



TENTATIVE AGENDA

ROBINS CITY COUNCIL

MONDAY, JUNE 17TH, 2023

5:30 - P.M. AT 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. Presentation from Venture Earth Science relating to Bat Boxes at South Troy Park
6. The Mayor's response to speed/accidents on North Center Point Road
7. Motion to approve the List of Bills submitted (June 1st, 2024 and June 17th, 2024 Lists)
8. Motion to approve Resolution No. 0624-2, Pay Request No. 8 and Change Order No. 7 to Rathje Construction work completed on the SE Trunk Sanitary Sewer Improvements from S. Mentzer to Dry Creek.
9. Motion to approve Resolution No. 0624-6, Setting a public hearing to Amend the FY'24 Municipal Budget on June 24th, 2024 @ 7:00 p.m. in the Robins City Hall.
10. Motion to approve Resolution No. 0624-7, amending Fire Chief's Salary
11. Discussion of Police Officers Pay Rate.
12. Motion to approve Resolution No. 0624-1 Establishing Salaries for FY '25
13. Motion to approve Resolution No. 0624-5, Approving Plat of Survey No. 2817 adding a part of Lot 6 to Lot 5.
14. Motion to approve Resolution No. 0624-8, Approving Cigarette Application for Otter Creek Country Stores.
15. Motion to approve Resolution No. 0627-9, Approving Plat of Survey.
16. MOTION TO ADJOURN

Bat Boxes and Informational Sign

Background:

Our names are Lauren Hilzendager and Elliot Hoskins, we are both freshmen at Linn-Mar high school. Venture Earth Science is a 3 hour hands on class, we were assigned to do a STEM project to actually change something for the better. We chose to research bats and white nose syndrome.

What will be on the sign: The sign will contain information about what white nose syndrome is, how it harms bats, where the fungus is located on the bat, what bats do for us, importance of bats, and how to prevent spreading the fungus. The sign will be on a post which can be dug into the ground close to the trail. The sign will educate the public about what they need to know about this topic so hopefully this syndrome can be prevented.

What the boxes do: The bat boxes will be a place for the bats to stay during the warmer seasons, and will keep groups of bats away from each other to hopefully reduce the spread of the disease. The boxes have a tight space for the bats to enter which resembles the small spaces of a cave. We want to put the bat boxes up at least 10 feet high on a tree so people walking on the trail cannot touch them.

Maintenance: We plan to visit the bat boxes and sign every couple months to make sure there is no damage to them and if there is we plan to fix it as soon as possible.

How it will benefit: Not only will this help the bat population grow and thrive, it will also help the community. Bats eat many different kinds of insects such as mosquitoes and ticks. It can also bring more people to South Troy Park and the trail.



May 11, 2024

Chris and Linda Thompson
435 Woodview Ave.
Robins, IA 52328

Aaron and Emily Rothmeyer
3089 Windsor Dr.
Robins, IA 52328

Hello Folks,

On January 29, 2024 you presented to the City of Robins a written request to consider reducing the speed limit on North Center Point Road between Tower Terrace Road and County Home Road from the current speed limit of 55 mph to 45 mph.

The City felt part of the decision-making process regarding this request was to research historical accident data and examine current speed data. Therefore, the City asked the Robins Police Department to examine the data and compile a report.

The Robins Police Department has examined accident reports on Center Point Road from Tower Terrace Road to County Home Road from 2020 to March 2024.

During that time, there were 8 accident reports. Of those 8 accident reports, two were cited for driving too fast for road conditions (snow, ice, fog). The other 6 were due to other situations not a direct result of speeding.

The Robins Police Department also conducted several radar traffic trailer studies during August 2023 and April 2024 (data attached). That data did not indicate a speeding problem.

The Robins Police Department will continue to patrol North Center Point Road and continue to monitor traffic speed using radar and observation.

Based upon the traffic data and police department analysis the City of Robins does not feel the speed limit on North Center Point Road should be reduced to 45 mph. We appreciate your input and please note we will continue to monitor North Center Point Road and all other streets in Robins to maintain safe traffic conditions and flow.

Thank you for your input and concern.

THE CITY OF ROBINS

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

Chuck Hinz
Mayor

Subject **NORTH CENTER POINT ROAD TRAFFIC STUDY/NUMBERS**
From <andy.humphrey@cityofrobins.org>
To Chuck Hinz <chuck@cityofrobins.org>
Date 2024-05-13 10:02



• RobinsPD-Scan_20240510_083447_006030.pdf(~249 KB)

----- Original Message -----

Subject: NORTH CENTER POINT ROAD TRAFFIC STUDY/NUMBERS
Date: 2024-05-10 08:52
From: andy.humphrey@cityofrobins.org
To: Chuck Hinz <chuck@cityofrobins.org>
Cc: MDFOLEY <MDFOLEY@MDFOLEY.COM>, 820 <gary.manhart@cityofrobins.org>

MAYOR -

HERE IS THE INFORMATION THAT YOU REQUESTED.

AS YOU CAN SEE, THERE WERE 8 REPORTED ACCIDENTS ON NORTH CENTER POINT ROAD BETWEEN COUNTY HOME ROAD AND TOWER TERRACE ROAD FROM 2020 TO 2024.
NONE APPEAR TO HAVE SPEED RELATED ISSUES. (THE (2) THAT ARE LABELED TOO FAST FOR ROAD CONDITIONS ARE SNOW/ICE/FOG RELATED)

OUR 2 TRAFFIC TRAILER STUDIES DONE - 8-11 TO 8-18-2023 AND AGAIN 4-10 TO 4-17-24
THIS SHOWED THAT THE AVERAGE SPEED WAS WILL BELOW THE 55MPH LIMIT.
THE SPEEDING VEHICLES NOTED ON BOTH THE NB TRAFFIC AND SB TRAFFIC WOULD REGISTER THAT WAY IF THEY WERE AT 56MPH OR ABOVE. ALSO SOME OF THE SPEEDING VEHICLES ARE POLICE/FIRE/EMS HEADED TO CALLS.
THAT BEING SAID, I HAVE ONLY CAUGHT 1 OR 2 SPEEDERS DURING THAT TIME FRAME OF OVER 65MPH. I AM OUT THERE RUNNING RADAR AT LEAST ONCE A WEEK IF NOT TWO.

BOTH GARY AND I AGREE THAT THERE IS NOT ENOUGH OF A SPEEDING ISSUE ON NORTH CENTER POINT RD TO WARRANT REDUCING THE SPEED TO 45MPH.

THANKS CHUCK
ANDY

Robins Police Department

225 South 2nd Street Robins, Iowa 52328 Non Emergency 366-5055
Scott A. Humphrey Chief of Police

N Center Point Road Traffic Study

Accidents on N Center Point Road between Tower Terrace Road to County Home Road from 2020 to 2024

Total number of accidents 8

09/04/2020 N Center Point Road and Chester Road. Improper turn in front of motorcycle,

01/28/2021 N Center Point Road and Singer Hill Road. Improper passing

02/09/2021 N Center Point Road and Wild Flower addition. Driving too fast for road conditions

02/16/2021 N Center Point Road private drive. Improper passing

03/15/2021 N Center Point Road Singer Hill. Driving too fast for road conditions

10/23/2022 N Center Point Road Chester Road. Failure to maintain control

10/24/2023 N Center Point Road and Mackenzie Dr. Tailgating rear-ended

03/04/2024 N Center Point Road and Tower Terrace Road. Car deer

Traffic Trailer statistics N Center Point Road between Tower Terrace Road and County Home Road

08/11/2023 to 08/18/2023 N Center Point Road and Wild Flower north and south bound traffic

North bound traffic

Average speed 46mph

Speeding vehicles 19%

South bound traffic

Average speed 44 mph

Speeding vehicles 17%

04/10/2024 to 04/17/2024 N Center Point Road and Wild Flower

Robins Police Department

225 South 2nd Street

Robins, Iowa 52328

Non Emergency 366-5055

Scott A. Humphrey Chief of Police

North bound traffic

Average speed 46mph

Speeding vehicles 21%

South bound traffic

Average speed 50mph

Speeding vehicles 22%

04/20/2024 to 05/04/2024 N Center Point Road and Mackenzie Dr.

North Bound Traffic

Average speed 49mph

Speeding vehicles 20%

South bound traffic

Average speed 50mph

Speeding vehicles 18%

[illegible]

[illegible]

RESOLUTION 0624-2

RESOLUTION NO. 0624-2 APPROVING PAY REQUEST #8 AND CHANGE ORDER # 7 TO
RATHJE CONSTRUCTION FOR WORK COMPLETED ON THE SE TRUNK SANITARY SEWER
IMPROVEMENTS FROM S. MENTZER TO DRY CREEK

BE IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, IOWA that Pay
Request #8 and Change Order #7 to Rathje Constriction in the amount of \$74,227.30 for
work completed on the SE Trunk Sanitary Sewer Improvements from S. Mentzer Road to
Dry Creek is hereby approved

BE IT FINALLY RESOLVED that the City Clerk is directed to provide payment for Pay
Request No. 8 and Change Order No. 7.

PASSED AND APPROVED this 17rd Day of June, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

APPLICATION FOR PARTIAL PAYMENT NO. 8

PROJECT: SE Trunk Sanitary Sewer Improvements From S. Mentzer to Dry Creek

S&A PROJECT NO.:

121.0304

OWNER: City of Robins
CONTRACTOR: Rathje Construction
ADDRESS: PO Box 408
Marion, IA 52302
DATE: 5/29/2024

PAYMENT PERIOD: 9/19/2023
to 12/22/2023

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 578,978.41
Net Change by Change Order: \$ 312,145.17
Contract Amount to Date: \$ 891,123.58

CONTRACT PERIOD: TOTAL CALENDAR DAYS

Original Contract Date: September 13, 2021

Original Contract Time: 105
Late Start Date April 1, 2022

2. WORK SUMMARY:

Total Work Performed to Date: \$ 871,117.02

Retainage: 5% \$43,555.85
Total Earned Less Retainage: \$ 827,561.17
Less Previous Applications for Payment: \$ 753,333.87
AMOUNT DUE THIS APPLICATION: \$74,227.30

Added by Change Order: 441

Contract Time to Date: 12/22/2023

Completion Date 9/29/2023

Time Used to Date:

Contract Time Remaining:

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Rathje Construction Company

CONTRACTOR

By

Nate Bj

DATE:

5/29/24

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By

Kelli Scott

DATE:

5-29-24

5. OWNER'S APPROVAL

City of Robins

OWNER

By

DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK THIS PERIOD			COMPLETED WORK TO DATE		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
1.	Clearing and Grubbing	1	LS	\$ 6,450.00	\$ 6,450.00			\$ -	1		\$ 6,450.00
2.	Topsoil, On-site, 6"	2264	CY	\$ 16.00	36,224.00			\$ -	2264		\$ 36,224.00
3.	Excavation, Class 10	623	CY	\$ 18.50	11,525.50			\$ -	623		\$ 11,525.50
4.	Subbase, Modified	160.7	SY	\$ 6.75	1,084.73	87		\$ 587.25	155		\$ 1,046.25
5.	Removal of Known Pipe Culvert, CMP, 36"	80	LF	\$ 15.00	1,200.00			\$ -	80		\$ 1,200.00
6.	Removal of Known Pipe Culvert, HDPE, 12"	10	LF	\$ 50.00	500.00			\$ -	10		\$ 500.00
7.	Removal of Known Pipe Culvert, RCP, 24"	14	LF	\$ 50.00	700.00			\$ -	16		\$ 800.00
8.	Removal of Known Pipe Culvert, RCP, 36"	40	LF	\$ 25.00	1,000.00			\$ -	40		\$ 1,000.00
9.	Compaction Testing	1	LS	\$ 1,000.00	1,000.00			\$ -	1		\$ 1,000.00
10.	Turfstone Pavers	1384	SY	\$ 82.00	113,488.00			\$ -	1384		\$ 113,488.00
11.	Rock Excavation	31	CY	\$ 75.00	2,325.00			\$ -	26		\$ 1,950.00
12.	Trench Foundation	26.5	TON	\$ 50.00	1,325.00			\$ -	17		\$ 850.00
13.	Replacement of Unsuitable Backfill Material	154.6	CY	\$ 30.00	4,638.00	0		\$ -	0		\$ -
14.	Trench Compaction Testing	1	LS	\$ 1,000.00	1,000.00			\$ -	1		\$ 1,000.00
15.	Sanitary Sewer Gravity Main, Trenched, PVC, 12"	1669.7	LF	\$ 52.50	87,659.25			\$ -	0		\$ -
16.	Sanitary Sewer Service Relocation	2	EA	\$ 1,500.00	3,000.00			\$ -	5		\$ 7,500.00
17.	Removal of Sanitary Sewer, PVC, 8"	35	LF	\$ 10.00	350.00			\$ -	35		\$ 350.00
18.	Removal of Sanitary Sewer, PVC, 10"	692	LF	\$ 10.00	6,920.00			\$ -	692		\$ 6,920.00
19.	Sanitary Sewer Abandonment, Plug	2	EA	\$ 250.00	500.00			\$ -	2		\$ 500.00
20.	Pipe Culvert, Trenched, HDPE, 12"	60	LF	\$ 53.00	3,180.00			\$ -	80		\$ 4,240.00
21.	Pipe Culvert, Trenched, RCP, 24"	14	LF	\$ 80.75	1,130.50			\$ -	14		\$ 1,130.50
22.	Pipe Culvert, Trenched, RCP, 36"	120	LF	\$ 111.00	13,320.00			\$ -	120		\$ 13,320.00
23.	Pipe Apron, RCP, 24"	1	EA	\$ 1,500.00	1,500.00			\$ -	1		\$ 1,500.00
24.	Footing for Concrete Pipe Apron, RCP, 24"	1	EA	\$ 950.00	950.00			\$ -	1		\$ 950.00
25.	Pipe Apron Guard	1	EA	\$ 1,650.00	1,650.00	0		\$ -	0		\$ -
26.	Subdrain, Type 1, Trenched, 6"	592	LF	\$ 12.75	7,548.00			\$ -	0		\$ -
27.	Subdrain, Type 1, Trenched, 8"	1970	LF	\$ 16.25	32,012.50			\$ -	0		\$ -
28.	Subdrain, Type 1, Trenchless, 6"	60	LF	\$ 80.00	4,800.00			\$ -	0		\$ -
29.	Subdrain Cleanout, Type A-2, 8"	5	EA	\$ 850.00	4,250.00			\$ -	5		\$ 4,250.00
30.	Hickenbottom Subdrain Cleanout, Type A-2, 8"	5	EA	\$ 700.00	3,500.00			\$ -	5		\$ 3,500.00
31.	Pipe Bursting, HDPE, 16"	401.9	LF	\$ 135.00	54,256.50			\$ -	401.9		\$ 54,256.50
32.	Manhole, SW-301, 48"	6	EA	\$ 3,500.00	21,000.00			\$ -	6		\$ 21,000.00
33.	Manhole Adjustment, Major	2	EA	\$ 2,000.00	4,000.00	0		\$ -	0		\$ -
34.	Connection to Existing Manhole	2	EA	\$ 1,500.00	3,000.00			\$ -	2		\$ 3,000.00
35.	Remove Manhole	6	EA	\$ 1,000.00	6,000.00			\$ -	6		\$ 6,000.00
36.	Pavement, HMA	158.4	TON	\$ 160.00	25,344.00	127		\$ 20,320.00	127		\$ 20,320.00
37.	Driveway, Granular	51	TON	\$ 25.00	1,275.00			\$ -	114		\$ 2,850.00
38.	Pavement Removal	160.9	SY	\$ 8.75	1,407.88	293		\$ 2,563.75	429		\$ 3,753.75
39.	Temporary Traffic Control	1	LS	\$ 3,000.00	3,000.00	0.2		\$ 600.00	1		\$ 3,000.00
40.	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 1	2.8	AC	\$ 3,250.00	9,100.00	3.37		\$ 10,952.50	3.37		\$ 10,952.50
41.	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 4	2.8	AC	\$ 2,500.00	7,000.00			\$ -	0		\$ -
42.	Watering	300	MGAL	\$ 45.00	13,500.00	131		\$ 5,895.00	131		\$ 5,895.00
43.	Warranty	1	LS	\$ 500.00	500.00	0		\$ -	0		\$ -
44.	SWPPP Management	1	LS	\$ 1,800.00	1,800.00	0.4		\$ 720.00	1		\$ 1,800.00
45.	Filter Sock, 9"	6983	LF	\$ 2.00	13,966.00			\$ -	6227		\$ 12,454.00
46.	Filter Socks, Removal	6983	LF	\$ 0.40	2,793.20			\$ -	6227		\$ 2,490.80
47.	Temporary RECP, Type 2.C	5366	SY	\$ 1.10	5,902.60	6048		\$ 6,652.80	6048		\$ 6,652.80
48.	Rip Rap, Class E	103	TON	\$ 60.00	6,180.00	65		\$ 3,900.00	148		\$ 8,880.00
49.	Stabilized Construction Entrance	240	SY	\$ 5.00	1,200.00	67		\$ 335.00	240		\$ 1,200.00
50.	Mobilization	1	LS	\$ 30,000.00	30,000.00			\$ -	1		\$ 30,000.00
51.	Concrete Washout	1	LF	\$ 500.00	500.00	1		\$ 500.00	1		\$ 500.00
15.A	Sanitary Sewer Gravity Main, Trenched, PVC, 12"	-1669.7	LF	\$ 52.50	(87,659.25)			\$ -	0		\$ -
52.	Sanitary Sewer Gravity Main, Trenched, PVC, 15"	1669.7	LF	\$ 60.00	100,182.00			\$ -	1669.7		\$ 100,182.00
TOTAL ORIGINAL CONTRACT =					\$ 578,978.41	TOTAL		\$ 53,026.30	TOTAL		\$ 516,381.60

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK THIS PERIOD			COMPLETED WORK TO DATE		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
CHANGE ORDER SUMMARY:											
26.	Subdrain, Type 1, Trenched, 6"	-592	LF	12.75	(7,548.00)			\$ -	0		\$ -
27.	Subdrain, Type 1, Trenched, 8"	-1,970	LF	16.25	(32,012.50)			\$ -	0		\$ -
28.	Subdrain, Type 1, Trenchless, 6"	-60	LF	80.00	(4,800.00)			\$ -	0		\$ -
CO2-1	Subdrain, Type 1, Trenched 12"	2,562	LF	24.25	62,128.50			\$ -	2,489		\$ 60,358.25
CO2-2	Subdrain, Type 1, Trenchless, 12"	60	LF	240.00	14,400.00			\$ -	60		\$ 14,400.00
CO2-3	Remove and Reinstall Rip Rap	1	LS	1,030.00	1,030.00			\$ -	1		\$ 1,030.00
CO2-4	Concrete Flume and Sediment Basin Cleanout	1	LS	4,500.00	4,500.00			\$ -	1		\$ 4,500.00
CO3-1	Clearing and Grubbing	1	LS	6,800.00	6,800.00			\$ -	1		\$ 6,800.00
CO3-2	Excavation, Class 10	305	CY	62.00	18,910.00			\$ -	305		\$ 18,910.00
CO3-3	Subdrain, Type 1, Trenched 12"	430	LF	39.00	16,770.00			\$ -	430		\$ 16,770.00
CO3-4	Class E Rip Rap	258	TON	82.32	21,238.56	25.8		\$ 2,123.86	258.0		\$ 21,238.56
CO3-5	Flowable Mortar	103	CY	219.62	22,620.86	10.3		\$ 2,262.09	103.0		\$ 22,620.86
CO3-6	Mobilization	1	LS	4,500.00	4,500.00			\$ -	1		\$ 4,500.00
CO3-7	Railroad Standby	1	LS	8,200.00	8,200.00			\$ -	1		\$ 8,200.00
CO5-1	Additional Railroad Flagger Days	5	DAY	1,430.00	7,150.00			\$ -	5		\$ 7,150.00
COR-6	7'x3' Double Cell Box Culvert	36	LF	\$ 2,750.00	\$ 99,000.00			\$ -	36		\$ 99,000.00
COR-6	7'x3' Sloped End Section with Footing and Headwall	1	LS	\$ 15,500.00	\$ 15,500.00			\$ -	1		\$ 15,500.00
COR-6	3' Rise Double Cell Wingwalls w/ 6" Poured Floor and #4 Bar @ 12" OC Reinforcement	1	LS	\$ 15,500.00	\$ 15,500.00			\$ -	1		\$ 15,500.00
COR-6	Remove HMA Pavement	74	SY	\$ 14.00	\$ 1,036.00			\$ -	74		\$ 1,036.00
COR-6	Install 6" HMA	24	TN	\$ 260.00	\$ 6,240.00	24		\$ 6,240.00	24		\$ 6,240.00
COR-6	Pavement Subbase 6" Depth	22	TN	\$ 34.00	\$ 748.00	22		\$ 748.00	22		\$ 748.00
COR-6	Remove Existing CMP Storm Sewer Culvert	85	LF	\$ 45.00	\$ 3,825.00			\$ -	85		\$ 3,825.00
COR-6	Turfstone Pavers	218	SF	\$ 15.00	\$ 3,270.00			\$ -	218		\$ 3,270.00
COR-6	12" Subdrain w/ Rodent Guard	71	LF	\$ 30.00	\$ 2,130.00			\$ -	71		\$ 2,130.00
COR-6	12" Thick Class E Rip Rap	22	TN	\$ 65.00	\$ 1,430.00	22		\$ 1,430.00	22		\$ 1,430.00
COR-6	Flowable Mortar	12	CY	\$ 200.00	\$ 2,400.00			\$ -	12		\$ 2,400.00
COR-6	Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00			\$ -	1		\$ 1,000.00
COR-6	Mobilization	1	LS	\$ 3,875.00	\$ 3,875.00			\$ -	1		\$ 3,875.00
COR-7	Class E Rip Rap	10	TON	\$ 100.00	\$ 1,000.00	10		\$ 1,000.00	10		\$ 1,000.00
COR-8	Brick Pavers	1	LS	\$ 8,599.75	\$ 8,599.75	1		\$ 8,599.75	1		\$ 8,599.75
COR-9	Sod	41.6	SQ	\$ 65.00	\$ 2,704.00	41.6		\$ 2,704.00	41.6		\$ 2,704.00
		TOTAL CHANGE ORDERS = \$ 312,145.17				\$ 25,107.70			\$ 354,735.42		
		TOTAL CONTRACT									
		& CHANGE ORDERS \$891,123.68				\$ 78,134.00			\$ 871,117.02		

CHANGE ORDER NO. 7

OWNER: City of Robins

PROJECT: SE Trunk Sanitary Sewer Improvements Project
S&A PROJECT #: 121.0304

To: Rathje Construction Company
Contractor
PO Box 408
Address
Marion, IA 52302
City, State, Zip

You are directed to make the following changes in this contract:

1. Description of change to be made:

Install additional rip rap at S Mentzer Culverts. Install additional sod adjacent to South Troy Road.

2. Reason for Change:

Additional Rip Rap will help slow down storm flow from upstream S Mentzer culverts and prevent erosion stone washout. City requested change for added Sod.

3. Settlement for the cost of making the change shall be as follows:

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
COR-7	Class E Rip Rap	10	TON	\$ 100.00	\$ 1,000.00
COR-8	Brick Pavers	1	LS	\$ 8,599.75	\$ 8,599.75
COR-9	Sod	41.6	SQ	\$ 65.00	\$ 2,704.00
TOTAL					\$12,303.75

4. This change order will result in a net change in the contract completion time of days and a net change in the cost of the project of \$12303.75 divided as follows:

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$878,819.83	September 29, 2023
Change due to this C.O. (+ or -)	\$12,303.75	
Totals including this C.O.:	\$891,123.58	September 29, 2023

The change described herein is understood, and the terms of settlement are hereby agreed to:

Rathje Construction Company

CONTRACTOR

By

Nate Bj

DATE:

6/12/24

Snyder & Associates, Inc.

ENGINEER

By

Kelli Scott

DATE:

6-12-24

City of Robins

OWNER

By

DATE:

From: Nate Byers <NByers@rathjeconstruction.com>
Sent: Thursday, June 8, 2023 4:10 PM
To: Patrick Williams
Cc: Kelli Scott; Mike Kortenkamp
Subject: RE: Robins Sewer - Damaged Fence at 650 S Troy Rd

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender email address and know the content is safe.

I'll head out to the site tomorrow to check the damage and get a plan for fixing. As of now, I have a fencing guy lined up to replace 2 posts. I'll see if there are any additional needs (one was adjacent to a gate) while on site.

Mike,
Regarding the rip rap work at Mentzer, we'd be at \$100/TN to do the channelizing that we discussed. The higher rate is because there will be machine and handwork to get those built up as needed. Let me know if you want us to proceed. We may have availability tomorrow.

Thanks,
Nate Byers
Project Manager / Estimator
Cell: 319-360-4199
Office: 319-377-3179



305 44th St.
Marion, IA 52302

From: Nate Byers
Sent: Monday, June 5, 2023 1:13 PM
To: 'Patrick Williams' <pwilliams@snyder-associates.com>
Cc: Kelli Scott <kscott@snyder-associates.com>; Mike Kortenkamp <mike.kortenkamp@cityofrobins.org>
Subject: RE: Robins Sewer - Damaged Fence at 650 S Troy Rd

Patrick,
I saw that the other day when we were walking the site and had hoped that it was not something that we had done. I'll get a plan in place to fix it.

I'm also working on getting a number sent over for the rip rap work at Mentzer. I'm hoping to get that sent out today, but I've been out running around most of the day.

Nate Byers
Project Manager / Estimator
Cell: 319-360-4199
Office: 319-377-3179



305 44th St.
Marion, IA 52302

From: Patrick Williams <pwilliams@snyder-associates.com>
Sent: Monday, June 5, 2023 10:18 AM
To: Nate Byers <NByers@rathjeconstruction.com>
Cc: Kelli Scott <Kscott@snyder-associates.com>; Mike Kortenkamp <mike.kortenkamp@cityofrobins.org>
Subject: Robins Sewer - Damaged Fence at 650 S Troy Rd

Good morning Nate,

We received an email from Chad Kunce at 650 S Troy Rd. See highlighted below. Can you address the damage to his fence post? I plan to be out there this afternoon and can send you a picture if needed.

Thanks,

Patrick Williams
Project Engineer

Snyder & Associates, Inc.

From: Chad Kunce <ckunce@johnsongas.com>
Date: June 5, 2023 at 9:23:28 AM CDT
To: Mike Kortenkamp <mike.kortenkamp@cityofrobins.org>
Subject: Ditch Project

Good morning Mike,

Just wanted to touch base with you briefly this morning. I see the ditch is started to take shape. However, I noticed Saturday that when they had been working up by my back fence grading some of the material last week that they ran into one of my fence posts and creased it. It is now leaning slightly towards the ditch and from the impact popped

one of the middle caps of the fence from the impact. I wanted you to be aware of it. The post in question is on the back side of the property where the fence goes at an angle with the ditch.

Also, I have a question concerning the remaining part of the ditch. I noticed they stopped leveling the ditch at the front edge of my fence all the way to the road. Are they not planning on completing this part until they do the road? If not, can they remove the green barriers there so I can at least mow it, so it does not look so bad?

Chad Kunce

650 s troy
319-361-7316

NOTICE: This E-mail (including all attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may contain legally privileged information. If you are not the intended recipient, you are hereby put on notice that any retention, dissemination, distribution, or copying of this communication or any part thereof is strictly prohibited. Please call or reply to the sender immediately that you have received this message in error, then permanently delete it.



Date: December 26, 2023

Page 1 of 1

To: Patrick Williams
Snyder & Associates, Inc.

Project: **SE Trunk Sanitary Sewer Improvements**
From S. Mentzer Rd. to Dry Creek

Re: COR: 8 Brick Paver Exploratory Excavation and Repair

Rathje #: 7296

City of Robins,

I am hereby submitting the following change order request to provide exploratory excavation in an isolated area where the brick pavers were showing washout. Also included in this change order are washout repairs to brick paver areas where filter sock was required per plan.

	Qty	Unit	Unit Price	Mark Up	Unit w/ MU	Total
<u>Rathje Construction</u>						
Date: 9/8/23						
Small Track Hoe	2.5	HRS	\$ 190.00			\$ 475.00
Labor	3.5	HRS	\$ 95.00			\$ 332.50
Superintendent	3.5	HRS	\$ 105.00			\$ 367.50
Date: 9/15/23						
Small Track Hoe	1.25	HRS	\$ 190.00			\$ 237.50
Labor	3.5	HRS	\$ 95.00			\$ 332.50
<u>Roto-Rooter</u>						
Jet and Camera 12" Subdrain	1	LS	\$ 2,137.50	10%	\$ 2,351.25	\$ 2,351.25
<u>Culvers Lawn and Landscape</u>						
Labor	31.75	HRS	\$ 80.00			\$ 2,540.00
Snap Edge with Steel Spikes	100	LF	\$ 3.32	10%	\$ 3.65	\$ 365.20
3/8" Chips	2.8	TN	\$ 30.40	10%	\$ 33.44	\$ 93.63
Amended Solid	3.5	TN	\$ 64.64	10%	\$ 71.10	\$ 248.86
Labor (10/26/23)	4	HRS	\$ 80.00			\$ 320.00
Labor (12/22/23)	6	HRS	\$ 80.00			\$ 480.00
3/8" Chips	0.5	CY	\$ 56.00	10%	\$ 61.60	\$ 30.80
<u>Soil Concepts Inc.</u>						
Fix Washouts from Sock	5	HRS	\$ 85.00			\$ 425.00
Total						\$ 8,599.75

Work Authorized or Changes Approved by:

By: _____
(Printed Name and Company)

By: NATE BYERS
(Rathje Construction Co.)

By: _____
(Authorized Signature)

By: Nate Byers
(Authorized Signature)

Title: _____ Date: _____

Title: Project Manager Date: 12/28/23



Date: December 28, 2023

Page 1 of 1

To: Patrick Williams
Snyder & Associates, Inc.

Project: **SE Trunk Sanitary Sewer Improvements**
From S. Mentzer Rd. to Dry Creek

Re: COR #9 - Sod

Rathje #: 7296

City of Robins,
I am hereby submitting the following change order request to install sod adjacent to South Troy Road.

Description	Qty	Unit	Unit Price	Mark Up	Unit w/ MU	Total
Sod	41.6	SQ	\$ 65.00		\$ 65.00	\$ 2,704.00
Total						\$ 2,704.00

Work Authorized or Changes Approved by:

By: _____
(Printed Name and Company)

By: NATE BYERS
(Rathje Construction Co.)

By: _____
(Authorized Signature)

By: Nate Byers
(Authorized Signature)

Title: _____ Date: _____

Title: Project Manager Date: 12/28/23

RESOLUTION NO. 0624-6

A RESOLUTION SETTING PUBLIC HEARING DATE AND TIME TO HOLD A PUBLIC HEARING
TO AMEND THE FISCAL YEAR 2024 MUNICIPAL BUDGET

WHEREAS, the City Council of the City of Robins, Iowa, located in Linn County, Iowa finds the need to amend the FY '24 Municipal Budget, and

WHEREAS, the proposed date and time for the public hearing is set on June 24th, 2024 in the Robins City Hall at 7:00 pm as depicted in the attached document.

NOW THEREFORE, be it Resolved by the City Council of the City of Robins, Iowa located in Linn County, Iowa the public hearing to hear comments and concerns (written or verbal) relating to amending the FY '24 Municipal Budget will be held on June 24th, 2024, in the Council Chambers at 7:00 p.m., 265 2nd Street, Robins, Iowa 52328.

PASSED AND APPROVED, this 17th day of June, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
City of ROBINS				
Fiscal Year July 1, 2023 - June 30, 2024				
The City of ROBINS will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024				
Meeting Date/Time: 6/24/2024 07:00 PM		Contact: Lori Flokart, City Clerk/Treasurer		Phone: (319) 333-0568
Meeting Location: Robins City Hall, 265 S. 2nd Street, Robins, Iowa 52328				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult https://don.iowa.gov/local-gov-appeals .				
REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	1,219,468	0	1,219,468
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	1,219,468	0	1,219,468
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	670,188	0	670,188
Other City Taxes	6	344,421	0	344,421
Licenses & Permits	7	52,560	0	52,560
Use of Money & Property	8	35,700	0	35,700
Intergovernmental	9	1,185,980	0	1,185,980
Charges for Service	10	404,380	0	404,380
Special Assessments	11	0	0	0
Miscellaneous	12	53,000	10,662	63,662
Other Financing Sources	13	1,515,000	2,076,913	3,591,913
Transfers In	14	670,188	13,468	683,656
Total Revenues & Other Sources	15	6,150,835	2,101,043	8,251,928
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	537,230	65,000	602,230
Public Works	17	1,719,388	0	1,719,388
Health and Social Services	18	0	0	0
Culture and Recreation	19	833,367	0	833,367
Community and Economic Development	20	179,641	0	179,641
General Government	21	577,573	0	577,573
Debt Service	22	891,081	0	891,081
Capital Projects	23	1,896,000	2,076,913	3,971,913
Total Government Activities Expenditures	24	6,633,280	2,141,913	8,775,193
Business Type/Enterprise	25	646,320	0	646,320
Total Gov Activities & Business Expenditures	26	7,281,600	2,141,913	9,423,513
Transfers Out	27	670,188	13,468	683,656
Total Expenditures/Transfers Out	28	7,951,788	2,155,381	10,107,169
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,800,903	-54,338	-1,855,241
Beginning Fund Balance July 1, 2023	30	5,850,744	1,797,771	7,648,515
Ending Fund Balance June 30, 2024	31	4,059,841	1,743,433	5,803,274
Explanation of Changes: Add bond sale proceeds of \$2,076,913 and expenses of the same to pay for costs of the Indian Creek Sewer Upgrade. Transfer \$13,468 from the special revenue fund to the park budget. Add \$65,000 for purchase of police car. Add \$10,662 for insurance payments for fire trucks. Adjust beginning fund balance to actual.				

RESOLUTION NO 0624-7

Resolution Amending Salary for Fire Chief

WHEREAS, the City Council of the City of Robins, Iowa has determined a need to increase the annual salary of the Robins Fire Chief to \$10,000 per year.

WHEREAS, the Fire Chief will continue to receive fire call and training meeting stipends, and

WHEREAS, this amended salary shall with the October 1st, 2024 payroll which will include the July/August/ and September fire call and training meeting stipends.

PASSED AND APPROVED, this 17th day of June 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

Subject **Fwd: May 20th Public Safety Agenda Items**
From <chuck.hinz@cityofrobins.org>
To Lori Pickart <lori@cityofrobins.org>
Date 2024-05-09 16:18



- Holiday Overtime Pay Surrounding Departments.pdf(~128 KB)

Lori,

Please add these items to the May 20 Council agenda.

Chuck

----- Original Message -----

Subject: May 20th Public Safety Agenda Items

Date: 2024-05-09 15:31

From: Mike Foley <mdfoley@mdfoley.com>

To: "chuck.hinz@cityofrobins.org" <chuck.hinz@cityofrobins.org>, 'Lori Pickart' <lori@cityofrobins.org>

Cc: Keith Feldkamp <kgfeldkamp@ymail.com>, Andy Humphrey <andy.humphrey@cityofrobins.org>, Gary Manhart <gary.manhart@cityofrobins.org>

Good morning Chuck and Lori,

Now that we have finished our budget and bond council meetings going into the next fiscal year I have a couple of items that I am not sure IF they need to be "agenda items" for council approval or not.

Please add the following items to the May 20th Agenda.

The following items have already been built into their respective budgets for the upcoming fiscal year:

* I would like to increase Fire Chief Keith Feldkamp's salary from \$2,700 to \$10,000. The amount of time and responsibility that goes into this position certainly warrants this increase. He does an incredible job and we have one of the finest volunteer Fire Departments in the state. All of the statistics support this as well. A true testament to his leadership! All other city department heads are certainly compensated much greater, so this increase is certainly more than "reasonable" in my opinion and past due!

* Holiday Pay for the Police Department: (Projected cost- \$3,500 and would come out of Salary Budget Line Item- 001-110-6010) We have had an issue motivating officers to work holidays in the past. Attached you will find a study we did with other area departments and we are one of the only cities who does not have a holiday pay enhancement. So, I would like to pay time and a half which seems to be the minimum rate in the area.

* Reserve Police Officer Pay- Projected cost is \$600 which would come out of the Reserve Budget line item 001-11-6599 or Salary Budget line item 001-110-6010) Currently we do not pay our Reserve Officers anything! If we compensate our Reserve Officers, we have a recruiting tool to attract top talent to our department. Case in point, we have upcoming retirements with Gary and Greg and they will "age out" and no longer to be police officers. But they can be Reserve Officers, why wouldn't want to try to retain them in some shape or form?? Also, the need for them will be increasing as well, for example our upcoming Farmers Markets. On those days, we have a regularly scheduled officer on duty, why not have a reserve officer to work those events?? Saturdays are always a challenging day for officers to come in! Other

events the Reserves are asked to serve are the Robins Round Up and Twilight Run.

* Police Officer Training Stipend- Projected cost \$800 and would come out of the Reserve Budget Line Item 001-110-6599- my understanding is that the firefighters are paid a "training stipend" to cover their time and gas. Our police officers have monthly training as well, but are not paid anything. I would like to do the same for our police officers as some of them drive over 40 miles one way for monthly training. So, I would like to pay them a \$15 Training Stipend.

I have spent an incredible amount of time learning as much as I can about our police and fire departments and believe the four items listed above are certainly justified and well deserved to remain competitive with other cities and fairly compensates people for their time and efforts.

Please let me know if these items need to be agenda items or not and if they are which upcoming council meeting they will be discussed and voted on so that I am prepared.

Thank you!!

Mike

Robins Police Department

225 S. Second Street

Robins, Iowa 52328

Non Emergency: 366-5055

Overtime pay

Hiawatha Police

Regular overtime 1.5 per hour
Worked holiday 2.5 per hour

Mt Vernon Police

Regular overtime 1.5 per hour
Worked holiday 1.5 per hour plus 8 hours regular

Cedar Rapids Police

Regular overtime 1.5 per hour
Worked holiday 1.5 per hour plus 8 regular

Linn County Sheriff

Regular overtime 1.5 per hour
Worked holiday 1.5 per hour plus 1 hour vacation per hour worked

Anamosa Police

Regular overtime 1.5 per hour
Worked holiday 2.5 per hour

Monticello Police

Regular overtime 1.5 per hour
Worked Holiday 2.0 per hour

Marion Police

Regular 1.5 per hour
Worked Holiday 2.5 per hour

Independence Police

Regular overtime 1.5 per hour
Worked Holiday 2.5 per hour

RESOLUTION NO. 0624-5

Approving Plat of Survey No. 2817 Eagle View Land Development, Inc.

WHEREAS, Plat of Survey No. 2817 has been received from Eagle View Land Development Inc., dated February 16th, 2024, relating to the Lot 6 of the Eagle View Land Development First Addition and addressed as 3100 Eagle View Court in Robins, Iowa, and legally described as:

THAT PORTION OF LOT SIX (6) OF EAGLE VIEW FIRST ADDITION IN THE CITY OF ROBINS, LINN COUNTY, IOWA MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER (N.W.1/4-S.W.1/4) OF SECTION EIGHT (8), TOWNSHIP EIGHTY-FOUR (84) NORTH, RANGE SEVEN (7) WEST OF THE FIFTH PRINCIPAL MERIDIAN;

THENCE SOUTH 1°24'38" EAST ON THE EAST LINE OF SAID LOT 6, A DISTANCE OF 82.40 FEET;

THENCE SOUTH 88°35'22" WEST, 232.96 FEET TO THE NORTHWESTERLY LINE OF SAID LOT 6;

THENCE NORTH 67°15'17" EAST ON SAID NORTHWESTERLY LINE, 250.10 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 6;

THENCE SOUTH 1°26'39" EAST ON SAID EAST LINE, 8.59 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.24 ACRE.

WHEREAS, the requester desires to sever Parcel A (0.24 acres) from Lot 6, and to combine it to Lot 5 to make a larger lot.

NOW THEREFORE BE IT RESOLVED BY THE ROBINS CITY COUNCIL OF THE CITY OF ROBINS, Iowa, that Plat of Survey No. 2817 is hereby accepted by the City Council.

Passed and Approved the 17th day of June, 2024.

Chuck Hinz, Mayor

Attest:

Lori Pickart, City Clerk/Treasurer



SNYDER
& ASSOCIATES

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

March 13, 2024

City of Robins
Lori Pickart
265 South 2nd Street
Robins, IA 52328

RE: EAGLE VIEW FIRST ADDITION
POS NO. 2817

Dear Ms. Pickart:

We have reviewed POS No. 2817, Portion of Lot 6 of Eagle View First Addition in the City of Robins, Linn County, Iowa. Signed copies will be provided to you prior to the April 16th P&Z meeting.

Parcel A will be combined with Lot 5 into one parcel after the POS is recorded. This prevents Parcel A from being sold as a separate lot. As such, we find POS No. 2817 and the enclosed documents to be in general conformance with the City requirements and recommend approval.

Respectfully,

SNYDER & ASSOCIATES, INC.

Kelli Scott, P.E.
City Engineer

KJS/kjs

Enclosures: POS No.2817 dated 2/15/24

cc: Bryce Ricklefs, Eagle View Land Development
Susan Forinash, Hall & Hall Engineers, Inc.

900 BELL DRIVE SW | CEDAR RAPIDS, IA 52404-5070
P: 319-362-9394 | SNYDER-ASSOCIATES.COM

INDEX LEGEND

Location: PORTION OF LOT 6 OF EAGLE VIEW
FIRST ADDITION IN THE CITY OF
ROBINS, LINN COUNTY, IOWA

Requestor: EAGLE VIEW LAND DEVELOPMENT INC.

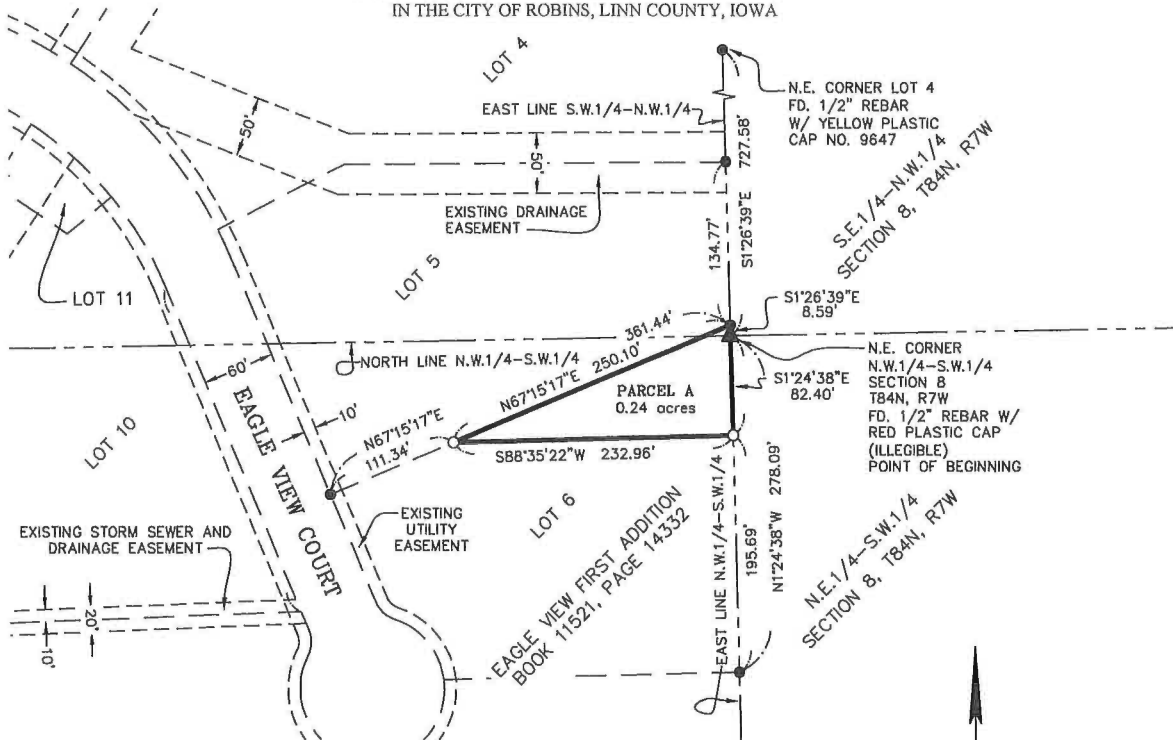
Proprietors: EAGLE VIEW LAND DEVELOPMENT INC.

Surveyor: GREGG E. SAMPSON, P.L.S.

Company/Return to: SUSAN FORINASH
HALL & HALL ENGINEERS, INC.
1860 BOYSON ROAD
HIAWATHA, IOWA 52233
1-319-362-9548

SPACE RESERVED FOR RECORDING PURPOSES

PLAT OF SURVEY PLAT OF SURVEY NO. 2817 PORTION OF LOT SIX OF EAGLE VIEW FIRST ADDITION IN THE CITY OF ROBINS, LINN COUNTY, IOWA



LEGAL DESCRIPTION

THAT PORTION OF LOT SIX (6) OF EAGLE VIEW FIRST ADDITION IN THE CITY OF ROBINS, LINN COUNTY, IOWA MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER (N.W. 1/4-S.W. 1/4) OF SECTION EIGHT (8), TOWNSHIP EIGHTY-FOUR (84) NORTH, RANGE SEVEN (7) WEST OF THE FIFTH PRINCIPAL MERIDIAN;

THENCE SOUTH 1°24'38" EAST ON THE EAST LINE OF SAID LOT 6, A DISTANCE OF 82.40 FEET;

THENCE SOUTH 88°35'22" WEST, 232.96 FEET TO THE NORTHWESTERLY LINE OF SAID LOT 6;

THENCE NORTH 67°15'17" EAST ON SAID NORTHWESTERLY LINE, 250.10 FEET TO THE NORTHERN-MOST CORNER OF SAID LOT 6;

THENCE SOUTH 1°26'39" EAST ON SAID EAST LINE OF LOT 6, A DISTANCE OF 8.59 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.24 ACRE.

SURVEY LEGEND

- SET 1/2" REBAR W/YELLOW PLASTIC CAP NO. 14809
- FD. 1/2" REBAR W/YELLOW PLASTIC CAP NO. 14809 UNLESS NOTED OTHERWISE
- EASEMENT LINE
- ===== PLAT OR SURVEY BOUNDARY
- 1/4 SECTION LINE
- 1/4-1/4 SECTION LINE
- EXISTING LOT LINE

NOTES:

- DISTANCES ARE IN FEET AND DECIMALS THEREOF.
- BEARINGS ARE BASED ON: NAD83(2011)(EPOCH 2010.000) Iowa State Plane, North Zone, as observed using the Iowa Real Time Network.
- DATE OF SURVEY FIELD WORK: 9/20/2022



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.

Signed:

Date:

GREGG E. SAMPSON, P.L.S. Iowa License No. 14809

My license renewal date is December 31, 2024

ENTIRE SUBMISSION IS COVERED BY THIS SEAL UNLESS SPECIFIED BELOW:

Project Number: 10580-LOT6

Sheet: 1 of 1

Scale: 1"=100'

Field Book No: 278

Date: 2/15/2024

Sheet Title:

PLAT OF SURVEY
PLAT OF SURVEY NO. 2817
PORTION OF LOT SIX OF EAGLE VIEW FIRST ADDITION
IN THE CITY OF ROBINS, LINN COUNTY, IOWA

HALL & HALL ENGINEERS, INC.

Leaders in Land Development Since 1953

1860 BOYSON ROAD, HIAWATHA, IOWA 52233
PHONE: (319) 362-9548 FAX: (319) 362-7595

CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE
LAND SURVEYING • LAND DEVELOPMENT PLANNING



www.halleng.com

Designed by:

Drawn by: BJV

Checked by: GES

RESOLUTION NO. 0624-8
A RESOLUTION APPROVING A CIGARETTE PERMIT APPLICATION
RECEIVED FROM OTTER CREEK COUNTRY STORES

WHEREAS, Don Burd has submitted an Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor License, and

WHEREAS, requirements per Chapter 453A of the Code of Iowa relating to cigarette sales have been met.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Robins, Iowa that the application for an Iowa Retail Cigarette Permit for Otter Creek Country Stores, Inc. is hereby approved.

PASSED AND APPROVED this 17th day of June, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

Additional instructions are on the final page.

For period (MM/DD/YYYY) 07 / 01 / 2024 through 06/30 / 2025

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:

Legal name/Doing business as (DBA): Otter Creek Country Stores, IncIowa sales and use tax account number: 157056323Retail address: 3445 County Home Rd City: Robins State: IA ZIP: 52328Mailing address: PO Box 187 City: Hawatha State: IA ZIP: 52233Phone: 319-536-0852

Legal Ownership Information:

Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP: Otter Creek Country Stores, IncPrimary office address: 3445 County Home Rd City: Robins State: IA ZIP: 52328Phone: 319-536-0852 Fax: _____ Email: don@burdproperty.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐ Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☒

Type of Establishment: (Select the options that best describe the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Other (provide description) ☐ _____

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

NoDo you intend to make retail sales to ultimate consumers? Yes ☒ No ☐Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet. CoreMark

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.

Name: Don Burd Title: Vice PresidentAddress: 5800 Pine Bluff LaneCity: Coggon State: IA ZIP: 52218Name: Joe Burd Title: President

Address: 5114 N Marion RdCity: Central City State: Iowa ZIP: 52214

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Don Byrd Vice PresidentAuthorized Signature: [Signature]Date: 6-4-2024 Email: don@burdproperty.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

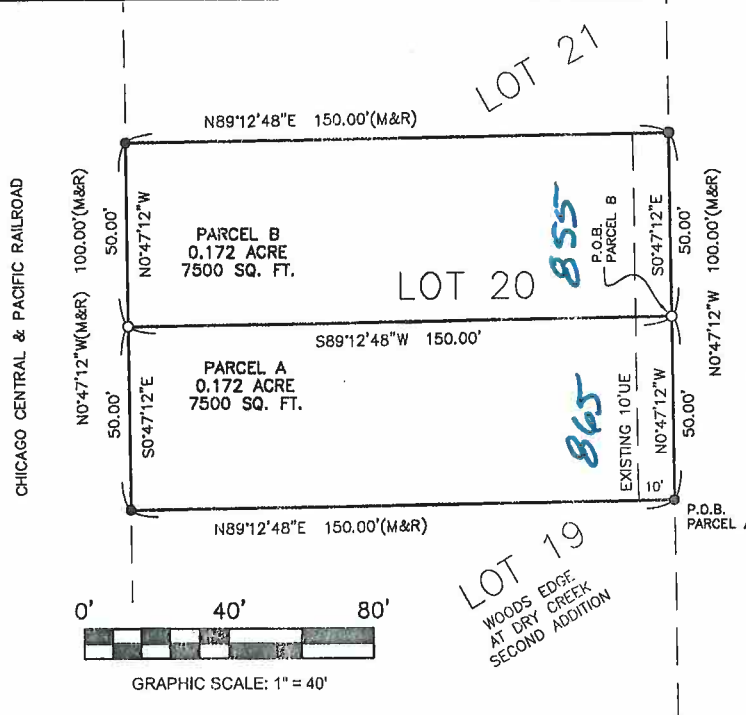
FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: 75.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: Linn
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Index Legend	
Location:	Woods Edge at Dry Creek Second Addition Lot 20
Requestor:	Kenwood Homes, LLC
Proprietor:	DCW Properties LC
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc.
Return To:	P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com (319) 540-5263



PLAT OF SURVEY No. 2855 PARCEL A & PARCEL B

LOT 20
WOODS EDGE AT DRY CREEK
SECOND ADDITION
TO THE CITY OF ROBINS
LINN COUNTY, IOWA
DATE OF SURVEY:
MARCH 2023

SURVEY LEGEND

●	- PROPERTY CORNERS, FOUND (or as noted) (1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
○	- PROPERTY CORNERS SET (1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
UE	- UTILITY EASEMENT
---	- PROPERTY &/or BOUNDARY LINES
---	- LOT LINES, PLATTED OR BY DEED
---	- EASEMENT (AS NOTED)
(R)	- RECORDED DIMENSIONS
(M)	- MEASURED DIMENSIONS

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

Legal Description - Parcel A:

Part of Lot 20, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows:

Beginning at the Southeast Corner of Lot 20, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence N0°47'12"W along the east line of said Lot 20, a distance of 50.00 feet; thence S89°12'48"W, 150.00 feet to the west line of said Lot 20; thence S0°47'12"E along said west line, 50.00 feet to the Southwest Corner of said Lot 20; thence N89°12'48"E, 150.00 feet to the point of beginning.

Said Parcel A contains 0.17 acre, subject to easements and restrictions of record.

Legal Description - Parcel B:

Part of Lot 20, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows:

Commencing at the Southeast Corner of Lot 20, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence N0°47'12"W along the east line of said Lot 20, a distance of 50.00 feet to the point of beginning; thence S89°12'48"W, 150.00 feet to the west line of said Lot 20; thence N0°47'12"W along said west line, 50.00 feet to the Northwest Corner of said Lot 20; thence N89°12'48"E, 150.00 feet to the Northeast Corner of said Lot 20; thence S0°47'12"E, 50.00 feet to the point of beginning.

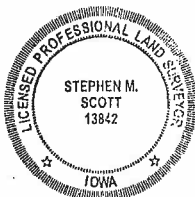
Said Parcel B contains 0.17 acre, subject to easements and restrictions of record.



Stephen M. Scott, P.E. & L.S.
Civil Engineer & Land Surveyor

319-540-5263
email@scottsurvey.com
P.O. Box 315, Center Point, IA 52213-0315

www.scottsurvey.com



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.

STEPHEN M. SCOTT, P.E. & L.S. Iowa Lic. No. 13842

My license renewal date is December 31, 2024

Pages or sheets covered by this seal:

THIS PAGE ONLY

PROJECT NO. 2290407

RESOLUTION NO 0624-7

Resolution Amending Salary for Fire Chief

WHEREAS, the City Council of the City of Robins, Iowa has determined a need to increase the annual salary of the Robins Fire Chief to \$10,000 per year.

WHEREAS, the Fire Chief will continue to receive fire call and training meeting stipends, and

WHEREAS, this amended salary shall with the October 1st, 2024 payroll which will include the July/August/ and September fire call and training meeting stipends.

PASSED AND APPROVED, this 17th day of June 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

RESOLUTION No. 0624-1
A RESOLUTION ESTABLISHING SALARIES FOR FY '25

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, IOWA, that the following salaries are hereby established for the City of Robins Employees effective July 1, 2024. (FY'25 Budget)

SECTION 1. Appointed Officers and Employees. The salaries shall be as follows:

	Position	Current	Per	+ 5%	FY '25
A	City Clerk/Treasurer	85,655.14	Yr	4,282.76	89,937.90
B	Building Official/Supt. Public Works	84,766.50	Yr	4,238.32	89,004.83
C	Fire Code Official/Deputy Supt. Public Works	79,268.40	Yr	3,963.42	
D	Fire Chief	Refer to Resolution No. 0627-7			10,000.00
E	Police Chief	50,000.00	Yr	-	50,000.00
F	P&Z Administrator	1,439.36	Mo	71.97	1,511.33
G	P&Z Administrator - mileage	33.50	Mo	1.68	35.18
H	Deputy Clerk	25.96	Hr	1.30	27.26
I	Office fill-in	16.96	Hr	.85	17.09
J	Police Captain	31.97	Hr	1.60	33.57
K	Police Officer	30.80	Hr	1.54	32.34
L	Public Works Employee	25.96	Hr	1.30	27.26
M	Parks Employee	20.59	Hr	1.03	21.61
N	Custodian	18.93	Hr	.94	19.87
O	Parks Employee	20.59	Hr	1.03	21.62
P	Board of Adjustment Members	38.99	Hr	1.95	40.94
Q	Planning and Zoning Members	38.99	Hr	1.95	40.94
R	Fire Department Meeting	14.15	Mtg	.71	14.86
S	Fire Department call	29.02	Call	1.45	30.47

Note: If an employee is working under several job titles with the City, they will be paid at their highest pay level for multiple jobs.

PASSED AND APPROVED, this 17th day of June, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

*** Fire Code Official – Council voted to pay “X” amount for each fire code inspection to see what it came to. (JD Smith moved, Marilyn Cook seconded, all ayes.)

*** Current pay to Fire Code Official/Deputy Superintendent Public Works is 79, 268.40 which include stipends for fire calls and training meetings.

RESOLUTION NO. 0624-6

A RESOLUTION SETTING PUBLIC HEARING DATE AND TIME TO HOLD A PUBLIC HEARING
TO AMEND THE FISCAL YEAR 2024 MUNICIPAL BUDGET

WHEREAS, the City Council of the City of Robins, Iowa, located in Linn County, Iowa finds the need to amend the FY '24 Municipal Budget, and

WHEREAS, the proposed date and time for the public hearing is set on June 24th, 2024 in the Robins City Hall at 7:00 pm as depicted in the attached document.

NOW THEREFORE, be it Resolved by the City Council of the City of Robins, Iowa located in Linn County, Iowa the public hearing to hear comments and concerns (written or verbal) relating to amending the FY '24 Municipal Budget will be held on June 24th, 2024, in the Council Chambers at 7:00 p.m., 265 2nd Street, Robins, Iowa 52328.

PASSED AND APPROVED, this 17th day of June, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
City of ROBINS				
Fiscal Year July 1, 2023 - June 30, 2024				
The City of ROBINS will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024				
Meeting Date/Time: 6/24/2024 07:00 PM		Contact: Lori Pichard, City Clerk/Treasurer		Phone: (319) 293-0380
Meeting Location: Robins City Hall, 265 S. 2nd Street, Robins, Iowa 52326				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult https://doia.iowa.gov/local-gov-appeals .				
REVENUES & OTHER FINANCING SOURCES		Total Budget as Carried or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	1,219,468	0	1,219,468
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	1,219,468	0	1,219,468
Delinquent Property Tax Revenue	4	0	0	0
21F Revenues	5	670,188	0	670,188
Other City Taxes	6	344,421	0	344,421
Licenses & Permits	7	52,560	0	52,560
Use of Money & Property	8	35,700	0	35,700
Intergovernmental	9	1,185,993	0	1,185,993
Charges for Service	10	404,380	0	404,380
Special Assessments	11	0	0	0
Miscellaneous	12	53,000	10,662	63,662
Other Financing Sources	13	1,515,000	2,076,913	3,591,913
Transfers In	14	670,188	13,468	683,656
Total Revenues & Other Sources	15	6,150,895	2,101,043	8,251,928
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	537,230	65,000	602,230
Public Works	17	1,719,388	0	1,719,388
Health and Social Services	18	0	0	0
Culture and Recreation	19	833,367	0	833,367
Community and Economic Development	20	179,641	0	179,641
General Government	21	577,573	0	577,573
Debt Service	22	891,061	0	891,061
Capital Projects	23	1,895,000	2,076,913	3,971,913
Total Government Activities Expenditures	24	6,633,209	2,141,913	8,775,193
Business Type/Enterprise	25	648,320	0	648,320
Total Gov Activities & Business Expenditures	26	7,281,600	2,141,913	9,423,513
Transfers Out	27	670,188	13,468	683,656
Total Expenditures/Transfers Out	28	7,951,788	2,155,381	10,107,169
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,800,903	-64,338	-1,865,241
Beginning Fund Balance July 1, 2023	30	5,880,744	1,797,771	7,678,515
Ending Fund Balance June 30, 2024	31	4,059,041	1,743,433	5,802,474
Explanation of Changes: Add bond sale proceeds of \$2,076,913 and expenses of the same to pay for costs of the Indian Creek Sewer Upgrade. Transfer \$13,468 from the special revenue fund to the park budget. Add \$65,000 for purchase of police car. Add \$10,662 for insurance payments for fire trucks. Adjust beginning fund balance in actual.				

319-393-0588

APPROVING PLAT OF SURVEY NO. 2855

Admission

Admission

Admission

Admission

Admission

ATTEST: