



TENTATIVE AGENDA

ROBINS CITY COUNCIL

MONDAY, AUGUST 7TH, 2023

7:00 - P.M. IN ROBINS CITY HALL

(ONE OR MORE MEMBERS OF THE COUNCIL MAY BE ATTENDING VIA ELECTRONIC DEVICE)

AGENDA:

1. CALL THE MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL
4. APPROVAL OF THE AGENDA
5. MAYOR'S REPORT
6. COUNCIL REPORTS
7. ENGINEER'S REPORT
8. CITIZEN COMMENTS – AGENDA ITEMS (LIMITED TO 3 MINUTES EACH)
9. CITIZEN COMMENTS – NON-AGENDA ITEMS (LIMITED TO 3 MINUTES EACH)
10. CONSENT AGENDA
 - a. APPROVAL OF THE MINUTES OF THE JULY 10TH, 2023 MEETING
 - b. APPROVAL OF THE FINANCIAL REPORT
 - c. APPROVAL OF THE LIST OF BILLS SUBMITTED
11. OLD BUSINESS
 - a. DISCUSSION OF CHAPTER 55 OF THE ROBINS MUNICIPAL CODE; "ANIMAL PROTECTION AND CONTROL" RELATING TO "DOMESTIC ANIMALS" AND POSSIBLE MOTION.
12. NEW BUSINESS
 - A. SET DATE FOR THE SEPTEMBER COUNCIL MEETING.
 - B. DISCUSSION OF THE RIGHT OF WAY ABUTTING 101 N. SECOND STREET ON NORTH TROY RD.
 - C. RESOLUTION NO. 0823-1 AUTHORIZING PURCHASE OF A REPLACEMENT SKAGG MOWER IN THE AMOUNT OF \$15,856.00.
 - D. APPROVE FIRE CODE OFFICIAL/DEPUTY SUPERINTENDENT PUBLIC WORKS JOB DESCRIPTION.
 - E. RESOLUTION NO. 0823-2, APPOINTMENT AND SALARY FOR FIRE CODE OFFICIAL/DEPUTY SUPERINTENDENT PUBLIC WORKS FOR THE CITY OF ROBINS.
13. MOTION TO ADJOURN

**This Page is
Intentionally
Blank**

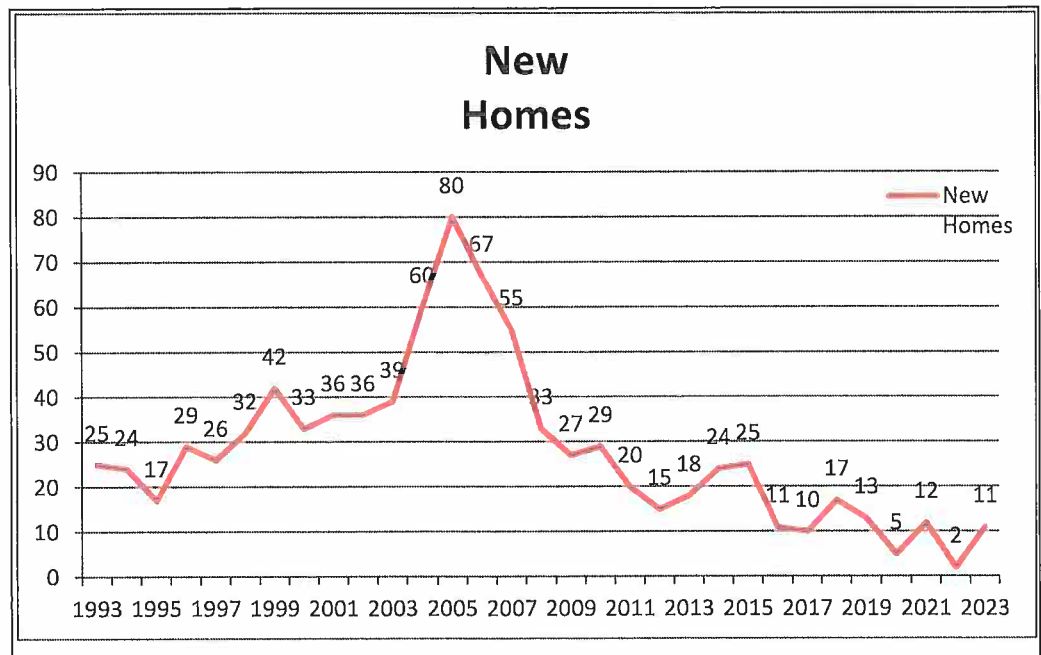
Robins

Planning and Zoning Report

July 31, 2023

Permit Number	BeginDate	Comment	PermitType	PartyName	FullAddress		City	State	Zip
					#	Street			
B23-001	03/30/23	New SFD Construction	Building	First Construction	3083	Arbury Ct.			
B23-001	04/07/23	New SFD Construction	Building		3083	Arbury Ct			
B23-002	04/14/23	New SFD Construction	Building	Rosanne Donnelly	300	Dutch Dr.			
B23-003	04/20/23	New SFD Construction	Building	Tom Shey	1965	Kaylin Ct			
B23-005	05/08/23	New Duplex/Gargae	Building	Kenwood Homes, LLC	875	Miles St.			
B23-006	05/08/23	New Duplex/Gargae	Building	Kenwood Homes, LLC	901	Miles St.			
B23-007	06/07/23	New SFD Construction	Building	B. Hancock Construction	3084	Arbury Ct.			
B23-008	06/08/23	New SFD & Garage	Building	Matt Gangestad	3082	Arbury Ct			
B23-009	07/07/23	New SFD & Garage	Building	Will & Jenna Dible	3149	Windsor Dr.			
BC23-001	03/03/23	ew Commercial Constructi	Building	FC Land LLC	3230	N. Ctr Pt. Rd #500			
BC23-002	06/21/23	ew Commercial Constructi	Commercial	Andy Eicher	3201	Eagle View Ct.			

FY2023 Permits Issued		
January		22
February		12
March		30
April		28
May		39
June		34
July		30
August		
September		
October		
November		
December		
Total		195





July 2023 Fire Report

Total Calls:	22
Medical Calls:	14
Fire Alarm:	2
Brush Fire:	1
Storm Watch:	1
Hydrant Burst:	1
Hiawatha Mutual Aid:	3
Monroe Mutual Aid:	0

Eddie Bell submitted an application and was voted onto the fire department in July. This puts us up to 19 members.

After the tire blowout on Brush Truck 369, I found that the tires on Tanker 360 were even older - late 2007 to early 2008, so they were 15 to 16 years old. For safety reasons and the fact that NFPA suggests replacing tires older than 7 years, I had new tires put on Tanker 360 in July. The total bill for these tires, balancing and installation at Bauer Built was a little over \$4800.

Training

Fire training: This month was training on fire pumps, master streams and water management. 14 members attended.

Medical training: The July medical training was on trauma. 14 members were present.

Fire Chief Keith Feldkamp

Robins Police Department

225 South 2nd Street

Robins, Iowa 52328

Non Emergency 366-5055

Scott A. Humphrey Chief of Police

Monthly Statistics 2023

	July	Year to Date
Officer initiated	118	613
Dispatched trips	52	214
Traffic stops	43	180
Warnings	39	159
Citations	31	79
Agency assist	15	69
Speed checks Radar	15	47
Disturbance calls	9	45
Crime Reports	5	35
Suspicious Activity	9	63
Medicals/Fire calls	11	53
Alarms	2	23
Reserve Hours	17	168

Chief S.A. Humphrey_____



To: City of Robins (Mayor and Council)

Date: August 1, 2023

From: Kelli Scott, P.E.

CC:

RE: City Engineer's Report

CITY PROJECTS

Southeast Quadrant Sanitary Trunk Sewer (Camelot Pl)

Rathje will need to re-seed the areas that have failed to grow under the seeding warranty in the contract. There have been issues with the pavers settling and the loss of bedding material that we are working with the contractor to repair.

The culvert is still on schedule to be completed by the end of September.

Regional Retention Basin

No update.

West Main St Trail and Road Reconstruction

We met with residents along Stamy Road on July 5th. They are opposed to the project and have prepared a petition. They have been directed to present the petition to Lori and request to be on the council agenda if they wish to address the council.

DEVELOPMENTS

The Village First Addition

A punchlist has been prepared and the developer is working on completing the items. Upon completion, we will review the Final Plat and make a recommendation to council.

Robins Landing Phase I

The plans are almost completed for review and construction. We are waiting on CR Water to finish their review and issue the water permits.

The developer wants to start with the off-site water main as soon as August 14th. This will result in an approximate 1 week closure of Main Street just west of Robins Road.

We have been working with the developer to revise the DA to align with the updated preliminary plat and phasing.

MISCELLANEOUS

Tower Terrace Road

No Update.

The next RAISE application was submitted at the end of February award announcements are expected in June.

Indian Creek and Dry Run Creek Sanitary Sewer

No Update.

A 28E Amendment is in process at the City of Marion to allocate any excess capacity within the already constructed segments and to revise the flow requests from CR and allow other jurisdictions to review their flow requests and make modifications. At this time, we don't feel that an changes are necessary for the City of Robins.

Transportation Technical Advisory Committee (TTAC)

No update.

REDI

No update.

Knollwood Basin

No Update.

Data has been analyzed and a memo prepared. We will deliver the analysis memo to City staff and work with City staff and officials to review the analysis information and determine next steps.

28-E Agreements

We had a meeting with CR on August 1st to continue negotiations. As a result of that meeting, we have set up recurring monthly meetings to work through the nuances of each agreement.



ROBINS CITY COUNCIL Minutes of the July 10th, 2023 Meeting

Mayor Chuck Hinz called the meeting to order at 7:00 p.m. in the Robins City Hall on Monday, July 10th, 2023. Roll call was taken with Councilors Marilyn Cook, Dick Pilcher, Roger Overbeck, Dave Franzman and JD Smith present along with Attorney Eric Martin, Planning and Zoning Administrator Dean Helander, Engineer Kelli Scott, Building Official/Public Works Superintendent Mike Kortenkamp, Police Chief Andy Humphrey, Deputy Clerk Lisa Goodin, City Clerk/Treasurer Lori Pickart and two residents.

Cook moved to approve the Agenda Franzman seconded and all voted aye.

COMMITTEE REPORTS

- Mayor Hinz deferred to Deputy Clerk Lisa Goodin who reported the City has had a very well received Farmers Market every other Sunday along E. Main Street with the last one being September 10th. She added the Marion Big Band will be performing at the South Troy Park on Sunday, July 16th from 4-5:30 p.m. along with food vendors and invited everyone to attend.
- Finance Coordinator Marilyn Cook noted the City has just started the FY'24 budget. She noted there are funds available for a pickle ball court in one of the parks and would like to see it be built in the very near future. She noted we also need to make a decision relating to the church purchased by the city a few years ago.
- Safety Coordinator Dick Pilcher noted the July 4th holiday came and left with no incidents in the City. He noted the monthly Police Report was included in the packet along with the results of the mobile speed detector.
- Public Works Coordinator Roger Overbeck reported dry detention basins. He added seeding and watering is being done on the SE Trunk Sanitary Sewer project.
- Parks Coordinator Dave Franzman noted Clark McLoud contacted him with free trees for the city with his planting it forward project. Kortenkamp noted the city has ordered a variety of 10 trees. He also commented a report relating to pickle ball courts was provided to the city about a year ago, adding he and Kortenkamp looked at the East Knoll Park and found an area where they could go.
- Streets Coordinator JD Smith deferred to Kortenkamp who noted in 3-4 weeks the contractor will be repairing certain street problems in town. Overbeck noted Prairie Road Builders will be in town in a couple of weeks if there are any seal coated areas which need to be worked on.
- Engineer Kelli Scott reported most of the seeding has been done on the sewer project noting the contractor continues to water the seed. She added the S. Troy Road area will be done once the new culvert is installed.

CITIZEN COMMENTS – AGENDA ITEMS

- Tyler Turner, 655 S. Troy Road noted he feels the chips at the S. Troy Park need to be replaced. He added the speed camera did not accurately depict the speeds on S. Troy Road as it was placed near the speed bump.

CITIZEN COMMENTS – NON AGENDA ITEMS

- Kari Smith, 285 Landau St. asked when the Council would be making a decision on urban chickens. Mayor Hinz noted it would be at the August 7th meeting.
- Tyler Turner, 655 S. Troy Road is happy the Council will be discussing urban chickens at the next meeting.

CONSENT AGENDA

Pilcher moved to approve the Consent Agenda, which contained the Minutes of the June 5th, 2023 meeting; the Financial Report; and the List of Bills Submitted. Smith seconded the motion and all voted aye.

Resolution No. 0723-3; Containment Barriers. Goodin noted quotations were received from three vendors. She added Cunningham Recreation provided three options for their products, 8", 9" and 12" barriers, noting they are made of hard plastic. Sports Edge provided a price for a flexible molded rubber curb; and Builders Choice provided costs to replace the existing wood barriers with new wood barriers. She noted the quotations were received in May and were good for 30 days. Overbeck moved to approve Resolution No. 0723-3, awarding the quotation of Option #3 received from Cunningham Recreation in an amount not to exceed \$8,000.00. Pilcher seconded and all voted aye. Overbeck noted if it was over \$8K, it would need to be brought back to the Council. On the vote, all voted aye.

Resolution No. 0723-4; Payment of Certain Bills. Pickart noted a resolution was passed in 2002 relating to this and the State Auditor recommended a new resolution should be passed to include charge cards, etc. Franzman moved to approve Resolution No. 0723-4, Smith seconded and all voted aye.

Resolution No. 0723-5, Pay Request #6 to Rathje Construction. Scott noted the pavers are installed, adding the costs relating to seeding and watering are not included on the pay request. The culvert extension must be completed by September 29th, 2023. Franzman moved to approve Resolution No. 0723-5 approving pay request #6 to Rathje Construction in the amount of \$21, 033.00. Cook seconded the motion and all voted aye.

Resolution No. 0723-1, Establishing Salaries for FY '24. Mayor Hinz provided 2023 raise information from the surrounding cities and recommended a 5% increase for Robins' employees. Smith noted he feels the Deputy Clerk position should be raised to match that of the public works employees at \$25.96. Pilcher moved to approve Resolution No. 0723-1 as amended, Smith seconded and all voted aye.

Overbeck moved to adjourn at 7:50 p.m., Pilcher seconded and all voted aye.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer



<i>ACCOUNT:</i>	<i>BALANCE 7/1/2023</i>	<i>JULY RECEIPTS</i>	<i>JULY EXPENSES</i>	<i>BALANCE 7/31/2023</i>	<i>PROPOSED BILLS</i>	<i>ANTICIPATED BALANCE</i>
GENERAL FUND	\$2,013,718.68	\$36,592.89	\$84,557.62	\$1,965,753.95	\$65,134.05	\$1,900,619.90
ROAD USE	\$790,662.23	\$37,682.63	\$21,707.86	\$806,637.00	\$8,219.91	\$798,417.09
ROBINS BASEBALL	\$13,468.34	\$0.00	\$0.00	\$13,468.34	\$0.00	\$13,468.34
LOCAL OPTION TAX	\$2,045,972.69	\$39,849.39	\$21,033.00	\$2,064,789.08	\$192,707.95	\$1,872,081.13
TIF	\$30,477.89	\$217.76	\$0.00	\$30,695.65	\$0.00	\$30,695.65
DEBT SERVICE	\$18,442.22	\$111.17	\$250.00	\$18,303.39	\$0.00	\$18,303.39
CAPITAL PROJECTS	\$1,890,003.74	\$0.00	\$370,741.83	\$1,519,261.91	\$0.00	\$1,519,261.91
WATER UTILITY	\$203,116.23	\$27,331.60	\$24,511.28	\$205,936.55	\$834.13	\$205,102.42
SEWER UTILITY	\$650,859.80	\$69,756.08	\$21,152.88	\$699,463.00	\$32,523.71	\$666,939.29
TOTALS	\$7,656,721.82	\$211,541.52	\$543,954.47	\$7,324,308.87	\$299,419.75	\$7,024,889.12

July Revenues

Police Fines	\$357.00
Vehicle Inspections	\$1,040.00
American Relief Plan	\$0.00
Park Rental	\$700.00
Golf Cart License	\$0.00
Ball Diamond Usage	\$450.00
City Hall Rental	\$550.00
Building Permits	\$5,257.00
Coseco Permits	\$200.00
Engineering Services Fee	\$19,160.00
Platting Fees	\$0.00
Misc. Receipts	\$8,298.18
Farmers Market	\$5.00
Property Taxes	\$575.71
Alcohol Permits	\$0.00
Road Use Receipts	\$37,682.63
Local Option Tax Receipts	\$39,849.39
TIF Receipts	\$217.76
Debt Service Receipts	\$111.17
Bond Proceeds	\$0.00
Capital Projects Reimbursements	\$0.00
Cedar Rapids Water Reimbursement	\$25,081.60
Water Main Fees	\$2,250.00
Water Connection Fee	\$0.00
Sewer User Fees	\$67,026.08
Sewer Connections	\$2,730.00

*Total Receipts***\$211,541.52***Cash and Investment Account Balance as of 7/31/23*

	<u>Checking</u>	<u>Savings</u>	<u>CD's</u>	<u>Totals</u>
General Fund	\$36,167.18	\$1,429,586.77	\$500,000.00	\$1,965,753.95
Road Use	\$54,105.05	\$752,531.95		\$806,637.00
Robins Baseball Inst.	\$212.67	\$13,255.67		\$13,468.34
Local Option Tax	\$26,738.18	\$1,538,050.90	\$500,000.00	\$2,064,789.08
TIF	\$7,408.34	\$23,287.31		\$30,695.65
Debt Service	\$7,553.02	\$10,750.37		\$18,303.39
Capital Projects	\$801.78	\$1,518,460.13		\$1,519,261.91
Water Utility	\$29,175.59	\$176,760.96		\$205,936.55
Sewer Utility	\$20,782.66	\$678,680.34		\$699,463.00
Totals	\$182,944.47	\$6,141,364.40	\$1,000,000.00	\$7,324,308.87

Vendor	Description	Parks 001-430	Police 001-110	Fire 001-150	General - Other	P&A 001-620	Road Use 110-210	Sewer Utility - 610-815	Water Utility 600-810	Lost/Capital Projects	Total
Office Express	janitorial supplies	35.19	35.19	35.19		35.19					140.76
Payroll-Bartels, Brett	Police Officer	451.03									451.03
Payroll-Boeckmann, Neal	Streets/Sewers/Fire	394.20		788.40	394.20		2,365.18				3,941.98
Payroll-Cirkl, Adam	Police Officer	596.94									596.94
Payroll-Dunn, Jim	Police Officer	576.17									576.17
Payroll-Goodin, Lisa	Deputy Clerk	299.24			915.59			1,373.78			2,588.61
Payroll-Helander, Dean	P&Z Administrator				1,021.93						1,021.93
Payroll-Hinz, Chuck	Mayor				369.40						369.40
Payroll-Hoppe, Phillip	Streets/Sewers	437.43		125.77	32.82	136.71	103.89	98.46			935.08
Payroll-Humphrey, Gabe	Police Officer	1,251.21									1,251.21
Payroll-Humphrey, Scott	Police Chief	2,838.80									2,838.80
Payroll-Kortenkamp, Mike	Building/Public Works				2,421.22		1,210.60	1,210.60			4,842.42
Payroll-Manhart, Gary	Police Officer	1,466.95									1,466.95
Payroll-McGiverin, Greg	Police Officer	1,663.60									1,663.60
Payroll-Nusbaum, Jason	Police Officer	119.95									119.95
Payroll-Oshel, Deric	Police Officer	641.55									641.55
Payroll-Payne, Tim	Police Officer	705.74									705.74
Payroll-Pickart, Lori	City Clerk				4,996.84						4,996.84
Payroll-Potts, Kenny	Streets/Sewers/Parks	421.65			411.84	196.11	274.47	58.72			1,362.79
Payroll-Vanersveld, Jeff	Streets/Sewer/Parks	843.99		41.72			93.73				979.44
Payroll-Welton, Joey	Streets/Sewer/Parks	720.45			192.13		336.18	499.47			1,748.23
Pickart, Lori	phone stipend					48.55					48.55
Point Computer Service	service	55.00	210.00								265.00
Pray's Tree Service	Oak/Landau				1,100.00						1,100.00
RAM Plumbing	generator - Maple Street							750.00			750.00
Sadler Power Train	mower parts				59.45						59.45
Schimberg Co.	parts							179.20			179.20
Snyder & Associates	engineering					9,708.68				14,513.32	24,222.00
Speer Financial	Continuing Disclosure					350.00					350.00
Tomlinson Cannon	storm drain repair						3,100.00				3,100.00
US Cellular	cell phones		48.56		48.55		97.10				194.21
US Plastic Repair	repair slide	750.00									750.00
USA Communications	service		12.77	4.38		84.47					101.62
Vanersvelde, Jeff	phone stipend						48.55				48.55
Welton, Joey	phone stipend						48.55				48.55
Wendling Quarries	diamond lime	33.61									33.61
Witmer Public Safety	supplies			315.61							315.61
Wright Express	gasoline		665.85	123.78	163.00		177.35	92.70			1,222.68
Total		23,083.24	3,624.49	2,773.64	17,021.90	18,630.79	8,219.91	32,523.71	834.13	192,707.95	299,419.76

Vendor	Description	Parks 001-430	Police 001-110	Fire 001-150	General - Other	P&A 001-620	Road Use 110-210	Sewer Utility - 610-815	Water Utility 600-810	Lost/Capital Projects	Total
Alliant Energy	electricity	260.81	338.33	338.33	1,573.76	245.09	143.29	147.01	21.11		3,067.73
Amazon	supplies					73.83					73.83
Banacom Signs	supplies		160.00								160.00
Banghart, Mark	Robins RoundUp coverage		200.00								200.00
Boeckmann, Neal	phone stipend						48.55				48.55
Cedar Rapids Utilities	water usage/sewer/crime stoppe										
City of Cedar Rapids	P/R #9-Indian Creek Sewer	219.73	102.13	21.38		42.76	39.19	16,335.35		31,255.68	16,760.54
Clark's Pharmacy	supplies										6.58
Corridor MPO	dues			6.58		2,722.02					2,722.02
Cunningham Recreation	FunTimbers	7,332.00									7,332.00
Dinges Fire Company	supplies			290.81							290.81
ECICOG	dues				1,709.06						1,709.06
Emergency Medical	supplies			191.99							191.99
Feldkamp, Keith	phone stipend			48.55							48.55
Fisher, Jim	Robins RoundUp coverage		125.00								125.00
Gazette	publications					398.03					398.03
Goodin, Lisa	phone stipend					48.55					48.55
Gworks	additional users					185.50					185.50
Humphrey, Andy	phone stipend		48.55								48.55
Humphrey, Gabe	reimbursement		7.73								7.73
Iowa One Call	locates							81.90			81.90
John Deere Credit	Theisens supplies						54.78				54.78
Kenway	rehab manholes							10,475.00			10,475.00
Kiecks	supplies		1,248.95								1,248.95
Lauderdale, Chris	Robins RoundUp coverage		200.00								200.00
Linn Co-op Lawn Care	service	550.00	121.68	121.66		121.66					915.00
Linn County REC	electricity				1,083.45			296.75	813.02		2,193.22
Linn County Recorder	recording fees					54.00					54.00
Linn County Sheriff	auto maintenance		33.71								33.71
LRS Portables	service	418.00									418.00
Lynch-Dallas	legal					3,978.48					3,978.48
Manhart, Gary	phone stipend		48.55								48.55
Marion Iron	supplies						19.60				19.60
Marion, City of	inspections				428.75						428.75
Marion, City of *	Indian Creek billing #1									146,938.95	146,938.95
Menards	supplies						43.05				43.05
Mercy Hospital	Immunizations			302.00							302.00
Metro Design Studios	web hosting					169.95					169.95
Mid-American	natural gas		17.49	17.49		31.21	15.85	27.19			109.23
Midway Outdoor	parts				99.91						99.91
Miene Septic	service							700.00			700.00
Motor Protection Electronics	parts							197.58			197.58

- A. The sale or offer for sale of goods or services.
 - B. Recruitment for employment or membership in an organization.
 - C. A solicitation to make an investment.
 - D. An amusement or entertainment activity.
9. "Companion animal" means domesticated dogs, cats, rodents, fish, and captive-bred species of common cage birds as well as other customary household pets sold by commercial pet shops.
10. "Cruelty" means any act or omission whereby unjustifiable physical pain, suffering or death of an animal is caused or permitted, including failure to provide proper drink, air, space, shelter or protection from the elements, a sanitary and safe living environment, veterinary care or nutritious food in sufficient quantity. In the case of activities where physical pain is necessarily caused, such as medical and scientific research, food processing, customary and normal veterinary and agricultural husbandry practices, pest elimination, and animal training and hunting, "cruelty" means a failure to employ the most humane method reasonably available.
11. "Disposition" means adoption, quarantine, voluntary or involuntary custodianship or placement, or euthanasia humanely administered to an animal. "Disposition" includes placement or sale of an animal to the general public, or removal of an animal from any pet shop to any other location.
12. "Domestic animal" includes domesticated sheep, horses, cattle, goats, swine, chickens, geese, turkeys, pheasants, ducks, and other birds and animals raised and/or maintained in confinement. Domestic animals are also referred to as farm animals or livestock. (Ordinance No. 1012, 9/1/10)
13. "Exotic animal" means any live monkey, alligator, crocodile, cayman, raccoon, skunk, fox, bear, sea mammal, poisonous or constrictor snake, emu, ostrich, pot-bellied pigs, member of the feline species other than domestic cat (*Felis Domesticus*), member of the canine species, including Staffordshire terrier, American pit bull terrier, American Staffordshire terrier or any dog with appearance and characteristics of being predominantly those breeds, excepting other domestic dog (*Canis Familiaris*) breeds, or any other animal that would require a standard of care and control greater than that required for customary household pets sold by commercial pet shops or domestic farm animals.
14. "Fair" means any of the following:

animals without adequate provocation, or which, because of temperament or training, has a known propensity to attack, bite, or physically injure human beings, companion animals or domestic animals. Any wild animal or any animal that without provocation has bitten or attacked a human being or other animal shall be *prima facie* presumed vicious or dangerous.

28. "Wild animal" means any live monkey, nonhuman primate, raccoon, skunk, fox, leopard, panther, tiger, lion, lynx, or any other warm-blooded animal that can normally be found in the wild state. The term "wild animal" does not include: companion dogs (excluding hybrids with wolves, coyotes or jackals), companion cats (excluding hybrids with ocelots or margays), usual domestic animals, rodents, any hybrid animal that is part wild and captive-bred species of common cage birds.

55.02 NUISANCES. It is unlawful for any person to keep any animal on any property located within the corporate limits of the City when the keeping of such animal constitutes a public nuisance or menace to public health or safety. Any existing lawful agricultural uses and any animals associated with such agricultural uses, except wild or exotic animals, upon five (5) or more acres of property, at the time of adoption of the ordinance codified in this chapter, shall be deemed conforming to the regulations specified within this chapter. Furthermore, the conforming nature of this property transfers with the ownership for the same uses. The aforementioned deemed conforming agricultural nature of keeping animals on property transfers with a change of ownership, except in those cases where the agricultural use of animals has ceased for a period of one hundred eighty (180) days from change of ownership, or said agricultural use is not permitted to continue under the provisions of the Zoning Ordinance for the zoning district in which the property is located. No domestic animal shall be allowed on properties of less than five (5) acres. (Ordinance No. 1012, 9/1/10)

55.03 KEEPING OF EXOTIC ANIMALS. It is unlawful for anyone to own, harbor or permit at large any exotic animal without the written permission of the Animal Control Board. Such permission shall be given only if it is demonstrated to the satisfaction of the Board that the animal will not constitute a threat to public health or safety.

55.04 KEEPING OF NUMEROUS ANIMALS.

1. No owner or custodian shall harbor or maintain such number of companion animals as to create unhealthy or unsanitary conditions for humans or animals occupying the premises, or create any other conditions constituting a public nuisance.

2. It is unlawful for any owner or custodian to own a cat or dog over six (6) months of age which has not been currently vaccinated against

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Last Quarter 6 New Moon 14 First Quarter 22 Full Moon 29	AUGUST <div><div>s m t w t f s</div><div>1 2 3 4 5</div><div>6 7 8 9 10 11 12</div><div>13 14 15 16 17 18 19</div><div>20 21 22 23 24 25 26</div><div>27 28 29 30 31</div></div>	OCTOBER <div><div>s m t w t f s</div><div>1 2 3 4 5 6 7</div><div>8 9 10 11 12 13 14</div><div>15 16 17 18 19 20 21</div><div>22 23 24 25 26 27 28</div><div>29 30 31</div></div>			1	2
3	4 <div>CLOSED</div> <div>Labor Day (USA) Labour Day (Canada)</div>	5	6	7	8	9
10	11 <div>Patriot Day (USA)</div>	12	13	14	15	16
Grandparents Day						Rosh Hashanah
17	18	19	20	21	22	23
						Autumn Begins
24	25 <div>Yom Kippur</div>	26	27	28	29	30
						Sukkot

OLD BUSINESS

⇒ None

NEW BUSINESS

- a. **Epic Event Center Development Agreement.** Property Owners Jerry and Karen Sunderman wish to sever the property of the Epic Event Center from the rest of their property. The City required a Development Agreement for future owners. The Council reviewed the agreement; Pilcher moved to approve Development Agreement #2022-4 between the City of Robins and Epic Event Center owners. Smith seconded the vote and all voted aye.
- b. **Final Plat – Epic Event Center First Addition.** The Council reviewed the said plat. Cook moved to approve Resolution No. 0123-1 approving the Final Plat of the Epic Event Center First Addition; Smith seconded and all voted aye.
- c. **Plat of Survey No. 2695.** Engineer Scott noted our Infrastructure Plan adopted in March of 2021 outlines the future right-of-way needs throughout the City. Our Infrastructure Plan identifies North Troy right of way width of 84'. The south property would need to dedicate 14.5' and the north property would need to dedicate 12' to reach the 42' half width. Smith moved to table Resolution No. 0123-2 until discussions with the affected property owners could be completed. Cook seconded the motion and all voted aye.
- d. **Woods Edge at Dry Creek Second Addition.** Kortenkamp noted he is working with the Cedar Rapids Water Department in either getting the water taps moved as they are now located in the sidewalks of the development or take all future responsibilities of the taps. Pilcher moved to approve Resolution No. 0123-4 approving the final plat, Franzman seconded and all voted aye.
- e. **Eagle View First Addition to Robins.** The Council reviewed the Final Plat of the Eagle View First Addition to Robins. They noted the additional verbiage in Resolution No. 0123-5, relating to the purchaser of the lots will need to obtain a Letter of Map Amendment (LOMA) based on the fill process (LOMR-F), along with a pre-construction elevation certificate prepared by a Certified Engineer. Franzman moved to approve said Resolution, Smith seconded and all voted aye.
- f. **CIP Meeting.** Mayor Hinz noted he would like to have a meeting to review the Capital Improvements Plan separate from the budget meeting. The Council decided January 9th at 4:30 p.m.

The council adjourned at 7:55 p.m.

Chuck Hinz, Mayor

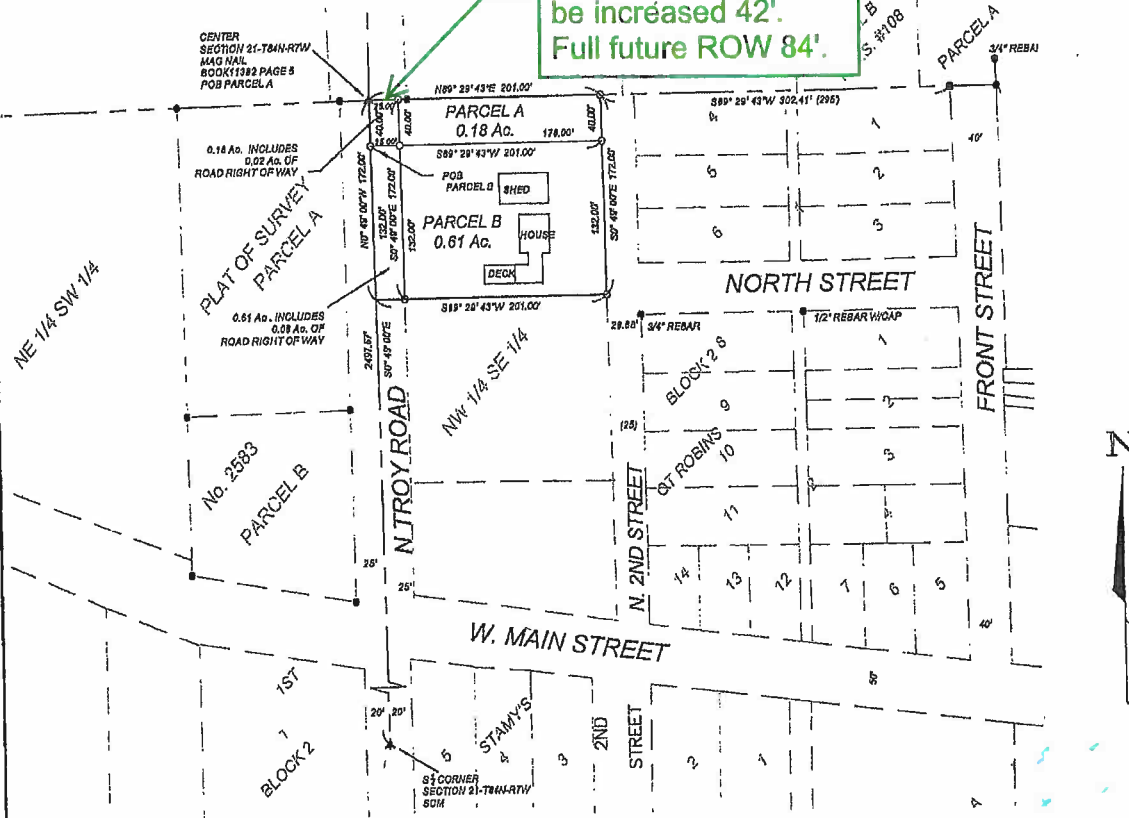
ATTEST:

Lori Pickart, City Clerk/Treasurer

PLAT OF SURVEY No. 2695 PARCELS A AND B

Index Legend
Location Description: Part of the NW 1/4 SE 1/4 Section 21-84-7
Requestor: Scott Warden
Proprietor: Michael R. Fossum
Surveyor: Stephen M. Brain, P.E., L.S.
Surveyor Company: Brain Engineering, Inc.
Return to: SM Brain, 1540 Midland Ct NE Cedar Rapids, IA 52402 or mikes@brain-eng.com (319) 294-9424

ROW half width
dedication needs to
be increased 42'.
Full future ROW 84'.



LEGAL DESCRIPTION - PARCEL A

A part of the NW 1/4 SE 1/4 of Section 21-Township 84 North, Range 7 West of the 5th P.M., City of Robins, Linn County, Iowa, described as follows:

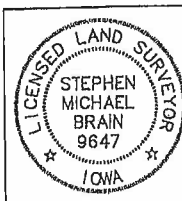
Beginning at the Center of said Section 21;
thence N89°29'43"E along the north line of said NW 1/4 SE 1/4, 201.00 feet;
thence S00°49'00"E, 40.00 feet;
thence S89°29'43"W, 201.00 feet to the west line of said NW 1/4 SE 1/4;
thence N00°49'00"W along said west line, 40.00 feet to the Point of Beginning, containing 0.18 acres which includes 0.02 acres of road right of way.

LEGAL DESCRIPTION - PARCEL B

A part of the NW 1/4 SE 1/4 of Section 21-Township 84 North, Range 7 West of the 5th P.M., City of Robins, Linn County, Iowa, described as follows:

Commencing as a point of reference at the Center of said Section 21;
thence S00°49'00"E along the west line of said NW 1/4 SE 1/4, 40.00 feet to the Point of Beginning;
thence N89°29'43"E, 201.00 feet;
thence S00°49'00"E, 132.00 feet;
thence S89°29'43"W, 201.00 feet to said west line;
thence N00°49'00"W along said west line, 132.00 feet to the Point of Beginning, containing 0.53 acres which includes 0.08 acres of road right of way.

NOTES: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.



I hereby certify that this land surveying document 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.
Signed _____ Date _____

Stephen Michael Brain, L.S.
My License Renewal Date is December 31, 2022
License Number 9647
Pages or sheets covered by this seal: THIS PAGE



- ▲ FOUND SECTION CORNER
- FOUND 1/2" REBAR OR AS LABELED
- △ SET SECTION CORNER
- SET 1/2" REBAR W/ YPC #9847
- POB POINT OF BEGINNING
- 0 RECORDED AS
- SCM 4"x 4" CONCRETE POST w/DISK
- UE UTILITY EASEMENT
- YPC YELLOW PLASTIC CAP
- P.O.S. PLAT OF SURVEY
- BORDER
- CENTERLINE
- PROPERTY LINE
- SECTION LINE
- ADJACENT PROPERTY ROW

DATE OF SURVEY: 10/1/2021

PLAT OF SURVEY No. 2695
PARCELS A AND B

BRAIN
ENGINEERING, INC.

Drawn: SMB Book: 381
12/12/22
Checked: [Signature] Scale: 1"=100'
12/13/22

Q U O T A T I O N

PAGE: 1

MIDWAY OUTDOOR EQUIPMENT INC.
1215 N Center Point Rd
Hiawatha, Ia 52233 USA
Phone #: (319)393-0443
Fax #: (319)378-9414

PHONE #: 360-5630 Ext: NEAL
CELL #:
ALT. #: 832-1295
P.O.#: firecodeofficial@cityofr
TERMS: Net 10th EOM
SALES TYPE: Quote

DATE: 7/19/2023
ORDER #: 1423554
CUSTOMER #: 18045
CP: Mike B
LOCATION: 1
STATUS: Active

BILL TO 18045

City Of Robins
Street Dept.
265 S 2nd St.
Robins, IA 52328

SHIP TO

City Of Robins
Street Dept.
265 S 2nd St.
Robins, IA 52328

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
SCA	841N	STTII-61V-25KBD	1	\$22,799.00	\$19,356.00	\$19,356.00
****	TRADE-IN	Trade-In Allowance	1	-\$3,500.00	-\$3,500.00	(\$3,500.00)

Prices reflected on this quote are valid for 30 days.

SUBTOTAL: \$15,856.00
TAX: \$0.00
ORDER TOTAL: \$15,856.00

Authorized By: _____

RESOLUTION NO. 0823-1

RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT LAWN MOWER AND NECESSARY EQUIPMENT

WHEREAS, the City Council has budgeted a replacement diesel Skagg zero-turn mower in the FY 2024 budget; and

WHEREAS, an estimate has been obtained from Midway Outdoor Equipment for the said mower which includes trade-in value for the 2015 city owned Skagg Mower; and

WHEREAS, the City Council has reviewed the proposal for the purchase for a 2024 Skagg zero-turn mower and finds that the proposal provided by Midway Outdoor Equipment for the purchase of the unit in the amount of \$15,856.00 should be approved.

NOW, THEREFORE, IT IS RESOLVED by the City Council, City of Robins, Iowa, that said proposal is hereby approved by the City, and the Mayor and City Clerk are hereby authorized and directed to execute said paperwork on behalf of the City.

Passed and approved, this 7th day of August, 2023.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk /Treasurer

CITY OF ROBINS

POSITION: Fire Code Official/Deputy Superintendent Public Works

DEPARTMENT: Fire/Public Works	FLSA STATUS: Exempt
<p>POSITION SUMMARY: This is a combined position of the Deputy Superintendent of Public Works and the Fire Code Official. The employee in this position is responsible for the duties of both positions.</p> <p>The Fire Code Official position is responsible for conducting inspections of industrial, commercial and other public buildings and properties. The Fire Code Official position functions under the authority of the Fire Chief. The Mayor shall approve/appoint and/or dismiss the Fire Code Official subject to the consent of a majority of the Council.</p> <p>The Deputy Superintendent Public Works will manage and supervise daily operations of assigned functional areas and provide technical support as needed. This person will perform complex professional and administrative work with an emphasis in staff development, safety programming, service delivery, budget oversight. The Deputy Superintendent Public Works will provide leadership assistance to the Superintendent Public Works in planning, coordination, and employee supervision and development within the department and act on behalf of the Superintendent Public Works during absences. All duties are performed in accordance with applicable laws, resolutions and city policies.</p>	

FIRE CODE OFFICIAL		
DUTY NO.	ESSENTIAL DUTIES:	FREQUENCY
1.	Shall be a member in good standing of the Robins Volunteer Fire Department	Continual
2.	Enforce all applicable fire prevention laws, regulations, codes and ordinances relating to the protection of life and property. Issue municipal infractions when appropriate.	Continual
3.	Assist the Fire Chief in the development and implementation of a formal risk reduction plan that identifies current community risk and hazards in fire prevention and line safety.	Continual
4.	Develop code and ordinance recommendations pertaining to fire prevention, fire protection, and the manufacture, storage and use of hazardous materials.	Continual
5.	Advise the Fire Chief on matters of Community Risk Reduction.	Continual
6.	Train Fire Department and community development personnel in code enforcement, fire inspection, public education, and fire prevention methods.	Continual
7.	Maintain records relating to code enforcement, fire	Continual

8.	inspection, public education, and fire prevention. Oversee the Fire Department Knox Box program	Continual
9.	Respond to fire and other emergencies and make certain the I.C.S. a system is being implemented properly and accepting command when necessary.	Continual
10.	Attend conferences and other professional meetings related to Fire Department administration and operations.	Continual
11.	Recommend the selection and management of Fire Department employees in accordance with City and Departmental policy.	Continual
12.	Perform related work as required and assigned by the Fire Chief.	Continual
13.	Attend civic, professional, service and community group meetings at schools, churches and other places of public gathering to explain the activities and functions of the Fire Department and to establish favorable public relations.	Continual
14.	Plan and participate in the performance of fire inspections, fire investigations, public education and related prevention activities.	Continual
15.	Receive and manage complaints and problems relating to the Fire Code and provide code-related and fire safety consultation services to the general public.	Continual
16.	Oversee the Department's pre-planning program to maintain up to date information on high hazard properties.	Continual
17.	Establish professional relationships with peer trainers and safety officials and assist in the development and/or coordination of regional training initiatives.	Continual
18.	Regular, reliable attendance.	Continual

DEPUTY SUPERINTENDENT PUBLIC WORKS		
DUTY NO.	ESSENTIAL DUTIES:	FREQUENCY
1.	Assist in managing the operations of all business-related activities and provide oversight, guidance and supervision to Public Works staff.	Continual
2.	Manage Public Works staff by prioritizing tasks; ensure policy and procedure compliance; recommend changes and adjustments; develop staff through training and mentoring; evaluate employee performance and make recommendations for promotions and/or discipline as needed.	Continual
3.	Assist in developing the annual budget for assigned functional areas; make recommendations to the Superintendent Public Works; monitor budget expenditures; ensure revenue collections; and oversee payroll, procurement and accounts payable.	Continual
4.	Assist in developing and implementing the department's annual Capital Improvement and Divisional Work	Continual

	Programs with Department staff.	
5.	Develop the implementation of employee training programs, events and services; evaluate efficiency and effectiveness of functional area operations and implement improvements as necessary.	Continual
6.	Assist in developing agendas and packet materials for City Council, boards and commission meetings.	Continual
7.	Attend City Council, boards and commission meetings as required.	Continual
8.	Maintain a comprehensive knowledge of standards, codes and regulations. Stay up-to-date on industry trends and maintain professional affiliations.	Continual
9.	Regular, reliable attendance.	Continual

Essential Job Knowledge – FIRE CODE OFFICIAL (position requirements at entry):

Knowledge of:

1. Knowledge of modern fire prevention practices and Fire Code administration.
2. Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department, along with the ability to supervise the effective use of such equipment and apparatus.
3. Knowledge of the city's geography, including the location of streets, water system and major buildings.
4. Knowledge of modern training practices and techniques.
5. Ability to plan, direct, coordinate and control the activities of subordinates.

Essential Job Knowledge – DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry):

Knowledge of:

1. Knowledge of principles of supervision, training, staff development and leadership practices.
2. Knowledge of administrative and budget management practices and principles.
3. Knowledge of City and department policies and procedures.
4. Knowledge of computers, hardware and software.
5. Knowledge of marketing and promotions best practices.
6. Ability to develop working knowledge of modern principles and practices of public works and infrastructure programming.
7. Ability to develop working knowledge of the safety requirements related to the maintenance of streets, sewers, traffic signals, traffic signs, street lighting systems, flood, snow and ice control and street cleaning operations.
8. Knowledge of Microsoft Office Suite.

Essential Job Skills – FIRE CODE OFFICIAL (position requirements at entry)

Skill and ability to:

1. Read, understand and apply Fire Code regulations and other local codes.

2. Read and understand construction plans and specifications.
3. Ability to take corrective actions when appropriate.
4. Develop and delegate tasks and projects.
5. Problem solving.
6. Maintain department records in an organized and orderly way.
7. Use computers and related software applications.
8. Plan and supervise a varied work program involving both skilled and unskilled maintenance personnel in a manner conducive to full performance and high morale.
9. Communicate and maintain effective working relationships (both orally and written) with Mayor, City Council, City staff, citizens, contractors and vendors sufficient to exchange or convey information and to receive work direction.

Essential Job Skills – DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry)

Skill and ability to:

1. Plan, develop, implement and monitor policies, procedures, rules and regulations.
2. Plan, develop, implement and monitor public works related projects.
3. Perform cost/benefit and return-on investment analyses.
4. Effectively supervise and delegate duties to assigned staff.
5. Resolve customer complaints and concerns.
6. Exhibit written and verbal communication skills.

Training and Experience – FIRE CODE OFFICIAL (position requirements at entry):

Must be certified in the following:

1. Firefighter 1 & 2
2. Fire Instructor 1
3. Fire Officer 1
4. ICC Certified Fire Inspector

Qualifications - DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry):

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration, Human Resources, Occupational Health and Safety or related field or five consecutive years of management experience and responsibility for the oversight of public infrastructure maintenance, fleet maintenance, and facilities.

Administrative Requirements - FIRE CODE OFFICIAL & DEPUTY SUPERINTENDENT PUBLIC WORKS (position requirements at entry):

Valid Iowa Driver's License, CDL preferred, Pre-employment Drug Testing, Criminal Background History Check. Strong leadership and management skills required.

Physical Requirements - FIRE CODE OFFICIAL & DEPUTY SUPERINTENDENT PUBLIC WORKS

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, grasping, talking, hearing, seeing, and repetitive motions, all for extended periods of time.

Ability to traverse variable terrain conditions not accessible by vehicle or stairs, including but not

limited to, checking ceilings and roofs on steep slopes, and heavily vegetated areas. Perform work outdoor for an extended period.

May be subjected to dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, and bodily injury. May be exposed to extreme temperatures.

Exerting up to 40 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Prepared by: City of Robins

Adopted: 8-7-2023

The City of Robins retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RESOLUTION NO. 0823-2

RESOLUTION OF APPOINTMENT

WHEREAS, the City Council of the City of Robins, Iowa, has determined a need to establish and fill the position of full time Fire Code Official/Deputy Superintendent Public Works for the City of Robins.

WHEREAS, this position is classified as a full time, exempt position.

WHEREAS, this position will begin on August 1, 2023.

WHEREAS, the starting salary of the Fire Code Official/Deputy Superintendent Public Works will be \$79,268.39 per year.

NOW, THEREFORE BE IT RESOLVED, the City Council appoints Neal Boeckmann as the full time Fire Code Official/Deputy Superintendent Public Works for the City of Robins, Iowa.

PASSED AND APPROVED, this 7th day of August 2023.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer