

xc: Stephanie Houk Sheetz, Director of Community Development
Jon Resler, City Engineer

FORM OF CONTRACT

This Contract entered into in quadruplicate at Cedar Falls, Iowa, this ____ day of _____, 2018, by and between the City of Cedar Falls, Iowa, hereinafter called the Owner, and Peterson Contractors, Inc. of Reinbeck, Iowa, hereinafter called the Contractor.

WITNESSETH:

The Contractor hereby agrees to furnish all labor, tools, materials and equipment and construct the public improvement consisting of: 2018 STREET CONSTRUCTION PROJECT, Project No. RC-000-3141 all in the City of Cedar Falls, Iowa, ordered to be constructed by the City Council of the City of Cedar Falls, Iowa, by Resolution duly passed on the 5th day of February 2018, and shown and described in the Plans and Specifications therefore now on file with the City Clerk of said City.

Said improvement shall be constructed strictly in accordance with said Plans and Specifications.

The following parts of the Plans and Specifications for said Project No. RC-000-3141 attached hereto shall be made a part of this contract as fully as though set out herein verbatim:

- a. Resolution ordering construction of the improvement
- b. Plans
- c. Notice of Public Hearing on Plans and Specifications
- d. Notice to Bidders
- e. Instructions to Bidders
- f. Supplemental Conditions
- g. General Conditions
- h. Project Specifications
- i. Form of Proposal
- j. Performance, Payment, and Maintenance Bond
- k. Form of Contract
- l. Non-collusion Affidavit of Prime Bidder

Item G.2.n.

m. Bidders Status Form

In Witness whereof, this Contract has been executed in quadruplicate on the date first herein written.

PETERSON CONTRACTORS, INC.



Cordell Q. Peterson, President
104 Blackhawk Street, P.O. Box A
Reinbeck, Iowa 50669

CITY OF CEDAR FALLS, IOWA

By _____
James P. Brown, Mayor

Attest: _____
Jacqueline Danielsen, CMC
City Clerk

Performance, Payment and Maintenance Bond

SURETY BOND NO. 106807470

KNOW ALL BY THESE PRESENTS:

That we, Peterson Contractors, Inc., as Principal (hereinafter the "Contractor" or "Principal" and Travelers Casualty and Surety Company of America as Surety are held and firmly bound unto CITY OF CEDAR FALLS, IOWA, as Obligee (hereinafter referred to as "the Owner"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of Four million six hundred seventy-six thousand five hundred fifty-one dollars and ninety-three cents (\$4,676,551.93), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Owner, bearing date the 5th day of March, 2018, hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

**2018 Street Construction Project
Paving/ Subdrainage
Project RC-000-3141**

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Owner from all outlay and expense incurred by the Owner by reason of the Contractor's default or failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The Contractor and the Surety on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the Owner is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. **MAINTENANCE:** The Contractor and the Surety on this Bond hereby agree, at their own expense:

Item G.2.n.

- A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of 2 year (s) from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
- B. To keep all work in continuous good repair; and
- C. To pay the Owner's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Owner all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Owner at the time such work was accepted.

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
- B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid that limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Owner including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the Owner's staff attorneys), and all costs and expenses of litigation as they are incurred by the Owner. It is intended the Contractor and Surety will defend and indemnify the Owner on all claims made against the Owner on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Owner will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Owner incurs any "outlay and expense" in defending itself against any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Owner whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in the Iowa District Court for Polk County, State of Iowa. If legal action is required by the Owner to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Owner, the Contractor and the Surety agree, jointly, and severally, to pay the Owner all outlay and expense incurred therefor by the Owner. All rights, powers, and remedies of the Owner hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Owner, by law. The Owner may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Item G.2.n.

Project No. RC-000-3141

Witness our hands, in triplicate, this 5th day of March, 2018.

Surety Countersigned By:

Not Required
Signature of Agent

Printed Name of Agent

Company Name

Company Address

City, State, Zip Code

Company Telephone Number

FORM APPROVED BY:

Attorney for Owner

PRINCIPAL:

Peterson Contractors, Inc.
Contractor

By: 
Signature
President
Title

SURETY:

Travelers Casualty and Surety Company of America
Surety Company

By: 
Signature Attorney-in-Fact Officer & IA Resident Agent

Anne Crowner
Printed Name of Attorney-in-Fact Officer & IA Resident Agent

Holmes, Murphy and Associates, LLC
Company Name

P.O. Box 9207
Company Address

Des Moines, IA 50306-9207
City, State, Zip Code

(515) 223-6800
Company Telephone Number

NOTE:

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In-Fact No. 231471

Surety Bond No. or Project Description: 106807470
Principal: Peterson Contractors, Inc.
Obligee: City of Cedar Falls

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc. is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Craig E. Hansen, Jay D. Freiermuth, Brian M. Deimerly, Cindy Bennett, Anne Crowner, Tim McCulloh, Stacy Venn, Shirley S. Bartenhagen, and Dione R. Young of the City of West Des Moines State of Iowa, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 24th day of October, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut

City of Hartford ss.

By:

Robert L. Raney, Senior Vice President

On this the 24th day of October, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021.



Marie C. Tetreault
Marie C. Tetreault, Notary Public

Item G.2.n.

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

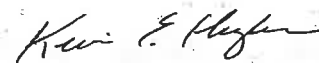
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 5th day of March, 2018.



Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Table with PRODUCER (LSB Insurance), CONTACT NAME, PHONE, FAX, E-MAIL, ADDRESS, INSURER(S) AFFORDING COVERAGE (Hartford Fire, Trumbull, Berkshire Hathaway, Zurich American), and NAIC #.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Rent/Lease Equip.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: J7526, 2018 Street Construction Project, Project # RC-000-3141
City of Cedar Falls added as additional insured per contract requirements.
Governmental Immunities Endorsement attached.

CERTIFICATE HOLDER: CITYOFC, City of Cedar Falls, 220 Clay Street, Cedar Falls, IA 50613. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Jack Campbell

Item G.2.n.

POLICY NUMBER: 41 CSE QU2151

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Any person, organization or entity for which the Named Insured has specifically agreed in a written contract or agreement to provide additional insured coverage under a CG 20 10 07 04 form	All locations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER: 41 CSE QU2151

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Any person, organization or entity for which the Named Insured has specifically agreed in a written contract or agreement to provide additional insured coverage under a CG 20 37 07 04 form	All locations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

Item G.2.n.

POLICY NUMBER: 41 CSE QU2151



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AMENDMENT OF POLICY PROVISIONS - OPERATIONS PERFORMED FOR IOWA ENTITIES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Organization	Designated Location Of Covered Operations
City of Cedar Falls, Iowa City of Cedar Rapids, Iowa City of Coralville, Iowa City of Des Moines, Iowa	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

- A. Section II – Who Is An Insured** is amended to include as an additional insured the organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations for such additional insured at the locations designated in the Schedule; or
 2. In connection with your premises owned by or rented to you and shown in the Schedule.
- B.** With respect to insurance provided to the additional insured shown in the Schedule, Paragraph 4., **Other Insurance** of Section IV – **Commercial General Liability Conditions** is replaced by the following:

4. Other Insurance

a. Primary And Non-Contributory To Other Insurance

This insurance is primary and non-contributory with the additional insured's own insurance, and we will not seek contribution from that other insurance.

This paragraph does not apply to other insurance to which the additional insured has been added as an additional insured or to other insurance described in Paragraph b. below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section I - Coverage A - Bodily Injury And Property Damage Liability;

(5) Property Damage to Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion j. of Section I - Coverage A - Bodily Injury And Property Damage Liability; or

(6) When You Are Added As An Additional Insured To Other Insurance

That is any other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance.

When this insurance is excess, we will have no duty under Coverages A or B to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and

- (2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

C. Governmental Immunity

With respect to insurance provided to the additional insured shown in the Schedule, the following conditions are added to Section IV - Commercial General Liability Conditions:

1. Nonwaiver Of Governmental Immunity

The inclusion of the municipality or governmental subdivision as an additional insured under this endorsement does not waive any of the defenses of governmental immunity available to the municipality or governmental subdivision under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

2. Claims Coverage

With respect to the insurance provided by this endorsement, this insurance applies only to "bodily injury", "property damage" or "personal and advertising injury" not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

3. Assertion Of Governmental Immunity

The municipality or governmental subdivision shown in the Schedule shall be responsible for asserting any defense of immunity, may do so at any time and shall do so upon our timely written request. Nothing contained in this endorsement shall prevent us from asserting the defense of governmental immunity on behalf of the municipality or governmental subdivision shown in the Schedule.

Item G.2.n.

4. Non-Denial Of Coverage

We shall not deny coverage under this policy, nor shall we deny any of the rights and benefits accruing to the municipality or governmental subdivision shown in the Schedule under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the municipality or governmental subdivision shown in the Schedule of this endorsement.

5. No Other Change In Policy

We agree with the municipality or governmental subdivision shown in the Schedule that the preservation of governmental immunities contained in the paragraphs above shall not otherwise change or alter the coverage available under this policy.

D. Special Cancellation Or Nonrenewal Notification

With respect to insurance provided to the additional insured shown in the Schedule, the following condition is added to Section IV - Commercial General Liability Conditions:

In the event of:

1. Cancellation for nonpayment of premium, we agree to mail or deliver written notification to the organization shown in the Schedule at least ten (10) days prior to the effective date of the action.
2. a. Cancellation or nonrenewal for any statutorily permitted reason other than nonpayment of premium; or
b. Material restriction of coverage and/or a change in the Limits of Insurance,
we agree to mail or deliver written notification to the organization shown in the Schedule at least thirty (30) days prior to the effective date of the action.

POLICY NUMBER: 41 CSE QU2151

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

Any person or organization from whom you are required by written contract or agreement to obtain this waiver of rights from us.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF OUR RIGHT TO RECOVER
FROM OTHERS ENDORSEMENT**

Policy Number: 41 WN QU2150

Endorsement Number:

Effective Date: 07/01/2017

Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: PETERSON CONTRACTORS, INC.

PO BOX A
REINBECK, IA 50669

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

SCHEDULE

ANY PERSON OR ORGANIZATION FROM WHOM YOU ARE REQUIRED BY WRITTEN CONTRACT OR AGREEMENT TO OBTAIN THIS WAIVER OF RIGHTS FROM US.

Countersigned by _____

Susan E. Castaneda

Authorized Representative

Form WC 00 03 13 Printed in U.S.A.

Process Date:

Policy Expiration Date:

**FORM OF PROPOSAL
2018 STREET CONSTRUCTION PROJECT
PROJECT NO. RC-000-3141
CITY OF CEDAR FALLS, IOWA**

To the Mayor and City Council
City of Cedar Falls, Iowa

The undersigned hereby certifies that PETERSON CONTRACTORS INC. have personally and carefully examined the specifications, general conditions, and form of contract annexed hereto. Having made such examination, the undersigned hereby proposes to construct the improvements for the 2018 STREET CONSTRUCTION PROJECT in accordance with the plans and specifications on file in the office of the City Clerk, the published Notice to Bidders and the Form of Contract, herewith, complying with all the laws of the State of Iowa, and the Rules, Regulations and Ordinances of the City of Cedar Falls, and to the satisfaction of the City Council of the City of Cedar Falls, Iowa, including the guaranteeing of this Project for a period of two (2) years from the date of final acceptance thereof at the following prices, to-wit:

BID ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Removal of Pavement	S.Y.	28174.9	SEE ATTACHED	
2	Removal of A.C.C. Surfacing	S.Y.	27816.3		
3	Removal A.C.C. Surfacing (Milling)	S.Y.	19225.0		
4	Removal Sealcoat Surfacing (Milling)	S.Y.	575.0		
5	Removal of P.C.C./A.C.C. Surface (Taper Milling)	S.Y.	1292.1		
6	Removal of Curb	L.F.	1973.1		
7	Removal of Driveway	S.Y.	2221.1		
BID ITEM #	DESCRIPTION	UNITS	QUANTITY		UNIT PRICE

Item G.2.n.

8	Removal of Sidewalk	S.Y.	425.40	SEE ATTACHED	
9	Removals as per plan	UNITS	119.0		
10	Saw Cutting for Removals	L.F.	5354.6		
11	Excavation, Class 10, Roadway Waste	C.Y.	10332.1		
12	Excavation, Class 10, Unstable Material	C.Y.	1028.0		
13	Excavation, Class 12, Boulders	C.Y.	37.0		
14	Pavement, Stand. Or Slip-Form, P.C.C., 7 In., Class "C"	S.Y.	883.6		
15	Pavement, Stand. Or Slip-Form, P.C.C., 8 In., Class "C"	S.Y.	19269.1		
16	HMA, (ST), Surf., 1/2", PG58-28S	TON	3656.9		
17	HMA, (ST), Base, 3/4", PG58-28S	TON	3742.3		
18	HMA, (HT), Surface, 1/2", PG58-28H	TON	763.0		
19	HMA, (HT), Intermediate, 1/2", PG58-28H	TON	636.0		
20	Curb, P.C.C., 7 In. 2.0 Ft. Width, Type "C" Class III	L.F.	165.5		
21	Curb, P.C.C., 7 In. 2.5 Ft. Width, Type "C", Class III	L.F.	5225.0		
22	Curb, P.C.C., 7 in. 3.5 Ft. Width, Type "C", Class III	L.F.	826.7		
23	Curb, P.C.C., 8 in. 2.0 Ft. Width, Type "C", Class III	L.F.	157.0		
24	Compaction of Subgrade	Sta.	72.5		
25	Geogrid	S.Y.	18534.0		
26	Modified Subbase, 12 in.	S.Y.	31237.0		
27	Surfacing, 1 inch Roadstone	TONS	140.0		
28	Topsoil, Furnish & Spread	C.Y.	2254.3		
29	Sod, Provide and Place	S.F.	125435.0		
30	Hydraulic Seeding	S.F.	800.0		
31	Watering Sod	M-GAL	70.0		
32	Driveway, P.C.C., 6 In., Class "C"	S.Y.	2221.1		
33	Sidewalk, P.C.C., 4 In., Class "C"	S.Y.	117.8		
34	Sidewalk, P.C.C., 6 In., Class "C"	S.Y.	295.1		
35	Pedestrian Ramps, Detectable Warning	S.F.	608.0		

BID ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	EXTENDED PRICE
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36	Patch, P.C.C., Full Depth, "M" Mix	S.Y.	132.5	SEE ATTACHED	
37	Patch, HMA (ST) Surf., 1/2", PG58-28S	TONS	72.0		
38	Intake, SW-507	Each	3.0		
39	Intake, SW-508	Each	2.0		
40	Intake, SW-509	Each	8.0		
41	Intake, Type B	Each	6.0		
42	Intake, Type D	Each	24.0		
43	Intake, Double Flat	Each	1.0		
44	Intake, RA-3 Top and Insert	Each	1.0		
45	Intake, RA-5 Top and Insert	Each	4.0		
46	Intake, Type C Top and Insert	Each	2.0		
47	Intake, Type E Top and Insert	Each	5.0		
48	Intake, Single Flat, Top	Each	2.0		
49	Intake, RA-5 Top	Each	3.0		
50	Intake, RA-3 Insert	Each	1.0		
51	Intake, Type B Insert	Each	3.0		
52	Intake, Type C Insert	Each	1.0		
53	Intake, Type D Insert	Each	1.0		
54	Manhole Adjustment, Minor	Each	39.0		
55	Manhole, Storm Sewer, SW-401	Each	5.0		
56	Manhole, Sanitary Sewer, SW-301	Each	14.0		
57	Sewer, Storm, 12 In. Plastic Perforated	L.F.	176.0		
58	Sewer, Storm, 12 In. R.C.P. 2000D	L.F.	23.0		
59	Sewer, Storm, 15 In. Plastic Perforated	L.F.	2245.0		
60	Sewer, Storm, 15 In. R.C.P. 2000D	L.F.	613.0		
61	Sewer, Storm, 18 In. Plastic Perforated	L.F.	592.0		
62	Sewer, Storm, 24 In. Plastic Perforated	L.F.	103.0		
BID					EXTENDED
ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	PRICE
63	Sewer, Storm, 24 In. R.C.P. 2000D	L.F.	34.0	SEE ATTACHED	
64	Sewer, Storm, 36 In. Plastic Perforated	L.F.	106.0		

Item G.2.n.

65	Special Pipe Connections, SW-211	Each	2.0	SEE ATTACHED	
66	Granular Backfill	Tons	500.0		
67	Subdrain, Perforated, 6 In.	L.F.	13173.0		
68	Subdrain, Perforated, 8 In.	L.F.	420.0		
69	Subdrain, Outlet, 6 In. C.M.P.	Each	45.0		
70	Subdrain, Outlet, 8 In. C.M.P.	Each	2.0		
71	Subdrain, Sump Pump Tap	Each	129.0		
72	Field Tile, 4 In. to 8 In., Field Repair	L.F.	70.0		
73	Mailboxes, Relocate & Reinstall (Per Post)	Each	21.0		
74	Traffic Control	L.S.	1.0		
75	Flaggers	Days	7.0		
76	Valve Adjustment	Each	7.0		
77	Sprinkler Heads, Remove & Plug	Each	7.0		
78	Pavement Markings, Painted	Sta.	130.2		
79	Pavement Markings, Painted Symbols	Each	27.0		
80	Intake Well, Sediment Filter	Each	83.0		
81	Intake, Sediment Filter	L.F.	872.0		
82	Cleaning of Sediment Filter Basins	Each	63.0		
83	Sign Post, Square Tubing, 14 Gauge, 2" Galvanized	L.F.	526.0		
84	Receiver, Sign Post, Square Tubing, 12 Gauge 2 1/4" Galvanized	Each	50.0		
85	Type A Signs, Aluminum	S.F.	276.0		
86	Street Sweeping	Hrs.	40.0		
87	Base, Cleaning and Preparation	S.Y.	51673.1		
88	3000LB P.C.C., Mix	C.Y.	12.5		
89	Saw and Seal Joints	L.F.	9929.0		
90	Sewer, Sanitary, 8 In. Truss Pipe	L.F.	100.0		
BID					EXTENDED
ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	PRICE
91	Sewer Services Sanitary, 4 In. SDR 23.5	L.F.	40.0	SEE ATTACHED	
92	Pipe, 6 In. SJ D.I.P. (Polyethylene Wrapped)	L.F.	85.0		
93	Pipe, 8 In. SJ D.I.P. (Polyethylene Wrapped)	L.F.	3277.0		

Item G.2.n.

94	Bend, 8 In. MJ 11.25 Degrees	Each	1.0	SEE ATTACHED	
95	Bend, 8 In. MJ 22.5 Degrees	Each	2.0		
96	Bend, 8 In. MJ 45 Degrees	Each	2.0		
97	Bend, 4 In. MJ 90 Degrees	Each	8.0		
98	Bend, 6 In. MJ 90 Degrees	Each	9.0		
99	Bend, 8 In. MJ 90 Degrees	Each	8.0		
100	Tee, 8 In. x 6 In. MJ	Each	3.0		
101	Tee, 8 In. x 8 In. MJ	Each	2.0		
102	Tee, 6 In. x 6 In. MJ x SW	Each	1.0		
103	Tee, 8 In. x 6 In. MJ x SW	Each	4.0		
104	Reducer, 8 In. x 4 In. MJ x PE	Each	5.0		
105	Reducer, 8 In. x 6 In. MJ x PE	Each	2.0		
106	Reducer, 12 In. x 8 In. MJ x PE	Each	1.0		
107	8 In. x 18 In. Holding Spool	Each	5.0		
108	Sleeve, 4 In. x 12 In. Solid	Each	4.0		
109	Sleeve, 6 In. x 12 In. Solid	Each	4.0		
110	Sleeve, 8 In. x 12 In. Solid	Each	2.0		
111	Valve, 6 In. MJ Gate W/ Box	Each	2.0		
112	Valve, 8 In. MJ Gate W/ Box	Each	7.0		
113	Tapping In Valve & Sleeve 12 In. x 6 In. W/ Box	Each	6.0		
114	Cap, 4 In. MJ	Each	5.0		
115	Cap, 6 In. MJ	Each	10.0		
116	Cap, 8 In. MJ	Each	1.0		
117	Hydrant Assembly	Each	14.0		
118	Remove Hydrant Assembly	Each	6.0		
BID					EXTENDED
ITEM #	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	PRICE
119	Mechanical Joint Restraint, 4 In.	Each	21.0	SEE ATTACHED	
120	Mechanical Joint Restraint, 6 In.	Each	22.0		
121	Mechanical Joint Restraint, 8 In.	Each	35.0		
122	Joint Restraint Gasket, 6 In.	Each	4.0		

Item G.2.n.

123	Joint Restraint Gasket, 8 In.	Each	30.0	SEE ATTACHED ↑
124	Service Shortside, ¾ In.	Each	36.0	
125	Service Longside, ¾ In.	Each	25.0	
126	Service Longside, 1 In.	Each	1.0	
127	6 In. NITRIL Gaskets	Each	25.0	
128	8 In. NITRIL Gaskets	Each	25.0	
129	Casting/Chimney Replacement PCC Manholes in Pavement	Each	16.0	
TOTAL BID				

Bidders may not independently bid on selective items of work. In this project, all items constitute one indivisible work that will be let to one bidder. A unit price shall be submitted for each of the items (Items 1-129). The successful bidder will be determined by evaluating the Total Bid shown above. Failure to submit a bid on any item shall be just cause for disqualification of the entire proposal. Unit bids must be filled in ink, typed or computer generated, or the bid will be rejected. The Owner reserves the right to delete any part or all of any item.

The Owner reserves the right to reject any and all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The Owner further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. The Owner may also reject the bid of any bidder if the Owner believes that it would not be in the best interest of the project to make an award to that bidder. The Owner also reserves the right to waive all informalities not involving price, time or changes in the work.

If written notice of approval of award is mailed, telegraphed or delivered to the undersigned within thirty (30) calendar days after the opening thereof, or any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bond within ten (10) calendar days after the Contract is presented to the Contractor for signature, and start work within ten (10) calendar days after the date as set forth in the written Notice to Proceed.

Bid Security in the sum of 10% in the form of BID BOND, is submitted herewith in accordance with the Instructions to Bidders.

The bidder is prepared to submit a financial and experience statement upon request.

The bidder has received the following Addendum or Addenda:

PETERSON CONTRACTORS, INC.

104 Blackhawk Street
P.O. Box A
Reinbeck, Iowa 50669
Phone: 319-345-2713

Item G.2.n.

www.petersoncontractors.com

Fax: 319-345-2991

BID

PROPOSAL FOR: 2018 CEDAR FALLS IA STREET CONSTRUCTION PROJECT

ITEM #	DESCRIPTION	UNIT TYPE	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	RMVL OF PAVEMENT	SY	28,174.900	4.55	128,195.80
2	RMVL OF ACC SURFACING	SY	27,816.300	3.50	97,357.05
3	MILLING RMVL OF ACC SURFACING	SY	19,225.000	4.50	86,512.50
4	MILLING RMVL OF SEALCOAT SURFAC	SY	575.000	6.85	3,938.75
5	TAPER MILL RMVL OF PCC/ACC	SY	1,292.100	35.15	45,417.32
6	RMVL OF CURB	LF	1,973.100	8.50	16,771.35
7	RMVL OF DRIVEWAY	SY	2,221.100	4.00	8,884.40
8	RMVL OF SIDEWALK	SY	425.400	7.50	3,190.50
9	RMVLS AS PER PLAN	UNITS	119.000	500.00	59,500.00
10	SAW CUTS FOR RMVLS	LF	5,354.600	5.50	29,450.30
11	CLASS 10 RDWY WASTE	CY	10,332.100	10.15	104,870.82
12	CLASS 10 UNSTABLE MATERIAL	CY	1,028.000	10.50	10,794.00
13	CLASS 12 BOULDERS	CY	37.000	30.00	1,110.00
14	7" PCC PAVEMENT	SY	883.600	60.00	53,016.00
15	8" PCC PAVEMENT	SY	19,269.100	44.00	847,840.40
16	1/2" HMA SURFACE	TON	3,656.900	100.00	365,690.00
17	3/4" HMA BASE	TON	3,742.300	94.00	351,776.20
18	1/2" HMA (HT) SURFACE	TON	763.000	103.00	78,589.00
19	1/2" HMA INTERMEDIATE	TON	636.000	101.00	64,236.00
20	7" X 2' PCC CURB	LF	165.500	25.00	4,137.50
21	7" X 2.5' PCC CURB	LF	5,225.000	18.25	95,356.25
22	7" X 3.5' PCC CURB	LF	826.700	27.50	22,734.25
23	8" X 2' PCC CURB	LF	157.000	26.25	4,121.25
24	COMPACT OF SUBGRADE	STA	72.500	250.00	18,125.00
25	GEOGRID	SY	18,534.000	3.25	60,235.50
26	12" MODIFIED SUBBASE	SY	31,237.000	12.75	398,271.75
27	1" ROADSTONE SURFACING	TON	140.000	28.00	3,920.00
28	TOPSOIL FURNISH AND SPREAD	CY	2,254.300	15.00	33,814.50
29	SOD- PROVIDE & PLACE	SF	125,435.000	.50	62,717.50
30	HYDRAULIC SEEDING	SF	800.000	.40	320.00
31	WATERING SOD	M-GAL	70.000	145.00	10,150.00
32	6" PCC DRIVEWAY	SY	2,221.100	35.00	77,738.50
33	4" PCC SIDEWALK	SY	117.800	40.00	4,712.00
34	6" PCC SIDEWALK	SY	295.100	40.00	11,804.00
35	PEDESTRIAN RAMPS	SF	608.000	30.00	18,240.00
36	PCC PATCH FULL DEPTH MIX	SY	132.500	100.00	13,250.00
37	HMA PATCH 1/2" SURFACE	TON	72.000	132.00	9,504.00
38	SW-507 INTAKE	EA	3.000	3,900.00	11,700.00
39	SW-508 INTAKE	EA	2.000	4,300.00	8,600.00
40	SW-509 INTAKE	EA	8.000	4,400.00	35,200.00
41	TYPE-B INTAKE	EA	6.000	3,800.00	22,800.00
42	TYPE-D INTAKE	EA	24.000	4,650.00	111,600.00
43	DOUBLE FLAT INTAKE	EA	1.000	4,950.00	4,950.00
44	RA-3 TOP & INSERT INTAKE	EA	1.000	1,450.00	1,450.00

Item G.2.n.

PCI BID ON 2018 CEDAR FALLS IA STREET CONSTRUCTION PROJECT - Continued

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT TYPE</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL AMOUNT</u>
45	RA-5 TOP & INSERT INTAKE	EA	4.000	1,500.00	6,000.00
46	TYPE-C TOP & INSERT INTAKE	EA	2.000	1,800.00	3,600.00
47	TYPE-E TOP & INSERT INTAKE	EA	5.000	2,500.00	12,500.00
48	SINGLE FLAT TOP INTAKE	EA	2.000	1,200.00	2,400.00
49	RA-5 TOP INTAKE	EA	3.000	1,100.00	3,300.00
50	RA-3 INSERT INTAKE	EA	1.000	800.00	800.00
51	TYPE-B INSERT INTAKE	EA	3.000	1,500.00	4,500.00
52	TYPE-C INSERT INTAKE	EA	1.000	1,400.00	1,400.00
53	TYPE-D INSERT INTAKE	EA	1.000	1,850.00	1,850.00
54	MANHOLE ADJ MINOR	EA	39.000	1,000.00	39,000.00
55	SW-401 STORM SEWER MANHOLE	EA	5.000	3,400.00	17,000.00
56	SW-301 SANITARY SEWER MANHOLE	EA	14.000	6,400.00	89,600.00
57	12" PLASTIC PERF STORM SEWER	LF	176.000	50.00	8,800.00
58	12" RCP STORM SEWER	LF	23.000	55.00	1,265.00
59	15" PLASTIC PERF STORM SEWER	LF	2,245.000	53.00	118,985.00
60	15" RCP STORM SEWER	LF	613.000	55.00	33,715.00
61	18" PLASTIC PERF STORM SEWER	LF	592.000	58.00	34,336.00
62	24" PLASTIC PERF STORM SEWER	LF	103.000	75.00	7,725.00
63	24" RCP STORM SEWER	LF	34.000	95.00	3,230.00
64	36" PLASTIC PERF STORM SEWER	LF	106.000	95.00	10,070.00
65	SW-211 PIPE CONNECTIONS	EA	2.000	650.00	1,300.00
66	GRANULAR BACKFILL	TON	500.000	24.50	12,250.00
67	6" PERFORATED SUBDRAIN	LF	13,173.000	9.35	123,167.55
68	8" PERFORATED SUBDRAIN	LF	420.000	10.25	4,305.00
69	6" CMP SUBDRAIN OUTLET	EA	45.000	300.00	13,500.00
70	8" CMP SUBDRAIN OUTLET	EA	2.000	315.00	630.00
71	SUMP PUMP TAP SUBDRAIN	EA	129.000	260.00	33,540.00
72	4"-8" REPAIR FIELD TILE	LF	70.000	16.00	1,120.00
73	MAILBOXES- RELOCATE & REINSTALL	EA	21.000	500.00	10,500.00
74	TRAFFIC CONTROL	LS	1.000	25,000.00	25,000.00
75	FLAGGERS	DAYS	7.000	500.00	3,500.00
76	VALVE ADJUSTMENT	EA	7.000	255.00	1,785.00
77	SPRINKLER HEADS REMOVE AND PLUG	EA	7.000	85.00	595.00
78	PAINTED PVMT MARKINGS	STA	130.200	35.00	4,557.00
79	PAINTED PVMT MARKINGS & SYMBOLS	EA	27.000	60.00	1,620.00
80	INTAKE WELL- SEDIMENT FILTER	EA	83.000	230.00	19,090.00
81	INTAKE- SEDIMENT FILTER	LF	872.000	6.00	5,232.00
82	CLEANING OF SEDIMENT FILTER BAS	EA	63.000	150.00	9,450.00
83	SIGN POST-2" GALVANIZED SQ TUBI	LF	526.000	9.00	4,734.00
84	SIGN POST RECIVER- 2 1/4" GALVA	EA	50.000	30.00	1,500.00
85	TYPE-A SIGNS ALUMINUM	SF	276.000	20.00	5,520.00
86	STREET SWEEPING	HRS	40.000	150.00	6,000.00
87	CLEAN & PREP BASE	SY	51,673.100	1.05	54,256.76
88	3000 LB PCC MIX	CY	12.500	390.00	4,875.00
89	SAW & SEAL JOINTS	LF	9,929.000	5.75	57,091.75
90	8" SANITARY SEWER TRUSS PIPE	LF	100.000	150.00	15,000.00
91	4" SDR 23.5 SANITARY SERVICES	LF	40.000	110.00	4,400.00
92	6" SJ WATERMAIN D.I.P. PIPE	LF	85.000	65.00	5,525.00
93	8" SJ WATERMAIN D.I.P. PIPE	LF	3,277.000	53.50	175,319.50
94	8" MJ 11.25 BEND	EA	1.000	300.00	300.00
95	8" MJ 22.5 BEND	EA	2.000	300.00	600.00
96	8" MJ 45 BEND	EA	2.000	300.00	600.00

PCI BID ON 2018 CEDAR FALLS IA STREET CONSTRUCTION PROJECT - Continued

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT TYPE</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL AMOUNT</u>
97	4" MJ 90 BEND	EA	8.000	250.00	2,000.00
98	6" MJ 90 BEND	EA	9.000	275.00	2,475.00
99	8" MJ 90 BEND	EA	8.000	300.00	2,400.00
100	8"X6" MJ TEE	EA	3.000	385.00	1,155.00
101	8"X8" MJ TEE	EA	2.000	410.00	820.00
102	6"X6" MJ-SW TEE	EA	1.000	335.00	335.00
103	8"X6" MJ-SW TEE	EA	4.000	360.00	1,440.00
104	8"X4" MJ-PE REDUCER	EA	5.000	285.00	1,425.00
105	8"X6" MJ-PE REDUCER	EA	2.000	285.00	570.00
106	12"X8" MJ-PE REDUCER	EA	1.000	310.00	310.00
107	8"X18" HOLDING SPOOL	EA	5.000	350.00	1,750.00
108	4"X12" SLEEVE	EA	4.000	260.00	1,040.00
109	6"X12" SLEEVE	EA	4.000	285.00	1,140.00
110	8"X12" SLEEVE	EA	2.000	310.00	620.00
111	6" GATE W/ BOX VALVE	EA	2.000	1,650.00	3,300.00
112	8" GATE W/ BOX VALVE	EA	7.000	1,950.00	13,650.00
113	12"X6" VALVE & SLEEVE W/ BOX	EA	6.000	3,000.00	18,000.00
114	4" CAP	EA	5.000	125.00	625.00
115	6" CAP	EA	10.000	135.00	1,350.00
116	8" CAP	EA	1.000	160.00	160.00
117	HYDRANT ASSEMBLY	EA	14.000	4,500.00	63,000.00
118	REMOVE HYDRANT ASSEMBLY	EA	6.000	1,200.00	7,200.00
119	4" MECH JOINT RESTRAINT	EA	21.000	115.00	2,415.00
120	6" MECH JOINT RESTRAINT	EA	22.000	120.00	2,640.00
121	8" MECH JOINT RESTRAINT	EA	35.000	125.00	4,375.00
122	6" JOINT RESTRAINT GASKET	EA	4.000	175.00	700.00
123	8" JOINT RESTRAINT GASKET	EA	30.000	200.00	6,000.00
124	3/4" SERVICE SHORTSIDE	EA	36.000	1,250.00	45,000.00
125	3/4" SERVICE LONGSIDE	EA	25.000	1,650.00	41,250.00
126	1" SERVICE LONGSIDE	EA	1.000	2,000.00	2,000.00
127	6" NITRIL GASKETS	EA	25.000	115.00	2,875.00
128	8" NITRIL GASKETS	EA	25.000	120.00	3,000.00
129	REPLACE CASTING/CHIMNEY PCC MAN	EA	16.000	2,000.00	32,000.00
TOTAL BID AMOUNT:					\$ 4,676,551.93

PETERSON CONTRACTORS, INC.

February 13,2018

Item G.2.n.

Addendum No. 1 Date 2/2/2018

The bidder has filled in all blanks on this Proposal.

Note: The Penalty for making false statements in offers is prescribed in 18 U.S.A., Section 1001.

Name of bidder
PETERSON CONTRACTORS INC.

Matt Bohler

104 BLACKHAWK ST. REINBECK, IA
Official Address 50069

By ESTIMATOR
Title



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-268-5161
Fax: 319-268-5197
www.cedarfalls.com

MEMORANDUM
Engineering Division

TO: Honorable Mayor James P. Brown and City Council

FROM: Matthew Tolan, EI, Civil Engineer II

DATE: March 1, 2018

SUBJECT: University Ave Bioretention Cells
Project No. ST-115-3147
Black Hawk Soil and Water Conservation District
IDALS Division of Soil Conservation
Contract for Financial Assistance Grant

The attached Financial Assistance Application is for the University Ave Bioretention Cell project between the City of Cedar Falls and Black Hawk Soil and Water Conservation District.

This project is in coordination with Black Hawk Soil and Water conservation, IDALS Division of Soil Conservation, and Cedar Falls High School's Center for Advanced Professional Studies program. The University Ave Bioretention Cell project will implement practices to benefit the Dry Run Creek through decreased runoff, sediments and other contaminants carried by storm runoff.

Upon approval of the Financial Assistance Application, Black Hawk Soil and Water Conservation District will provide up to 75% of the total cost and 25% will be paid by the City from the Storm Water Fund.

The Engineering Division recommends approving of this item and signing the contract for Financial Assistance with the Black Hawk Soil and Water Conservation District.

xc: Stephanie Houk Sheetz, Director of Community Development
Jon Resler, P.E., City Engineer

APPLYING FOR ASSISTANCE - FARMS PROGRAM

(Applicant - complete all Highlighted information on BOTH sides)

Have you applied for state cost share since July 1, 2007? Yes

LEGAL NAME: The City of Cedar Falls

ADDRESS: 220 Clay Street Cedar Falls, Iowa 50613

PHONE: 319-268-5161 CELL N/A FAX 319-268-5197

EMAIL: matthew.tolan@cedarfalls.com

INDIVIDUAL or BUSINESS (circle one)
SSN or FEDERAL ID: 42-6004332

TYPE: (Person applying for assistance check one)
OWNER CONTRACT BUYER
OPERATOR CONTRACT SELLER
AGENT POWER OF ATTORNEY

TYPE of business: (Check one)
Corporation Estate or Trust
Government x Partnership
Public Sector Sole Proprietorship
Other Please explain

NUMBER OF INDIVIDUALS OR BUSINESSES RECEIVING PAYMENT: See LEGAL name above
Additional name ID#
Additional name ID#
Additional name ID#

FARM NAME: City of Cedar Falls: ST-115-3147 University Ave Bioretention Cells
(How do you want to identify this farm - "North Place", "Dad's Farm", etc.)

Was land brought into production between 1966-1981?

TRACT # LEGAL DESCRIPTION: Qtr E/NE Sec 24 T 89 R 14
(Include aerial map) Qtr Sec T R
See attached Map for location. Qtr Sec T R

PRACTICE (Windbreak, Waterway, Terraces, etc.): Bioretention Cells

ESTIMATED SIZE OF PRACTICE (Acres, Feet, No.): 4 (count)

START DATE: July 1, 2018 COMPLETE DATE: June 30, 2019

CERTIFICATION

ACTUAL SIZE OF PRACTICE (Acres, Feet, No.):

ACRES BENEFITED: PRACTICE DRAINAGE AREA (Acres):

SOIL LOSS (Tons per acre per year): BEFORE AFTER

SEDIMENT DELIVERY (Tons per year) BEFORE 249- AFTER

Item G.2.o.

You have chosen to request financial assistance with the Black Hawk Soil and Water Conservation District and IDALS Division of Soil Conservation. To best process your request, there are a few things you should understand before proceeding:

1. All financial assistance programs have eligibility requirements. If you are eligible for financial assistance, any practices tied to your account will be bound by a maintenance agreement that can be in effect for as long as 20 years.
2. By applying for financial assistance you will be granting district representatives the right of ingress and egress to your land so that they may process your request.

Right of Ingress and Egress Soil and Water Conservation District Commissioners and their agents are granted the *Right of Ingress/Egress*. The agreement specifies that the district will provide technical assistance in planning, applying, and maintaining soil conservation and water management practices on a tract of land. The landowner through this agreement grants authorization to district personnel for ingress and egress upon the land. The agreement contains information necessary for the district to prioritize technical assistance activities.

Terms and Conditions

Payment Certification: Under penalties of perjury, I certify that: (1) The number provided is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Practice Maintenance/Performance Agreement: I acknowledge and agree that: (1) I have been made aware that a Maintenance/Performance Agreement is required for eligible soil and water conservation practices, and (2) I agree to comply with the Maintenance/Performance Agreement specified for the practice(s) for which I am applying.

Program Eligibility: I acknowledge and certify that: (1) I have been made aware that certain program eligibility requirements exist, and (2) I believe am eligible to participate in the financial incentives program(s).

Conservation Cover: If a tract of agricultural land has not been plowed or used for growing row crop at any time in the period from 1966 to 1981, it is classified as agricultural land under conservation cover. If that tract is plowed or used for growing row crop, the state financial incentive rate will be limited to one-half (1/2) the otherwise applicable rate. An applicant who knowingly makes a false statement of material facts in signing an application commits a simple misdemeanor and, in addition to the penalty prescribed therefor by law, shall repay the Division of Soil Conservation any financial incentive funds obtained in reliance on the false statement.

INITIAL HERE: You will be asked to sign off on these terms and conditions when you get your Assistance Request Letter along with your design and estimate. The Assistance Request Letter WITH signatures IS REQUIRED to be returned BEFORE SWCD approval!

Initials: _____ Date: _____

Practice Maintenance and Performance

A maintenance/performance agreement is required as a condition for the receipt of financial incentive funds for temporary and permanent soil and water conservation practices. The agreement includes, but is not limited to, the following:

- (1) The recipient or successor(s) will continue to maintain the practice for the prescribed period commencing with certification of the practice.
- (2) Approval of the soil and water conservation district commissioners is required prior to removal, alteration or modification of the practice.
- (3) The recipient will notify any prospective land purchaser of this agreement.
- (4) The recipient shall be allowed to work out a subagreement to transfer the Performance Agreement to a new landowner or farm operator who agrees to continue the practice during the remainder of the prescribed period.
- (5) Failure to comply will require the recipient or successor to repair or reconstruct the practice or repay funds provided for this practice

A sample of the certification is as follows:

I acknowledge and agree that:

- (1) I have been made aware that a Maintenance/Performance Agreement is required for eligible soil and water conservation practices, and (2) and I agree to comply with the Maintenance/Performance Agreement specified for the practice(s) for which I am applying.



City of Cedar Falls
ST-115-3147

Item G.2.o.

Preliminary Engineering Estimate

CITY OF CEDAR FALLS ENGINEERING DIVISION

PROJECT NAME: University Ave Bio Cell Project

CITY PROJECT NUMBER: ST-115-3147

DEPARTMENT OF COMMUNITY DEVELOPMENT

				ENGINEER'S ESTIMATE	
BID ITEM	DESCRIPTION	UNITS	EST. QUANTITY	UNIT PRICES	EXTENDED PRICES
1	Traffic Control	L.S.	1.0	\$5,000.00	\$5,000.00
2	REMOVAL OF CURB AND GUTTER	L.F.	20.0	\$10.00	\$200.00
3	SAW CUTTING FOR REMOVALS	L.F.	20.0	\$37.50	\$750.00
4	EXCAVATION, CLASS 10, ROADWAY WASTE	C.Y.	500.0	\$35.10	\$17,550.00
5	STORAGE AGGREGATE - BASE LAYER (ASTM #2 WASHED STONE - 3" CLEAN)	TONS	200.0	\$39.10	\$7,820.00
6	STONE AGGREGATE - BEDDING LAYER (IDOT GRADATION #21, CLASS 2 - 3/8" CHIPS)	TONS	80.0	\$37.21	\$2,976.80
7	SOIL	C.Y.	240.0	\$56.46	\$13,550.40
8	MULCH	C.Y.	35.0	\$60.00	\$2,100.00
9	CLEANOUT	EACH	1.0	\$200.00	\$200.00
10	SUBDRAIN, 6" PLASTIC PERFORATED	L.F.	240.0	\$20.00	\$4,800.00
11	SCOURSTOP	S.F.	100.0	\$32.62	\$3,262.00
12	SUBDRAIN, OUTLET, 6 INCH, C.M.P.	EACH	4.0	\$315.00	\$1,260.00
13	INSERTA TEE	EACH	4.0	\$367.50	\$1,470.00
14	SOD	S.F.	8000.0	\$1.60	\$12,800.00
15	PLANTS	EACH	3200.0	\$5.25	\$16,800.00
				TOTAL	\$90,539.20
				20% Cont.	\$18,107.84
				Grand TOTAL	\$108,647.04



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

INTEROFFICE MEMORANDUM

Planning & Community Services Division

TO: Honorable Mayor James P. Brown and City Council
FROM: David Sturch, Planner III
DATE: February 28, 2018
SUBJECT: Asbestos Abatement – Contract Documents
216 Iowa Street

As Council may recall, the City condemned the dwelling and structures at 216 Iowa Street last November. The owner was given until February 5, 2018 to abate the nuisance by repair or removal of the structures. As of that date, the dwelling and structures still remain on the property. After the deadline, the City scheduled an asbestos inspection. Upon inspection of these structures, asbestos containing material was identified, quantified, and will need to be removed prior to demolition.

Advanced Environmental Testing and Abatement, Inc. of Waterloo, Iowa submitted a bid in the total amount of \$1,000 to remove and dispose the asbestos material. Funding for asbestos removal and subsequent demolition of this property is identified in the current City of Cedar Falls' Capital Improvements Program under Code Enforcement, Property Clean-up and Condemnation.

Attached for your approval are the Form of Contract and Certificate of Insurance from Advanced Environmental Testing and Abatement, Inc.

The Department of Community Development recommends approving and executing the contract with Advanced Environmental Testing and Abatement, Inc for the asbestos abatement of the dwelling and structures at 216 Iowa Street. It is anticipated that asbestos removal will be completed this month and then staff will proceed with demolition bids.

If you have any questions or comments feel free to contact me.

xc: Property Owner

Item G.2.p.

ASBESTOS REMOVAL FORM OF CONTRACT

CITY PROJECT NUMBER: #021411
Code Enforcement Condemnation and Acquisition

PROPERTY: 216 Iowa Street

in Cedar Falls, Black Hawk County, Iowa.

Contracting Firm Advanced Environmental
Address 803 Ricker St.
City Waterloo State IA Zip Code 50703

THIS AGREEMENT, entered into this 5th day of March, 2018, by and between the City of Cedar Falls, Cedar Falls, Iowa (hereinafter called the City) and

Advanced Environmental
(called the Contractor).

WHEREAS, the City Planner will be referred to as the City's Agent; and

WHEREAS, the City requires asbestos removal to be performed for the purpose of preparing structures for demolition in connection with the above identified projects; and

WHEREAS, the Contractor certifies to be qualified and willing to perform the work required in accordance with the standards and criteria hereinafter set forth, and pursuant to the terms, provisions and conditions hereof,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The Contractor agrees to furnish all tools, labor and materials, **including electricity and water**, for the proposed asbestos removal in accordance with all applicable plans, specifications, codes, and ordinances of the City of Cedar Falls, Iowa, Asbestos Statutes and Rules (Published by Iowa Division of Labor), and the Federal Register, 40 CFR Part 61.
2. The contract must be accompanied by a Certificate of Insurance **meeting the requirements per 2016 SUDAS Specifications and 2016 City Supplemental Specifications**. These can be found at <http://www.cedarfalls.com/index.aspx?NID=1227>

None of the coverages shall have an exclusion pertaining to asbestos or asbestos related losses.

3. The Contractor will be required to furnish a performance and payment bond in an amount equal to One Hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the Council of City and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all materials and labor and protect and save harmless the City from claims and damages of any kind arising out of the performance of this contract.

4. Payment for work completed shall be based on the following price:

<u>Item No.</u>	<u>Description</u>	<u>Amount</u>
	Project	
1.	216 Iowa Street, Cedar Falls, IA	\$ 1000
	TOTAL	\$ 1000

5. The Contractor will be paid contract price for all items satisfactorily completed. Such payment shall be full compensation for asbestos removal and disposal, for all permits, licenses, inspections, for complying with all laws, rules, regulations and ordinances, including safety, and for furnishing all materials, equipment, and labor to complete the work, in accord with the plans and these specifications.

6. Contractors shall familiarize themselves with the specifications and conditions, which will affect the project. It will be the responsibility of the contractor to make a personal examination of the job site and the physical conditions, which may affect his bidding and performance under the contract.

7. The work shall commence on Project within ten (10) days after being notified of the contract approval.

- Project: Shall be completed within 25 working days.

Prior to commencing the work, the City will obtain an Administrative Search Warrant to enter the property.

Liquidated damages in the amount of **two hundred (\$200) dollars** per working day will be assessed for each working day that the work remains uncompleted after the accumulation of the number of working days specified for the contract work.

Time extensions will be granted for those portions of the project affected by inclement weather conditions.

8. Payment will be made to the Contractor within forty-five (45) days after the completion and acceptance thereof by the City Council. Payment shall be requested in writing by the Contractor on a properly executed claim, bill, or statement.

9. The Contractor shall not begin work on the asbestos removal project until after the contract has been approved by the City Council and a completely executed copy has been returned to the contractor with Notice to Proceed.

10. During the performance of this contract, the Contractor for itself, its assignees and successors in interest agrees to comply with the anti-discrimination laws of the State of Iowa, as contained in Sections 19B, 551.4 of the Code of Iowa, which are herein incorporated by reference and made a part of this contract.

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11. It is understood and agreed that the City Council may at any time cancel or terminate this agreement for any good and reasonable cause. Such cause includes, but is not limited to, failure of the Contractor to fulfill or discharge any of the duties or obligations or to otherwise perform in accord with terms of this agreement. The City's Agent shall cancel the agreement by sending notice of cancellation to the Contractor by certified mail. In the event the agreement is canceled, the City's Agent shall determine the amount of payment due. Payment will be made on the basis of the schedule of fees for completed asbestos removal and on the basis of pro-rated time for partially completed work. In no case shall payment exceed the greater of either the schedule of fees specified in Paragraph 4 or any revisions to such fee schedule made under the terms of this agreement.

Contractor is an: (check appropriate space)

Individual _____ Partnership _____ Firm _____ Corporation X

If a Corporation, indicate State in which incorporated Iowa and date Jan 2nd, 2001

Company Name Advanced Environmental

By [Signature] - Jay Llewellyn

Address 803 Ricker St.

City Waterloo State IA

Phone Number 319-287-4447

CITY OF CEDAR FALLS, IOWA

Approval Recommended:

By _____

Title Mayor

Date _____

Approved:

By _____

Title Clerk

Date _____



CERTIFICATE OF LIABILITY INSURANCE

Item G.2.p.

DATE (MM/DD/YYYY)

02/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brummel Madsen & Associates 318 Main Street P.O. Box 399 Cedar Falls IA 50613	CONTACT NAME: Cathy Wigant PHONE (A/C No, Ext): (319)266-2644 E-MAIL ADDRESS: cathyw@brummelmadsen.com	FAX (A/C, No): (319)277-2429
	INSURER(S) AFFORDING COVERAGE	
INSURED Advanced Environmental Testing & Abatement, Inc 803 Ricker St. Waterloo IA 50703	INSURER A : Crum & Forster	
	INSURER B : Western National Insurance	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2/18 IA IL MN **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			EPK-118939	09/13/2017	09/13/2018	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Asbestos						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Contractors Pollution	Y	Y				PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Professional Liability						GENERAL AGGREGATE \$ 5,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			CPP1013320	02/28/2018	02/28/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO		Y				BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			EFX-108622 (Liab & WC)	09/13/2017	09/13/2018	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	Y					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCV1001609	09/13/2017	09/13/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N	N/A	Y				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Umbrella Liab Retention \$10,000			UMB1016518 (Auto)	02/28/2018	02/28/2019	Each Occurrence \$3,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Cedar Falls, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its board, commissions and/or authorities and their board members, employees and volunteers are an Additional Insured on the General Liability policy on a primary and non-contributory basis. Governmental Immunities Endorsement including 30 day notice of cancellation included. Waiver of Subrogation under the Workers Compensation and General Liability are included.

CERTIFICATE HOLDER **CANCELLATION**

City of Cedar Falls Dept of Community Development 220 Clay St Cedar Falls IA 50613	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
--	--

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DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM
Planning & Community Services Division

TO: Mayor and Council
FROM: David Sturch, Planner III
DATE: March 1, 2018
SUBJECT: Pinnacle Ridge Minor Plat

REQUEST: Review and approve the Pinnacle Ridge Minor Plat.

PETITIONER: KBKR Investments, LLC, Owners; Helland Engineering and Surveying, Surveyor

LOCATION: Southwest Corner of Green Creek Road and Prairie Dock Road

PROPOSAL

It is proposed consolidate Lots 19, 20, and 21 Pinnacle Ridge First and create two lots. The newly created Parcel M and N would be available for a new residential unit on both lots.

BACKGROUND

The Final Plat for Pinnacle Ridge First was approved by the City Council on February 6, 2017. This plat includes a mixture of single unit homes (Lots 3-45) along with townhomes (Lots 1-2) and professional/commercial uses (Lot 46). The plat identifies the building setbacks drawn on each lot. These setbacks satisfy the MU district standards of 20 feet, front yard and 30 feet rear yard. The side yard setbacks are 10 feet on each side. All utility easements run along the front and back lot line. There are no side lot utility easements on the lots in question.

ANALYSIS

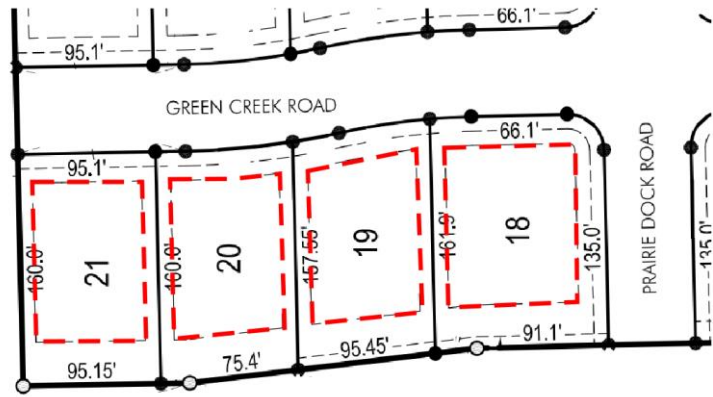
The property is currently zoned MU, mixed use residential. This subdivision has activity with the



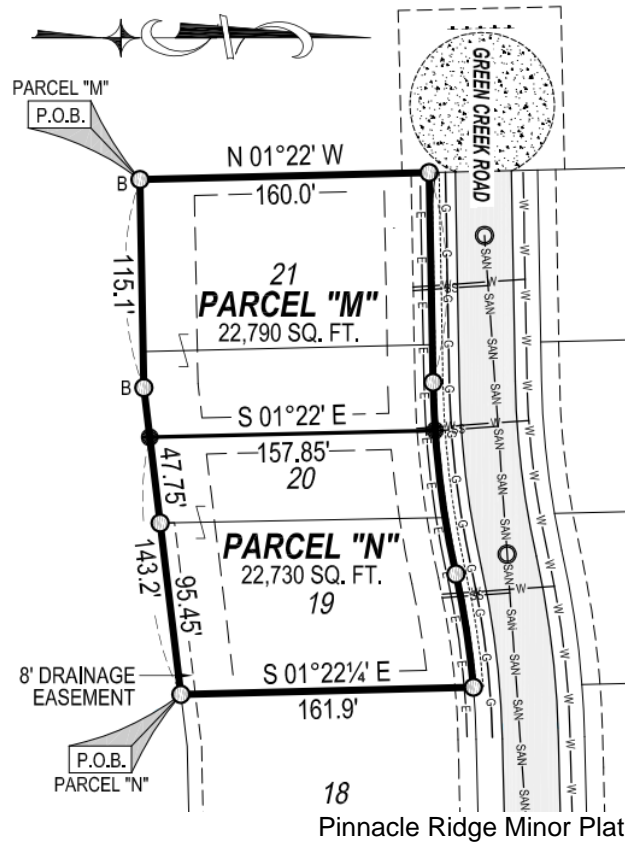
Pinnacle Ridge First

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construction of several homes along Green Creek Road and Wild Flower Lane. This consolidation and reconfiguration of the originally platted Lots 19, 20 and 21 conforms to all zoning requirements. Normally, when staff receives a survey of this type, review by the Planning and Zoning Commission and City Council is not necessary since the plat does not create a new lot. Under this consideration, the platted building lines or building setbacks identified with a red dash line on the figure to the right create an issue with merging these lot lines. Essentially, the lot lines can change, but the platted building lines stay the same. Therefore, a new plat for these three lots is needed to eliminate the platted building lines from the original plat.



Parcel M is created from the west half of Lot 20 and all of Lot 21. Parcel N is the east half of Lot 20 and all of Lot 19. The existing lots are approximately 95 feet wide and the proposed lots are approximately 142 feet wide. The petitioner has a couple of buyers for these two lots that are planning to build a single unit dwelling on each lot. A deed of dedication for this minor plat has been submitted. There is an 8-foot drainage easement along the east 95 feet of Parcel N. That drainage easement cannot be encumbered with any structure, fence or landscaping.



This property is not located in the 100 year floodplain district. All submittal requirements have been met. A courtesy notice has been sent to property owners within 200 feet of this plat.

TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities (CFU) personnel, identified revisions needed to the submittal. Water, electric, gas, and communications utility services are available in accordance with the service policies of CFU. The three original lots already have water services stubbed into them. Since lot 20 is split, the water service must be plugged at the water main at the owner's expense. The electric services have also been run into these lots with secondary electric cabling running along the front of lot 20. All of these modifications can be completed but would be the cost of the developer or land owners.

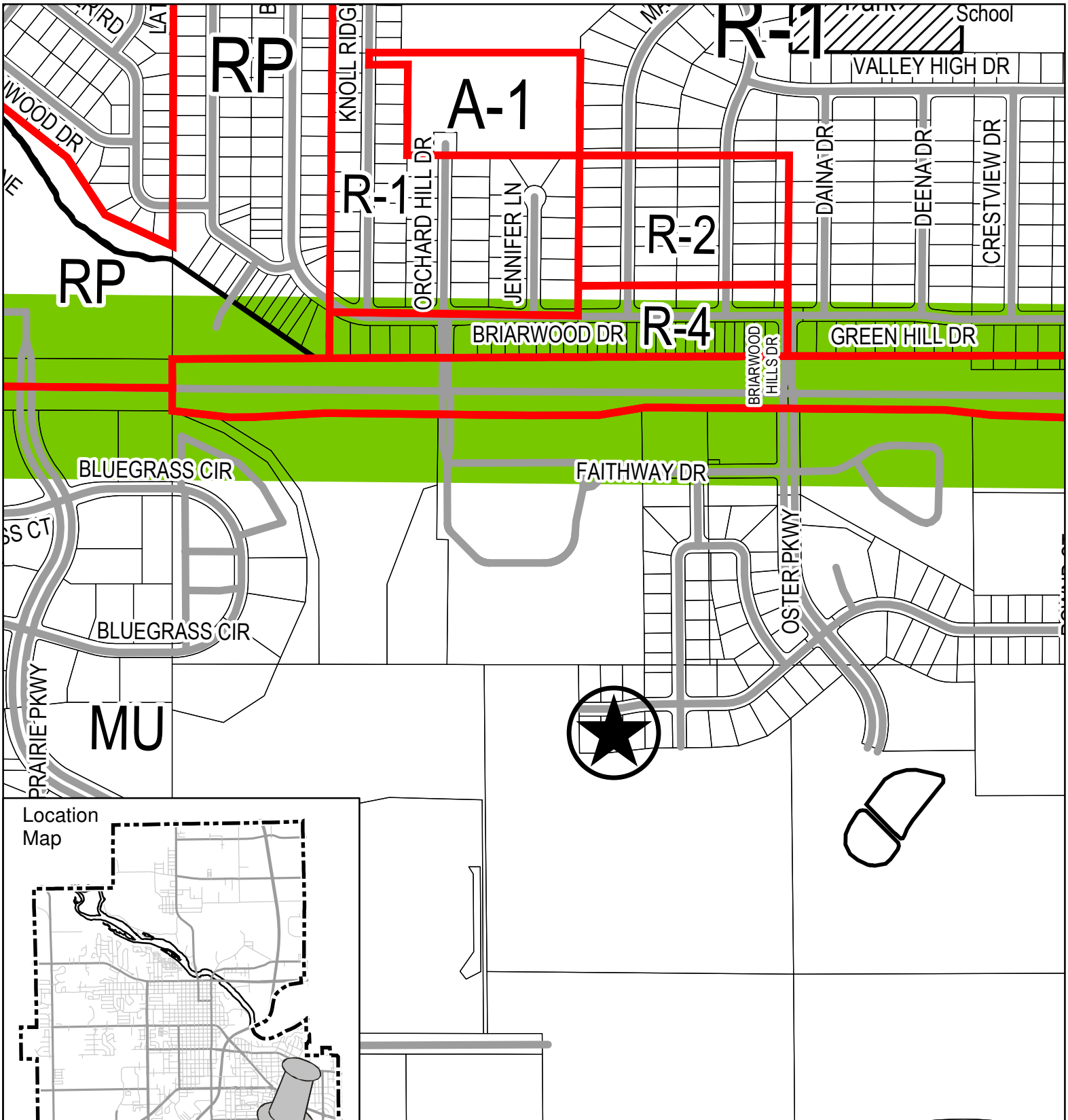
PLANNING & ZONING COMMISSION

Discussion/Vote 2/28/2018 Chair Oberle introduced this item and asked staff to present the minor plat. Planner David Sturch provided some background information on the plat. It is proposed to reconfigure three lots on Green Creek Road into two lots for new single family dwellings. All plat details satisfy the ordinance requirements.

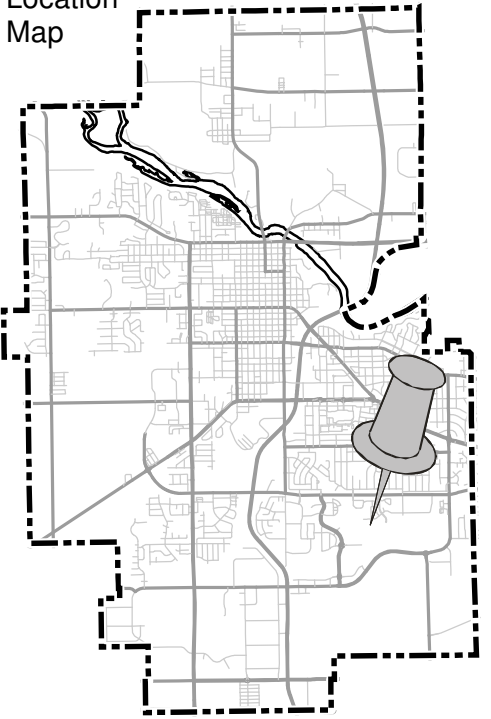
There were no comments and the commission approved the Pinnacle Ridge Minor Plat.

STAFF RECOMMENDATION

The Community Development Department recommends approval of the Pinnacle Ridge Minor Plat.



Location Map



Pinnacle Ridge Minor Plat

Reserved for County Recorder's use.

INDEX LEGEND

General Description: Lots 19-21, "Pinnacle Ridge First", Cedar Falls
 Surveyor: Jeffrey P. Helland
 Surveying Company/
 Return to: Helland Engineering & Surveying, Ltd.
 1107 Technology Parkway
 Cedar Falls, Iowa 50613-6955
 319-266-0161
 Survey Requested By: Robert L. Smith, Jr.
 Proprietor: KBKR Investments LLC

SEE SHEET 2 FOR DESCRIPTIONS OF PARCEL "M" & "N", NOTES & VICINITY MAP

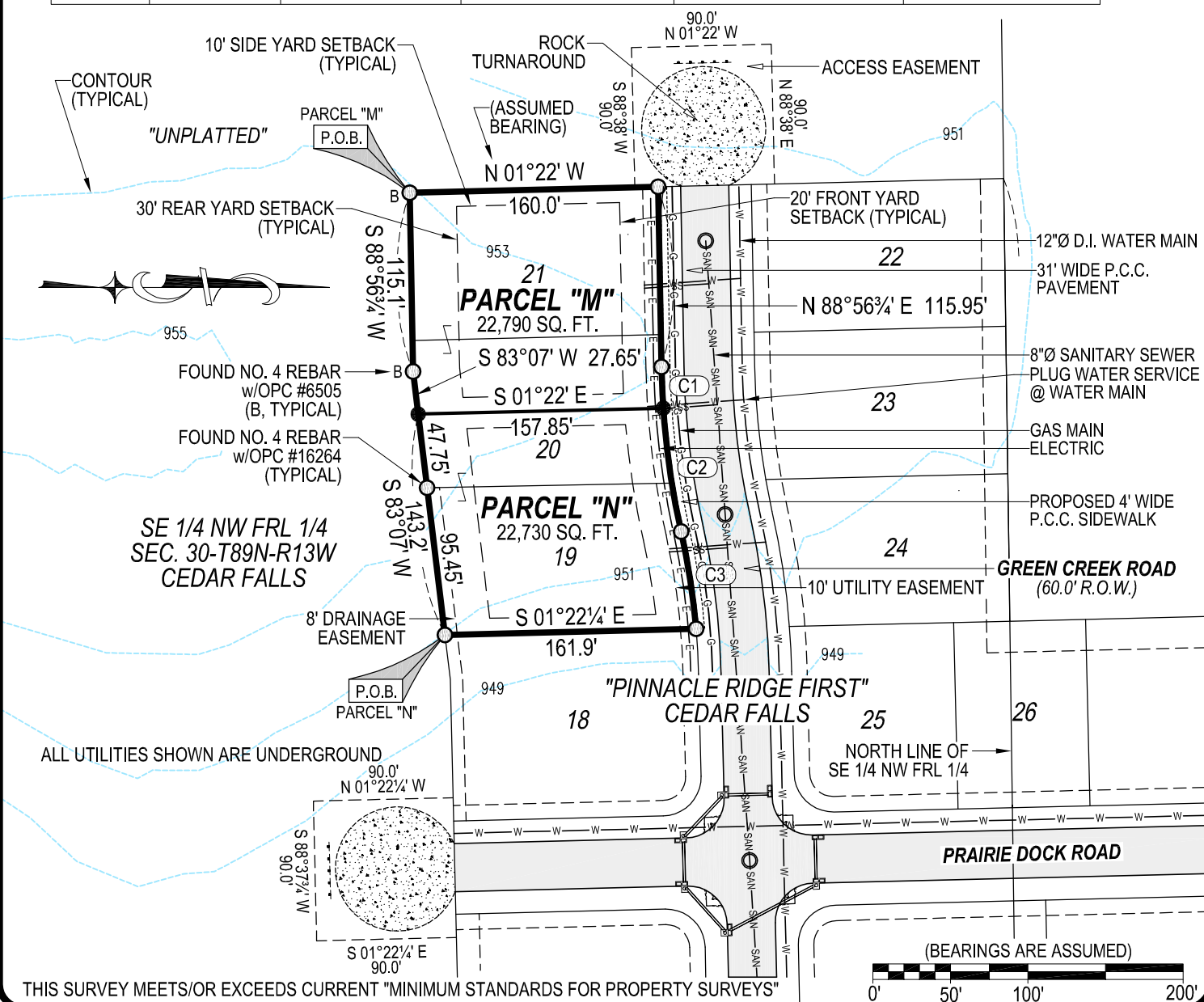
CURRENT ZONING:
 MU - MIXED USE RESIDENTIAL
 (PROPERTY & ADJOINERS)
 SOIL TYPE:
 83B - KENYON LOAM
 PROPOSED IMPROVEMENTS:
 4' P.C.C. SIDEWALK, DRIVEWAYS AND SINGLE FAMILY HOMES

This Plat or Subdivision has been reviewed by (City/County).

Signature of (City/County) _____ Date _____
 Ordinance Administrator

CURVE TABLE

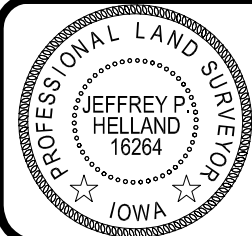
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	530.0'	26.65'	26.65'	N 87°30½' E	2°52¾'
C2	530.0'	80.32'	80.25'	N 81°43½' E	8°41'
C3	470.0'	63.42'	63.35'	N 81°14¾' E	7°43¾'



HES HELLAND ENGINEERING & SURVEYING, LTD.
 1107 Technology Parkway
 Cedar Falls, Iowa 50613-6955
 (319)-266-0161

SHEET 1 OF 2

● SET NO. 4 REBAR X 24" LONG w/ORANGE PLASTIC CAP #16264 (00) RECORDED AS FILE NAME: 14-262-MINOR PLAT.DWG
 SCALE: 1" = 100' PROJECT #14-262 DRAWN BY: JPH
 OPC PLASTIC CAP (O=ORANGE, R=RED, Y=YELLOW)



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Jeffrey P. Helland
 License Number 16264
 My license renewal date is December 31, 2019.
 All pages or sheets are covered by this seal except:

PLAT OF SURVEY
 OF
"PINNACLE RIDGE MINOR SUBDIVISION PLAT"
 REPLAT OF LOTS 19, 20 & 21
 "PINNACLE RIDGE FIRST"
 CEDAR FALLS, BLACK HAWK COUNTY, IOWA FOR
 KBKR INVESTMENTS LLC

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THIS PLAT REPRESENTS A SURVEY OF PARCEL "M"

That part of Lots Nos. 20 and 21 in "Pinnacle Ridge First", City of Cedar Falls, Black Hawk County, Iowa, described as follows:

Beginning at the Southwest corner of said Lot No. 21, point being a found ½" rebar with license #6505;
 thence along the West line of said Lot No. 21 North 01°22' West a distance of 160.0 feet to the Northwest corner of said Lot No. 21, point being a found ½" rebar with license #16264;
 thence along the North line of said Lots Nos. 21 and 20 North 88°56¾' East a distance of 115.95 feet to a found ½" rebar with license #16264;
 thence along the North line of said Lot No. 20 Easterly 26.65 feet along a curve concave Northerly having a radius of 530.0 feet, a central angle of 2°52¾' and a long chord of North 87°30½' East 26.65 feet to a set ½" rebar with license #16264;
 thence South 01°22' East a distance of 157.85 feet to the Southerly line of said Lot No. 20, point being a set ½" rebar with license #16264;
 thence along said Southerly line South 83°07' West a distance of 27.65 feet to a found ½" rebar with license #6505;
 thence along the South lines of said Lots Nos. 20 and 21 South 88°56¾' West a distance of 115.1 feet to the point of beginning. Containing 22,790 sq. ft.
 Subject to restrictions, easements, covenants, ordinances, and limited access provisions of record and not of record.

Note: The West line of said Lot No. 21 is assumed to bear North 01°22' West for this description.

THIS PLAT REPRESENTS A SURVEY OF PARCEL "N"

That part of Lots Nos. 19 and 20 in "Pinnacle Ridge First", City of Cedar Falls, Black Hawk County, Iowa, described as follows:

Beginning at the Southeast corner of said Lot No. 19, point being a found ½" rebar with license #16264;
 thence along the Southerly lines of said Lots Nos. 19 and 20 South 83°07' West a distance of 143.2 feet to a set ½" rebar with license #16264;
 thence North 01°22' West a distance of 157.85 feet to the Northerly line of said Lot No. 20, point being a set ½" rebar with license #16264;
 thence along the Northerly lines of said Lots Nos. 20 and 19 Easterly 80.32 feet along a curve concave Northerly having a radius of 530.0 feet, a central angle of 8°41' and a long chord of North 81°43½' East 80.25 feet to a found ½" rebar with license #16264;
 thence along the Northerly line of said Lot No. 19 63.42 feet Easterly feet along a curve concave Southerly having a radius of 470.0 feet, a central angle of 7°43¾' and a long chord of North 81°14¾' East 63.35 feet to the Northeast corner of said Lot No. 19, point being a found ½" rebar with license #16264;
 thence along the East line of said Lot No. 19 South 01°22¼' East a distance of 161.9 feet to the point of beginning. Containing 22,730 sq. ft.
 Subject to restrictions, easements, covenants, ordinances, and limited access provisions of record and not of record.

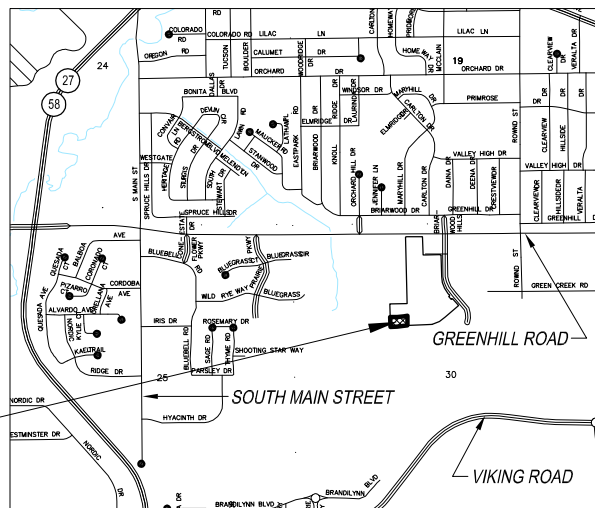
Note: The West line of said Lot No. 21 is assumed to bear North 01°22' West for this description.

Parcel letters approved by County Auditor's Office
 Dates of Survey: 10/14/2016 & 01/23/2018

UNADJUSTED ERROR OF CLOSURE:
 BOUNDARY: LESS THAN 1 IN 10,000
 LOTS: LESS THAN 1 IN 5,000
 AREA OF ADDITION:
 1.04 ACRES
 FLOOD PLAIN:
 NOT IN FLOOD PLAIN (UNSHADED ZONE X)
 FIRM 19013C0281F, JULY 18, 2011
 CORNERS BETWEEN PARCEL "M" & "N" TO BE SET
 BY 05/31/2018

"PINNACLE RIDGE MINOR SUBDIVISION"

VICINITY MAP



HELLAND ENGINEERING & SURVEYING, LTD.
 1107 Technology Parkway
 Cedar Falls, Iowa 50613-6955
 (319)-266-0161

SHEET 2 OF 2

● SET NO. 4 REBAR X 24" LONG w/ORANGE PLASTIC CAP #16264
 (00) RECORDED AS FILE NAME: 14-262-MINOR PLAT.DWG
 SCALE: N/A PROJECT #14-262 DRAWN BY: JPH
 OPC PLASTIC CAP (O=ORANGE, R=RED, Y=YELLOW)

PLAT OF SURVEY
 OF
"PINNACLE RIDGE MINOR SUBDIVISION PLAT"
 REPLAT OF LOTS 19, 20 & 21
 "PINNACLE RIDGE FIRST"
 CEDAR FALLS, BLACK HAWK COUNTY, IOWA FOR
 KBKR INVESTMENTS LLC

**OWNER'S STATEMENT OF RESTRICTIONS
FOR
PINNACLE RIDGE MINOR SUBDIVISION PLAT,
A REPLAT OF LOTS 19, 20 & 21 "PINNACLE RIDGE FIRST"
CEDAR FALLS, BLACK HAWK COUNTY, IOWA**

KNOW ALL MEN BY THESE PRESENTS:

That KBKR Investments, LLC, an Iowa limited liability company, with its principal office in Cedar Falls, Iowa, is the owner of the following legally described real estate:

Lots 19, 20 & 21 in "Pinnacle Ridge First", City of Cedar Falls, Black Hawk County, Iowa,

and being desirous of selling and dividing said real estate into two separate lots upon approval of this Pinnacle Ridge Minor Subdivision Plat, by the City of Cedar Falls, does hereby submit the following statement of proposed easements and restrictions:

EASEMENTS

The undersigned do hereby grant and convey to the City of Cedar Falls, Iowa, its successors and assigns, and to any private corporation, firm or person furnishing utilities for the transmission and/or distribution of water, sanitary sewer, gas, electricity, communication service or cable television, perpetual easements for the erection, laying building and maintenance of said services over, across, on and/or under the property as shown on the attached minor plat.

All recorded easements affecting the property prior to this platting shall be recognized as continuing in effect and service and shall not be considered rescinded by this platting.

RESTRICTIONS

1. All lots in shall be governed by the zoning ordinances of the City of Cedar Falls, Black Hawk County, Iowa, and all buildings thereon shall meet the minimum restrictions of said zoning ordinances.
2. No further subdivisions of the property will be allowed unless the subdivision of the property is approved by the City of Cedar Falls, Iowa.
3. Setbacks for the property are more particularly shown on the Minor Plat.
4. Landscaping, fences, and driveways are permitted in the easement areas located on the Minor Plat, but if any work by the City was required in the said easement areas, the expense of removing and replacing whatever was existing in said easement area would be the

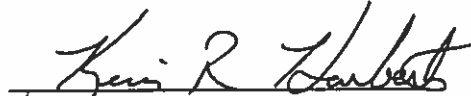
Item G.2.q.

expense of the owner of the Lot. Notwithstanding the above, no building, fence, landscaping and private garden structure(s) or any obstruction can be built in or over said drainage easements.

5. No individual mailboxes are allowed in this subdivision; a cluster-style mailbox system, approved by the United States Postal Service, shall be installed by the developer.

SIGNED and DATED this 23 day of February, 2018

KBKR Investments, LLC



By: Kevin Harberts
Its: Manager

STATE OF IOWA, BLACK HAWK COUNTY: ss

On this 23 day of February, 2018, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kevin Harberts, Manager of KBKR Investments, LLC, to me known as the identical persons named in and who executed the foregoing instrument and acknowledged that they executed the same as their voluntary act and deed on behalf of KBKR Investments, LLC.



Notary Public in and for the State of Iowa



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

Planning & Community Services Division

TO: Honorable Mayor James P. Brown and City Council
FROM: Shane Graham, Planner II
Jon Resler, PE, City Engineer
DATE: February 28, 2018
SUBJECT: Gateway Business Park at Cedar Falls Preliminary Plat

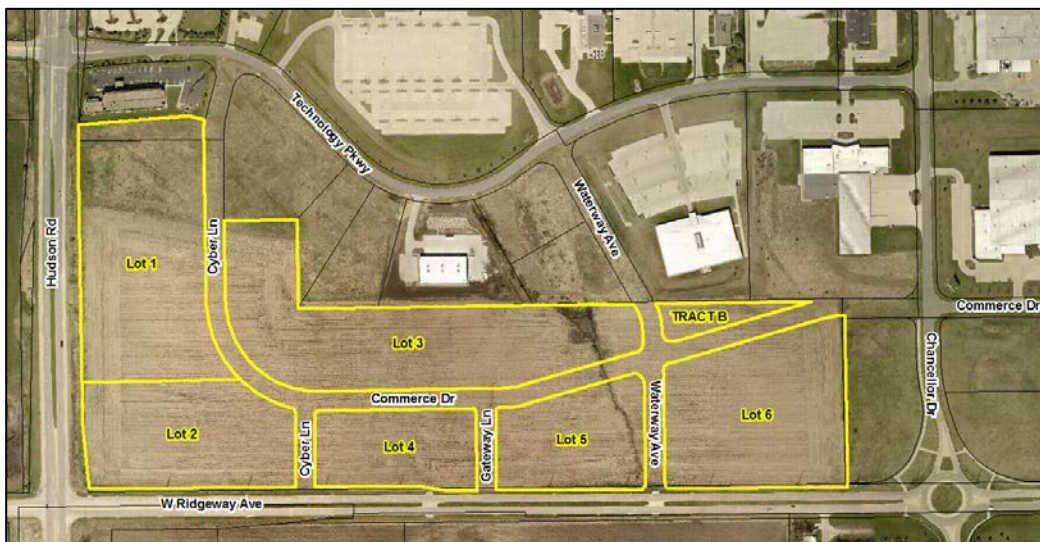
REQUEST: Request to approve the Gateway Business Park at Cedar Falls Preliminary Plat

PETITIONER: CF Gateway Park, Inc., Owner; Shive-Hattery, Engineer; Russell Construction, Contractor

LOCATION: 46 acre parcel at the northeast corner of Hudson Road and W Ridgeway Avenue

PROPOSAL

It is proposed to create six (6) lots zoned HWY-1 Highway Commercial District for commercial development on a 46-acre parcel in southwestern Cedar Falls.



Item G.2.r.

BACKGROUND

This 46-acre property has been utilized as farm ground for as far back as City records go, and was purchased by the applicant in the fall of 2017 with the intent of developing it into lots for potential commercial and office uses.

ANALYSIS

The subdivision plat is located on 46 acres of land in the southwest portion of Cedar Falls. Cyber Lane will be a new north/south street that connects the subdivision to Technology Parkway to the north and W Ridgeway Avenue to the south. Commerce Drive will be extended from Chancellor Drive to the west through the subdivision and will connect into Cyber Lane. Waterway Avenue will extend from the north through the plat and connect with W Ridgeway Avenue to the south. And Gateway Lane will be a new road that connects from Commerce Drive to W Ridgeway Avenue. All of the new streets within the development will be constructed as 31-foot wide public streets. The original submittal that the Commission reviewed on January 10, 2018 showed a roundabout at the intersection of Commerce Drive and Cyber Lane. This has been revised to remove the roundabout and replace it with a standard "t" intersection. This was done in part because the intersection of Cyber Lane and W Ridgeway Avenue was requested by City staff to move further to the east in order to keep the intersection further away from Hudson Road. Because this intersection moved approximately 150 feet to the east, the intersection of Gateway Lane and W Ridgeway Avenue also moved 150 feet to the east as well. The location of the intersection of Waterway Avenue and W Ridgeway Avenue remains unchanged.

The six lots range in size from 3.37 acres to 9.79 acres. There is one tract (Tract B) shown for storm water detention purposes, with several other detention areas shown on the individual lots. All lots, except for Lot 1, would gain access from the new interior streets and not from W Ridgeway Avenue or Hudson Road. Lot 1, which the applicant has submitted a site plan for, would include 2 right-in/right-out accesses onto Hudson Road. Development within this subdivision will include a site plan review by the Planning & Zoning Commission and City Council for each proposed use, as the property is zoned HWY-1 Highway Commercial District.

A future trail connection along Hudson Road and W Ridgeway Avenue is also shown. An existing trail is located along W Ridgeway Avenue, and ends at the roundabout at the intersection of W Ridgeway Avenue and Chancellor Drive.

TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities (CFU) personnel, noted that the water, gas and communication services are available to the site. The developer will be responsible for extending the utility services to the proposed development. The easements identified on the plat satisfy CFU requirements.

The plat shows 3 full accesses onto W Ridgeway Avenue. At Cyber Lane, there currently exists a median within W Ridgeway Avenue that will need to be removed in order to gain access. At Gateway Avenue, there was a median cross-over to gain access to the road; however, the intersection is being moved approximately 150 feet to the east, so the existing median cross-over will need to be closed, and a new cross-over constructed where the location of the new intersection will be located. Waterway Avenue already has a median cross-over, and no changes are being made to that intersection location. It should be noted that left turn lanes will also be needed at these intersections in order for traffic to turn onto these streets from W Ridgeway Avenue. The developer is responsible for installing the median cross-overs where

necessary, closing the existing median cross-over, and installing the left turn lanes, as these intersections develop.

Although the accesses from W Ridgeway Avenue are shown as typical intersections, staff has been working with the developer to provide additional right of way for two potential roundabouts. These would be located at the intersection of Cyber Lane and W Ridgeway Avenue, and at the intersection of Waterway Avenue and W Ridgeway Avenue. The plat has been updated to provide this additional right of way at these two intersections in the event that a roundabout would be constructed.

All necessary infrastructure will be extended to serve the subdivision, including a public water main, storm sewer and sanitary sewer. Water mains will be extended along W Ridgeway Avenue and Hudson Road, and from Commerce Drive and Technology Parkway. A 15" Sanitary sewer will extend along Hudson Road south to the corner of W Ridgeway Avenue. An 8" main will extend between Lots 1 and 2 and will connect in with Cyber Lane and over to Commerce Drive. Also, 8" sanitary sewer mains will be located within Gateway Avenue, Waterway Avenue and Commerce Drive, which will head north through Waterway Avenue to tie into an existing main located within Technology Parkway. Storm sewers are located within the public right-of-way, and will collect storm water runoff from the streets to several regional detention basins located on Lots 1, 2 and 3, and Tract B. Gas, electric and fiber optic service are also included in this subdivision.

A storm water management plan has been submitted and reviewed for this plat. The plan for the storm water will be collected via intakes along the new streets and directed to several regional detention basins. These basins are located on the north side of Lot 1, the north side of Lot 2, the east side of Lot 3, and all of Tract B. The developer is planning on phasing this development, where only the approximate west half of the 46-acre parcel would be final graded at this time. This would call for the construction of detention basins A and B right away, with basins C and D being constructed at a later time. There have been some minor technical comments from our Engineering Department regarding the stormwater management plan, and the developer has answered those questions to the satisfaction of the City.

A wetland delineation report has been submitted for this plat, which shows several areas of wetlands on or near the property. There is a wetland area shown along the ditch along the east side of Hudson Road adjacent to the property, an area at the east end of Lot 3 where storm water detention basin C is located, and a very small area located at the southeast corner of Lot 5. The developer's engineer has submitted an application to the Iowa DNR and US Army Corps of Engineers to determine if the wetland areas need to be mitigated or not as part of this development. Any applicable permits from all regulation authorities must be submitted prior to final stormwater management approval during the final plat approval process.

A traffic impact study has been submitted and reviewed for this plat, with several comments/questions noted by the City Engineer. Those comments/questions were given back to the developer's traffic engineer, who has made some changes to the report based on the feedback from the City Engineer. A revised report has been resubmitted, to the satisfaction of the City Engineer.

City zoning staff notes that the proposed lots appear to be of sufficient lot area to meet the anticipated development plans. The HWY-1 District requires a 20-foot setback along the

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perimeter of the district and interior street network. Buildings and parking lots must be located outside this setback area. A more detailed site plan for these lots will be presented to the Commission in the coming months once they are proposed to be developed.

The property is located outside of the designated 100-year floodplain.

Approval of a Preliminary Plat allows the developer to proceed with the construction and installation of all required public infrastructure such as streets, sewers and other utilities. The platting documents including the Deed of Dedication, proof of ownership, and a plat fee of \$300.00 have been submitted.

STAFF RECOMMENDATION

The Community Development Department recommends approval of the preliminary plat of Gateway Business Park at Cedar Falls.

PLANNING & ZONING COMMISSION

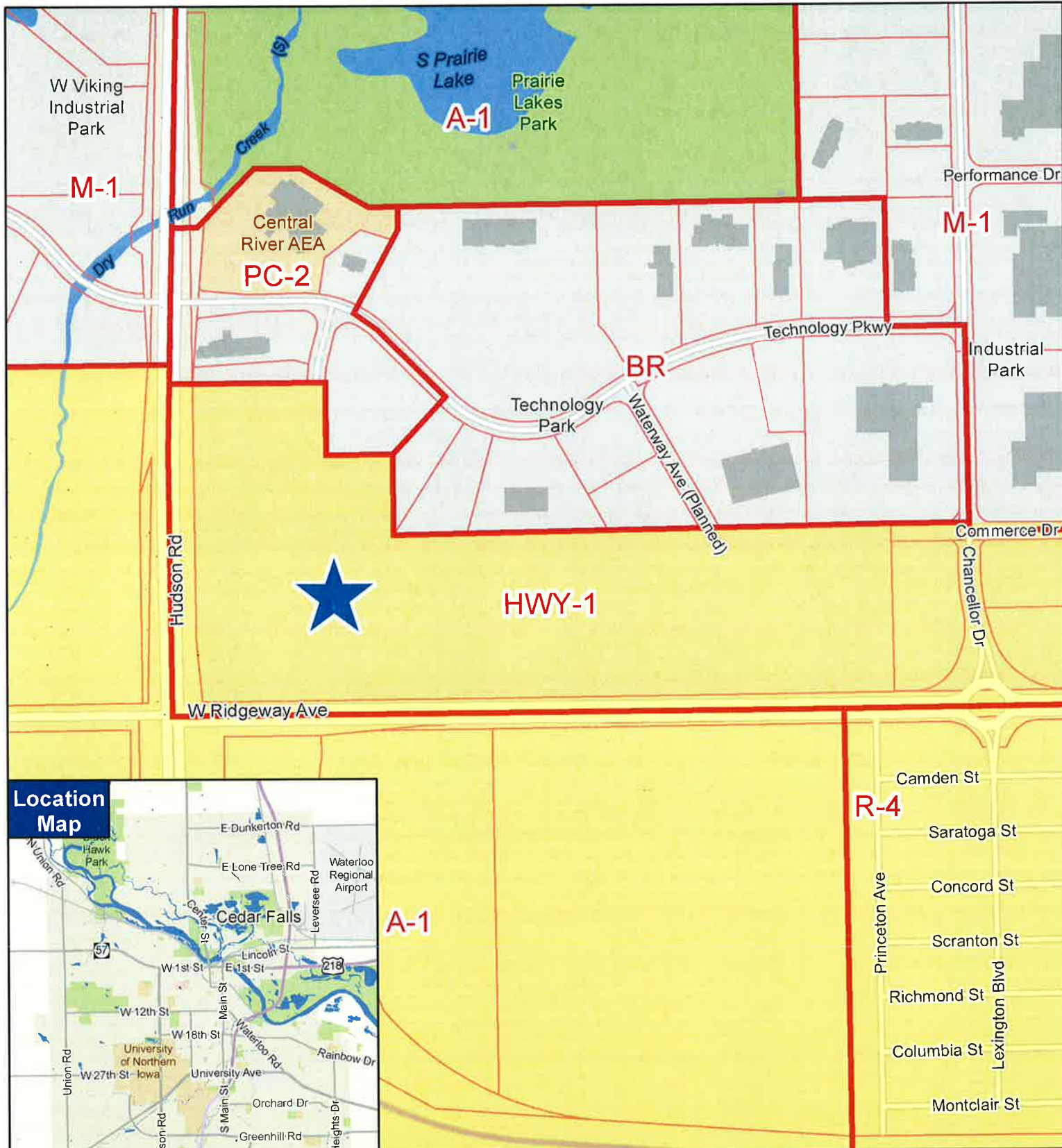
Discussion 1/10/2018 Acting Chair Holst introduced the item and Mr. Graham provided background information. Staff answered brief questions by the Commission regarding the traffic study and turn lanes, as well as curb cuts. The item was continued to the next meeting.

Vote 2/14/2018 Mr. Graham indicated that there have been some slight modifications to the plat since the last P&Z Commission meeting, which included changing a roundabout to a T-intersection as well as moving Gateway Lane and the median 150 ft. to the east.

Mr. Holst asked about the roundabout and why it would be necessary. Mr. Graham stated that they are looking to the future and trying to prepare the access for more traffic. Mr. Leeper noted the future traffic projections on West Ridgeway and asked if there are too many access locations. Mr. Graham stated that the City Engineer felt that it would not be a problem.

Ms. Saul asked if the recreation trail will have any connections to anything else along Hudson Road. Mr. Graham explained that there are no immediate plans to go any further north but the city would investigate it for future development.

Mr. Holst made a motion to approve. Ms. Saul seconded the motion. The motion was approved unanimously with 8 ayes (Adkins, Arntson, Giarusso, Hartley, Holst, Leeper, Oberle and Saul), and 0 nays.



Location Map



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Gateway Business Park at
Cedar Falls Preliminary Plat

PRELIMINARY PLAT

GATEWAY BUSINESS PARK AT CEDAR FALLS I

IN THE CITY OF CEDAR FALLS, BLACK HAWK COUNTY, IOWA

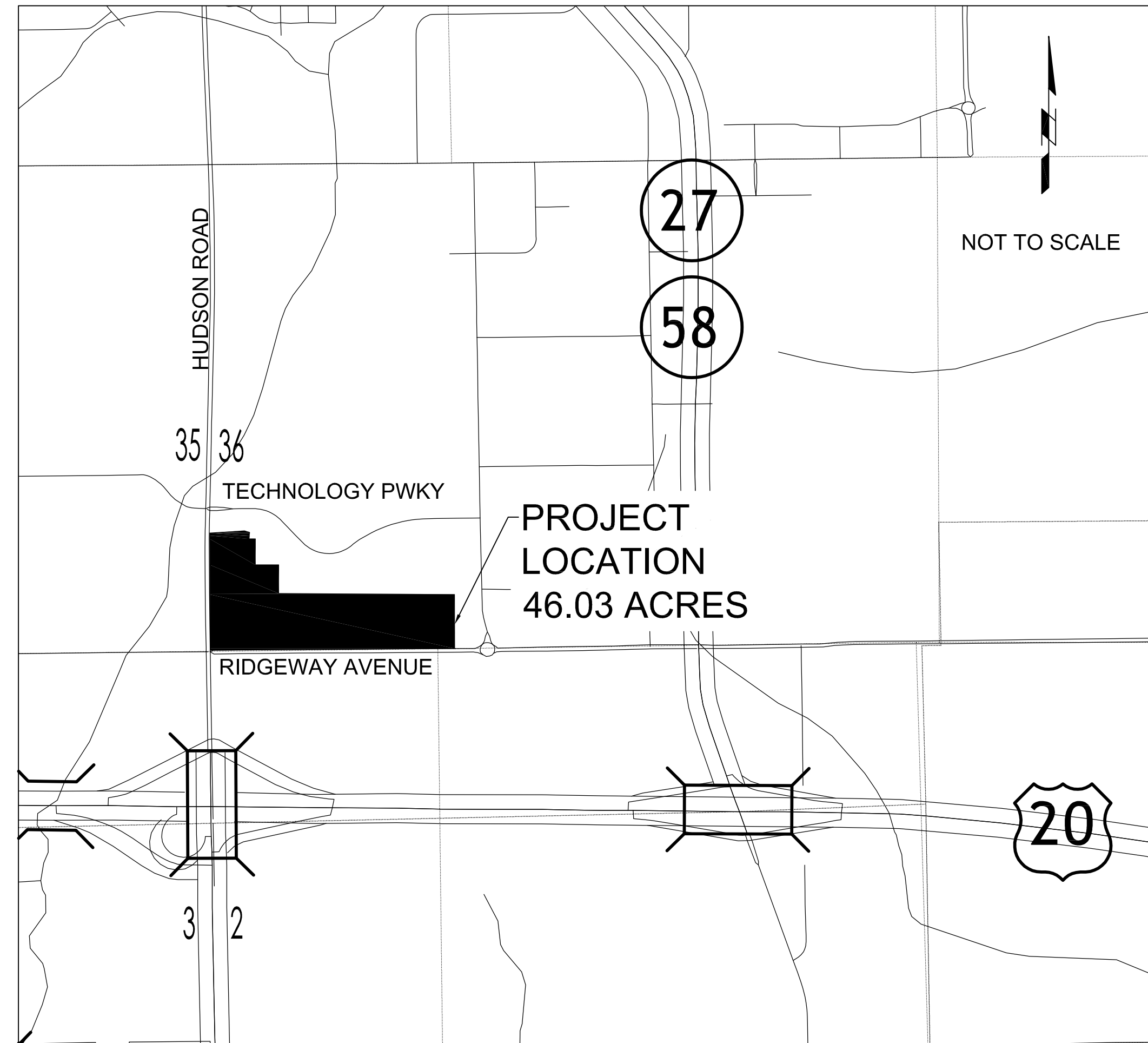
-272-

OWNER AND APPLICANT:
CEDAR FALLS GATEWAY PARK, INC.
ATTN: ATUL PATEL
307 WINDING RIDGE ROAD
CEDAR FALLS, IA 50613

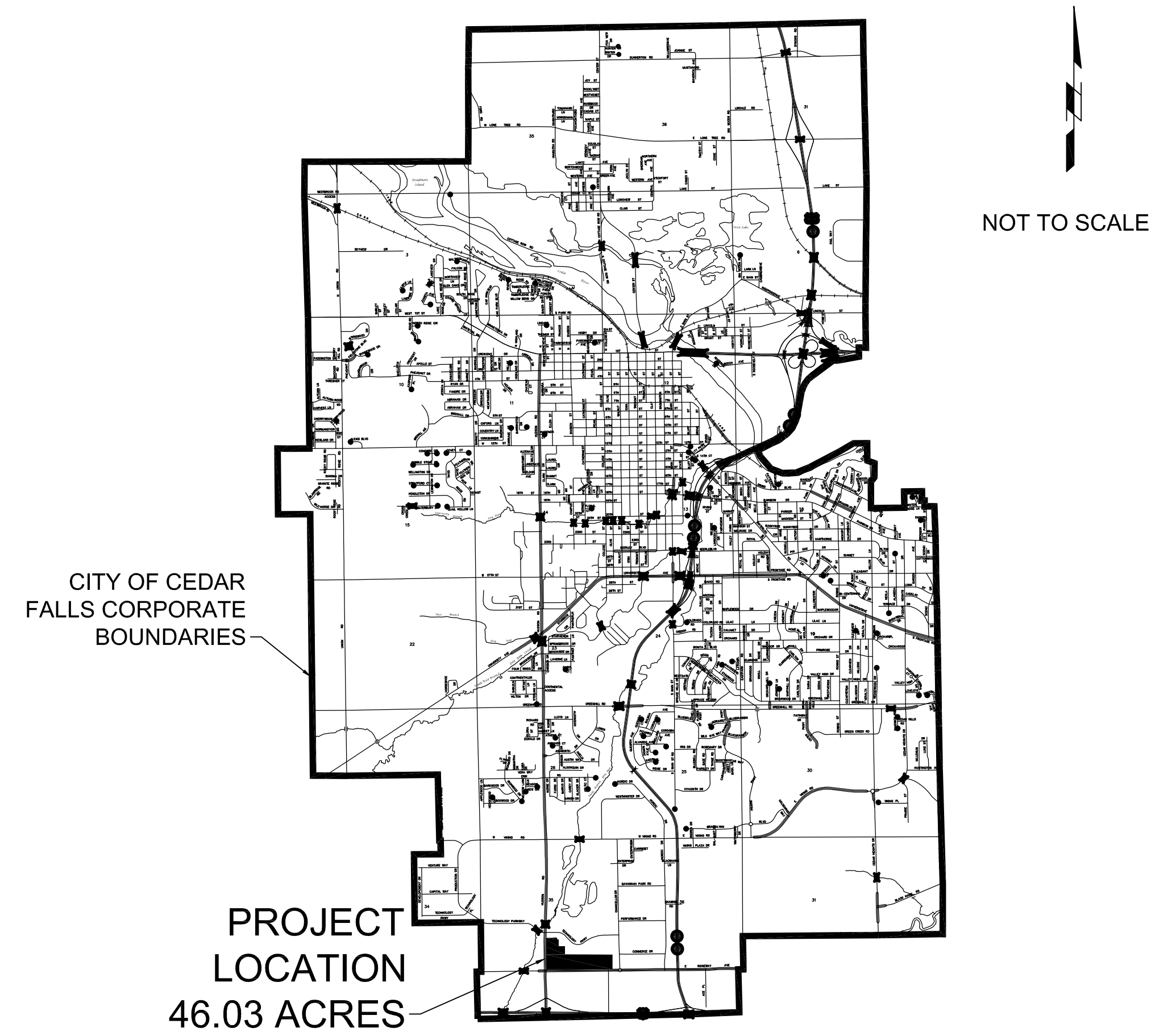
OWNER'S AGENT:
RUSSELL CONSTRUCTION
ATTN: ALISHA SCHMITZ
4600 EAST 53RD STREET
DAVENPORT, IA 52807
563-459-4600

PLAT PREPARER:
SHIVE-HATTERY
ATTN: ISAAC HODGINS
316 SECOND STREET SE SUITE 500
CEDAR RAPIDS, IA 52406
319-364-0227

SITE LOCATION MAP



CITY MAP



LEGEND

EXISTING	DESCRIPTION	PROPOSED	TELEPHONE PEDESTAL	LIGHT POLE
-----	CABLE LINE - OVERHEAD	-----	GAS VALVE	☆
-----	CABLE LINE - UNDERGROUND	-----	SANITARY MANHOLE	⊗
-----	ELECTRIC LINE - OVERHEAD	-----	WATER VALVE	⊕
-----	ELECTRICAL LINE - UNDERGROUND	-----	FIRE HYDRANT	⊕
-----	GAS MAIN	-----	WATER MAIN REDUCER	⊕
-----	SANITARY SEWER	-----	WATER MANHOLE	⊕
-----	STEAM	-----	SIGNAL BASE	⊕
-----	STORM SEWER	-----	SIGNAL CONTROLLER	⊕
-----	OVERHEAD TELEPHONE	-----	HANDHOLE	⊕
-----	FIBER OPTICS	-----	SIGNAL HEAD	⊕
-----	UNDERGROUND TELEPHONE	-----	JUNIPER TREE	⊕
-----	WATER MAIN	-----	DECIDUOUS TREE	⊕
-----	UTILITY EASEMENT	-----	SHRUB	⊕
-----	PROPERTY BOUNDARY	-----		
-----	ADJACENT PROPERTY	-----		
-----	CHAIN LINK FENCE	-----		
-----	CONTOUR	-----		

LEGAL DESCRIPTION:

That part of the Southeast Quarter of Section No. 35, Township No. 89 North, Range No. 14 West of the Fifth Principal Meridian in the City of Cedar Falls, Black Hawk County, Iowa, lying Southerly of Cedar Falls Technology Park Phase II, City of Cedar Falls, Iowa, except those parcels deeded for road purposes in 112 LD 487, 539 LD 335, 539 LD 338 and 552 LD 935.

AND

Lot 23 in Cedar Falls Technology Park Phase II, City of Cedar Falls, Iowa, except that part of Lot 23, Cedar Falls Technology Park, Phase II described as follows:

Commencing at the Southwest corner of said Lot 23;

Thence N04° 09' 06" E 62.91 feet along the West line of said Lot 23 to the point of beginning;

Thence N85° 40' 03" E 374.63 feet; thence S75° 44' 42" E 57.22 feet to the East line of said Lot 23;

Thence Northerly 42.91 feet along a 433.00 foot radius curve, concave Easterly (said curve having a long chord of 42.90 feet and bearing N11° 24' 00" E);

Thence N14° 14' 21" E 81.41 feet along the East line of Lot 23;

Thence Northwesterly 100.58 feet along a 55.00 foot radius curve, concave Southwesterly (said curve having a long chord of 87.14 feet and bearing N38° 09' 02" W);

Thence S89° 27' 35" W 196.82 feet along the North line of said Lot 23;

Thence S83° 44' 57" W 182.43 feet along the North line of said Lot 23;

Thence Southwesterly 20.84 feet along a 15 foot radius curve, concave Southeasterly (said curve having a long chord of 19.20 feet and bearing S43° 57' 02" W);

Thence S 04° 09' 06" W 168.60 feet along the West line of said Lot 23 to the point of beginning.

Subject to restrictive covenants, ordinances, and limited access provisions of record, if any, and to existing easements of record.

FLOODPLAIN NOTE:

FEMA FLOOD INSURANCE RATE MAP PANEL 0277F SHOWS THAT A FLOODPLAIN IS LOCATED WEST OF HUDSON ROAD AND NORTH OF TECHNOLOGY PARKWAY AND THAT THERE ARE NONE LOCATED WITHIN THE PROPOSED SUBDIVISION.

WETLAND NOTE:

INITIAL CONSTRUCTION SHALL ONLY INCLUDE LOT 1 AND THE INSTALLATION OF TWO (2) ENTRANCES ONTO HUDSON ROAD WHICH WILL CROSS AN EXISTING WETLAND, IMPACTING 0.02 ACRES. ACTIVITY IN AND AROUND THE DELINEATED WETLAND WILL BE COORDINATED WITH THE US ARMY CORPS OF ENGINEERS AND THE IOWA DEPARTMENT OF NATURAL RESOURCES. NO WORK WILL COMMENCE PRIOR TO RECEIVING WETLAND BOUNDARY APPROVALS/CONCURRENCE AND APPLICABLE PERMITS FROM ALL REGULATING AUTHORITIES.

FUTURE CONSTRUCTION OF COMMERCE ROAD AND THE ADJACENT LOTS WILL DISTURB ADDITIONAL WETLAND AREAS. THIS WORK WILL ALSO BE COORDINATED WITH THE USACE AND IDNR. NO WORK WILL COMMENCE PRIOR TO RECEIVING WETLAND BOUNDARY APPROVALS/CONCURRENCE AND APPLICABLE PERMITS FROM ALL REGULATING AUTHORITIES, INCLUDING AN APPROVED COMPENSATORY MITIGATION PLAN SHOULD MITIGATION BE REQUIRED.

MISCELLANEOUS NOTES:

- THE DEVELOPER'S INTENTION IS TO FINAL PLAT LOT 1, LOT 2 AND CYBER LANE AS THE FIRST ADDITION. THE INTENDED FIRST ADDITION WILL BE AREAS THAT DRAIN TO DETENTION BASINS A AND B. THOSE ARE THE ONLY AREAS INTENDED TO BE DISTURBED IN THE NEAR FUTURE. ALL DISTURBED AREAS PLANNED DURING THE FINAL PLAT PHASE WILL REQUIRE THE ASSOCIATED REGIONAL BASIN TO BE CONSTRUCTED AT THAT TIME.
- ALL PROPOSED GRADING SHOWN IN PRELIMINARY PLAT IS PRELIMINARY. INDIVIDUAL LOT BUILDOUT WILL NEED TO PROVIDE FLOOD PROTECTION AND ADEQUATE COVER FOR ALL UTILITIES.
- TOPOGRAPHIC SLOPES THROUGHOUT THE PARCEL GENERALLY RANGE FROM 1% TO 6% WITH THE MAJORITY OF SLOPES FALLING IN THE 2%-4% RANGE.
- TOPOGRAPHIC CHANGES INCLUDE FLATTENING THE WESTERN PORTION OF THE PROPERTY AND FILLING IN THE AREA OF THE EXISTING SWALE TO THE EAST (WITH CULVERT INSTALLATION UNDER THE PROPOSED ROADWAY). A CULVERT IS SHOWN UNDER COMMERCE ROAD, BUT AN UNDERGROUND STORM SEWER SYSTEM IS POSSIBLE FOR CONVEYING THE EXISTING DRAINAGE WAY WITH INDIVIDUAL LOT DEVELOPMENT.
- THE DISTURBED AREA IS GREATER THAN ONE (1) ACRE. AN NPDES PERMIT WILL BE APPLIED FOR AND ACQUIRED PRIOR TO CONSTRUCTION.

THIS PRELIMINARY PLAT HAS BEEN APPROVED BY THE CITY COUNCIL BY RESOLUTION NO.

ON _____

PLANNING & DEVELOPMENT DIRECTOR

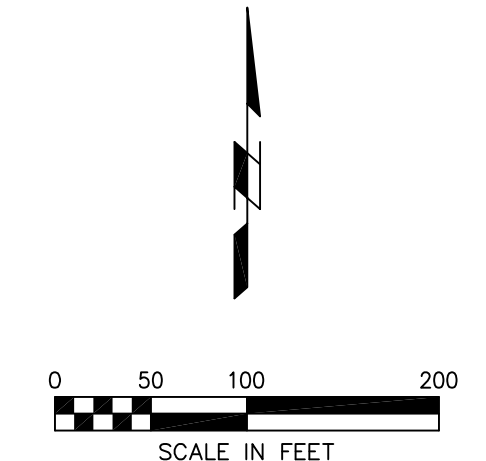
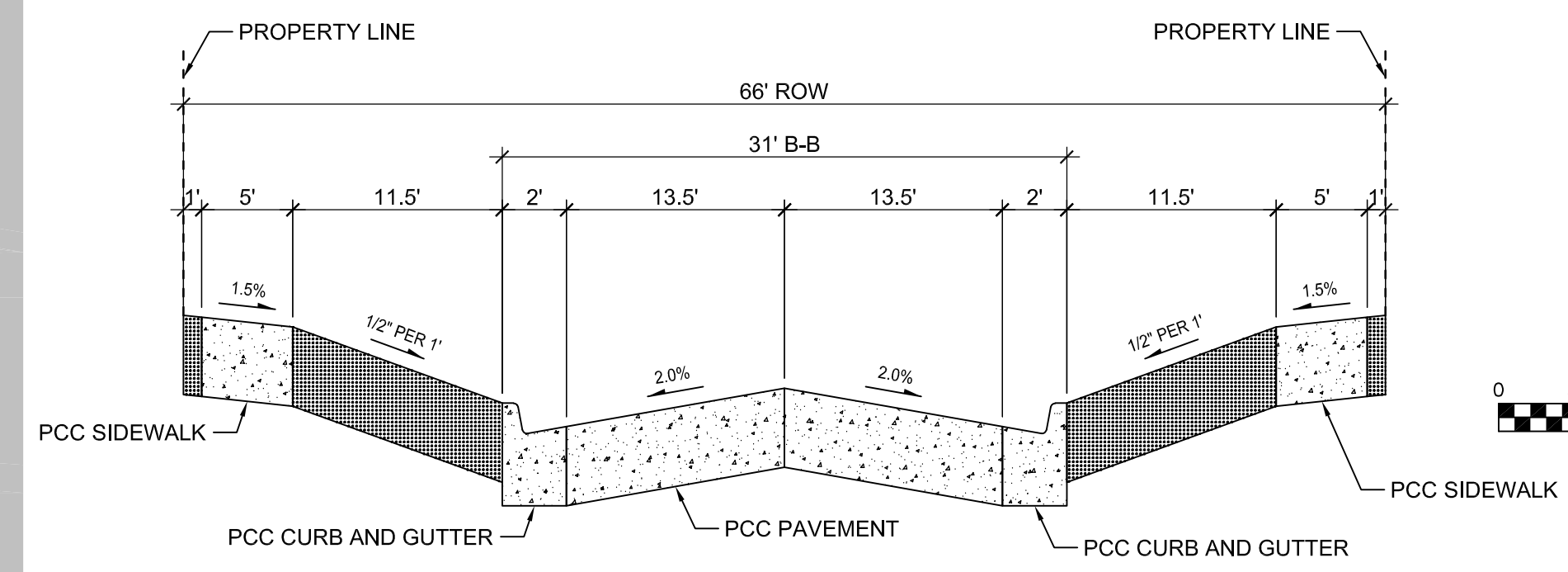
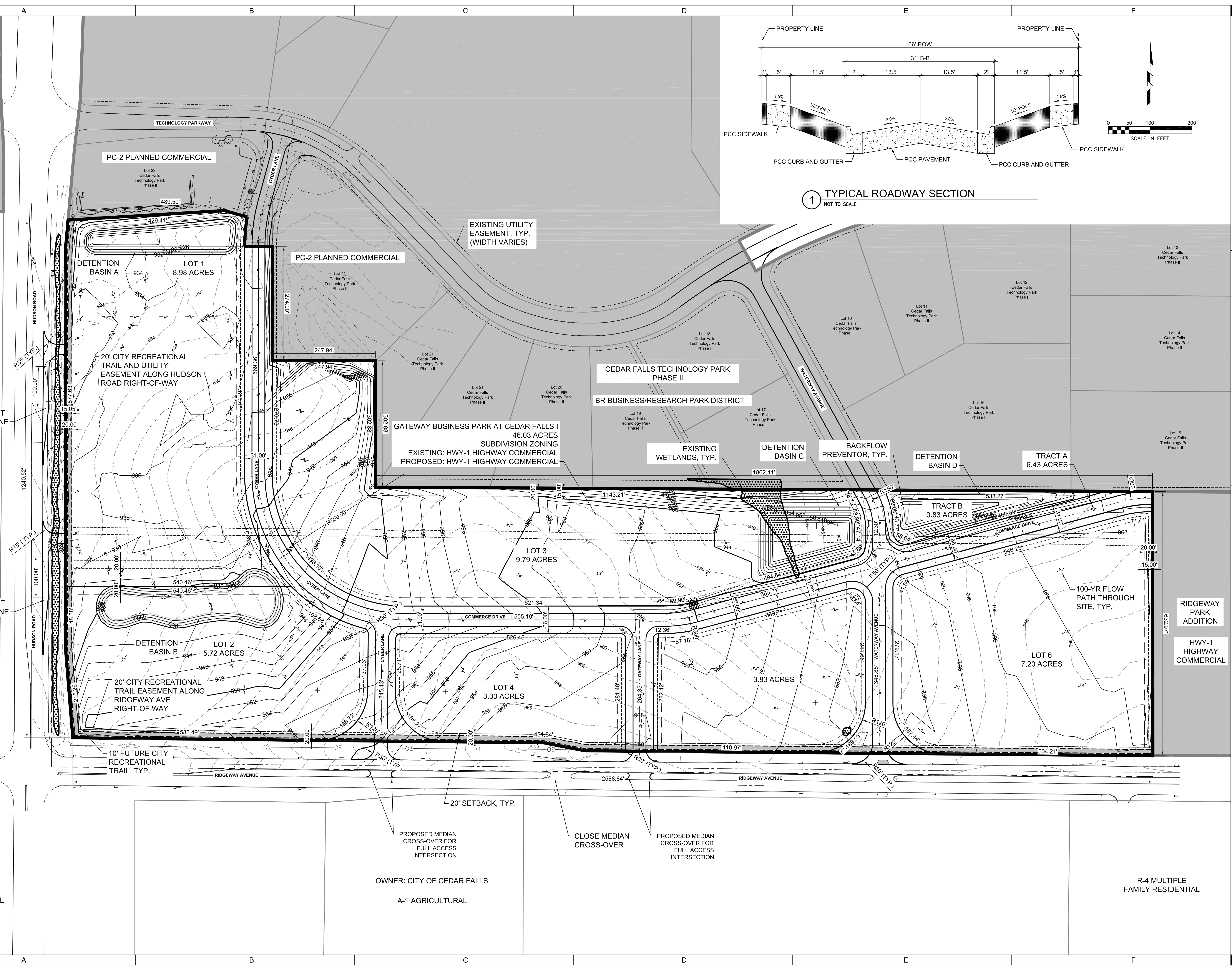
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TECHNOLOGY PARKWAY WEST INDUSTRIAL PARK ADD.
M-1 LIGHT INDUSTRIAL

OWNER: SWEETWATER INVESTMENTS LLC
A-1 AGRICULTURAL

OWNER: CITY OF CEDAR FALLS
A-1 AGRICULTURAL



GATEWAY BUSINESS PARK AT CEDAR FALLS I
PRELIMINARY PLAT

RUSSELL CONSTRUCTION
GATEWAY BUSINESS PARK AT CEDAR FALLS I, CEDAR FALLS, IA

DRAWN: KAL
APPROVED: LH
ISSUED FOR: APPROVAL

PRELIMINARY PLAT
- SITE MAP

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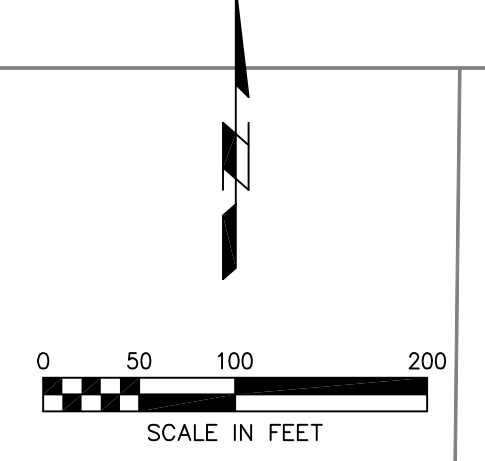
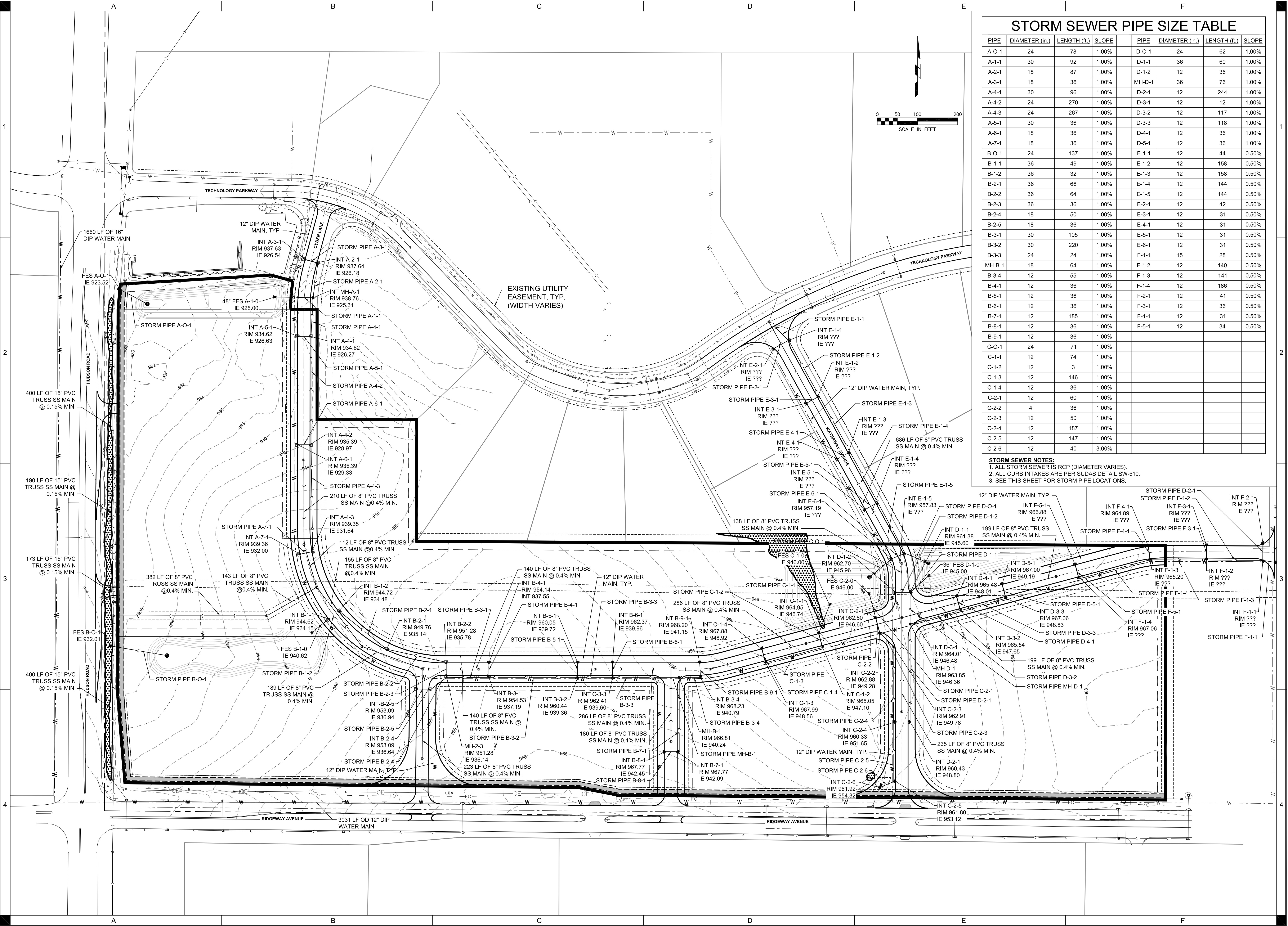
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SHIVE/HATTERY
ARCHITECTURE+ENGINEERING
316 Second Street SE, Suite 600 | Cedar Rapids, Iowa 52401
319.364.0227 | Fax: 319.364.4251 | www.shive-hattery.com
Iowa | Illinois | Indiana

STORM SEWER PIPE SIZE TABLE

PIPE	DIAMETER (in.)	LENGTH (ft.)	SLOPE	PIPE	DIAMETER (in.)	LENGTH (ft.)	SLOPE
A-O-1	24	78	1.00%	D-O-1	24	62	1.00%
A-1-1	30	92	1.00%	D-1-1	36	60	1.00%
A-2-1	18	87	1.00%	D-1-2	12	36	1.00%
A-3-1	18	36	1.00%	MH-D-1	36	76	1.00%
A-4-1	30	96	1.00%	D-2-1	12	244	1.00%
A-4-2	24	270	1.00%	D-3-1	12	12	1.00%
A-4-3	24	267	1.00%	D-3-2	12	117	1.00%
A-5-1	30	36	1.00%	D-3-3	12	118	1.00%
A-6-1	18	36	1.00%	D-4-1	12	36	1.00%
A-7-1	18	36	1.00%	D-5-1	12	36	1.00%
B-O-1	24	137	1.00%	E-1-1	12	44	0.50%
B-1-1	36	49	1.00%	E-1-2	12	158	0.50%
B-1-2	36	32	1.00%	E-1-3	12	158	0.50%
B-2-1	36	66	1.00%	E-1-4	12	144	0.50%
B-2-2	36	64	1.00%	E-1-5	12	144	0.50%
B-2-3	36	36	1.00%	E-2-1	12	42	0.50%
B-2-4	18	50	1.00%	E-3-1	12	31	0.50%
B-2-5	18	36	1.00%	E-4-1	12	31	0.50%
B-3-1	30	105	1.00%	E-5-1	12	31	0.50%
B-3-2	30	220	1.00%	E-6-1	12	31	0.50%
B-3-3	24	24	1.00%	F-1-1	15	28	0.50%
MH-B-1	18	64	1.00%	F-1-2	12	140	0.50%
B-3-4	12	55	1.00%	F-1-3	12	141	0.50%
B-4-1	12	36	1.00%	F-1-4	12	186	0.50%
B-5-1	12	36	1.00%	F-2-1	12	41	0.50%
B-6-1	12	36	1.00%	F-3-1	12	36	0.50%
B-7-1	12	185	1.00%	F-4-1	12	31	0.50%
B-8-1	12	36	1.00%	F-5-1	12	34	0.50%
B-9-1	12	36	1.00%				
C-O-1	24	71	1.00%				
C-1-1	12	74	1.00%				
C-1-2	12	3	1.00%				
C-1-3	12	146	1.00%				
C-1-4	12	36	1.00%				
C-2-1	12	60	1.00%				
C-2-2	4	36	1.00%				
C-2-3	12	50	1.00%				
C-2-4	12	187	1.00%				
C-2-5	12	147	1.00%				
C-2-6	12	40	3.00%				

STORM SEWER NOTES:
 1. ALL STORM SEWER IS RCP (DIAMETER VARIES).
 2. ALL CURB INTAKES ARE PER SUDAS DETAIL SW-510.
 3. SEE THIS SHEET FOR STORM PIPE LOCATIONS.



SHIVE-HATTERY ARCHITECTURE+ENGINEERING
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GATEWAY BUSINESS PARK AT CEDAR FALLS I
 PRELIMINARY PLAT
 RUSSELL CONSTRUCTION
 GATEWAY BUSINESS PARK AT CEDAR FALLS I, CEDAR FALLS, IA

DRAWN: KAL
 APPROVED: JH
 ISSUED FOR: APPROVAL
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Prepared by and Return to: Jennifer Belby, PC, 4600 E. 53rd Street, Davenport, IA 52807, (563) 459-4600

(Space above this line for recording purposes)

DEED OF DEDICATION

OF

GATEWAY BUSINESS PARK AT CEDAR FALLS FIRST ADDITION
IN THE CITY OF CEDAR FALLS, BLACK HAWK COUNTY, IOWA

KNOW ALL PERSONS BY THESE PRESENTS:

That, Cedar Falls Gateway Park, Inc., with its principal office in Independence, Iowa, being desirous of setting and platting into lots and streets the land described in the attached Certificate of Survey by VJ Engineering, a licensed land surveyor, dated the ____ day of _____, 2017, does by these presents designate and set apart the aforesaid premises as a subdivision of the City of Cedar Falls, Iowa, the same to be known as

GATEWAY BUSINESS PARK AT CEDAR FALLS FIRST ADDITION
IN THE CITY OF CEDAR FALLS, BLACK HAWK COUNTY, IOWA

all of which is with the free consent and the desire of the undersigned, and the undersigned does hereby designate and set apart for public use the streets and avenues as shown upon the attached plat.

EASEMENTS

The owner does hereby grant and convey to the City of Cedar Falls, Iowa, its successors and assigns, and to any private corporation, firm or person furnishing utilities for the transmission and/or distribution of water, sanitary sewer, storm sewer, drain tile, surface drainage, gas, electricity, communication services or cable television, perpetual easements for the erection, laying, building, and maintenance of said services over, across, on and/or under the property as shown on the attached plat.

RESTRICTIONS

Be it also known that the undersigned does hereby covenant and agree for itself and its successors and assigns that each and all of the lots in said subdivision be and the same are hereby made subject to the following restrictions upon their use and occupancy as fully and effectively to all intents and purposes as if the same were contained and set forth in each deed of conveyance or mortgage that the undersigned or its successors in interest may hereinafter make for any of said lots and that such restrictions shall run with the land and with each individual lot thereof of for length of time and in all particulars hereinafter started to wit:

I. DEFINITIONS.

For the purpose of this Declaration, the following terms shall have the following definitions, except as otherwise specifically provided:

A. "Plat" shall mean and refer to the real property described as Lot 1, Gateway Business Park at Cedar Falls First Addition in the City of Cedar Falls, Black Hawk County, Iowa.

B. "Declarant" shall mean and refer to Cedar Falls Gateway Park, Inc.

C. "Lot" shall mean and refer to an individual parcel of land within the Plat.

D. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the legal or equitable title to any Lot that is a part of the Plat.

E. "City" shall mean the City of Cedar Falls, Iowa.

II. DESIGNATION OF USE.

All Lots shall be known and described as commercial or neighborhood commercial lots and shall not be improved, used or occupied for other than those purposes. Commercial activity may be conducted on any Lot or in any structure constructed or maintained on any Lot as permitted under the terms of the zoning ordinance of the City. The authority to enforce the restrictions and easements set forth herein shall be vested in the Declarant.

III. BUILDING TYPES.

The development of the subdivision shall be in accordance with the current zoning district classification set forth in the City of Cedar Falls, Iowa, zoning ordinance.

IV. BUILDING AREA DESIGN AND CONSTRUCTION.

All buildings erected on any Lot in the subdivision shall be construed in accordance with the Building, Plumbing, and Electrical Codes of the City of Cedar Falls, Iowa.

Item G.2.r.

The Declarant, its successors or assigns, shall have the right to review and approve all building and site plan designs, including, but not limited to, location of access, drives, landscaping, and other improvements. All plans and specifications for structures to be built on any Lot in the subdivision, shall be submitted in writing to and approved in writing by the Declarant or its authorized agent or agents. All buildings on any Lot in the subdivision shall be kept in a reasonable state of repair and upkeep.

V. EASEMENTS.

Easements for installation and maintenance of utilities and drainage facilities, and sewer, are reserved as shown on the Plat as recorded. The Owner of each Lot, shall, at the expense of such Owner, maintain, keep, and preserve that portion of the easement within the Lot at all times in good repair and condition and shall neither erect nor permit erection of any building, structure, fence or other improvement of any kind within the easement areas (except customary ground cover) which might interfere in any way with the use, maintenance, replacement, inspection or patrolling of any of the utility services, drainage facilities and pedestrian trail, within such easements areas. Any berm and/or swale constructed for drainage purposes shall be preserved and maintained to accomplish the purposes for which it was constructed.

VI. NUISANCE.

No noxious or offensive activity or odors shall be permitted on or to escape from any Lot, nor shall anything be done thereon which is or may become an annoyance or a nuisance, either temporarily or permanently.

VII. SIGNS.

Any signs erected on any Lot in the subdivision shall be constructed in accordance with the Sign Ordinance of the City of Cedar Falls, Iowa, and subject to the review and approval of Declarant.

VIII. UTILITIES.

Except for necessary above ground utility devices, all utility lines shall be underground.

IX. CURBLINE MAINTENANCE.

The Owner and/or occupant of each Lot shall jointly and severally be responsible to keep in good order or to maintain the area between the curbline and the property line abutting their property including keeping said area free of holes, pitfalls, stumps of trees, fences, brick, stone, cement, stakes, posts or rods to which a metal, plastic or similar receptacle designed to hold newspapers are affixed, private irrigation or sprinkler systems, retaining walls, landscaping brick, block, stone, timber or other similar material, or any other similar obstructions.

X. MAINTENANCE.

The Owner and/or occupant of each Lot shall be responsible to keep the same free of trash, weeds and debris and to keep the lawn and landscaping well maintained in accordance with governing ordinances. The Owner and/or occupant of each Lot shall be responsible to maintain the exterior of any structure and all other improvements.

XI. SURFACE WATER.

The topography of the Plat is such that the surface water may flow from certain Lots onto other Lots. In regard to all matters concerning surface water, each Lot shall be subject to and benefited by such easements as may exist from the flowage of surface water under the laws of the State of Iowa, as may be in effect from time to time; and all Owners shall have such rights and obligations with respect thereto as may be provided by such laws.

XII. DEVIATION BY AGREEMENT.

The Declarant hereby reserves the right to enter into agreements with the purchaser of any Lot in the subdivision to deviate from any and all of these restrictive covenants and any such deviation (which shall be manifested by an agreement in writing) shall not constitute a waiver of the particular covenant involved or any other as to the remaining Plat. Such deviation shall be reasonably consistent with the purpose of these restrictions, and provide that the requested deviation is in the best interest of the part or parts of the Plat and the variance requested is compatible with the character of the Plat.

Whenever, in the exercise of its discretion, the Declarant grants a deviation, each Owner of a Lot hereby acknowledges that such variance shall constitute a waiver of any conflicting provisions of these restrictions and this Declaration. Each Owner of a Lot appoints the Declarant as its true and lawful attorney-in-fact for the limited purpose of consenting to and granting variances in compliance with the terms of these covenants.

XIII. ENFORCEMENT OF COVENANTS.

This Declaration shall be deemed to run with the land, and the Declarant or the Owner of any Lot may bring an action in any court of competent jurisdiction to enforce this Declaration to enjoin its violation or for damages for the breach thereof, or for any other remedy or combination of remedies recognized at law or in equity, and shall further be entitled to recover reasonable legal fees and costs if the Declarant or Owner prevails in any such action.

XIV. AMENDMENTS OF COVENANTS.

A. For so long as Declarant owns any Lot or any part of the Plat, Declarant may amend these Restrictions by an instrument in writing filed and recorded in the records of Black Hawk County, Iowa, without the approval of any Owner of any Lot or part of the Plat estate. Provided,

Item G.2.r.

however, that (i) in the event that such instrument materially alters or changes any Owner's and/or occupant's right to the use and enjoyment of such Owner's and/or occupant's Lot or if such amendment adversely affects the title to any Lot or part of the Plat, such amendment shall be valid only upon approval thereof by all Owners and/or occupants affected thereby, and (ii) in the event that such amendment adversely affects the security, title and interest of any mortgagee, such amendment shall be valid only upon the approval thereof by all mortgagees affected thereby. Each Owner, by acceptance of a deed or other conveyance to a Lot or part of the real estate, agrees to be bound by such amendments as are permitted by this section and further agrees that, if requested to do so by Declarant, such Owner will consent to the amendment of this Declaration or any other instruments related to the real estate: (i) if such amendment is necessary to bring any provisions hereof or thereof into compliance or conformity with the provisions of any applicable governmental statute, rule or ordinance or any judicial determination which shall be in conflict therewith; (ii) if such amendment is necessary to enable any reputable title insurance company to issue title insurance coverage with respect to any Lot subject to these restrictions; and (iii) if such amendment is necessary to correct a scrivener's error in the drafting of these restrictions.

B. At such time as Declarant no longer owns any Lot or any part of the Plat, these restrictions may be amended from time to time with the approval of the Owners. Such approval shall be given by the affirmative vote of not less than two-thirds (2/3) of the Owners. The Owner of each Lot (or joint Owners of a single Lot in the aggregate) shall be entitled to cast one vote on account of each Lot owned.

XV. PERIOD OF COVENANTS.

This Declaration shall continue and remain in full force and effect at all times as to the Plat and as to the Owners of any Lot, regardless of how title was acquired, until the date twenty-one (21) years after the recording of this Declaration, on which date this Declaration shall automatically be extended for two (2) successive periods of five (5) years each, unless on or before the end of the base period, or the first extension period, the Owners of not less than fifty percent (50%) of the Lots, by written instrument duly recorded, declare a termination of the same.

XVI. ENFORCEMENT AND WAIVER.

A. In the event that any one or more of the foregoing covenants, conditions or restrictions shall be declared for any reason by a court of competent jurisdiction to be null and void, such judgment or decree shall not in any manner whatsoever affect, modify, change, abrogate, or nullify any of the covenants, conditions and restrictions not so expressly held to be void, which shall continue unimpaired and in full force and effect.

B. The Plat shall also be subject to any and all rights and privileges of the City, now held or hereafter acquired, by dedication or conveyance, or by reason of the platting and recording of the Plat, or by this Declaration or by law. Wherever there is a conflict between this Declaration and the zoning ordinance of the City, the more restrictive shall be binding.

C. This Declaration shall not be applicable to property dedicated to the City, and the City may allow appropriate public use on city-owned property within the Plat.

XVII. PUBLIC IMPROVMENTS REQUIRED IN PLAT.

The Owner, in consideration of approval of this Plat by the Cedar Falls Planning and Zoning Commission and the City Council of the City of Cedar Falls, Iowa, agrees for itself, its successors and assigns, as follows:

A. That the streets shown on the attached Plat will be brought to city grade and that the streets will be thirty-one (31) feet, back of curb to back of curb, with approved hard surface pavement in accordance with City of Cedar Falls Standard Specifications. Parking shall be allowed on only one side of each street as determined by the City Engineer.

B. That concrete sidewalks four (4) inches thick will be installed during or immediately after construction of a building on any particular Lot, and the sidewalks constructed shall be across the full width of the Lot and on corner Lots and also across the parking and full length of the Lot.

C. That sanitary sewer, together with the necessary manholes and sewer service lines to all Lots in the subdivision will be provided.

D. That underground utilities, as required by the City of Cedar Falls Subdivision Ordinance, shall be installed.

E. That City water shall be provided and stubbed in to each Lot as required by the Cedar Falls Municipal Utilities.

F. That Municipal fire hydrants will be provided as required by the Cedar Falls Public Safety Department.

G. That storm sewer will be provided as required by the City Engineer of the City of Cedar Falls.

H. That handicap ramps will be provided as required by law.

I. All buildings erected on any Lot in said subdivision shall be constructed in accordance with the building, plumbing and electrical codes of the City of Cedar Falls.

J. The Declarant shall construct and install all required public improvements within the subdivision plat, to conform with approved construction plans which meet the specifications of the City of Cedar Falls, Iowa. Such required public improvements shall meet the following requirements:

1. Shall be constructed and installed in a good and workmanlike manner;

Item G.2.r.

2. Shall be free of defects in workmanship or materials;
3. Shall be free of any conditions that could result in structural or other failure of said improvements;
4. Shall be constructed and installed in accordance with the design standards and technical standards established for such public improvements by the City and by Cedar Falls Utilities;
5. Shall be constructed and installed in strict compliance with the minimum acceptable specifications for the construction of public improvements set forth in the Cedar Falls Code of Ordinances, including without limitation, Chapter 24, Subdivisions, and as such specifications shall be recommended for approval by the City Engineer from time to time, and approved by the City Council.

The Developer's construction plans are now on file in the Office of the City Engineer.

K. That the work and improvements called for herein shall be in accordance with City specifications under the supervision of the City Engineer, and shall be completed within eighteen (18) months of the date of approval of the final Plat. Further, the Owner and its successors and assigns shall comply with site plan review and approval by the Cedar Falls Planning and Zoning Commission and the Cedar Falls City Council.

L. That in the event the improvements called for herein shall not be performed in accordance with the City Ordinances and the above Agreement, the City may perform said work, levy the costs thereof as assessments, and the undersigned agree that said assessments so levied shall be a lien on all of the Lots in this Addition with the same force and effect as though all legal provisions relating to the levy of such special assessments have been observed and further authorize the City Clerk to certify such assessments to the County Auditor as assessments to be paid in installments as provided by law.

IN WITNESS WHEREOF, this Deed of Dedication, was made the date first written above by the Declarant.

DECLARANT:

CEDAR FALLS GATEWAY PARK, INC.

By: _____
Atuldesi Patel, Officer

STATE OF IOWA)
) ss.
COUNTY OF BLACK HAWK)

This record was acknowledged before me on this _____ day of _____, 2017, by Atuldesi Patel, as Officer of Cedar Falls Gateway Park, Inc.

Notary Public in and for the State of Iowa

Item G.2.r.

RESOLUTION NO. _____

RESOLUTION ACCEPTING AND APPROVING THE GATEWAY BUSINESS PARK AT CEDAR FALLS PRELIMINARY PLAT, CITY OF CEDAR FALLS, IOWA

WHEREAS, the Planning and Zoning Commission has reviewed the attached Gateway Business Park at Cedar Falls Preliminary Plat at their regular meeting on February 14, 2018, and

WHEREAS, the Planning and Zoning Commission has recommended approval of said preliminary plat, and

WHEREAS, the City Council does hereby recommend approval of the Gateway Business Park at Cedar Falls Preliminary Plat.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that the attached preliminary plat heretofore filed for the property to be known as

GATEWAY BUSINESS PARK AT CEDAR FALLS PRELIMINARY PLAT, CITY OF CEDAR FALLS, IOWA.

shall be accepted and approved.

ADOPTED this _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

Planning & Community Services Division

TO: Honorable Mayor James P. Brown and City Council
FROM: Shane Graham, Planner II
DATE: March 1, 2018
SUBJECT: Sale of Lots 14, 15 and 16, West Viking Road Industrial Park Phase III, City of Cedar Falls, Black Hawk County, Iowa (Contains 3.94 acres more or less).

The Community Development Department would like to request that a public hearing be scheduled for March 19, 2018 to address the proposed transfer of the above referenced City owned real estate to ACOH, L.L.C. The proposed project would consist of an approximate 30,000 sf. new manufacturing/office facility to be constructed along the west side of Development Drive, just north of Capital Way, in the West Viking Road Industrial Park. Additional information pertaining to the land transaction and the Agreement for Private Development will be provided to City Council prior to the public hearing.

If you have any questions, please contact the Community Development Department.

- xc: Stephanie Houk Sheetz, AICP, Director of Community Development
- Kevin Rogers, City Attorney
- Mark Rolinger, Attorney
- Sean Abbas, ACOH, L.L.C.

Item G.2.s.

Prepared by: Shane Graham, Planner II, 220 Clay Street, Cedar Falls, IA 50613, (319) 268-5160

RESOLUTION NO. _____

RESOLUTION SETTING DATE OF PUBLIC HEARING (1) TO CONSIDER ENTERING INTO A PROPOSED AGREEMENT FOR PRIVATE DEVELOPMENT BETWEEN THE CITY OF CEDAR FALLS, IOWA, AND ACOH, L.L.C.; AND (2) TO CONSIDER CONVEYANCE OF CERTAIN CITY-OWNED REAL ESTATE LEGALLY DESCRIBED ON EXHIBIT "A" ATTACHED HERETO TO ACOH, L.L.C., PURSUANT TO SAID PROPOSED AGREEMENT

WHEREAS, the City Council of the City of Cedar Falls, Iowa, has received a proposal from ACOH, L.L.C., an Iowa limited liability company (the "Developer"), to enter into a proposed Agreement for Private Development (the "Agreement") between the City of Cedar Falls, Iowa, and ACOH, L.L.C.. on terms which include:

- (1) Conveyance of certain city-owned real estate legally described on Exhibit "A" attached hereto (the "Development Property"), on certain terms and conditions; and
- (2) Entering into a Minimum Assessment Agreement whereby the minimum actual taxable value of the land and improvements to be constructed on the Development Property would be established at an amount not less than \$1,657,000.00 for a period through December 31, 2030; and

WHEREAS, as required by law, a hearing is to be held by the City Council of the City of Cedar Falls, Iowa, to consider entering into the proposed Agreement for Private Development and conveyance of the Development Property to the Developer pursuant to the terms of said Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that a hearing be held on the 19th day of March, 2018, at 7:00 p.m., in the Council Chambers of the City Hall of the City of Cedar Falls, Iowa, 220 Clay Street, Cedar Falls, Iowa, to consider entering into a proposed Agreement for Private Development between the City of Cedar Falls, Iowa, and ACOH, L.L.C., and to consider conveyance of the Development Property to the Developer on certain terms as set forth in the proposed agreement. A copy of the proposed agreement is on file in the Office of the Cedar Falls City Clerk. The City Clerk is hereby directed to publish said notice of said public hearing.

ADOPTED this ____ day of _____, 2018.

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk

EXHIBIT A

DEVELOPMENT PROPERTY

The Development Property is described as consisting of all that certain parcel or parcels of land located generally in the City of Cedar Falls, County of Black Hawk, State of Iowa, more particularly described as follows:

Lots 14, 15 and 16, West Viking Road Industrial Park Phase III, City of Cedar Falls, Black Hawk County, Iowa (Contains 3.94 acres more or less).

Item G.2.s.

Prepared by: Shane Graham, Planner II, 220 Clay Street, Cedar Falls, IA 50613, (319) 243-2713

NOTICE OF PUBLIC HEARING (1) TO CONSIDER ENTERING INTO A PROPOSED AGREEMENT FOR PRIVATE DEVELOPMENT BETWEEN THE CITY OF CEDAR FALLS, IOWA, AND ACOH, L.L.C., AND (2) TO CONSIDER CONVEYANCE OF CERTAIN CITY-OWNED REAL ESTATE LEGALLY DESCRIBED ON EXHIBIT "A" ATTACHED HERETO TO ACOH, L.L.C., PURSUANT TO SAID PROPOSED AGREEMENT

To Whom It May Concern:

Notice is hereby given that on the 19th day of March, 2018, at 7:00 p.m. in the Council Chambers of the City Hall, 220 Clay Street, Cedar Falls, Iowa, a Public Hearing will be held by the City Council of said City of Cedar Falls, Iowa, on a proposal from ACOH, L.L.C., an Iowa limited liability company (the "Developer"), to enter into a proposed Agreement for Private Development between the City of Cedar Falls, Iowa, and ACOH, L.L.C., on terms which include:

- (1) Conveyance of certain city-owned real estate legally described on Exhibit "A" attached hereto (the "Development Property"), to Developer, on certain terms and conditions; and
- (2) Entering into a Minimum Assessment Agreement whereby the minimum actual taxable value of the land and improvements to be constructed on the Development Property would be established at an amount not less than \$1,657,000.00 for a period through December 31, 2030; and

A copy of the proposed agreement is on file in the Office of the Cedar Falls City Clerk.

Any interested party may appear at the time and place of hearing and be heard, or may file written objections with the City Clerk on or before the date and time of said hearing.

This notice is given pursuant to Resolution No. _____ by the City Council of the City of Cedar Falls, Iowa on the ____ day of _____, 2018.

Jacqueline Danielsen, MMC, City Clerk

Item G.2.s.

EXHIBIT A

DEVELOPMENT PROPERTY

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Lots 14, 15 and 16, West Viking Road Industrial Park Phase III, City of Cedar Falls, Black Hawk County, Iowa (Contains 3.94 acres more or less).



DEPARTMENT OF COMMUNITY DEVELOPMENT

**City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com**

MEMORANDUM

Planning & Community Services Division

TO: Mayor and Council
FROM: David Sturch, Planner III
DATE: March 1, 2018
SUBJECT: Hampton Inn Utility Easement Vacation Request

REQUEST: Utility Easement Vacation
PETITIONER: Hawkeye Hotels, Om Patel – contract buyer; VJ Engineering
LOCATION: Northwest Corner of Main Street and W. 1st Street

PROPOSAL

The Hampton Inn hotel site plan located at the northwest corner of Main Street and W. 1st Street includes the vacation of a 15-foot wide utility easement running through the middle of the property.

BACKGROUND

Hawkeye Hotels is proposing the construction of a new Hampton Inn hotel on the site of the existing Cedar Falls Chamber building at 10 Main Street. The site plan and easement vacation for this project was reviewed by the Planning and Zoning Commission on February 28, 2018 and recommended for approval by the City Council.

TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities personnel has no concerns with the proposed easement vacation. All CFU services are located along W. 1st Street. Mediacom is the only utility occupying this easement and they have plans to relocate their lines in conjunction with the construction of the proposed hotel.

PLANNING & ZONING COMMISSION

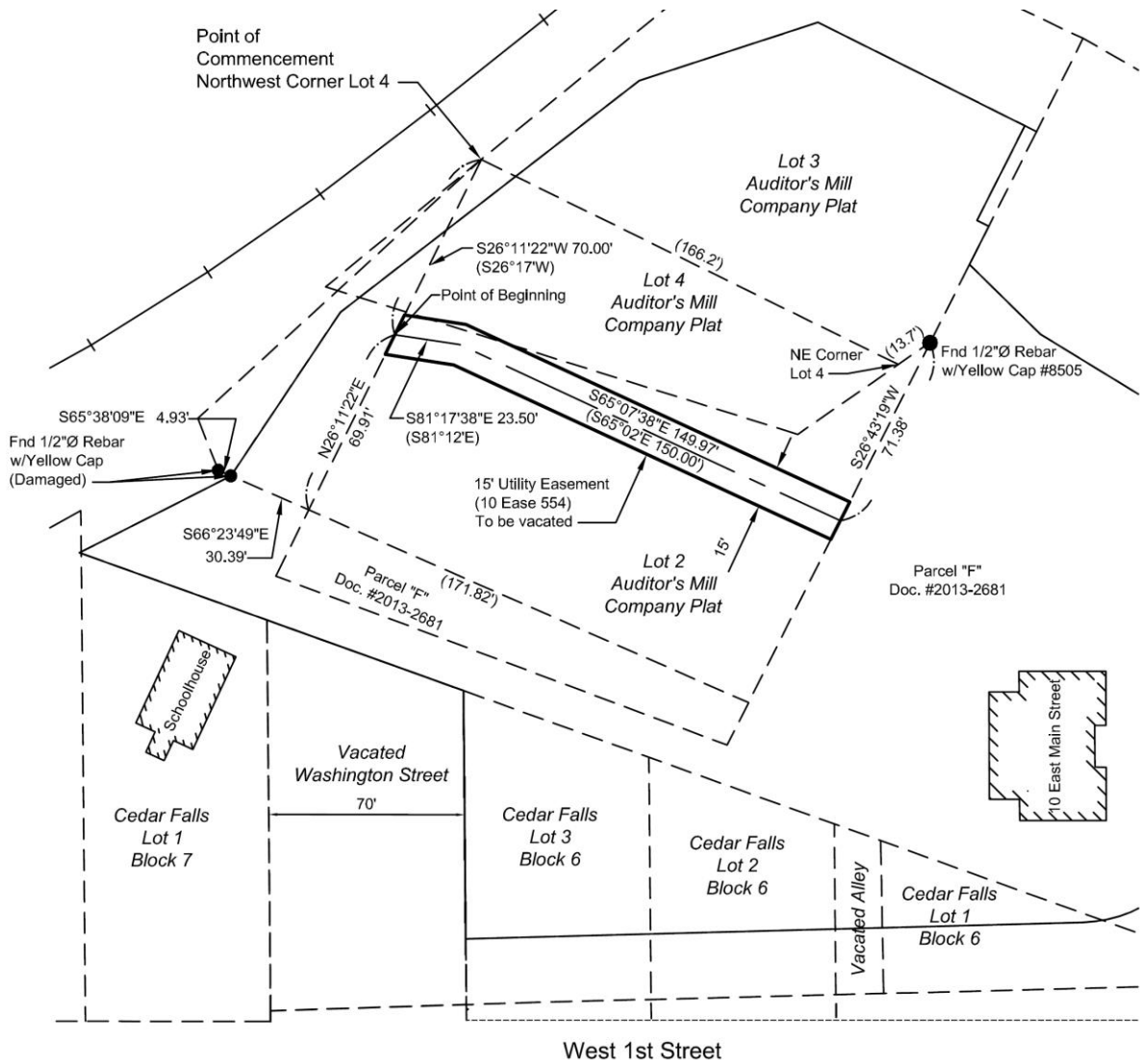
Discussion/Vote 2/14/18 and 2/28/18 Vice Chair Holst introduced the item and Mr. Sturch provided background information. He explained the need to vacate the existing utility easement for the construction of the new hotel.

There were no comments on this item. The Commission approved the easement vacation request.

Item G.2.t.

STAFF RECOMMENDATION

The Department of Community Development recommends that on March 5, 2018, the City Council schedule a Public Hearing for said utility easement vacation on March 19, 2018.



Easement Vacation

Part of Lot 2 & Lot 4
Auditor's Mill Company Plat
Cedar Falls, Iowa

Index Legend

Description: Lot 2 & Lot 4, Auditor's Mill Company Plat
Surveyor: Matthew Kofta, PLS 22561
Company: VJ Engineering
1501 Technology Parkway, Suite 100
Cedar Falls, IA 50613
319-266-5829
Proprietor: Western Home Independent Living Services, Inc.
Vacation Requested by: Hawkeye Hotels

Item G.2.t.

Reserved for County Recorder's Use

Easement Description (10 Ease 554):

That part of Lot 2 and Lot 4 in Auditor's Mill Company Plat in Cedar Falls, Iowa, described as follows:

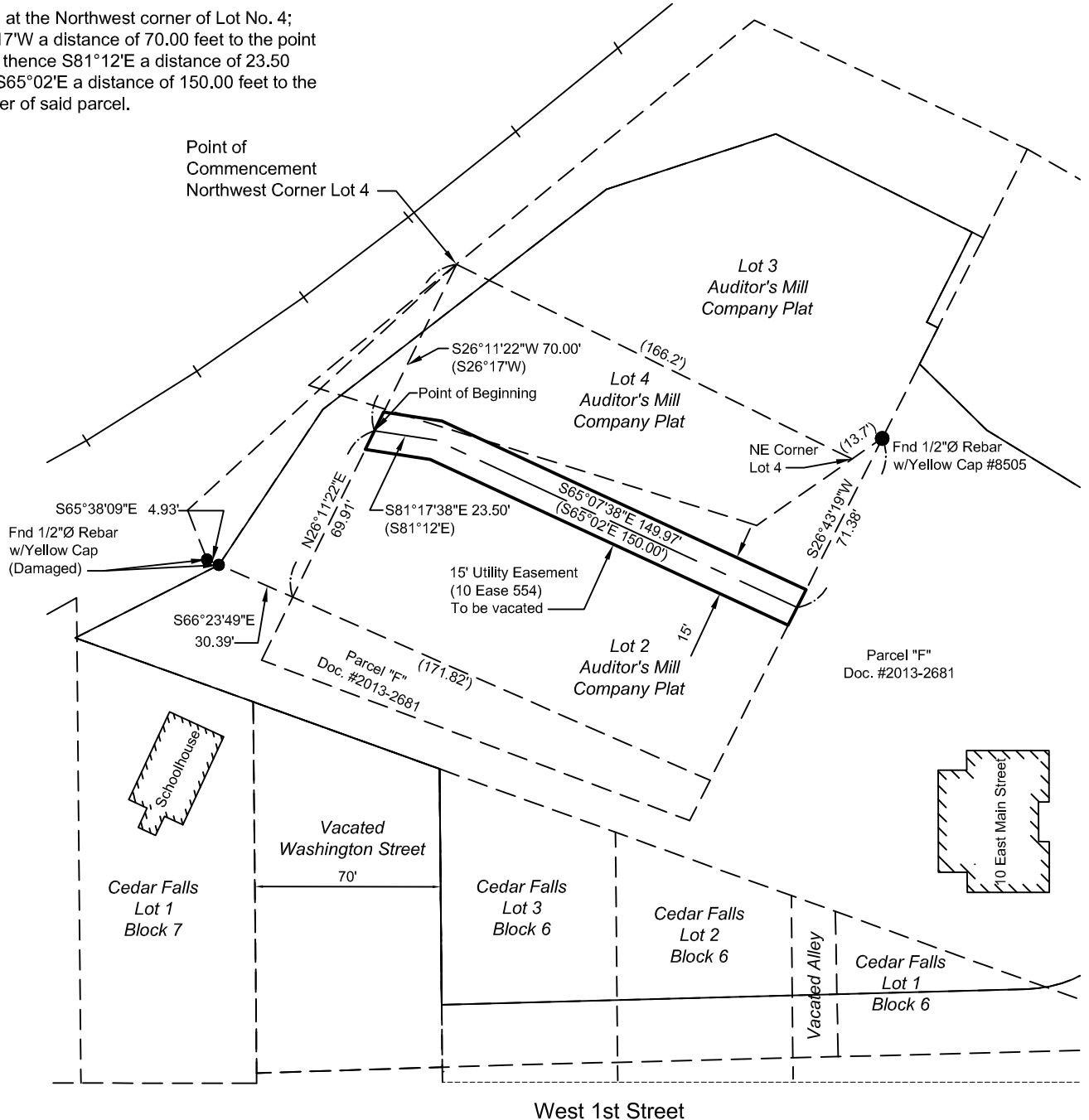
A fifteen (15) foot wide easement of which the centerline is described as follows:

Commencing at the Northwest corner of Lot No. 4; thence S26°17'W a distance of 70.00 feet to the point of beginning; thence S81°12'E a distance of 23.50 feet; thence S65°02'E a distance of 150.00 feet to the easterly border of said parcel.

This Easement Vacation has been reviewed by the City of Cedar Falls, Iowa.

Signature of City of Cedar Falls
Ordinance Administrator

Date



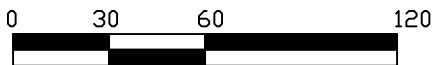
Feature Legend

- Set 5/8"Ø x 24" Rebar w / Orange Cap L.S. #22561
- Property Corner Found
- △ Set Section Corner
- ▲ Section Corner Found
- 100.00' Dimension of Survey
- (100.00') Dimension of Record

NORTH



	I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.
	Matthew A. Kofta, P.L.S. Date License number 22561 My license renewal date is December 31, 2018 Pages or sheets covered by this seal: _____



168060



VJ Engineering
1501 Technology Parkway
Cedar Falls, Iowa - 319-2-295-9

15' Utility Easement Vacation
Lot 2 & Lot 4
Auditor's Mill Company Plat

scale
1"=60'
drawn by
MAK
date
2/1/18

NOTICE OF PUBLIC HEARING ON PROPOSED VACATION OF UTILITY EASEMENTS
ON LOT 2 AND LOT 4 IN AUDITOR'S MILL COMPANY PLAT, CEDAR FALLS, BLACK
HAWK COUNTY, IOWA

To Whom It May Concern:

NOTICE IS HEREBY GIVEN that the City Planning and Zoning Commission has recommended to the City Council of Cedar Falls, Iowa, to vacate the following utility easement. Said property being situated in the City of Cedar Falls, Black Hawk County, Iowa, and legally described as:

A FIFTEEN (15) FOOT WIDE EASEMENT OF WHICH THE CENTERLINE IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT NO. 4; THENCE S26° 17'W A DISTANCE OF 70.00 FEET TO THE POINT OF BEGINNING; THENCE S81° 12'E A DISTANCE OF 23.50 FEET; THENCE S65° 02'E A DISTANCE OF 150.00 FEET TO THE EASTERLY BORDER OF SAID PARCEL

A hearing will be held in the Council Chambers of the City Hall in the City of Cedar Falls, Iowa, at 7:00 p.m. on the 19th day of March, 2018, on the proposal to vacate said utility easement, at which hearing all interested parties for and against such utility easement vacation may be heard, and written objections thereto may be filed on or before the time set for the hearing.

Jacqueline Danielsen, MMC, City Clerk

RESOLUTION NO. _____

RESOLUTION FIXING DATE OF HEARING ON PROPOSED VACATION OF UTILITY EASEMENTS ON LOT 2 AND LOT 4 IN AUDITOR’S MILL COMPANY PLAT, CEDAR FALLS, BLACK HAWK COUNTY, IOWA

WHEREAS, a request was submitted to the Cedar Falls Planning and Zoning Commission to vacate utility easements within Lot 2 and Lot 4 in Auditor’s Mill Company Plat in the City of Cedar Falls, Black Hawk County, Iowa and

WHEREAS, said Commission has recommended approval of said request, and

WHEREAS, it is desired to submit the same for consideration to the City Council to have a public hearing on the same as provided by law;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that there shall be a public hearing on a proposal to vacate the 15-foot utility easements over, under and upon the property described as:

A FIFTEEN (15) FOOT WIDE EASEMENT OF WHICH THE CENTERLINE IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT NO. 4; THENCE S26° 17’W A DISTANCE OF 70.00 FEET TO THE POINT OF BEGINNING; THENCE S81° 12’E A DISTANCE OF 23.50 FEET; THENCE S65° 02’E A DISTANCE OF 150.00 FEET TO THE EASTERLY BORDER OF SAID PARCEL

And that said public hearing shall be held on the 19th day of March, 2018, at 7:00 o’clock P.M., in the Council Chambers in the City Hall of the City of Cedar Falls, Iowa. The City Clerk is hereby authorized and directed to publish notice of said hearing the Waterloo-Cedar Falls Courier, said notice to be published at least seven (7) days prior to the hearing date.

INTRODUCED AND ADOPTED this ____ day of _____, 2018.

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

Planning & Community Services Division

TO: Mayor and Council
FROM: David Sturch, Planner III
DATE: March 1, 2018
SUBJECT: Easement Vacation and Dedication Request

REQUEST: Easement Vacation and Dedication
PETITIONER: Fareway Grocery Store
LOCATION: Lots 32 and 33 Pinnacle Prairie Business Center North

PROPOSAL

This property is located on Lots 32 and part of 33 of the Pinnacle Prairie Business Center North development, which is at the southeast corner of the intersection of S. Main Street and Greenhill Road. This item includes the vacation of a utility easement between Lots 32 and 33. The proposal also includes the dedication of an 8-foot wide utility easement in Lot 33.

BACKGROUND

Fareway Grocery stores submitted a site plan for the development of Lots 32 and 33 in Pinnacle Prairie Business Center North. Fareway will occupy all of Lot 32 and the west half of Lot 33. The existing utility easements along the interior lot lines need to be vacated and new utility easements will be dedicated on the new lot line. The site plan and easements for the Fareway store was reviewed by the Planning and Zoning Commission on January 10, 2018 and recommended for approval by the City Council.

TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities personnel have no concerns with the proposed easement vacation. All CFU services are located in the Bluebell Street right of way. There are no utilities (CFU, Mediacom, Century Link, INS) that occupy the easements to be vacated.

PLANNING & ZONING COMMISSION

Discussion/Vote 1/10/18 Vice Chair Holst introduced the item and Mr. Sturch provided background information. He explained the need to vacate the existing utility easement for the construction of the new grocery store and the dedication of a new utility

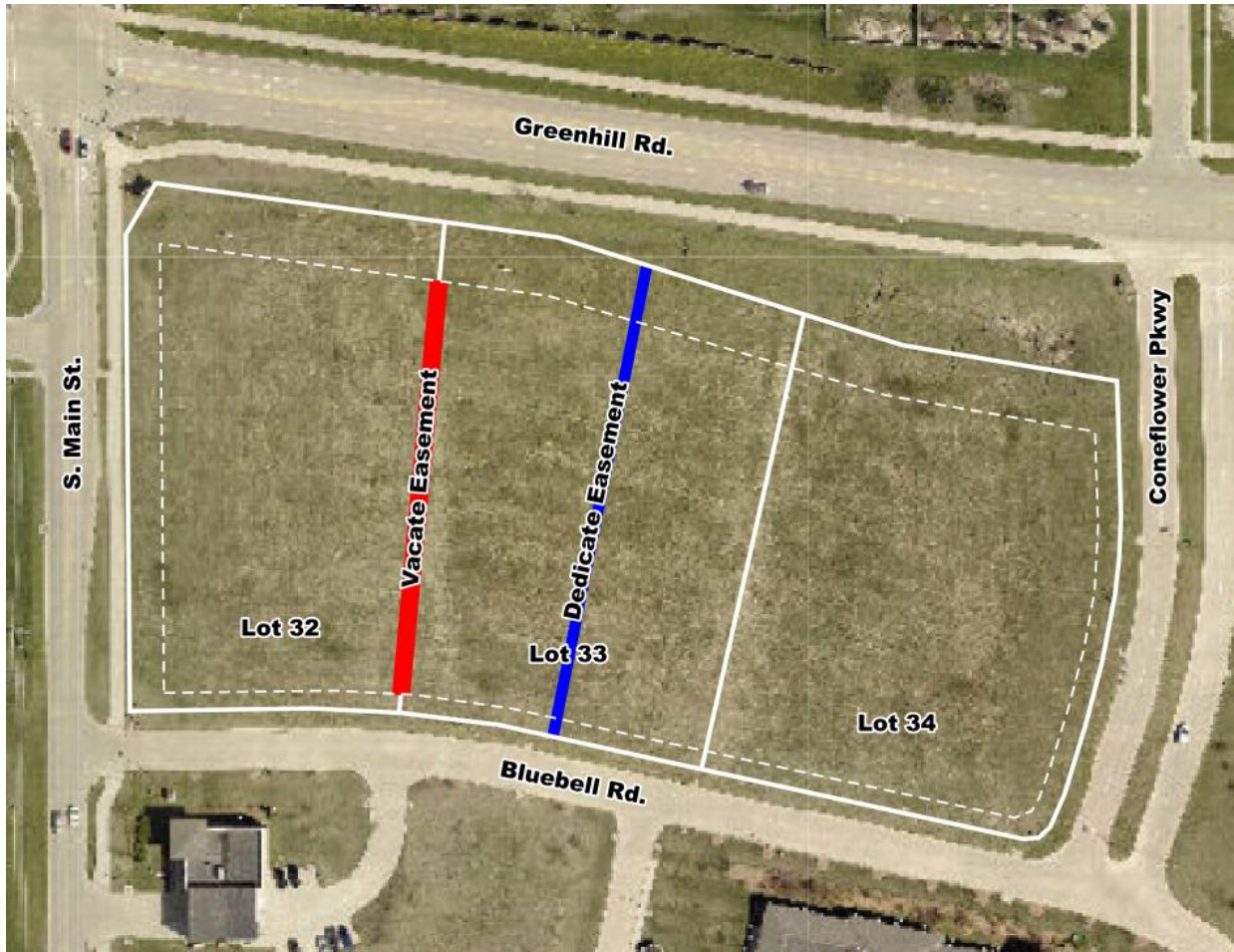
Item G.2.u.

easement on the relocated lot line. This item was discussed at the previous Planning and Zoning meeting on December 27, 2017.

There were no comments on the proposed utility easement and vacation request. The Commission approved the easement vacation and dedication request.

STAFF RECOMMENDATION

The Department of Community Development recommends that on March 5, 2018, the City Council schedule a Public Hearing for said utility easement vacation on March 19, 2018.



**NOTICE OF PUBLIC HEARING ON PROPOSED VACATION OF UTILITY
EASEMENTS ON LOTS 32 AND 33 PINNACLE PRAIRIE BUSINESS CENTER
NORTH, CEDAR FALLS, BLACK HAWK COUNTY, IOWA**

To Whom It May Concern:

NOTICE IS HEREBY GIVEN that the City Planning and Zoning Commission has recommended to the City Council of Cedar Falls, Iowa, to vacate the following utility easements. Said property being situated in the City of Cedar Falls, Black Hawk County, Iowa, and legally described as:

VACATE A 10-FOOT WIDE UTILITY EASEMENT IN LOTS 32 AND 33 PINNACLE PRAIRIE BUSINESS CENTER NORTH RECORDED IN BOOK 27 PAGE 207, BLACK HAWK COUNTY RECORDER'S OFFICE, BLACK HAWK COUNTY, IOWA, WHOSE CENTERLINE IS DESCRIBED AS FOLLOWS:

THE EAST 5 FEET, EXCEPT THE NORTH 50 FEET AND THE SOUTH 10 FEET OF LOT 32 AND THE WEST 5 FEET, EXCEPT THE NORTH 50 FEET AND THE SOUTH 10 FEET OF LOT 33, PINNACLE PRAIRIE BUSINESS CENTER NORTH

A hearing will be held in the Council Chambers of the City Hall in the City of Cedar Falls, Iowa, at 7:00 p.m. on the 19th day of March, 2018, on the proposal to vacate said utility easement, at which hearing all interested parties for and against such utility easement vacation may be heard, and written objections thereto may be filed on or before the time set for the hearing.

Jacqueline Danielsen, MMC, City Clerk

Item G.2.u.

RESOLUTION NO. _____

RESOLUTION FIXING DATE OF HEARING ON PROPOSED VACATION OF UTILITY EASEMENTS ON LOTS 32 AND 33 PINNACLE PRAIRIE BUSINESS CENTER NORTH, CEDAR FALLS, BLACK HAWK COUNTY, IOWA AND DIRECTING PUBLICATION OF NOTICE OF SAID PUBLIC HEARING

WHEREAS, a request was submitted to the Cedar Falls Planning and Zoning Commission to vacate utility easements within Lots 32 and 33 Pinnacle Prairie Business Center North in the City of Cedar Falls, Black Hawk County, Iowa and

WHEREAS, said Commission has recommended approval of said request, and

WHEREAS, it is desired to submit the same for consideration to the City Council to have a public hearing on the same as provided by law;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA, that there shall be a public hearing on a proposal to vacate the 10-foot utility easements over, under and upon the property described as:

VACATE A 10-FOOT WIDE UTILITY EASEMENT IN LOTS 32 AND 33 PINNACLE PRAIRIE BUSINESS CENTER NORTH RECORDED IN BOOK 27 PAGE 207, BLACK HAWK COUNTY RECORDER'S OFFICE, BLACK HAWK COUNTY, IOWA, WHOSE CENTERLINE IS DESCRIBED AS FOLLOWS:

THE EAST 5 FEET, EXCEPT THE NORTH 50 FEET AND THE SOUTH 10 FEET OF LOT 32 AND THE WEST 5 FEET, EXCEPT THE NORTH 50 FEET AND THE SOUTH 10 FEET OF LOT 33, PINNACLE PRAIRIE BUSINESS CENTER NORTH

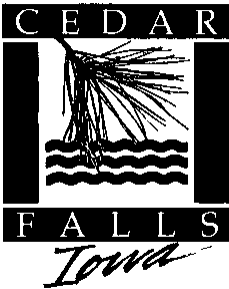
And that said public hearing shall be held on the 19th day of March, 2018, at 7:00 o'clock P.M., in the Council Chambers in the City Hall of the City of Cedar Falls, Iowa. The City Clerk is hereby authorized and directed to publish notice of said hearing the Waterloo-Cedar Falls Courier, said notice to be published at least seven (7) days prior to the hearing date.

INTRODUCED AND ADOPTED this ____ day of _____, 2018.

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

Planning & Community Services Division

TO: Mayor and Council
FROM: David Sturch, Planner III
DATE: March 1, 2018
SUBJECT: Dallas Drive Right-of-Way Vacation Request
Set Date for Public Hearing

A request has been submitted to vacate a portion of the Dallas Drive right of way to John Deery Motors at 6823 University Avenue. This property is located at the southeast corner of University Avenue and Dallas Drive. The proposed vacated right of way contains approximately 12,850 square feet or 0.3 acres of land. A permanent utility and access easements will be retained over the entire right of way area.

John Deery Motors operates their automobile dealership on both sides of Dallas Drive from University Avenue to Idaho Road. Dallas Drive operates as a public street that divides the dealership between the sales lot and office building. The dealership is renovating and making improvements to their property and building. They desired improvements to Dallas Drive, which is not in the City's 5 year pavement management plan. This will provide the opportunity for the petitioner to make improvements to this section of Dallas Drive.

The Planning and Zoning Commission reviewed this Dallas Drive right of way vacation request on February 28, 2018 and recommended approval by the City Council.

Therefore, the Department of Community Development requests that a public hearing be scheduled on March 19, 2018 and direct the City Clerk to publish the notice for the right of way vacation.

Item G.2.v.



CEDAR FALLS
IOWA
City of Cedar Falls, Iowa
Request to Vacate a
Portion of Dallas Drive



Legend
Proposed Vacate Area

NOTICE OF PUBLIC HEARING ON THE PROPOSED VACATION OF A PORTION OF DALLAS DRIVE RIGHT-OF-WAY BY THE CITY OF CEDAR FALLS, IOWA, AND THE PROPOSED CONVEYANCE TO JOHN G INVESTMENTS, INC.

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that the City Council of the City of Cedar Falls, Iowa, proposes to vacate the following described right-of-way:

THAT PART OF DALLAS DRIVE RIGHT OF WAY LYING SOUTH OF THE SOUTHERLY RIGHT OF WAY LINE OF UNIVERSITY AVENUE AND LYING NORTH OF THE NORTHERLY RIGHT OF WAY LINE OF IDAHO ROAD

Subject to restrictions, easements, covenants and ordinances.

A hearing will be held in the Council Chambers of the City Hall in the City of Cedar Falls, Iowa, at 7:00 p.m. on the 19th day of March, 2018, on the proposal to vacate and convey said right-of-way, at which hearing all interested parties for and against such vacation and conveyance of said right-of-way may be heard, and written objections thereto may be filed on or before the time set for the hearing.

Jacqueline Danielsen, MMC, City Clerk

Item G.2.v.

Prepared by: David Sturch, Planner III, 220 Clay St., Cedar Falls, IA 50613 (319) 273-8600
After Recording, Return to: City of Cedar Falls, Iowa, 220 Clay St., Cedar Falls, IA 50613

RESOLUTION NO. _____

RESOLUTION DIRECTING PUBLICATION OF NOTICE AND SETTING DATE FOR PUBLIC HEARING ON THE PROPOSED VACATION OF A PORTION OF DALLAS DRIVE RIGHT-OF-WAY AND THE PROPOSED CONVEYANCE OF SUCH REAL ESTATE TO THE ADJACENT PROPERTY OWNER

WHEREAS, the Planning and Zoning Commission of the City of Cedar Falls, Iowa, has recommended to the City Council of the City of Cedar Falls, Iowa, the vacation of a portion of the Dallas Drive road right-of-way from University Avenue to Idaho Road as described below; and

WHEREAS, the City Council does hereby propose to consider vacating said Dallas Drive right-of-way after public hearing on required notice hereof, and the proposed conveyance of such real estate to John G. Investments, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cedar Falls, Iowa, that the City Clerk be and is hereby authorized and directed to publish notice of a public hearing to be held in the Council Chambers of the City Hall of the City of Cedar Falls, Iowa, at 7:00 p.m. on the 19th day of March, 2018, on the proposal to vacate the following described right-of-way:

THAT PART OF DALLAS DRIVE RIGHT OF WAY LYING SOUTH OF THE SOUTHERLY RIGHT OF WAY LINE OF UNIVERSITY AVENUE AND LYING NORTH OF THE NORTHERLY RIGHT OF WAY LINE OF IDAHO ROAD INSERT LEGAL DESCRIPTION

And further to convey said real estate to John G. Investments, Inc., subject to restrictions, easements, covenants and ordinances.

ADOPTED this _____ day of _____, 2018.

James P. Brown, Mayor

ATTEST: _____
Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

Administration Division

TO: Mayor Brown and City Council
FROM: Stephanie Houk Sheetz, AICP, Director of Community Development
DATE: February 28, 2018
SUBJECT: FY18-19 Annual Action Plan Amendment (CDBG and HOME Funds)
Five Year Consolidated Plan Amendment FY2015-2019 (CDBG)
Request to Set Date of Public Hearing

The FY18-19 Annual Action Plan (AAP) was adopted by Council on April 17, 2017. It outlined the activities that would be conducted in accordance with the Five Year Consolidated Plan (July 1, 2014 to June 30, 2019) for the HUD FY17 Community Development Block Grant award in the amount of \$232,553, a carryover of approximately \$77,079 from the HUD FY16 CDBG budget, and HOME funds in the amount of \$48,000. The activities in the AAP primarily provide benefit to low and moderate income citizens (one of the three HUD national program requirements).

As a result of a HUD monitoring visit in July 2017, the City must make changes to both the Five Year Consolidated Plan and the Annual Action Plan. The changes are consistent between the two documents, generally including:

- Removing the Façade Improvement Program since HUD has determined it is not eligible activity.
- Updating staff references.
- Removing the Public Sidewalk Improvements since HUD has determined it is not eligible activity as currently designed. Staff may consider changes to the program in the future, in an effort to support sidewalk improvements that have a benefit to low/moderate income areas.
- Adding a Repair Program specifically supporting “emergency repairs” in areas such as roofing, heating, etc.
- Removing support for Service Agencies starting in FY19-20, due to the level of administration required.

The Housing Commission considered the changes at their January 9th and February 13th meetings. There were no public comments on the proposed changes. The Commission recommends approval of the changes.

Item G.2.w.

In accordance with HUD requirements, the Department of Community Development requests a public hearing be scheduled for Monday, March 19, 2017 to take public comments on the changes and approve the amended Five Year Consolidated Plan (FY2015-2019) and the amended FY18-19 Annual Action Plan (HUD FY17). A resolution adopting the amended plan would be requested on March 19, 2018.

The amended plans are with the City Clerk and available for public review. They will be provided in the packet for the March 19th meeting. Please contact me with any questions or if an advance copy is desired.

Thank you.

**NOTICE OF PUBLIC MEETING FOR AN AMENDMENT TO
THE CEDAR FALLS FY18-19
CONSOLIDATED ANNUAL PLAN
FOR COMMUNITY DEVELOPMENT BLOCK GRANT
AND HOME PROGRAM FUNDING AND AMENDMENT TO THE CEDAR FALLS
FY15-19 CONSOLIDATED PLAN**

Notice is hereby given that the City of Cedar Falls is amending the adopted Consolidated Annual Plan for the period of FY18-19 and its FY15-19 Consolidated Plan. The City of Cedar Falls receives an annual award of Community Development Block Grant funds (CDGB) from the U.S. Department of Housing (HUD). Use of funds are required to be in accordance with an Annual Action Plan and a Five Year Consolidated Plan. The City also receives HOME Investment Partnership funds in the approximate amount of \$48,000, through a consortium with Waterloo. The Annual Action Plan provides for the use of HOME funds too.

A public meeting was conducted on February 8, 2017 prior to the adoption of the Annual Action Plan, in accordance with the Final Rule for revised program regulations, 24 CFR, Parts 91, et. al. and the Cedar Falls Citizen Participation Plan. This hearing is being scheduled for amendments to the adopted Annual Action Plan. The purpose of the hearing is to obtain the views and comments of individuals and organizations relative to the changes being made. Individuals and organizations will have the opportunity to comment.

The time, date and location of the public meeting are as follows:

PUBLIC MEETING SCHEDULE

Date: Monday, March 19, 2018

Time: 7:00 P.M.

Location: Cedar Falls City Hall, 220 Clay Street, Cedar Falls, Iowa

The City of Cedar Falls will consider comments on the proposed plan amendments prior to adoption.

Information relative to the FY18-19 Consolidated Annual Action Plan and FY15-19 Consolidated Plan is available during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday by contacting the City Clerk at City Hall, 220 Clay Street, Cedar Falls, IA.

Any person with a disability requiring special accommodations to attend the public meeting should notify the City Clerk. Every effort will be made to provide reasonable accommodations.



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

TO: Honorable Mayor Jim Brown and City Council

FROM: Craig J. Witry, Building Official

DATE: February 20, 2018

RE: Proposed Adoption of the 2017 National Electrical Code and Amendments

The Department of Community Development would like to request that a public hearing be scheduled for March 19, 2018 to consider adopting the 2017 National Electrical Code and Amendments.

The proposed 2017 National Electrical Code and Amendments are available for review at the City Clerk's Office or Inspection Services of Community Development.

If you have any questions, please feel free to contact me.

CW:dp

xc: Stephanie Houk Sheetz, Director of Developmental Services
Kevin Rogers, City Attorney
Ron Gaines, City Administrator

Item G.2.x.

ORDINANCE NO. _____

AN ORDINANCE REPEALING SECTION 7-49, NATIONAL ELECTRICAL CODE ADOPTION, AND SECTION 7-50, NATIONAL ELECTRICAL CODE AMENDMENTS, OF DIVISION 1, GENERALLY, OF ARTICLE III, ELECTRICAL REGULATIONS, OF CHAPTER 7, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, AND ENACTING IN LIEU THEREOF NEW SECTION 7-49, NATIONAL ELECTRICAL CODE ADOPTION, ADOPTING THE 2017 EDITION OF THE NATIONAL ELECTRICAL CODE, AND NEW SECTION 7-50, NATIONAL ELECTRICAL CODE AMENDMENTS, MAKING AMENDMENTS TO THE 2017 EDITION OF THE NATIONAL ELECTRICAL CODE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. Section 7-49, National Electrical Code Adoption, of Division 1, Generally, of Article III, Electrical regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety, and a new Section 7-49, National Electrical Code Adoption, is enacted in lieu thereof, as follows:

Sec. 7-49. - National Electrical Code adoption.

(a) The 2017 Edition of the National Electrical Code, including Article 90, Chapters 1 through 9, and Annex A, B, C, D and H, inclusive, as published by the National Electrical Code Committee, and adopted by the National Fire Protection Association, is hereby adopted by reference and is effective as if fully set forth in this article. Where, in any specific case, different sections of this article specify different materials, methods of construction or requirements, the most restrictive shall govern.

(b) An official copy of the code adopted by this article, including a certificate by the city clerk as to its adoption and effective date, is on file in the office of the city clerk, in either hardbound or electronic version, available for public inspection.

Section 2. Section 7-50, National Electrical Code Amendments, of Division 1, Generally, of Article III, Electrical regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety, and a new Section 7-50, National Electrical Code Amendments, is enacted in lieu thereof, as follows:

Sec. 7-50. - National Electrical Code amendments.

The provisions of this section specify certain amendments, by deletion, addition or substitution of the 2017 edition of the National Electrical Code. Where this section states that an article, subsection, enumeration or exception is deleted, only the specific article, subsection, enumeration or exception is deleted. Where this section states that an article or subsection is deleted in its entirety, all references listed thereafter associated with this specific article (with subsections, enumerations and exceptions) or subsection (with enumerations and exceptions) are deleted.

2017 NEC Chapter 2 Amendments

~~(1) Add the following exceptions to section 210.8, paragraph (A), subparagraph (2):~~

~~a. Exception No. 1 to (2): Receptacles that are not readily accessible.~~

~~b. Exception No. 2 to (2): A single receptacle or a duplex receptacle for two appliances located within dedicated space for each appliance that, in normal use, is not easily moved from one place to another and that is cord and plug connected in accordance with 400.7(A)(6), (A)(7), or (A)(8).~~

~~Receptacles installed under exceptions to 210.8(A)(2) shall not be considered as meeting the requirements of 210.52(G).~~

~~(2) Add the following exceptions to section 210.8, paragraph (A), subparagraph (5):~~

~~a. Exception No. 2 to (5): Receptacles that are not readily accessible.~~

~~b. Exception No. 3. to (5): A single receptacle or a duplex receptacle for two appliances located within dedicated space for each appliance that, in normal use, is not easily moved from one place to another and that is cord and plug connected in accordance with 400.7(A)(6), (A)(7), or (A)(8).~~

~~Receptacles installed under exceptions to 210.8(A)(2) shall not be considered as meeting the requirements of 210.52(G).~~

~~(3) 210.11(C)(3) Bathroom Branch Circuits, is amended by deleting the italicized paragraph entitled "Exception" in its entirety.~~

(4) Section 210.12 (D) is deleted in its entirety.

~~(5) Delete the exception to section 220.12 and insert in lieu thereof the following exception:
Exception: Where the building is designed and constructed to comply with an energy code adopted by the local authority, the lighting load shall be permitted to be calculated at the values specified in the energy code.~~

~~(6) 230.30 Insulation, is amended by deleting the italicized paragraph entitled "Exception".~~

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- ~~(7) 230.40 The first paragraph shall be amended by adding the following, "The following exceptions may be allowed after review by the Authority Having Jurisdiction".~~
- ~~(8) 230.43 Wiring Methods for 600 Volts, Nominal, or Less, is amended by deleting items (1) and (6), and by adding the following as a new unnumbered paragraph at the end of the enumerated paragraphs: "Only items (3) Rigid metal conduit and (4) Intermediate metal conduit may be concealed inside the building. If meter and service panel are directly back to back, it is not considered concealed."~~
- (9) 230.50(A) Underground Service-Entrance Conductors is deleted in its entirety and the following sentence is substituted therefor: "Underground service-entrance conductors shall be installed in a raceway not less than two feet underground."
- ~~(10) 250.52(A)(5) Rod and Pipe Electrodes, is deleted in its entirety and the following is substituted therefor: "Rod electrodes shall be not less than 2.5 m (8 ft.) in length, not less than 15.87 mm (5/8 in.) in diameter, and shall be copper clad or equivalent."~~
- ~~(11) 250.70 Methods of Grounding and Bonding Conductor Connection to Electrodes, is amended by deleting item (1), deleting from item (2) the words, "or plain or malleable iron".~~
- ~~(12) 250.118 Types of Equipment grounding Conductors, is amended by deleting items (5), (6), and (7).~~

2017 NEC Chapter 3 Amendments

- (1) 300.13(B) Device Removal, is deleted in its entirety and the following is substituted therefor: "(B) Device Removal. In all circuits, the continuity of conductors shall not be dependent upon device connections where the removal of such devices would interrupt continuity."
- ~~(2) 310.15(B)(7) is deleted in its entirety.~~

2017 NEC Chapter 4 Amendments

- (1) Section 406.4 (D)(4) is deleted in its entirety.

2017 NEC Annex H Amendments

- (1) 80.9(C) Additions, Alterations or Repairs is amended by adding the following:
- (1) It is prohibited by this ordinance to perform any repair to, add to, or revamp any residential services less than 60 ampere.
- (2) 80.13 Authority, subparagraph (13), is amended by inserting a period after the words "ready for inspection," and deleting the words, "and shall conduct the inspection within _____/_____/_____ days."
- (3) 80.15. Electrical Board, is deleted in its entirety and the following is substituted therefor: BOARD OF ELECTRICAL APPEALS

(A) Membership; Appointment of Members; Term of Office.

- (1) The board of electrical appeals shall consist of five members: one member of the city council, appointed each year, two members from the electrical contractors of the city, one journeyman electrician and one public member, each appointed for a period of four years. The electrical inspector shall serve as secretary to the board but is non-voting. Appointments are made by the Mayor with the approval of the city council. Should a vacancy in the board occur, it shall be the duty of the secretary of the board to notify the Mayor of the vacancy, and the Mayor and city council shall, at a regular meeting, as soon as possible thereafter, appoint a new member to the board to fill the vacancy for the unexpired term.
- (2) Expiration of appointments, except for the city council member, shall be staggered so that one member is appointed or reappointed each year. Terms of appointment shall expire on December 31. If the Mayor and city council fail to appoint at the scheduled time, the expired term member(s) will be held over until re-appointment or replacement.
- (3) The members of the board of electrical appeals shall serve without compensation.
- (4) In so far as reasonably practicable, appointees for membership on the board shall be residents of the city, or, if that is not reasonably practicable, shall have a place of employment in the city. Appointees who are neither residents of the city nor who have a place of employment in the city may be eligible for appointment to the board upon a finding of the unavailability of qualified applicants, as determined by the mayor. Any person who is a member of the board on the date of adoption of this ordinance who does not meet the qualifications for membership set forth herein shall continue to be eligible to serve as a member of the board until both the expiration of his or her current term and the member's non-reappointment by the mayor to an additional term.

(B) Meetings; Records.

- (1) All meetings of the board of electrical appeals are open to the public and shall be held in the council chambers or other location indicated in a public notice posted 24 hours prior to any meeting.
- (2) Three members of the board shall constitute a quorum for the transacting of all business, but any action taken by the board shall require a majority vote of all members of the board.
- (3) The board shall annually elect one of its members as chairperson of the board.
- (4) The secretary of the board shall keep a record of the board meetings.

(C) Appeals.

Item G.2.x.

- (1) Any person shall have the right to register an appeal with the board of electrical appeals for a review of any decision of the electrical inspector, provided that such appeal is made in writing within ten days after having been notified of such decision by the electrical inspector. Upon receipt of such appeal, the board of appeals shall proceed to determine whether the action of the electrical inspector complies with this article, and shall make a decision in accordance with its findings within ten days of receiving the appeal. No appeal shall be considered unless the appeal is filed within a period of ten days. The Board of Appeals shall have no authority to waive requirements of this code.
- (2) An appeal to the city council of any ruling of the board shall be made by filing a written notice of such appeal with the city clerk within ten days from the date of the ruling being appealed. The council shall give the appellant and the board a minimum of five (5) days written notice by certified mail of the date, time and location of hearing of said appeal. All interested persons shall be given the opportunity to be heard at such hearing and the city council may affirm, modify or overrule the action of the board based upon the evidence submitted before the city council.
- (4) 80.19(D) Annual Permits is deleted in its entirety.
- (5) 80.19(F) Inspection and Approvals, subparagraph(3), is amended by deleting the words "or until _____ days have elapsed from the time of such notification".
- (6) 80.23 (B) Penalties, subparagraph(3), is deleted in its entirety, and replaced with the following:

80.23 (B)(3) *Investigation.* Whenever any work for which a permit is required by this Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

80.23 (B)(4) *Fee.* An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this Code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this Code nor from any penalty prescribed by law.
- (7) 80.25 (C), Notification, is deleted in its entirety.
- (8) 80.27 Inspector's Qualifications, is amended by deleting said section in its entirety and substituting the following therefor: 80.27 Inspector's Qualifications.
 - (A) The office of the electrical inspector, within the inspection services division of the department of community development of the city, is hereby created, and such inspector is hereby authorized, directed and empowered to inspect any and all buildings, tents and other structures, public and private, and, as provided in this article, to condemn and order

removed or remodeled and put into proper and safe condition for the prevention of fire and for safety to life and property, all electrical equipment installations and connections of electrical current for light, heat and power purposes, and to control the disposition and arrangement of such equipment so that persons and property shall not be in danger therefrom.

(B) The electrical inspector shall be appointed by the director of community development, after recommendation of the building official, and shall be directly responsible to the building official.

(C) The appointee shall be qualified as an electrical inspector, as determined by any State of Iowa requirements, the job classification and the civil service commission.

(9) New Section 80.28 Licensing is added as follows:

(A) Licenses required.

(1) Electrical licenses shall be governed by Iowa Code Chapter 103.

(2) All electrical contractors not currently registered with the City of Cedar Falls shall pay a registration fee as set by the City Council.

(3) Any electrical license issued by the City, as allowed by State law, shall be required to pay a fee as set by City Council annually.

(10) 80.29 Liability for Damages, is amended by adding the word "city," in the blank.

(11) 80.35 Effective Date, is deleted in its entirety.

(Ord. No. 2765, § 1, 5-29-12; Ord. No. 2816, § 1, 6-9-14)

Cross reference— Airport zoning commission, § 4-26 et seq; Definitions and rules of construction generally, § 1-2; Fire prevention codes, § 11-26 et seq.; Licenses and business regulations, ch. 16.

State Law reference— Adoption of technical codes by reference, I.C.A. § 380.10.

INTRODUCED: _____

PASSED 1ST CONSIDERATION: _____

PASSED 2ND CONSIDERATION: _____

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

Item G.2.x.

James P. Brown, Mayor

ATTEST:

Jacqueline Daniels, MMC, City Clerk

ORDINANCE NO. _____

AN ORDINANCE REPEALING SECTION 7-49, NATIONAL ELECTRICAL CODE ADOPTION, AND SECTION 7-50, NATIONAL ELECTRICAL CODE AMENDMENTS, OF DIVISION 1, GENERALLY, OF ARTICLE III, ELECTRICAL REGULATIONS, OF CHAPTER 7, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, AND ENACTING IN LIEU THEREOF NEW SECTION 7-49, NATIONAL ELECTRICAL CODE ADOPTION, ADOPTING THE 2017 EDITION OF THE NATIONAL ELECTRICAL CODE, AND NEW SECTION 7-50, NATIONAL ELECTRICAL CODE AMENDMENTS, MAKING AMENDMENTS TO THE 2017 EDITION OF THE NATIONAL ELECTRICAL CODE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. Section 7-49, National Electrical Code Adoption, of Division 1, Generally, of Article III, Electrical regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety, and a new Section 7-49, National Electrical Code Adoption, is enacted in lieu thereof, as follows:

Sec. 7-49. - National Electrical Code adoption.

(a) The 2017 Edition of the National Electrical Code, including Article 90, Chapters 1 through 9, and Annex A, B, C, D and H, inclusive, as published by the National Electrical Code Committee, and adopted by the National Fire Protection Association, is hereby adopted by reference and is effective as if fully set forth in this article. Where, in any specific case, different sections of this article specify different materials, methods of construction or requirements, the most restrictive shall govern.

(b) An official copy of the code adopted by this article, including a certificate by the city clerk as to its adoption and effective date, is on file in the office of the city clerk, in either hardbound or electronic version, available for public inspection.

Section 2. Section 7-50, National Electrical Code Amendments, of Division 1, Generally, of Article III, Electrical regulations, of Chapter 7, Buildings and Building Regulations, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety, and a new Section 7-50, National Electrical Code Amendments, is enacted in lieu thereof, as follows:

Item G.2.x.

Sec. 7-50. - National Electrical Code amendments.

The provisions of this section specify certain amendments, by deletion, addition or substitution of the 2017 edition of the National Electrical Code. Where this section states that an article, subsection, enumeration or exception is deleted, only the specific article, subsection, enumeration or exception is deleted. Where this section states that an article or subsection is deleted in its entirety, all references listed thereafter associated with this specific article (with subsections, enumerations and exceptions) or subsection (with enumerations and exceptions) are deleted.

2017 NEC Chapter 2 Amendments

- (4) Section 210.12 (D) is deleted in its entirety.
- (9) 230.50(A) Underground Service-Entrance Conductors is deleted in its entirety and the following sentence is substituted therefor: "Underground service-entrance conductors shall be installed in a raceway not less than two feet underground."

2017 NEC Chapter 3 Amendments

- (1) 300.13(B) Device Removal, is deleted in its entirety and the following is substituted therefor: "(B) Device Removal. In all circuits, the continuity of conductors shall not be dependent upon device connections where the removal of such devices would interrupt continuity."

2017 NEC Chapter 4 Amendments

- (1) Section 406.4 (D)(4) is deleted in its entirety.

2017 NEC Annex H Amendments

- (1) 80.9(C) Additions, Alterations or Repairs is amended by adding the following:
 - (1) It is prohibited by this ordinance to perform any repair to, add to, or revamp any residential services less than 60 ampere.
 - (2) 80.13 Authority, subparagraph (13), is amended by inserting a period after the words "ready for inspection," and deleting the words, "and shall conduct the inspection within _____ / _____ / _____ days."
 - (3) 80.15. Electrical Board, is deleted in its entirety and the following is substituted therefor: BOARD OF ELECTRICAL APPEALS
 - (A) Membership; Appointment of Members; Term of Office.
 - (1) The board of electrical appeals shall consist of five members: one member of the city council, appointed each year, two members from the electrical contractors of the city, one journeyman electrician and one public member,

each appointed for a period of four years. The electrical inspector shall serve as secretary to the board but is non-voting. Appointments are made by the Mayor with the approval of the city council. Should a vacancy in the board occur, it shall be the duty of the secretary of the board to notify the Mayor of the vacancy, and the Mayor and city council shall, at a regular meeting, as soon as possible thereafter, appoint a new member to the board to fill the vacancy for the unexpired term.

- (2) Expiration of appointments, except for the city council member, shall be staggered so that one member is appointed or reappointed each year. Terms of appointment shall expire on December 31. If the Mayor and city council fail to appoint at the scheduled time, the expired term member(s) will be held over until re-appointment or replacement.
- (3) The members of the board of electrical appeals shall serve without compensation.
- (4) In so far as reasonably practicable, appointees for membership on the board shall be residents of the city, or, if that is not reasonably practicable, shall have a place of employment in the city. Appointees who are neither residents of the city nor who have a place of employment in the city may be eligible for appointment to the board upon a finding of the unavailability of qualified applicants, as determined by the mayor. Any person who is a member of the board on the date of adoption of this ordinance who does not meet the qualifications for membership set forth herein shall continue to be eligible to serve as a member of the board until both the expiration of his or her current term and the member's non-reappointment by the mayor to an additional term.

(B) Meetings; Records.

- (1) All meetings of the board of electrical appeals are open to the public and shall be held in the council chambers or other location indicated in a public notice posted 24 hours prior to any meeting.
- (2) Three members of the board shall constitute a quorum for the transacting of all business, but any action taken by the board shall require a majority vote of all members of the board.
- (3) The board shall annually elect one of its members as chairperson of the board.
- (4) The secretary of the board shall keep a record of the board meetings.

(C) Appeals.

- (1) Any person shall have the right to register an appeal with the board of electrical appeals for a review of any decision of the electrical inspector, provided that such appeal is made in writing within ten days after having been notified of such decision by the electrical inspector. Upon receipt of such appeal, the board of appeals shall proceed to determine whether the action of the electrical inspector complies with this article, and shall make a decision in

Item G.2.x.

accordance with its findings within ten days of receiving the appeal. No appeal shall be considered unless the appeal is filed within a period of ten days. The Board of Appeals shall have no authority to waive requirements of this code.

- (2) An appeal to the city council of any ruling of the board shall be made by filing a written notice of such appeal with the city clerk within ten days from the date of the ruling being appealed. The council shall give the appellant and the board a minimum of five (5) days written notice by certified mail of the date, time and location of hearing of said appeal. All interested persons shall be given the opportunity to be heard at such hearing and the city council may affirm, modify or overrule the action of the board based upon the evidence submitted before the city council.
- (4) 80.19(D) Annual Permits is deleted in its entirety.
- (5) 80.19(F) Inspection and Approvals, subparagraph(3), is amended by deleting the words "or until _____ days have elapsed from the time of such notification".
- (6) 80.23 (B) Penalties, subparagraph(3), is deleted in its entirety, and replaced with the following:

80.23 (B)(3) *Investigation.* Whenever any work for which a permit is required by this Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

80.23 (B)(4) *Fee.* An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this Code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this Code nor from any penalty prescribed by law.
- (7) 80.25 (C), Notification, is deleted in its entirety.
- (8) 80.27 Inspector's Qualifications, is amended by deleting said section in its entirety and substituting the following therefor: 80.27 Inspector's Qualifications.
 - (A) The office of the electrical inspector, within the inspection services division of the department of community development of the city, is hereby created, and such inspector is hereby authorized, directed and empowered to inspect any and all buildings, tents and other structures, public and private, and, as provided in this article, to condemn and order removed or remodeled and put into proper and safe condition for the prevention of fire and for safety to life and property, all electrical equipment installations and connections of electrical current for light, heat and power purposes, and to control the disposition and arrangement of such equipment so that persons and property shall not be in danger therefrom.

(B) The electrical inspector shall be appointed by the director of community development, after recommendation of the building official, and shall be directly responsible to the building official.

(C) The appointee shall be qualified as an electrical inspector, as determined by any State of Iowa requirements, the job classification and the civil service commission.

(9) New Section 80.28 Licensing is added as follows:

(A) Licenses required.

(1) Electrical licenses shall be governed by Iowa Code Chapter 103.

(2) All electrical contractors not currently registered with the City of Cedar Falls shall pay a registration fee as set by the City Council.

(3) Any electrical license issued by the City, as allowed by State law, shall be required to pay a fee as set by City Council annually.

(10) 80.29 Liability for Damages, is amended by adding the word "city," in the blank.

(11) 80.35 Effective Date, is deleted in its entirety.

(Ord. No. 2765, § 1, 5-29-12; Ord. No. 2816, § 1, 6-9-14)

Cross reference— Airport zoning commission, § 4-26 et seq; Definitions and rules of construction generally, § 1-2; Fire prevention codes, § 11-26 et seq.; Licenses and business regulations, ch. 16.

State Law reference— Adoption of technical codes by reference, I.C.A. § 380.10.

INTRODUCED: _____

PASSED 1ST CONSIDERATION: _____

PASSED 2ND CONSIDERATION: _____

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF FINANCE AND BUSINESS OPERATIONS

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
FAX 319-268-5126

MEMORANDUM
Legal Services Division

TO: Honorable Mayor James P. Brown and City Council
FROM: Kevin Rogers, City Attorney
DATE: February 26, 2018
SUBJECT: Ordinance Amendments— Disposal of Dead Animals and Butchering of Animals

During the Committee of the Whole meeting on February 19, 2018, Council directed staff to present to council for consideration two proposed Ordinances. The first proposed Ordinance amends the existing Ordinance dealing with the burial of dead animals. The second proposed Ordinance is new and it prohibits the butchering of animals in public places and prohibits the butchering of animals within the sensory perception of those not on the same private premises.

The attached proposed Ordinance incorporates the two Ordinances discussed above and they are being presented in substantially the same form as approved by Council during Committee.

I would be happy to answer any questions.

Item G.3.

Prepared by: Kevin Rogers, City Attorney, 220 Clay Street, Cedar Falls, IA 50613 (319)243-2713

ORDINANCE NO. _____

AN ORDINANCE (1) REPEALING SECTION 6-9, BURIAL OF DEAD ANIMALS, OF ARTICLE I, IN GENERAL, OF CHAPTER 6, ANIMALS, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, AND ENACTING IN LIEU THEREOF A NEW SECTION 6-9, DISPOSAL OF DEAD ANIMALS; AND (2) AMENDING ARTICLE I, IN GENERAL OF CHAPTER 6, ANIMALS, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA BY ENACTING NEW SECTION 6-14, BUTCHERING OF ANIMALS PROHIBITED.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. Section 6-9, Burial of dead animals, of Division I, In General, of Chapter 6, Animals, is hereby repealed in its entirety and a new Section 6-9, Disposal of dead animals, is enacted in lieu thereof, as follows:

Sec. 6-9. – Disposal of dead animals.

No person shall place or allow to be placed any dead animal or fowl in any public right of way or other public place in the city. No person shall allow any dead animal or fowl which the person owned or had control over at the time of death to remain in any public right of way or other public place for more than twenty-four hours after death. No person shall allow any dead animal or fowl to remain on such person's premises for more than twenty-four hours after death. Such persons, and all other persons in possession of a dead animal or fowl within the city, shall properly dispose of such dead animal or fowl within twenty-four hours.

Section 2. A new Section 6-14 in Article I, In General, of Chapter 6, Animals, is hereby adopted , as follows:

Sec. 6-14. – Butchering of animals prohibited.

No person shall within the city limits slaughter, butcher or process any animal or fowl on public property or, within the sensory perception of any person not on the same

premises, on private property. Any remains must be disposed of in a sanitary manner and in accordance with the law.

INTRODUCED: _____

PASSED 1ST CONSIDERATION: _____

PASSED 2ND CONSIDERATION: _____

PASSED 3RD CONSIDERATION: _____

ADOPTED: _____

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk



DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613
Phone: 319-273-8600
Fax: 319-273-8610
www.cedarfalls.com

MEMORANDUM

Planning & Community Services Division

TO: Honorable Mayor James P. Brown and City Council
FROM: David Sturch, Planner III
DATE: February 26, 2018
SUBJECT: Vine Street Parking Restriction – North of Cedar Street

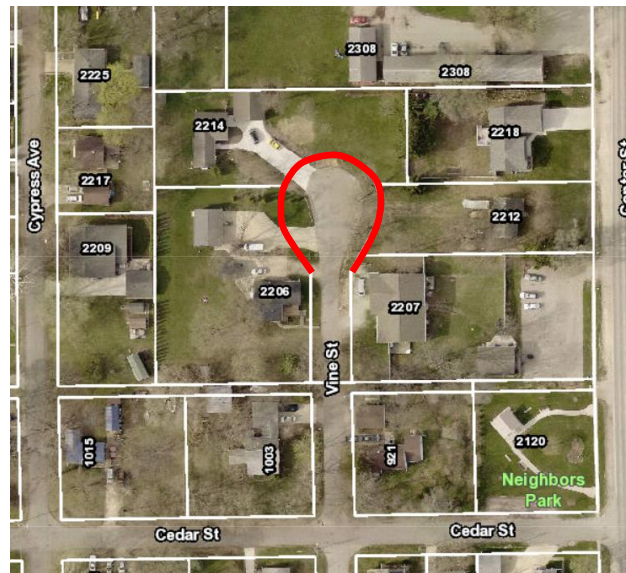
Staff received a petition requesting a no parking restriction on the Vine Street cul-de-sac north of Cedar Street. The section of Vine Street north of Cedar Street is a 16-18-foot wide asphalt roadway approximately 340-feet long. Currently, parking is allowed on both sides of the street and within the cul-de-sac.

The pavement in the cul-de-sac is approximately 55 feet wide. The standard dimension for a cul-de-sac turnaround is 80 feet wide. The existing cul-de-sac makes it difficult for vehicles to maneuver, especially when a vehicle is stored in this area.

Another contributing factor in this request is the presence of a fire hydrant and the north end of the cul-de-sac and the potential of a new driveway off the east side of the street behind 2212 Center Street.

The City Council discussed this request at their February 5, 2018 committee meeting. The committee recommended a no parking restriction around the Vine Street cul-de-sac.

If you have any questions, please contact the Planning and Community Services office.



Prepared By: David Sturch, Planner III, 220 Clay Street, Cedar Falls, IA 50613, Phone: (319) 273-8600

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 26-271, PARKING PROHIBITED ON SPECIFIC STREETS, OF DIVISION 1, GENERALLY, OF ARTICLE IV, STOPPING, STANDING AND PARKING, OF CHAPTER 26, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, BY ADDING A PROVISION PROHIBITING PARKING ON PORTIONS OF VINE STREET, CONTAINED IN SECTION 26-271, PARKING PROHIBITED ON SPECIFIC STREETS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

Section 1. Parking prohibited on specific streets, contained in Section 26-271, of Division 1, Generally, of Article IV, Stopping, Standing and Parking, of Chapter 26, Traffic and Motor Vehicles, of the Code of Ordinances of the City of Cedar Falls, Iowa, is amended by adding thereto a provision prohibiting parking on portions of Vine Street, as follows:

<i>Street</i>	<i>Portion Where Parking Prohibited</i>
Vine Street cul-de-sac	Around the entire length of the cul-de-sac a distance of 240 feet from the north line of the Cedar Street right of way.

INTRODUCED: _____

PASSED 1st CONSIDERATION: _____

PASSED 2nd CONSIDERATION: _____

PASSED 3rd CONSIDERATION: _____

ADOPTED: _____

James P. Brown, Mayor

ATTEST:

Jacqueline Danielsen, MMC, City Clerk

