



TENTATIVE AGENDA
Robins City Council
Monday, August 5th. 2024
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 three minutes each)
9. **CITIZEN COMMENTS** – Non-Agenda Items (limited to three minutes each)
10. **CONSENT AGENDA:**
 - a. Approval of the Minutes of the July 1, 2024 Minutes
 - b. Approval of the Financial Report
 - c. Approval of the List of Bills Submitted
 - d. Motion to approve Resolution No. 0824-2 Approving quotation for New Police Radios.
11. **NEW BUSINESS**
 - a. Motion to waive the 6 month medical insurance waiting period for Lisa Goodin.
 - b. First reading of proposed Ordinance No. 2401, Amending Chapter 151 Trees/Shrubs
 - c. Motion to approve Resolution No. 0824-01, Adopting Street Name Changes in Robins Landing First Addition to Robins, Iowa.
 - d. Motion to approve Resolution No. 0824-3, Approving the I.T. Infrastructure Upgrade and Telecommunications Upgrade
 - e. Motion to Approve Resolution No. 0824-6, Reimbursing the Oversizing Costs for the Utilities in the Village Addition
12. **OLD BUSINESS**
 - a. Review the Robins Police Department, Reserve Officer Policy and possible motion.
 - b. Resolution No. 0824-5, Adopting the FY 25; 5-Year Capital Improvement Plan.
 - c. Discussion of Wildflower streetlight.
 - d. Set Date (September 9th, 7:00 PM) as the date and time for the September Council meeting.
13. **MOTION TO ADJOURN**

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Robins Police Department

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

Monthly Statistics 2024

	July	Year to Date
Officer initiated	52	664
Dispatched trips	36	289
Traffic stops	12	170
Warnings	10	84
Citations	02	68
Agency assist	04	78
Speed checks Radar	09	132
Disturbance calls	03	42
Reports	07	59
Suspicious Activity	04	39
Medicals/Fire calls	10	55
Alarms	01	08
Accidents	00	06
Animal	04	18
House checks	07	179
Bus/Park checks	15	15



July 2024 Fire Report

Total Calls:	33
Medical Calls:	30
Illegal Burn:	0
Fire Alarm:	0
Storm Watch:	1
Marion Mutual Aid:	1
Hiawatha Mutual Aid:	1
Monroe Mutual Aid:	0

Training

Fire training: This month we had the Fire Service Training Bureau Interior Fire Attack Simulator trailer here at the fire station to use to complete our annual live fire training. 18 members attended.

Medical training: This month we had the Simulation in Motion-Iowa (SIM-IA) mobile education trailer here for our medical training. This provides very realistic medical scenario simulations to enhance our medical skills for all of our members - EMRs, EMTs, AEMTs and firefighters. 19 members attended.

News

Potential new member, Vance McKinnon, long time Robins resident and retired Cedar Rapids firefighter has submitted an application. We will likely bring him on in August.

33 calls in July ties an all-time monthly record fire fire emergency calls going back to August, 2020 when the derecho blew through town.

Fire Chief Keith Feldkamp



To: City of Robins (Mayor and Council)

Date: July 24, 2024

From: Kelli Scott, P.E.

CC:

RE: City Engineer's Report

CITY PROJECTS

Southeast Quadrant Sanitary Trunk Sewer (Camelot Pl)

A final pay app releasing retainage as well as reconciling the final contract quantities will be on an upcoming agenda along with the recommendation to accept the project.

Regional Retention Basin

No update.

West Main St Trail and Road Reconstruction

No Update

The total project cost for the roadway is estimated to be \$4,600,000. Robins has already been awarded \$1,587,000 in FY 27 for the road.

Robins has been awarded \$860,000 in funds for the trail for FY24. The trail portion of the project is estimated to be \$1,075,000.

West Main St Overlay

We are working on a cost estimate and plan for an overlay from Kaylin Ct to North Center Point Road. The current road condition is very poor. The goal is to extend the life of the road another 15 years before the reconstruction of this section will be done.

DEVELOPMENTS

Robins Landing Phase I

Cedar Rapids Water has requested that Robins make a recommendation on the use of the specified water saddles for the project. As a reminder, CR Water was tapping the 16" PVC main with the specified saddles installed when the water main split and flooded the trench. We are continuing to work with the attorney letting CR Water know that the selection of a service saddle is the responsibility of CR, not Robins per the 28E Agreement.

Sanitary sewer installation is complete and has been fully tested and passed. Water main has been partially installed and partially tested as well. Storm sewer is being installed to control the water on-site.

Paving of Hawkeye Drive, starting at Tower Terrace Road, has started.

We have not received an updated schedule for the final platting of the first phases.

Hindu Temple

No Update.

MISCELLANEOUS

Booster Station

No Update.

We followed up with the City of CR to see if additional adjustments can be made to reduce the pump run times and pressures, while maintaining a satisfactory level of service. We have not heard back.

Tower Terrace Road

The group will be meeting next week to discuss the recent funding applications and the lack of success in obtaining the grants. We will also be discussing the preliminary design and ROW acquisition work going forward.

MPDG RURAL application was submitted in early May requesting \$38.1M

RAISE grant application was submitted in February requesting \$25M.

The total project cost is estimated to be \$47.6M, with Robins' estimated obligation for the project to be \$8,585,842. If all grants are awarded, Robins' estimated contribution is \$287,267.

Indian Creek and Dry Run Creek Sanitary Sewer

Marion has requested an update to the 28E Agreement eliminating the board that was created with the original agreement. Having a board requires the group to adhere to open meetings laws, but since the group doesn't make any decisions, those are the responsibility of the City Council members of each jurisdiction, there is no need to require open meetings. There are several revisions that CR would like to make to the agreement as well, that we will be discussing internally to Robins.

Segment 11 is currently bid 1-30-24 and has a project completion date of June 1, 2025. Segment 11 total estimated costs are \$6.7M, of which Robins' portion is \$2,140,547 based on the current 28E.

As of September 29th, Segment 7 was reported as 37% complete with an expected completion date of September 15, 2024. Robins portion is \$2,995,608 for Segment 7.

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

No Update.

We had a meeting with CR on May 28th to further discuss switching from retail to wholesale. S&A will be reaching out to other communities of the same size for rate and staffing information as well as Powesheik Water Association who currently has a wholesale connection to CR. It is our intent to determine how that relationship is and what Robins should consider to be included within the updated 28E.

The next meeting with CR is scheduled for July 30th.



ROBINS CITY COUNCIL MINUTES OF THE JULY 1, 2024 MEETING

Mayor Hinz called the meeting to order at 7:00 p.m. in the Robins City Hall on Monday, July 1, 2024. After the Pledge of Allegiance to the Flag, roll call was taken with Councilors Leigh Cook, Mike Foley, Dave Franzman, Cary Smith and JD Smith present along with Attorney Holly Corkery, Deputy Clerk Lisa Goodin, Fire Chief Keith Feldkamp, Police Captain Gary Manhart, and Building Official/Superintendent of Public Works Mike Kortenkamp. Absent was City Clerk Lori Pickart. Attorney Corkery noted item 12b is addressed in the personnel policy and does not need to be addressed again. JD Smith moved to approve the agenda as amended, Franzman seconded and all voted aye.

COMMITTEE REPORTS

- Mayor Hinz commented the 3rd Farmers Market of the year was well attended, adding city staff has been busy with various summer projects.
- Public Works Coordinator JD Smith noted the annual sewer infiltration inspections are nearly complete with two of the three the repairs made. He noted the drainage area relating to the SE Trunk Sanitary Sewer project is working as it should with the recent rains.
- Parks Coordinator Dave Franzman reported an increase in the park usage with the baseball teams, adding soccer is also well attended. He noted the city of Hiawatha is building four pickleball courts in Guthrie Park right across the street from Hiawatha Elementary, adding that could have implications as to what may occur in the future Robins Landing park.
- Finance Coordinator Leigh Cook noted there is not much to report at this time.
- Streets Coordinator Carey Smith noted Kortenkamp in the process of getting estimates for repairs on W. Main Street, along with getting core samples taken along North Center Point Road to see what lies underneath the asphalt for future repairs. She noted Linn County REC is currently working on getting electricity to the new Robins Landing subdivision from Quass Road, adding they are boring the work, not tearing up Main Street.
- Public Safety Coordinator Mike Foley noted the fire calls were down for the month of June from the normal average of 22. He added the police have had a pretty typical month in June with calls for assists, citations, etc.
- Mayor Hinz noted the Engineer's Report was included in the packet.

CITIZEN'S COMMENTS

- There were no comments relating to agenda items.
- With Non-Agenda items Molly Donahue, 4408 Pepperwood Hill, Marion spoke briefly about her candidacy for Linn County Supervisor.
- Brooke McLaughlin, 3335 Wild Rose Road spoke as the President of the Wildflower Neighborhood home owners association. She noted the association has installed a light pole on the corner of Twinleaf and Wild Rose Roads. as there are no street lights in the area noting a lot of families and kids access the pond area, adding it is a safety concern. She noted the contractor applied for a permit with the city of Cedar Rapids as they have Cedar Rapids addresses in this area, but come to find out they should have asked the city of Robins. She noted the city pays for the electricity to all of the other street lights in the sub-division and the association is asking permission to add the light to the city electricity by the sewer lift station. Councilor JD Smith noted a permit has been pulled, but not yet picked up or paid for. There was discussion relating to the location of the power source to run the pump for the private pond, so the HOA could pay for the electricity. Ms. McLaughlin noted there was no other electricity close to the pole location. Mr. Smith noted it was his understanding the electricity was connected to the lift station power source. When the city disconnected it, someone cut the city's padlock and connected it back up. Ms. McLaughlin noted once that happened, they thought they should probably get a hold of the city of Robins. Mayor Hinz noted the city will look into the situation and see what steps should be taken to remedy the problem.
- AJ Becker, 3385 Heartleaf Rd also spoke in favor of this connection.

CONSENT AGENDA

Mayor Hinz asked for a motion to approve the Consent Agenda which contained the Minutes of the June 17th and June 24th meetings, along with the List of Bills submitted. Feldkamp noted the value listed for one of the firefighters was listed incorrectly on the list of bills along with a duplication of the Doors, Inc. invoice. Smith moved to approve the Consent Agenda as amended, Franzman seconded. On the vote, all voted aye.

NEW BUSINESS

- a. The Council reviewed the request of Clifford McDonald to be allowed to construct a 28' x 40' (1,140 s/f) accessory building on his property located at 3365 Singer Hill Lane. It was noted the siding of the building would match that of the primary structure (home). C. Smith moved to approve Resolution No. 0724-3, approving Mr. McDonald's request, Foley seconded and all voted aye.

OLD BUSINESS

- a. Council Rules. Mayor Hinz noted this has been added to the agenda to talk about council processes. He noted the first meeting of the month is generally the business meeting to approve resolutions, minutes, bills, etc. He added the mid-month meeting is supposed to be more of a work session, but has somewhat swayed away from that. Foley noted he would like to have agenda items and citizen comments at each and every council meeting. He would like to have a more open agenda for the public to learn what is done by the council. He commented he believes the Council should set the agenda and come up with agenda items. He added he feels if someone wants something on the next agenda, they should be able to have it added, adding it should be on the very next meeting. He noted he would like to have the meetings be all at the same time as it is confusing when there are some at 7:00 p.m. and others at 5:30. Mayor Hinz noted we could think about these items. Cook asked if there should be more than one point of contact with the Attorney? It was noted the contract states the Mayor and City Clerk are the two points of contact. Attorney Corkery noted we do that just so we are not all asking the same question and getting billed six times. Foley notes he feels any council person should be able to contact the attorney at any time.
- b. Item b was removed from the Agenda.
- c. Opt-out Insurance Stipend. Foley asked what the employee insurance benefit really was. Why are we wanting to pay someone to not partake in our health insurance plan? Foley would like to know what the city is offering for insurance. It was noted the city pays 90% of the premium with the employee paying 10%. Foley noted he feels this is not a good idea. Either the employee takes the City's insurance plan or they don't. He doesn't understand why we are paying people to not take our plan. Carey Smith asked when this option would be available. Attorney Corkery noted the proposed resolution states January 1, 2025. Mayor Hinz noted we could discuss this at our next meeting. JD Smith noted he feels this is a short-term fix which can be changed at any time. He noted we could change it with another resolution. Foley noted he doesn't know what the hurry is.
- d. Resolution No. 0724-2, approving the "Opt-out" Stipend in Lieu of Enrollment of the City's Health Insurance Program and the 2025 Waiver of Insurance form. JD Smith moved to approve said resolution, Franzman seconded. On the vote, all voted aye except Mike Foley who voted no.
- e. Reserve Officer pay. Mayor Hinz noted Attorney Corkery has done some research relating to payment for reserve police officers. Captain Manhart explained the reserve program to the council. Mayor Hinz noted we will work on creating a policy for the next meeting.

The Council adjourned at 8:42 p.m.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer



<i>Fund:</i>	<i>Balance 6/30/24</i>	<i>July Receipts</i>	<i>July Expenses</i>	<i>Balance 7/31/24</i>	<i>Bills Submitted</i>	<i>Anticipated Balance</i>
General	\$1,784,540.55	\$8,828.47	\$96,563.73	\$1,696,805.29	\$86,829.78	\$1,609,975.51
Road Use	\$752,056.66	\$38,151.83	\$14,813.13	\$775,395.36	\$15,375.21	\$760,020.15
Local Option Sales	\$2,423,153.91	\$0.00	\$3,656.20	\$2,419,497.71	\$17,804.00	\$2,401,693.71
TIF	\$657,565.75	\$1,091.55	\$0.00	\$658,657.30	\$0.00	\$658,657.30
Debt Service	\$213,946.83	\$294.25	\$0.00	\$214,241.08	\$0.00	\$214,241.08
Capital Projects	\$2,959,629.25	\$0.00	\$0.00	\$2,959,629.25	\$1,129,029.31	\$1,830,599.94
Water Utility	\$221,317.53	\$2,250.00	\$20.40	\$223,547.13	\$462.55	\$223,084.58
Sewer Utility	\$760,925.65	\$72,675.60	\$34,212.43	\$799,388.82	\$28,814.80	\$770,574.02
Total	\$9,773,135.79	\$123,291.70	\$149,265.89	\$9,747,161.60	\$1,278,315.65	\$8,468,845.95

July Receipts	
Police Fines	\$261.00
Vehicle Inspections	\$1,280.00
Park Rental	\$650.00
Ball Diamond Usage Fee	\$150.00
Golf Cart Permits	\$30.00
City Hall Rental	\$250.00
Building Permits	\$4,454.50
Consesco Permits	\$300.00
Engineering Services Fees	\$0.00
Platting Fees	\$0.00
Rezoning Fees	\$0.00
Interest	\$0.00
Miscellaneous Receipts	\$70.34
Property Taxes	\$1,382.63
Beer Permits	\$0.00
Cigarette Permits	\$0.00
Road Use Receipts	\$38,151.83
Local Option Sales Tax	\$0.00
Tax Increment Financing	\$1,091.55
Debt Service	\$294.25
Capital Projects	\$0.00
Interest - Water Utility	\$2,250.00
Water Main Fee	\$0.00
C/R Reimbursement	\$0.00
Water Connection Fee	\$0.00
Interest - Sewer Utility	\$35.93
Sewer Fees	\$69,522.88
Sewer Late Fees	\$274.24
Sewer Connections	\$2,730.00
Sales Tax Revenue	\$112.55
System Development Fees	\$0.00
Total Receipts	\$123,291.70

Cash on Hand:	Checking	Savings	CD's	Totals
General Fund	\$58,068.76	\$1,111,718.14	\$527,018.05	\$1,696,804.95
Road Use	-\$17,136.59	\$792,531.95		\$775,395.36
Local Option Sales Tax	\$319,155.81	\$1,573,323.84	\$527,018.06	\$2,419,497.71
Tax Increment Financing	\$869.99	\$657,787.31		\$658,657.30
Debt Service	\$5,990.71	\$208,250.37		\$214,241.08
Capital Projects	\$2,008,648.41	\$459,205.03		\$2,467,853.44
Water Utility	\$13,623.97	\$209,923.16		\$223,547.13
Sewer Utility	\$22,233.22	\$777,155.60		\$799,388.82
C/P Indian Creek	\$0.00	\$491,775.81		\$491,775.81
Totals	\$2,411,454.28	\$6,281,671.21	\$1,054,036.11	\$9,747,161.60

	7/31/24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	April 25	May 25	June 25	Total	Budget	Balance
1. PUBLIC SAFETY																
Police Department																
Salaries	11,991	13,908												25,899	180,000	154,101
FICA, City Share	902	1,048												1,950	13,770	11,820
IPERS, City Share	1,117	1,295												2,412	16,758	14,346
Health Insurance	1,934	1,868												3,802	30,000	26,198
Training/Travel	175	75												250	6,000	5,750
Building Maintenance	932	185												1,117	6,000	4,883
Gas & Oil	561	0												561	10,000	9,439
Vehicle Repair	0	0												0	5,000	5,000
Utilities	256	320												576	6,000	5,424
Communications	69	215												284	2,000	1,716
Municipal Insurance	1,339	0												1,339	21,000	19,661
State/County Charges	0	600												600	1,200	600
Dispatch Fees	0	0												0	5,100	5,100
Computer/Software	142	1,760												1,902	10,500	8,598
Misc. Supplies	636	0												636	12,000	11,364
Ammo/Unif/Office/PP	0	29												29	24,500	24,471
3 New Radios	0	0												0	16,500	16,500
Reserve Program Costs	150	0												150	6,000	5,850
New Car	0	0												0	0	0
Police Total	20,204	21,303		0	0	0	0	0	0	0	0	0	0	41,507	372,328	330,821
Fire Department																
Salaries & Stipends	15,358	3,260												18,618	98,175	79,557
FICA	1,193	245												1,438	7,510	6,072
IPERS	808	308												1,116	5,170	4,054
Health Insurance	623	521												1,144	6,000	4,856
Dues/Memberships	0	0												0	600	600
Fire Training	0	0												0	3,000	3,000
Medical Training	10	0												10	6,000	5,990
Station Maintenance	162	226												388	16,500	16,112
Gas & Oil	288	0												288	2,300	2,012
Truck Repair	19	0												19	10,000	9,981
Utilities	359	325												684	5,500	4,816
Communications	2	72												74	1,600	1,526
Municipal Insurance	1,897	0												1,897	30,000	28,103
Immunizations	0	181												181	10,000	9,819
Medical Supplies	0	0												0	2,000	2,000
Major Equipment	2	0												2	3,000	2,998
Attire	0	0												0	16,000	16,000
Fire Total	20,721	5,138		0	0	0	0	0	0	0	0	0	0	25,859	223,355	197,496
Animal Control	130	0		0	0	0	0	0	0	0	0	0	0	130	1,500	1,370
TOTAL PUBLIC SAFETY	41,055	26,441		0	0	0	0	0	0	0	0	0	0	67,496	597,183	529,687
2. PUBLIC WORKS																
Drainage Salaries	1,349	2,142												3,491	17,640	14,149
FICA-City Share	102	163												265	1,349	1,084
IPERS-City Share	127	202												329	1,642	1,313
Health Insurance	109	130												239	1,800	1,561

7/31/24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	April 25	May 25	June 25	Total	Budget	Balance
Mowing Costs	0	52											52	2,000	1,948
Purchase Mower	0	0											0		0
Bridge/Drainage	2,237	2,417											4,654	60,000	55,346
Tree Maintenance	0	0											0	1,000	1,000
SE Trunk Sewer	0	0											0	0	0
NPDES Requirements	0	0											0	1,500	1,500
Streets Total	3,924	5,106	0	0	0	0	0	0	0	0	0	0	9,030	86,931	77,901
Traffic Signs	0	0											0		0
Solid Waste	0	0											0	25,000	25,000
TOTAL PUBLIC WORKS	3,924	5,106	0	0	0	0	0	0	0	0	0	0	9,030	9,030	102,901
4. CULTURE & RECREATION															
Library Service	0	24,634											24,634	110,000	85,366
Parks Department															
Salaries	3,029	4,344											7,373	36,960	29,587
FICA	231	331											562	2,827	2,265
IPERS	286	410											696	3,489	2,793
Health Insurance	109	130											239	1,788	1,549
Maintenance	96	728											824	40,000	39,176
Park Camera System	0	80											80	5,000	4,920
Utilities	272	320											592	7,000	6,408
Park Planning	0	0											0	0	0
Total	4,023	6,343	0	0	0	0	0	0	0	0	0	0	10,366	97,064	86,698
Cemetery	0	0											0	1,000	1,000
Special Events	0	0											0	2,300	2,300
City Entrance Signs	0	0											0	500	500
TOTAL CULTURE & REC.	4,023	6,343	0	0	0	0	0	0	0	0	0	0	10,366	100,864	90,498
5. COMMUNITY & ECONOMIC DEVELOPMENT															
P&Z/Inspectors/Building															
Salaries	6,830	10,153											16,983	78,400	61,417
Meeting Fees	0	0											0	1,000	1,000
FICA	515	769											1,284	5,998	4,714
IPERS	645	958											1,603	5,998	4,395
Health Insurance	1,046	949											1,995	13,343	11,348
Mileage/Stipends	0	0											0	250	250
Communications	0	72											72	600	528
Training	120	0											120	2,000	1,880
Misc. Supplies	0	0											0	2,000	2,000
Vehicle	37	0											37	2,000	1,963
TOTAL COMM. & ECON. I	9,193	12,901	0	0	0	0	0	0	0	0	0	0	22,094	111,589	89,495
6. GENERAL GOVERNMENT															
Mayor/Council															
Salaries	2,500	400											2,900	19,500	16,600
FICA	165	31											196	1,451	1,255
IPERS	40	0											40	370	330
Gas Stipends	311	0											311	1,500	1,189
Total Mayor/Council	3,016	431	0	0	0	0	0	0	0	0	0	0	3,447	22,821	19,374
Policy & Admin.															
Salaries	7,761	7,495											15,256	94,815	79,559
FICA	576	556											1,132	7,253	6,121
IPERS	733	707											1,440	8,951	7,511

	7/31/24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	April 25	May 25	June 25	Total	Budget	Balance
Health Insurance	2,173	2,061												4,234	30,000	25,766
Dues/Memberships	2,239	0												2,239	4,000	1,761
Training/Travel	0	0												0	3,000	3,000
Strategic Planning	0	0												0	0	0
Clock Tower Maintenance	0	0												0	1,500	1,500
Communications	447	125												572	4,500	3,928
Publications	0	60												60	3,500	3,440
R/L Engineering	10,053	7,801												17,854	30,000	12,146
Engineering	4,660	1,790												6,450	70,000	63,550
Municipal Insurance	3,014	0												3,014	45,000	41,986
Legal	0	0												0	24,000	24,000
Data Processing	1,878	410												2,288	40,000	37,712
Elections	0	0												0	3,500	3,500
Corridor MPO	0	2,831												2,831	6,200	3,369
Office Supplies	127	1,497												1,624	7,000	5,376
Misc. Supplies	361	181												542	5,000	4,458
Postage	0	0												0	2,500	2,500
Farmers Market	0	0												0	0	0
Office Contingencies	0	0												0	6,000	6,000
City Hall Phone System	0	0												0	0	0
Digitalizing	0	0												0	3,000	3,000
Total Policy & Admin	34,022	25,514		0	0	0	0	0	0	0	0	0	0	59,536	399,719	340,183
City Hall/Buildings																
Salaries-Cleaning	292	311												603	6,000	5,397
FICA	22	24												46	459	413
IPERS	28	29												57	566	509
Maintenance	496	430												926	5,000	4,074
Utilities	372	440												812	5,000	4,188
Church Planning/Design	0	0												0	40,000	40,000
City Hall Total	1,210	1,234		0	0	0	0	0	0	0	0	0	0	2,444	57,025	54,581
TOTAL GENERAL COVER	38,248	27,179		0	0	0	0	0	0	0	0	0	0	65,427	479,565	414,138
TOTAL GENERAL FUND	96,443	77,970		0	0	0	0	0	0	0	0	0	0	174,413	252,383	426,796
Road Use																
Salaries	5,908	7,752												13,660	96,700	83,040
FICA, City Share	445	585												1,030	7,168	6,138
IPERS, City Share	557	732												1,289	8,845	7,556
Health Insurance	979	933												1,912	14,000	12,088
Building Repair/Maint	242	510												752	5,000	4,248
Street Lights	1,528	2,458												3,986	25,000	21,014
Gas/Oil/Maintenance	1,088	0												1,088	12,000	10,912
Equipment Repairs	0	0												0	10,000	10,000
Utilities	168	182												350	3,000	2,650
Communications	284	179												463	3,000	2,537
Insurance	2,567	0												2,567	40,000	37,433
Legal/Engineering	346	1,009												1,355	5,000	3,645
Street Maint/Construct	0	2,070												2,070	200,000	197,930
Traffic Signs (Church)	0	0												0	1,500	1,500
Parts & Repair	264	214												478	13,000	12,522
Major Equipment	0	0												0	30,000	30,000
Rock/Sand/Material	0	0												0	25,000	25,000

	7/31/24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	April 25	May 25	June 25	Total	Budget	Balance
Snow truck #1 Reserve	0	0	0											0	265,000	265,000
Snow truck #2 Reserve	0	0	0											0	176,589	176,589
03 Utility Truck Reserve	0	0	0											0	40,667	40,667
Sewer/Water Truck	0	0	0											0	18,000	18,000
Replace Bobcat & Acces.	0	0	0											0	27,225	27,225
19 Utility Truck Reserve	0	0	0											0	33,385	33,385
22 Utility Truck Reserve	0	0	0											0	18,862	18,862
Add to S. Building	0	0	0											0	20,000	20,000
STREETS TOTAL	14,376	16,624	0	0	0	0	0	0	0	0	0	0	0	31,000	1,098,941	1,067,941
Snow Removal Wages	330	398												728	14,000	13,272
FICA-Snow	25	30												55	1,071	1,016
IPERS, City Share	31	38												69	1,322	1,253
Health Insurance	51	63												114	800	686
Snow Removal Total	437	529	0	0	0	0	0	0	0	0	0	0	0	966	17,193	16,227
ROAD USE TOTAL	14,813	17,153	0	0	0	0	0	0	0	0	0	0	0	31,966	1,116,134	1,084,168
LOCAL OPTION TAX																
SE Trunk Sewer Overlap	3,656	0												3,656	150,000	146,344
REDI	0	15,750												15,750	68,000	52,250
R. Landing Upsizing	0	0												0	0	0
R. Landing Parkland	0	0												0	400,000	400,000
W. Main St. Recon	0	2,054												2,054	0	-2,054
TT CPF Match	0	0												0	208,816	208,816
Total LOST	3,656	17,804	0	0	0	0	0	0	0	0	0	0	0	21,460	826,816	805,356
7. DEBT SERVICE																
2016 Bond														0	315,000	315,000
Principal														0	17,453	17,453
Interest														0	332,453	332,453
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	545,000	545,000
2020 Bond														0	21,898	21,898
Principal														0	566,898	566,898
Interest														0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	175,000	175,000
2024 Bond														0	85,663	85,663
Principle														0	260,663	260,663
Interest														0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bonding Fees														0	0	0
TOTAL DEBT SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8. CAPITAL PROJECTS																
CHR w/Linn County														0	378,059	378,059
Tower Terrace Inter.														0	0	0
Indian Creek Sewer	0	1,129,029												1,129,029	2,000,000	870,971
Total Capital Projects	0	1,129,029	0	0	0	0	0	0	0	0	0	0	0	1,129,029	2,378,059	1,249,030
9. BUSINESS TYPE																
Water Utility																
Pump Station Electricit	20	175												195	12,000	11,805
Quass Rd. Upsizing	0	288												288	3	-285
Misc. Items	0	0												0	5,000	5,000
Burd Water Main Upgrd	0	0												0	0	0
Booster Stn. Reserves	0	0												0	30,000	30,000

	7/31/24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	April 25	May 25	June 25	Total	Budget	Balance
TOTAL WATER UTILITIES	20	463	0	0	0	0	0	0	0	0	0	0	0	483	47,003	46,520
Sewer Utility																
Salaries	6,034	9,256												15,290	56,000	40,710
FICA City Share	458	704												1,162	4,284	3,122
IPERS, City Share	570	874												1,444	5,001	3,557
Health Insurance	452	474												926	7,000	6,074
Equipment Repair	2,096	341												2,437	24,000	21,563
Utilities	245	51												296	7,200	6,904
Infiltration	5,061	2,160												7,221	40,000	32,779
Insurance	2,344	0												2,344	30,000	27,656
Legal/Engineering	0	0												0	5,000	5,000
Sales Tax	289	0												289	2,000	1,711
Village Upsizing	0	65,302												65,302	71,500	6,198
Administration	0	217												217	4,000	3,783
CR Hookup	16,335	17,587												33,922	211,048	177,126
Chemicals	0	0												0	500	500
Equipment	0	0												0	16,000	16,000
Office Supplies	0	0												0	2,000	2,000
Postage	329	0												329	2,000	1,671
Generators	0	0												0	5,000	5,000
Total Sewer Utility	34,213	96,966	0	0	0	0	0	0	0	0	0	0	0	131,179	492,533	361,354
TOTAL OF ALL EXPENSE	149,145	1,339,385	0	0	0	0	0	0	0	0	0	0	0	1,498,896	5,112,928	3,973,224
REVENUES																
General Fund																
Police																
Fines		261												261	3,500	3,239
Vehicle Salvage		1,280												1,280	12,000	10,720
Park Rental		650												650	5,000	4,350
Ball Diamond Usage		150												150	800	650
Golf Carts		30												30	90	60
City Hall Rent		250												250	5,500	5,250
Building Permits		4,455												4,455	4,500	45
Cosoco Permits		300												300	2,000	1,700
Engineering Recovery		0												0	25,000	25,000

	7/31/24	July 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	April 25	May 25	June 25	Total	Budget	Balance
Platting Fees	0													0	2,500	2,500
Interest (001-620-4300)	0													0	45,000	45,000
Misc. Receipts	70													70	5,000	4,930
Beer/Liquor/Cig Permi	0													0	500	500
Property Taxes	1,383													1,383	1,030,500	1,029,117
GENERAL TOTAL	8,829	0	0	0	0	0	0	0	0	0	0	0	0	8,829	1,141,890	1,133,061
ROAD USE									0							
Receipts	38,152													38,152	445,949	407,797
ROAD USE TOTAL	38,152	0	0	0	0	0	0	0	0	0	0	0	0	38,152	445,949	407,797
LOCAL OPTION SALES TAX									0							
Receipts														0	500,000	500,000
Interest (121-950-4300)														0	15,000	15,000
LOCAL OPTION TAX T	0	0	0	0	0	0	0	0	0	0	0	0	0	0	515,000	515,000
TIF									0							
TIF Receipts	1,092													1,092	697,458	696,366
TIF TOTAL	1,092	0	0	0	0	0	0	0	0	0	0	0	0	1,092	697,458	696,366
DEBT SERVICE									0							
Debt Service Receipts	294													294	465,622	465,328
TOTAL DEBT SERVICE	294	0	0	0	0	0	0	0	0	0	0	0	0	294	465,622	465,328
CAPITAL PROJECTS									0							
Interest (301-799-4300)														0	10,000	10,000
TOTAL CAPITAL PROJEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	10,000
WATER UTILITY									0							
Interest (600-810-4300)														0	500	500
Main Charge	2,250													2,250	112,560	110,310
CR Refund	0													0	15,000	15,000
Pipe Charge	0													0	900	900
WATER UTILITY TOTAL	2,250	0	0	0	0	0	0	0	0	0	0	0	0	2,250	128,960	126,710
SEWER UTILITY									0							
Interest (610-815-4300)														0	5,000	5,000
Sewer Fees	69,523													69,523	457,012	387,489
Late Fees	274													274	0	-274
Connection Fee	2,730													2,730	13,650	10,920
Sales Tax	113													113	0	-113
System Development F	0													0	0	0
SEWER UTILITY TOTAL	72,640	0	0	0	0	0	0	0	0	0	0	0	0	72,640	475,662	403,022
TOTAL RECEIPTS	123,257	0	0	0	0	0	0	0	0	0	0	0	0	123,257	3,880,541	3,757,284

RESOLUTION NO. 0824-2

RESOLUTION APPROVING QUOTATION FOR PURCHASING NEW POLICE RADIOS

WHEREAS, a quotation to purchase three new Police Department L3 Harris EX-185P Portable w/Hi-Cap Battery has been received from Racom Critical Communications in the amount of \$17,306.25 who is located in Hiawatha, Iowa.

NOW, THEREFORE, IT IS RESOLVED by the City Council, City of Robins, Iowa, that said quotation received from Racom Critical Communications is hereby approved by the City, and the Mayor and City Clerk are hereby authorized and directed to execute said quotation on behalf of the City.

Passed and approved, this 5th, day of August, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

ORDINANCE NO. 2401

AN ORDINANCE AMENDING CHAPTER 151 OF THE ROBINS MUNICIPAL CODE RELATING TO TREES/SHRUBS

SECTION 1. Chapter 151, Sub-section 10.1 is amended by removing “Council” and replacing it with “Commissioner” as depicted below.

151.10 INSPECTION AND REMOVAL. The ~~Council~~ Commissioner shall inspect or cause to be inspected any Trees/Shrubs in the City reported or suspected to be dead, diseased or damaged, and such Trees/Shrubs shall be subject to the following:

1. City Property. If it is determined that any such condition exists on any public property, including the strip between the curb and the lot line of private property, the Council may cause such condition to be corrected by treatment or removal. The ~~Council~~ Commissioner may also order the removal of any Trees/Shrubs on the streets of the City which interfere with the making of improvements or with travel thereon.
2. Private Property. If it is determined with reasonable certainty that any such condition exists on private property and that danger to other Trees/Shrubs or to adjoining property or passing motorists or pedestrians is imminent, the ~~Council~~ Commissioner shall notify by certified mail the owner, occupant or person in charge of such property to correct such condition by treatment or removal within fourteen (14) days of said notification. If such owner, occupant or person in charge of said property fails to comply within 14 days of receipt of notice, the ~~Council~~ Commissioner may cause the condition to be corrected and the cost assessed against the property, or a municipal infraction may be filed.

SECTION 2. That the changes as provided in the Ordinance shall be made a part of the replacement pages of the Municipal Code, City of Robins, Iowa, and be made a part of said Code as provided by law.

PASSED AND APPROVED this ____ day of _____, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

CHAPTER 151

TREES /SHRUBS

151.01 Purpose

151.02 Definitions

151.03 Authority

151.04 Planting Restrictions

151.05 Improper Planting

151.06 Obstruction

151.07 Duty to Trim Trees/Shrubs

151.08 Felling of Trees/Shrubs Onto Streets

151.09 Disease Control

151.10 Inspection and Removal

151.11 Interference with Commissioner

151.01 PURPOSE. The purpose of this chapter is to beautify and preserve the appearance of the City by regulating and providing for the planting, care and removal of Trees/Shrubs.

151.02 DEFINITIONS. For use in this chapter, the following terms are defined:

1. "Commissioner" means the Superintendent of Public Works or such other person as may be designated by the Council.
2. "Parking/Right-of-Way" means that part of the street, avenue or highway in the City not covered by sidewalk, and lying between the lot line and the curb line; or that part of the street, avenue or highway lying between the lot line and that portion of the street usually traveled by vehicular traffic.
3. "Trees/Shrubs" means all wood vegetations except where otherwise indicated.

151.03 AUTHORITY. The Commissioner shall have the authority to perform and to regulate the planting, maintenance and removal of Trees/Shrubs on streets and other public property in order to ensure public safety and preserve the symmetry of public places. The Commissioner shall have the authority and duty to supervise or inspect all work done in accordance with the terms of this chapter.

151.04 PLANTING RESTRICTIONS. No tree/shrub shall be planted in any street right-of-way or parking. Existing trees/shrubs currently located in the public right-of-way/parking shall be grandfathered until such time the tree needs to be removed due to the health of the tree or the desires of the property owner to remove it. Under no circumstances shall it be allowed to be replaced within the public right-of-way/parking area.

151.05 IMPROPER PLANTING. Whenever any tree/shrub is planted in conflict with this chapter, it shall be lawful for the Commissioner to require its removal. The Commissioner shall cause written notice to be served on the property owner requiring the property owner to do so within thirty (30) days. The notice required herein shall be served by mailing a copy of the notice to the last known address of the property owner. If the City is unable to secure notice on the property owner, said written notice may be served on the occupant or person in charge of the property in the same manner as set herein. If the property owner fails to remove the Trees/Shrubs within the specified time, the City may perform the required action and assess the costs against the abutting property for collection in the same manner as general property tax, or proceed with a Municipal Infraction.

151.06 OBSTRUCTION. Trees/Shrubs on public or private property bordering on any street shall be trimmed to sufficient height to allow free passage of pedestrians and vehicular travel and so that they will not obstruct or shade the street lights, the vision of traffic signs, or the view of any street intersections. The minimum clearance of any overhanging portion of such Trees/Shrubs shall be nine (9) feet over sidewalks and fifteen (15) feet over all streets or alleys.

151.07 DUTY TO TRIM TREES/SHRUBS. The owner or agent of the abutting property shall keep the Trees/Shrubs on or overhanging the street trimmed so that all branches are in accordance with this chapter. When the Commissioner shall find it necessary to order obstructing Trees/Shrubs to be trimmed, the Commissioner shall cause written notice to be served on the property owner requiring the property owner to do so within thirty (30) days. The notice required herein shall be served by mailing a copy of the notice to the last known address of the property owner. If the City is unable to secure notice on the property owner, said written notice may be served on the occupant or person in charge of the property in the same manner as set herein. If the property owner fails to trim the Trees/Shrubs within the specified time, the City may perform the required action and assess the costs against the abutting property for collection in the same manner as general property tax.

151.08 FELLING OF TREES/SHRUBS ONTO STREETS. The Clerk shall be notified prior to the time any tree is to be trimmed, if said tree or any portion thereof will fall on a street or alley. No tree shall be felled onto any street without having persons stationed in the street to stop traffic from both directions at the time the tree is being dropped, unless the street has been duly barricaded. Trees/Shrubs or branches which are felled into a street, sidewalk or alley must be removed immediately. Before any tree or branch is felled onto public property, the property owner or agent of the property owner must show proof to the City of a liability insurance policy in the amount of \$1,000,000.00 per person and \$1,000,000.00 per accident for bodily injury liability, and \$1,000,000.00 per person and \$1,000,000.00 aggregate for property damage liability.

151.09 DISEASE CONTROL. Any dead, diseased or damaged tree or shrub which may harbor serious insect or disease pests or disease injurious to other Trees/Shrubs is hereby declared to be a nuisance.

151.10 INSPECTION AND REMOVAL. The Council shall inspect or cause to be inspected any Trees/Shrubs in the City reported or suspected to be dead, diseased or damaged, and such Trees/Shrubs shall be subject to the following:

1. City Property. If it is determined that any such condition exists on any public property, including the strip between the curb and the lot line of private property, the Council may cause such condition to be corrected by treatment or removal. The Council Commissioner may also order the removal of any Trees/Shrubs on the streets of the City which interfere with the making of improvements or with travel thereon.
2. Private Property. If it is determined with reasonable certainty that any such condition exists on private property and that danger to other Trees/Shrubs or to adjoining property or passing motorists or pedestrians is imminent, the Council Commissioner shall notify by certified mail the owner, occupant or person in charge of such property to correct such condition by treatment or removal within fourteen (14) days of said notification. If such owner, occupant or person in charge of said property fails to comply within 14 days of receipt of notice, the Council may cause the condition to be corrected and the cost assessed against the property, or a municipal infraction may be filed.

(Code of Iowa, Sec. 364.12[3b & h])

CODE OR ORDINANCES, ROBINS, IOWA

151.11 INTERFERENCE WITH COMMISSIONER. No person shall hinder, prevent, delay or interfere with the Commissioner or any of the Commissioner's assistants, while they are engaged in carrying out the execution or enforcement of this chapter; provided, however, nothing herein shall be remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the City.

RESOLUTION NO. 0824-1
RESOLUTION ADOPTING STREET NAME CHANGE

WHEREAS, the Preliminary Plat of Robins Landing First Addition, was approved on by the Robins City Council on August 21st, 2023; and

WHEREAS, the property developer has requested to change two street names as follows:

- Nature Trail Court will now be known as "Trailside Court"
- Robins Trail Drive will now be known as "Trailside Drive"

IT IS HEREBY RESOLVED by the City Council of the City of Robins, Iowa, the roadway named on the Preliminary Plat of Robins Landing First Addition to Robins, Iowa, as "Nature Trail Court" is renamed to "Trailside Court"; and

BE IT ADDITIONALLY RESOLVED by the City Council of the City of Robins, Iowa, the roadway named on the Preliminary Plat of Robins Landing First Addition, Robins, Iowa, as "Robins Trail Drive" is renamed to "Trailside Drive".

BE IT FINALLY RESOLVED by the City Council of the City of Robins, Iowa, the City Clerk be directed to record this Resolution with the County Recorder, the County Auditor, the County Assessor, the 911 Board, and the Post Office of this change.

PASSED AND APPROVED THIS 5th day of August, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

Lori Pickart

From: Marianne Wainwright <marianne@boomerangcorp.com>
Sent: Tuesday, July 09, 2024 9:36 AM
To: lori.pickart@cityofrobins.org
Subject: Robins Landing Street Names
Attachments: Robins Landing Final Plat - Prelim.pdf

Hi Lori,

I wanted to reach out and introduce myself as I will be transitioning to Project Manager at Robin's Landing, working with the current Project Manager, Tim Turner through September as he will be moving to another position.

I have some questions regarding procedures to make sure we get the City what you need in the correct timeframe.

Currently we are working with the utilities on developer agreements. The only hold up is Alliant and REC. They share this area so they have to submit an agreement on defined area of responsibilities to Linn County and then they will submit to the Iowa Utilities Board for approval. They do not have a timeline for how long this will take. We will have to wait until approval before we can sign agreements with them, and they can start installation. They are currently in the process of designing, including the street lighting.

Do we have to have the paving and utilities installed in Final Plat area before it can be submitted to P & Z and Council for approval?

Assuming no building permits would be issued by the City until those items were completed and approved by the City.

We are working on a final plat and wondering if you can review the street names and if you need to issue cul-de-sac addresses etc. before it is submitted to the City?

Please see attached copy.

We would like to change two street names:

1. Nature Trail Court to Trailside Court
2. Robins Trail Drive to Trailside Drive

Are there other items you need to have input on before we complete the Final Plat?

Sorry to be a bother but I just want to make sure we follow your procedures and in the correct order. Thanks for your help.

Marianne Wainwright | Project Manager



boomerang

a 13225 Circle Dr. Suite A | PO Box 227 | Anamosa, IA 52205
p 319.462.4435 f 319.462.2599
MarianneW@boomerangcorp.com

RESOLUTION NO. 0824-3

RESOLUTION APPROVING QUOTATION FOR INFORMATION TECHNOLOGY INFRASTRUCTURE UPGRADE AND TELECOMMUNICATIONS UPGRADE

WHEREAS, the City Council of the City of Robins has determined a need to upgrade the Information Technology infrastructure, and

WHEREAS, the City Council has also determined the need to upgrade the city's telecommunications system, and

WHEREAS, a rough estimate has been received from Point Computer Services, the City's Information Technology Professional, and

WHEREAS, an estimated proposal has been received from Chris Heidelbauer of Heartland Relay to upgrade the city's telecommunications system.

NOW, THEREFORE, IT IS RESOLVED by the City Council, City of Robins, Iowa, that said written estimate received from Michael Schmitz of Point Computer Services depicting the project breakdown and project phases in an amount of not to exceed \$10,000 is hereby approved by the City, and the Mayor and City Clerk are hereby authorized and directed to execute said estimate on behalf of the City.

BE IT FURTHER RESOLVED, THE City Council approves the estimate received from Heartland Relay to upgrade the city's telecommunications requirements in an amount of not to exceed \$4,000.

PASSED AND APPROVED this 5th day of August, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

Lori Pickart

From: Michael Schmitz <support@pointcomputerserv.com>
Sent: Thursday, July 18, 2024 1:59 PM
To: Lisa Goodin; Lori Pickart
Subject: Server, network and Infrastructure

Dear Lisa and Lori,

I hope this email finds you well.

Following our recent discussions regarding the upcoming IT infrastructure upgrade, I wanted to provide you with a rough estimate for the project.

Project Breakdown:

1. Server Upgrade:

- Previous server upgrade cost: **~\$3500**
This is what it ended up costing my last few customers with a similar setup than yours.

2. Network-Attached Storage (NAS):

- Estimated cost for NAS and hard drives: **~\$1500**
- Configuration and deployment: **~\$1000**

3. Network Redesign:

- Firewall: **~\$350**
- Access Points: **~\$150** each (initially one, with potential for future expansion)
- Labor for network redesign and implementation: **~\$1500**

Given the scope of work and the potential for unforeseen requirements, I recommend budgeting between **\$6000 and \$8000** for the entire project. This range includes a margin for error to ensure we can address any unexpected challenges that may arise.

Please note that these figures are approximate and are intended to give you a rough idea of the overall investment required, and that I'm having to **overshoot my estimation** to leave room for surprises, but realistically I expect to stay well under the final figure.

Project Phases:

1. Network Redesign:

- Implementation of a new firewall and access points to accommodate increased security needs and remote access.
- *Since we are going to be likely working sort of in connection with the phone upgrade, I'm placing this stage further up in priority.*

2. Server and Backup Implementation:

- The server upgrade and NAS deployment will significantly enhance resilience, making disaster recovery easier and enabling snapshot capabilities, this is an improvement I have successfully implemented for other clients.

Breaking the project into these stages will allow for a smoother transition and minimize downtime for your operations.

I am committed to delivering a robust and scalable solution tailored to your needs. Please let me know if you have any questions or require further details.

Thanks,



Michael Schmitz
General Manager
Point Computer Service
1417 38th St SE
Cedar Rapids, IA 52403
+1 (319) 244-8393

Thank you again to you and your team for taking the time to meet with us the other day. We are pleased to offer you the following proposal for phone service. This proposal will consolidate all phone operations for City Hall, Police, Fire, and Public Works into a single system. Additionally, we can also take over any city-managed cell phone numbers if you so choose. (As we discussed, this may not make sense for all employees, like Mike.)

The proposal includes up-front, one-time costs for purchase of phones and initial setup and installation. This proposal also includes monthly recurring costs to cover operation and hosting of your system as well as all usages costs. These will be detailed below.

MONTHLY RECURRING COSTS: We are proposing a monthly flat-fee of \$250 for all costs related to your phone operations. This includes the following:

- Operation of six (6) inbound phone numbers.
 - City Hall Voice 319-393-0588
 - City Hall FAX
 - Fire Department Line
 - Police Department Line
 - Police Department FAX
 - Public Works Phone Number
 - We will carry the secondary office number (319-393-0589) for only three months to monitor usage and then disconnect. If you wish to maintain this number after the third month there would be an additional \$10 monthly charge.
- Free inbound and outbound calling, including domestic long-distance charges. (International Charges may be billed quarterly or semi-annually if they are significant.)
- Full support of 911 emergency access for all of your listed addresses (City Hall, PD/FD, and Public Works) with advanced notification features. Just for clarity, this is for calls that your facilities may place to 911 in an emergency... not your normal police/fire communications or dispatching operations.)
- An unlimited number of concurrent inbound and outbound calls... no more waiting for a line or busy signals when phones are in use.
- Complete business system features... Caller ID, Voicemail, After-hours routing, transfer between locations and even staff cell phones, conference calling, as well as all other features we discussed.
- Two hours of support each month for helping with whatever comes up is also included, so always feel free to call us if you have any questions.
- We will maintain an inventory of phones and equipment to replace any failed units. You are also welcome to upgrade devices at any time and will get credit for the old phone. You can also add phones anytime.
- (Note... this monthly recurring cost would replace the monthly charges specific to your seven phone lines you are paying USA Communications, as we would be porting those numbers to our provider.)

UP FRONT COSTS. These are the one-time costs involved with setting up your service. Some of the quantities will be dependent on choices you make, but I'll outline all of the options and try to streamline it a bit at the end based on what I know.

- One-time setup and installation fee. \$750. This covers the system programming, installation, and training for your staff,
- The phones that we showed you are Used/Refurbished Polycom Model VVX500 (or VVX501, which look the same but have a more powerful processor). These are 12-button touch-screen phones. These would be the primary devices that we would use for all of your phone locations. They are \$125 each.
- If certain employees desired certain specific features (specifically used of Bluetooth with an existing device or having 16 on-screen buttons) there is a VVX600 available for \$150.
- The FAX Adapter device that we showed you to make the plain old white princess phone work is used to support FAX machines, the elections services line, plain-old phones, or other devices you may have. These units actually support two devices (at the same location) so they have a little extra bang

for the buck. We use the Grandstream HT802 and these are prices at \$125. These are new devices, not used.

- The sidcar expansion devices that we would attach to Lori and Lisa's phones allow one-button transferring to any station, directly to voicemail, or even to cell phones. These add-on devices can be added to any phone and are \$125. These are either refurbished to like-new quality.
- Polycom conference "star-phone", as Mike called it, is the Polycom Model SoundStation 6000 IP. Cost is \$125. This would be your best bet for working with the occasional city-council meeting that needs telephone support (or any other meeting as well). It could also be used over in the FD/PD training center if you choose.
- Headset for Lori... These would be \$200 each. They support ability to answer the phone when you are away from your desk... but you'd have to go back to your desk to perform any transfers. We prefer the Plantronics/Polycom CS540. Cost is \$200 including the specific interface cable for the VVX phones.
- Panic Button Implementation. Have done a little research on this and have a great solution. Cost is \$100. Here's how it will work (much like what you proposed.)
 - Push the button... a silent phone call is made to any phone number (or list of phone numbers) which may be part of our system or outside (like a cell phone).
 - Whomever answers first will be played a recording providing notice of the panic button being pushed and how to proceed.
- Phones can be powered either from the network (which is best in larger areas like City Hall or PD/FD) or with a separate plug-in power supply which we would use in the public works building for a that single phone. We noticed that you already have a capable ethernet switch that will perform this function at City Hall (looks like it was supporting cameras. We would want to consult with Michael Schmitz to confirm that the existing units can support this need or before adding/changing anything there, but I'm going to put a placeholder of \$200 in the budget for each building just in case.

CELL-PHONE BASED EXTENSIONS. We talked about the option of having software installed on individual user's cell phones that would allow them to receive and make phone calls on the city's phone numbers. I'm mentioning it here because it does have a one-time cost of \$10 to purchase the correct software in either the Apple App Store or the Google Play Store. These costs are not charged by us, but are one-time fees of \$10 that would be incurred by the user of those phones.

ASSUMPTIONS. Based on our tour around the facilities, it appears that most of the phones have good access to existing ethernet network wiring. This would be used to connect to the phones and then any existing PC or other device can be plugged into the phone. This will mean that no additional wiring should need to be done in most locations.

EXISTING EQUIPMENT.

- We noticed that the FD is currently using some multi-device cordless phones. Those could likely be preserved using a Grandstream adapter if they want to have the mobility of those cordless phones. Since these are a multi-handset system, they would still share the same line/dialtone (think party line) just like they do now.
- There is not currently network wiring into the PD/FD kitchen area, and it seems potentially difficult to install. As a cost-savings measure we would propose leaving the existing simple telephone that is already in that room using the Grandstream adapter.
- Your existing Polycom Headset is the same model that we would otherwise have chosen for you. We will simply need to get the interface cable for that headset for the phone. This is a fraction of the cost of a new headset.
- We would try to help you determine if any of your existing equipment has any resale value and assist you in realizing that. PD/FD/PW all use simple telephones that likely don't have much value, but your City Hall system could potentially be of interest to someone for spare parts, adding another phone to an existing system, etc.

SPECIFICS FOR INSTALLATION/QUOTE...

		Unit Cost	Extended	
<i>Installation and Setup Fees</i>				<i>750</i>
<i>City Hall</i>				<i>1475</i>
5	Polycom VVX500 Desk/Wall Phone - Refurbished (Lori, Lisa, Dean, Mike, Kitchen)	125	625	
2	Polycom VVX Color Expansion Module - Refurbished (Sidecar for Lori, Lisa)	125	250	
1	Polycom/Plantronics Electronic Hookswitch Cable for Headset-New (Lisa)	50	50	
1	Grandstream HT802 Analog Adapter - New (FAX, Elections/Spare)	125	125	
1	Polycom SoundStation 6000IP Speakerphone - Refurbished	125	125	
1	Panic Button Implementation	100	100	
1	Power-Over-Ethernet Switch / Power Supply	200	200	
<i>PD/FD</i>				<i>825</i>
4	Polycom VVX500 Desk/Wall Phone - Refurbished (PD Chief, PD Front, FD Chief, FD Comms)	125	500	
1	Grandstream HT802 Analog Adapter (PD FAX, Kitchen Phone**)	125	125	
1	Power-Over-Ethernet Switch / Power Supply	200	200	
<i>Public Works</i>				<i>135</i>
1	Polycom VVX500 Desk/Wall Phone - Refurbished (Office)	125	125	
1	Power Supply for VVX500	10	10	
GRAND TOTAL				3185

RESOLUTION 0824-6

A RESOLUTION BETWEEN THE CITY OF ROBINS AND FORGE, INC. RELATING TO THE
VILLAGE ADDITION

WHEREAS, according to Development Agreement #2021-1 between the City of Robins, Iowa and Forge, Inc., the City of Robins has agreed to pay the material costs to upsize the utilities in the Village Addition to Robins, Iowa.

WHEREAS, the oversizing costs total \$65,302.01.

BE IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBINS, IOWA that the City Clerk is directed to provide payment for the oversizing costs in the amount of \$65,302.01.

PASSED AND APPROVED this 5thDay of August, 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

Lori Pickart

From: Kelli Scott <Kscott@snyder-associates.com>
Sent: Wednesday, May 15, 2024 3:25 PM
To: Lori PICKART
Cc: Chuck Hinz (Robins); 'Mike Kortenkamp'; Lisa Goodin; Bryce Ricklefs; Tiffany Thompson; Seth Gilkes
Subject: Robins - Eagle View and Villages Upsizing Reimbursement
Attachments: DA_RECORDED_2021-12-10_Villages.pdf; RECORDED_DA_2022-02-02_Eagleview.pdf

Lori,

I have received all of the invoices and material breakdowns for Eagle View and the Villages. The Villages is ready for reimbursement. **Eagleview will need to wait a few more months until after the rock piles are cleared off.**

I have attached the DA's to be used for reference. I can send the spreadsheet and invoices as well if anyone wants to see them.

I think the large differences in numbers on Eagleview are because the actual cost was used in the DA vs the difference in the 2 pipe sizes.

Eagleview:

- Per 9.a – City to pay on-site water main upsize from 8" PVC to 12" PVC
 - Estimated \$50,198
 - **Actual \$18,397.40**
- Per 9.c – City to pay off-site water main upsize from 8" PVC to 12" DIP
 - Estimated \$35,112
 - **Actual \$17,060.45**

Villages:

- Per 13.a
 - City to pay on-site SS upsize from 8" to 12"
 - Estimated \$13,560
 - **Actual \$9,684.82**
 - City to pay off-site SS upsize from 12" to 15"
 - Estimated \$27,894
 - **Actual \$21,246.60**
 - City to pay on-site water upsize from 8"-12"
 - Estimated \$29,952
 - **Actual \$34,370.59**

~~\$65,302.01~~

Let me know if you have any questions.

Thanks,

Kelli Scott, P.E. (her/she)
Civil Engineer



ID: 025302850004 Type: GEN
 Recorded: 12/10/2021 at 10:43:10 AM
 Amt: \$22.00 Page 1 of 4
 Revenue Tax: \$0.00
 Linn County Iowa
 N MCCALMANT RECORDER

11232 pg 245-248

Prepared by and Return to:
 City of Robins
 Attn: Lori Pickart
 265 S. Second St, Robins, IA 52328
 Phone: 319-393-0588

Developer's Agreement #2021-1

Between the City of Robins, Linn County, Iowa and Forge, Inc.
 Relating to
 "The Village Addition"
 Located in Robins, Iowa

JM \$22 chg
 II

DEVELOPER'S AGREEMENT 2021-1

This Developer's Agreement is entered into by and between the City of Robins, Iowa, (hereinafter referred to as the CITY) and Forge Inc. (hereinafter referred to as the OWNER), and

WHEREAS, the OWNER has approval by the CITY to construct the "Drawings of Proposed Improvements for THE VILLAGE ADDITION" and "Drawings of Proposed Offsite Sanitary Improvements for THE VILLAGE ADDITION" (hereinafter referred to as the PROJECT) in the City of Robins, Iowa, and

WHEREAS, Exhibit A indicates the location and extents of the water main and sanitary sewer mains to be constructed,

WHEREAS, the CODE is the Robin's City Code of Ordinances, which is by this reference incorporated herein, and

WHEREAS, the PLAN is the Comprehensive Infrastructure Plan; and

WHEREAS, the OWNER is the owner of record of the property as described in the attached Preliminary Plat, THE VILLAGE ADDITION, which is by this reference incorporated herein, and

WHEREAS, the approved plan meets applicable design standards;

NOW, THEREFORE, in consideration of the mutual obligations contained in this Developer's Agreement, the parties hereto agree as follows:

1. The OWNER shall construct the PROJECT per the Statewide Urban Design and Specifications (SUDAS);
2. The PROJECT will develop 25 acres of land within the CITY; and
3. The OWNER is required to pay sanitary sewer development fees (\$3,000 per acre) and each builder is required to pay connection fees for an estimated 100 dwelling units (\$910 per dwelling unit) for residential property in the amount of \$166,000;
4. The OWNER requires an 8" PVC water main and a combination of 8" and 12" sanitary sewer main to meet the service demands for the PROJECT;
5. The City is requesting portions of the 8" PVC water main serving the PROJECT to be upsized to 12" DIP water main to meet future capacity and fire protection needs as outlined in the PLAN;
6. The City is requesting portions of the on-site 8" sanitary sewer main to be upsized to 12" sanitary sewer main and the off-site 12" sanitary sewer main to be upsized to 15" sanitary sewer main to meet future capacity needs as outlined in the PLAN;
7. The OWNER has requested the CITY provide water to the PROJECT;
8. The CITY has constructed a 12" DIP water main as a Public Improvement Project to meet future capacity and fire protection needs as outlined in the PLAN and include extending water main from Kings Way along Quass Road to the entrance of Village Way of the PROJECT;
9. The OWNER agrees to construct a 12" DIP water main along Towne Court, within the PROJECT, to meet future capacity and fire protection needs as outlined in the PLAN, and such will eliminate parallel mains (second water main on Quass);

10. The OWNER shall install automatic flushing devices and a meter (purchased from City of Cedar Rapids) at the end of Towne Ct on the east end, and at the end of Village Way on the west end. All costs associated with flushing the water mains are the responsibility of the OWNER.
11. The OWNER agrees to extend the street, water main and sanitary sewer mains to the South property line of the PROJECT (dedicated ROW between Lots 46 and 47) at such time the adjacent property, to the South, becomes developed. Failure of the OWNER(s) to comply will result in the CITY constructing the extension of the street, water main and sanitary sewer mains and assessing those costs to the OWNER(s) of the PROJECT;
12. The PROJECT costs are estimated as follows:
 - a. Village Way, On-site sanitary sewer (OWNER constructed) – \$341,621
 - i. Material upsize from 8" to 12" (CITY cost) - \$13,560
 - b. Off-site sanitary sewer (OWNER constructed) - \$283,591
 - i. Material upsize from 12" to 15" (CITY cost) - \$27,894
 - c. Towne Ct, On-site water main (OWNER constructed) - \$248,217
 - i. Material upsize from 8" to 12" (CITY cost) - \$29,952
 - d. Quass Rd, Off-site water main (CITY constructed) - \$567,520.75
 - i. Kings Way water main from Leslie Ct. to King of Kings Church - \$471,919.50
 - ii. Quass Rd water main from Kings Way to Village Way - \$95,601.25
13. The CITY has established a policy to pay the material costs to upsize utilities when requested by the CITY;
 - a. The CITY will pay the material supplier directly upon receipt of invoice showing the actual material upsize costs in Part 12, estimated to be \$71,406 (\$13,560+\$27,894+\$29,952)
14. The CITY shall waive the sanitary sewer fees in Part 3 (\$166,000) in exchange for construction of the sanitary sewer main, estimated to be \$625,212 (\$341,621 + \$283,591) in Part 11 for the PROJECT by the OWNER
15. The OWNER shall construct the PROJECT improvements in their entirety, fully comply with this Developer's Agreement and the applicable City Ordinances and provide a four (4) year Maintenance Bond.
16. The CITY shall determine when the improvements have been completed in their entirety, and shall make the recommendation to the City Council for acceptance of such improvements.
17. The OWNER shall create a formal maintenance covenant for the maintenance of all stormwater management facilities that must be approved by the CITY and recorded into the land record at the time of final plat or site plan approval. As part of the covenant, a schedule shall be developed for when and how often maintenance will occur to ensure proper function of the stormwater management facility.
18. The OWNER agrees that construction of the PROJECT shall not proceed until this Developer's Agreement has been executed by all parties.
19. The OWNER agrees this agreement shall be binding on all heirs, successors, and assigns of the OWNER.

OWNER:

Forge Inc.

By:

Bryce Ricklefs

STATE OF IOWA

)

) SS

County of Linn

)

This instrument was acknowledged before me on the 5th day of November, 2021,
by Bryce Ricklefs (name) as Director (name of office)
of Forge Inc.



Brooke L Bohlken
Commission No. 825502
My Commission Expires
June 2, 2023

Brooke L. Bohlken
Notary Public in and for said State

Approved by the City of Robins, Iowa this 13 day of September, 2021.

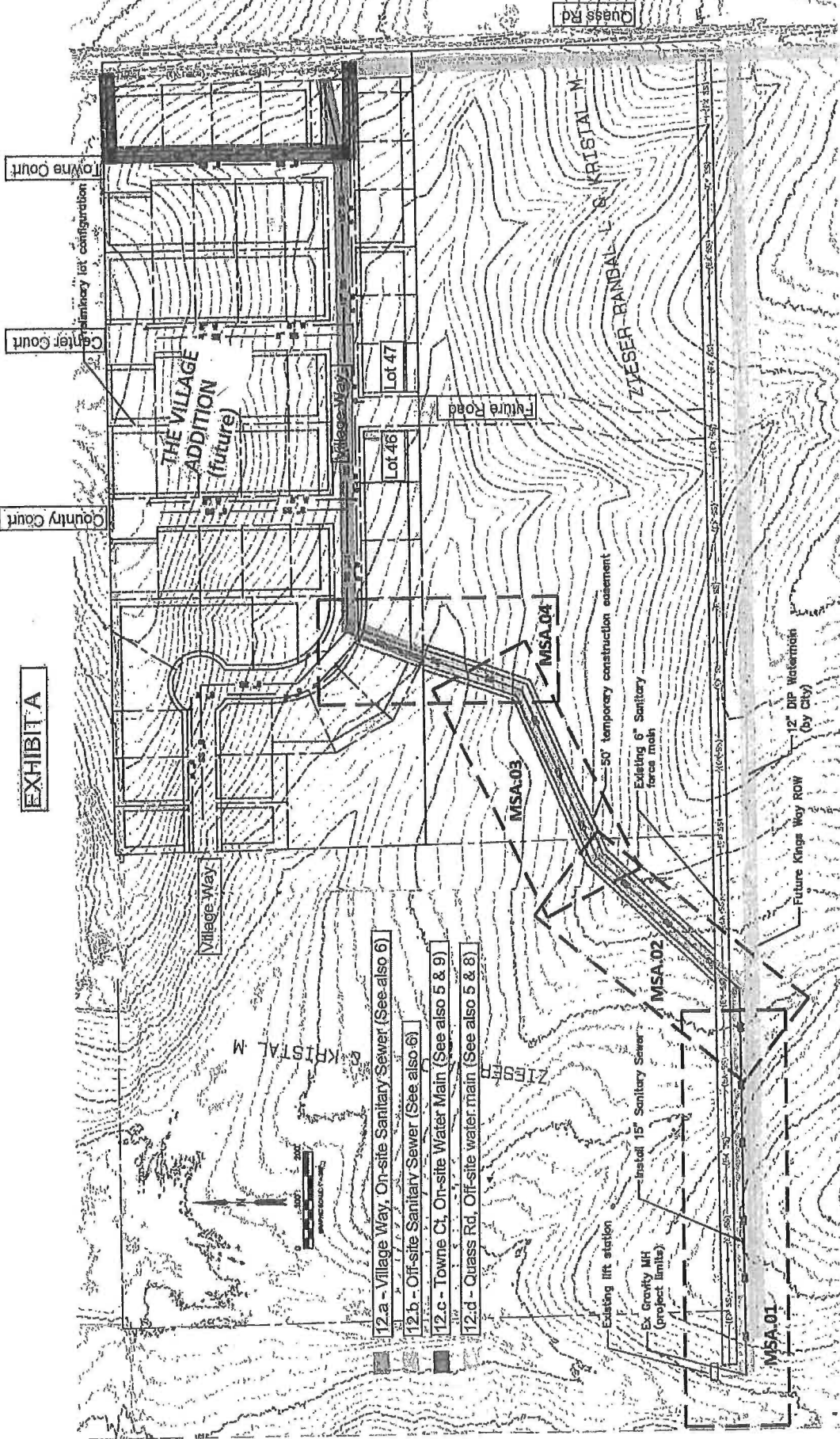
Chuck Hinz
Mayor - Chuck Hinz

Attest:

Lori Pickart
City Clerk - Lori Pickart



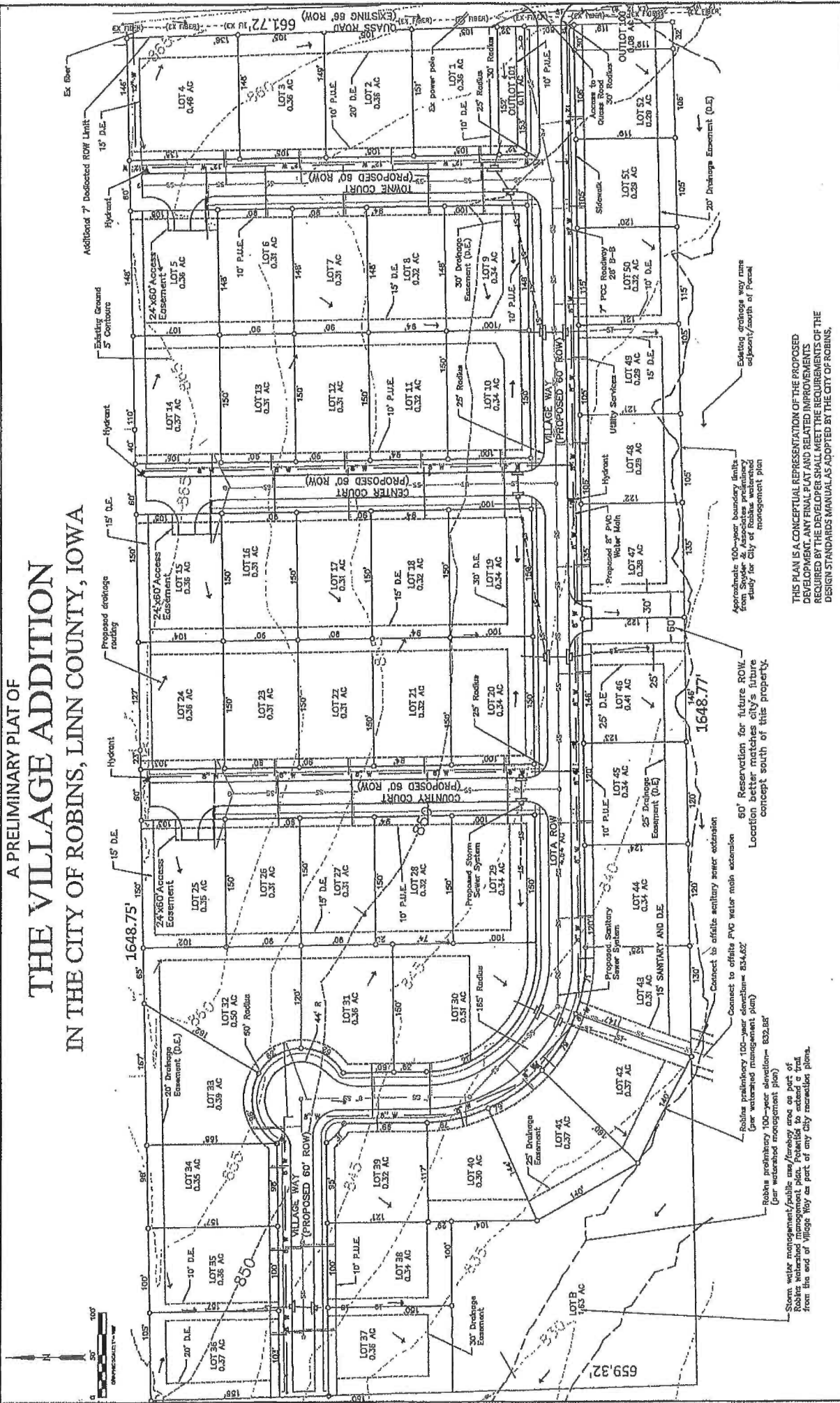
EXHIBIT A



- 12.a - Village Way, On-site Sanitary Sewer (See also 6)
- 12.b - Off-site Sanitary Sewer (See also 6)
- 12.c - Towne Ct, On-site Water Main (See also 5 & 9)
- 12.d - Quass Rd, Off-site water main (See also 5 & 8)

Water Main Continues
South to Leslie Ct

A PRELIMINARY PLAT OF THE VILLAGE ADDITION IN THE CITY OF ROBINSON, LINN COUNTY, IOWA



NO.	DATE	BY	REVISION	FOR	DATE	BY	REVISION
FORGE INC 721-219-462-4455				STS CIVIL mstock@stscivil.com Tel: 319-559-8720			
PRELIMINARY PLAT				THE VILLAGE			
05/13/2021 15-2013-09				PP-02 DT			

THIS PLAN IS A CONCEPTUAL REPRESENTATION OF THE PROPOSED DEVELOPMENT. ANY FINAL PLAT AND RELATED IMPROVEMENTS REQUIRED BY THE DEVELOPER SHALL MEET THE REQUIREMENTS OF THE DESIGN STANDARDS MANUAL AS ADOPTED BY THE CITY OF ROBINSON.

Approximate 100-year boundary limits from Snyder & Associates preliminary study for City of Robins, water shed management plan

60' Reservation for future ROW - Location better matches city's future concept south of this property.

Robins preliminary 100-year elevation= 834.62' (per watershed management plan)

Robins preliminary 100-year elevation= 832.85' (per watershed management plan)

Storm water management/public use/areaway area on part of Robins watershed management plan. Potential to extend a trail from the end of Village Way as part of any city recreation plans.

Connect to offsite sanitary sewer extension

Connect to offits PVC water main extension



ROBINS POLICE DEPARTMENT

RESERVE OFFICER POLICY

Reserve Officers

- **PURPOSE AND SCOPE**

This policy establishes the guidelines for Robins Police Department reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide professional and special functions that augment regular staffing levels.

This policy provides the requirements for a reserve officer to be in good standing with the City.

- **DEFINITIONS**

Definitions related to this policy include (Iowa Code § 80D.1A):

Reserve officer - A volunteer, nonregular, sworn member of the department who serves with or without compensation, has regular police powers and participates on a regular basis in the department's activities of crime prevention and control, preservation of the peace and enforcement of the law.

Reserve Officer in Good Standing – A reserve officer in good standing with the Robins Police Department will meet the following requirements for minimum participation and:

- (1) Attend monthly meetings unless reserve officer is excused by the Chief.
- (2) Patrol or perform other duties of a reserve officer for at least eight hours per month to maintain skills.
- (3) Maintain all certifications required by state or federal law.
- (4) Complete all paperwork in a timely and sufficient matter.
- (5) Keep uniform and equipment in professional and clean order.
- (6) Maintain good hygiene while performing reserve officer duties.
- (7) Behave in an appropriate and professional manner while on duty.
- (8) Refrain from any activity that would be unbecoming to the Robins Police Department while on or off duty.
- (9) Adhere to the policies and standards of the Robins Police Department
- (10) Be available for "all hands-on deck" situations like weather-related and other emergencies.

A reserve officer's status as being in "good standing" will be reviewed on a quarterly basis. The Chief of Police has the final determination as to whether a reserve officer is in good standing or not.

- **POLICY**

The Robins Police Department shall ensure that reserve officers are properly selected, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.



ROBINS POLICE DEPARTMENT

RESERVE OFFICER POLICY

- **RECRUITMENT AND SELECTION**

The Robins Police Department shall endeavor to recruit and select only those applicants who meet the high ethical, moral, and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment (Iowa Code § 80D.3; 501 IAC 10.1).

- **SELECTION**

Applicants who are selected as reserve officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position. Reserve officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Reserve officers shall have no property interest in continued selection. However, if a reserve officer is removed for alleged misconduct, the reserve officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee (Iowa Code § 80D.6).

- **IDENTIFICATION AND UNIFORMS**

Reserve officers will be issued Robins Police Department uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular fulltime police officers. The identification cards will be the standard Robins Police Department identification cards, with the exception that "Reserve" will be indicated on the cards (Iowa Code § 80D.9).

- **AUTHORITY**

Reserve officers shall perform peace officer duties within the scope of their approved training (Iowa Code § 80D.6). Reserve officers (Iowa Code § 80D.6): (a) Perform law enforcement functions and have the authority to arrest on behalf of this department. (b) Shall not exercise peace officer duties when off-duty.

- **COMPENSATION**

Compensation for reserve officers is provided as follows (Iowa Code § 80D.11):

- (a) Reserve officers shall be compensated as prescribed by the ordinances of Robins. This will be at a yearly rate of \$1.00 per year.

*Extra jobs and assignments can be worked once they are approved by the Robins City Council and then the Chief of Police. This rate of compensation will be set by the Robins City Council.



ROBINS POLICE DEPARTMENT

RESERVE OFFICER POLICY

(b) Reserve officers shall be issued a uniform and all designated attire and safety equipment, as applicable to their positions. All property issued to reserve officers shall be returned to this department upon termination or resignation.

(c) Reserve officers who meet the qualifications of be considered "in good standing" shall be provided a quarterly stipend of \$300.00. This stipend is a set amount for each reserve officer meeting the standards of being in good standing regardless of how many hours they work.

- **PERSONNEL WORKING AS RESERVE OFFICERS**

Qualified regular department personnel, when authorized, may also serve as reserve officers. However, this department shall not utilize the services of reserve officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the reserve coordinator should consult with the City Council/Mayor prior to allowing regular department personnel to serve in a reserve officer capacity (29 CFR 553.30; Iowa Code § 80D.10).

- **COMPLIANCE**

Reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment. The reserve officer shall become thoroughly familiar with these policies. Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a reserve officer, unless by its nature it is inapplicable. Reserve officers are required by this department to meet department-approved training requirements. All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Chief of Police.

- **FIREARMS**

Reserve officers shall successfully complete department-authorized training in the use of firearms. Their selection must be approved by Robins prior to being issued firearms by this department or otherwise acting as reserve officers on behalf of the Robins Police Department. Reserve officers will be issued duty firearms by the City of Robins. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy. Reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all training and qualification requirements set forth in the Firearms Policy (Iowa Code § 80D.7; 501 IAC 10.5; 501 IAC 10.9).



ROBINS POLICE DEPARTMENT

RESERVE OFFICER POLICY

- **CONCEALED FIREARMS**

An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy. Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall demonstrate his/her proficiency with the weapon.

- **RESERVE COORDINATOR**

The Chief of Police shall delegate certain responsibilities to a reserve coordinator. The reserve coordinator shall be appointed by and directly responsible to the Patrol Supervisor or the authorized designee (Iowa Code § 80D.9). The reserve coordinator may appoint a senior reserve officer or other designee to assist in the coordination of reserve officers and their activities. The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Assigning reserve officers.
- (b) Conducting reserve officer meetings.
- (c) Establishing and maintaining a reserve officer callout roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring the field training progress of reserve officers.
- (f) Monitoring individual reserve officer performance.
- (g) Monitoring overall reserve officer activities.
- (h) Maintaining a liaison with other agency reserve coordinators.

- **FIELD TRAINING**

All reserve officers shall complete the same department-specified field training as regular full-time police officers as described in the Field Training Policy.



ROBINS POLICE DEPARTMENT

RESERVE OFFICER POLICY

- **SUPERVISION**

Reserve officers may perform the same duties as regular full-time officers of this department provided they are under the direct or indirect supervision of a supervisor or officer in charge. Reserve officers shall never supervise a regular full-time officer (Iowa Code § 80D.9).

- **EVALUATIONS**

While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until he/she has satisfactorily completed training. Reserve officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

- **INVESTIGATIONS AND COMPLAINTS**

If a reserve officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

- **TRAINING**

All reserve officers shall complete annual reserve officer in-service training as required by 501 IAC 10.9.

- (a) Training Records - The Supervisor is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule (501 IAC 10.9).

RESOLUTION NO. 0824-5
ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN

WHEREAS, the Capital Projects Procedure as adopted by the City of Robins, established that the Five-Year Capital Projects Plan be reviewed, updated, and adopted on an annual basis as part of the annual budgeting process,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Robins, Iowa, that the updated Five-Year Capital Projects Plan as attached and made a part of this resolution, is hereby adopted by the City.

BE IT FURTHER RESOLVED that copies of the updated Capital Plan be distributed to all city departments and boards.

PASSED AND APPROVED this 5th, day of August 2024.

Chuck Hinz, Mayor

ATTEST:

Lori Pickart, City Clerk/Treasurer

Note: Purple is reserves

CITY OF ROBINS
FIVE YEAR CAPITAL IMPROVEMENTS PLAN
FY25

Note: Yellow is restimated unit costs

PROJECT NAME	Year Purchased	Life Span	Anticipated Year	Cost of Unit	Annual Needs	Reserve Balance 6/30/24	Fund	FY 25	FY 26	FY 27	FY 28	FY 29	Unfunded	TOTAL
A. Administration														
Computer Upgrade/Telephone														
New City Hall Study (Design Study)				4,000,000										
City Hall furniture, computers, etc.														
Church Renovation					20,000	80,000	GF	15,000	5,000	5,000	5,000	5,000	4,000,000	35,000
City Hall Total					20,000	80,000	GF	100,000	20,000	20,000	20,000	20,000		180,000
B. Fire Department														
2021 Air Packs, Masks and bottles (2031)		15	2036	325,779	32,577	30,665	GF	30,665	27,719	27,719	27,719	27,719		141,541
Bunker Gear (10 years)		10	2024/2025	3,600	7,600	20,000	GF	27,600	7,600	7,600	7,600	7,600		58,000
2016-Pierce Fire Truck #365	2016	20	2039	1,300,000	70,000	250,000	GF	320,000	70,000	70,000	70,000	70,000		600,000
2006-Freightliner FireTruck #366	2006	20	2029	690,000	74,200	354,000	GF	393,200	74,200	74,200	74,200	74,200		690,000
Medical Truck #361	2007	25	2030	50,000	2,500	50,500	GF	50,500	2,500	2,500	2,500	2,500		60,500
2006 Brush Truck #369	2006	25	2030	70,000	3,500	35,700	GF	35,700	3,500	3,500	3,500	3,500		49,700
Radio upgrades (new in 2013) (5k per unit, have 20 units)	2013	15	2033	5,500	33,000	33,000	GF	33,000	33,000	33,000	33,000	33,000		165,000
2008 Tanker Truck #360		25	2033	721,000	50,000	270,000	GF	320,000	50,000	50,000	50,000	50,000		520,000
Allocated Reserves for Fire Dept					273,377	1,043,865		1,210,665	268,519	268,519	268,519	268,519		2,284,741
Fire Total								1,210,665	268,519	268,519	268,519	268,519		2,284,741
C. Parks/Recreation														
Playground Equipment upgrade (ST Park)			2024	35,000	5,000	90,000	GF	95,000	5,000	5,000	5,000	5,000		115,000
Park amenities (all parks)			2024	350,000	25,000	200,000	GF	225,000	25,000	25,000	25,000	25,000		325,000
2021 Mower		5	2026	20,000	4,000	6,600	GF	10,600	4,000	4,000	4,000	4,000		26,600
2016 Mower		5	2021	20,000	4,000	22,200	GF	4,000	4,000	4,000	4,000	4,000		20,000
2025 Mower		5	2025	20,000	4,000	4,000	GF	8,000	4,000	4,000	4,000	4,000		24,000
Allocated Reserves for Parks Dept.					42,000	322,800	GF	342,600	42,000	42,000	42,000	42,000	0	510,600
D. Police														
Park Planning (all parks)							GF	0	0	0	0	0		500,000
Robins Landing Park Pavilion/Facilities							LOST	400,000	400,000	400,000				1,200,000
Purchase Robins Landing Parkland					42,000	322,800		400,000	942,000	442,000	42,000	42,000		1,868,000
PARKS TOTALS														
Dispatch Fees							GF	5,100	5,100	5,100	5,100	5,100		25,500
Radio Replacement (2033)		10	2024/2025	7,200	7,200	16,500	GF	7,200	7,200	7,200	7,200	7,200		36,000
Computers/cameras, etc.		4	2024	18,000	3,000	9,000	GF	12,000	3,000	3,000	3,000	3,000		24,000

Note: Purple is reserves

CITY OF ROBINS
FIVE YEAR CAPITAL IMPROVEMENTS PLAN
FY25

Note: Yellow is restimated unit costs

PROJECT NAME	Year Purchased	Life Span	Anticipated Year	Cost of Unit	Annual Needs	Reserve Balance 6/30/24	Fund	FY 25	FY 26	FY 27	FY 28	FY 29	Unfunded	TOTAL
2017 Explorer		8	2025	68,355	8,544	40,125	GF	49,535	9,410	9,410	9,410	8,544		86,309
2020 Explorer		8	2028	76,797	9,599	21,000	GF	34,949	13,949	13,949	13,949	13,949		90,745
2023 Explorer		8	2031	84,668	18,504	0	GF	10,584	10,584	10,584	10,584	10,584		52,920
Allocated Reserves for Police Department					46,847	86,625		114,268	44,143	44,143	44,143	48,377		295,074
Police Totals				255,020	46,847	86,625	0	119,368	49,243	49,243	49,243	48,377	0	315,474
E. Building Department														
2017 Building Inspector Vehicle (Total Allocated)			2025	35,000	4,167	36,535	GF	36,535	4,167	4,167	4,167	4,167		53,203
E. Sewer														
Indian Creek Interceptor Rplmt						1,750,000	CP	3,750,000						3,750,000
Sewer Equipment Pumps				25,000		16,000	SF	30,000	16,000	16,000	16,000			78,000
Sewer to I-380<Flynn> and liftstation SFGO 8 & 9 (Design/Engineering in FY25)						100,000	GO				100,000	100,000	2,500,000	200,000
NW Trunk (N Leg) CHR to NCPDR SFGO SS-3							GO						1,408,300	
NW Trunk (S Leg) Kings Way to NW Trunk (N Leg) SFGO SS-4							GO						1,000,850	
Dual 6-inch around Kings Way Church (SFGO SS-6)							GO						310,000	
Mobile Generator		25	2037	35,000	1,400	28,400	SF	29,800	1,400	1,400	1,400	14,000		48,000
Kings Way Generator		25	2033	30,000	2,000	6,333	SF	10,333	2,000	2,000	2,000	2,000		18,333
NW Quadrant Generator		25	2041	30,000	2,000	6,333	SF	10,300	2,000	2,000	2,000	2,000		18,300
Maple Street Generator		25	2049	30,000	2,000	6,333	SF	10,333	2,000	2,000	2,000	2,000		18,333
Wildflower Generator		25	2048	30,000	2,000	6,333	SF	10,333	2,000	2,000	2,000	2,000		18,333
Kervin Court Generator		25	2049	25,000	1,700	5,400	SF	8,400	1,700	1,700	1,700	1,700		15,200
Allocated Reserves for Sewer Department					11,100	59,132		79,499	11,100	11,100	11,100	11,100		123,899
Sewer Total								3,859,499	27,100	27,100	127,100	123,700	5,219,150	4,164,499
F. Streets														
Kings Way (Cambridge to Quass)							RU/GO		50,000	100,000	100,000		2,900,000	250,000
S.Troy Road Upgrade/Reconstruction							RU/GO			200,000			1,658,500	200,000
W. Main St. Construction Phase 1 + trail							GO/GR	860,000	860,000	1,400,000	4,000,000			7,120,000
West Main Street Reconstruction - Engineering - (Phase 1)- includes trail.							GO	600,000						600,000
Landau/Coach Urban Cross Section							RU/GO		925,000	925,000				1,850,000

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FY25

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PROJECT NAME	Year Purchased	Life Span	Anticipated Year	Cost of Unit	Annual Needs	Reserve Balance 6/30/24	Fund	FY 25	FY 26	FY 27	FY 28	FY 29	Unfunded	TOTAL
CH Road w/Linn Co. (\$956,823)							CP	375,000						375,000
Tower Terrace I-380 Interchange							CP	200,000						200,000
Tower Terrace CPF Funding Grant Match for land acquisition(5M) (Community Funding)							LOST	208,816	208,816					417,632
Tower Terrace Build (city share after grants)							GRANTS		325,000	325,000	325,000	325,000		1,300,000
ITC Trail (Hawkeye Dr to NCPR)							GO		150,000	150,000			2,000,000	300,000
Stamyr Road (extension/construction)							GO						8,500,000	1,425,000
Center Point Road overlay							GO	1,425,000						
E. Knoll - reconstruct with curb and trail (Design/Engineering)							GO			200,000	2,000,000			2,200,000
Quass Rd Urban Cross Section (engineering/Design)							GO			200,000	6,100,000	6,100,000		12,400,000
Robins Rd-T. Terrace to M. Street-urban cross section (design FY 26)							GO		200,000	2,000,000	2,014,000			4,214,000
Miles Street Extension (Dutch to Freeway)							GO	225,000						225,000
North Menzler Road Extension							TIF					360,000	720,000	360,000
Streets Total								3,893,816	2,718,816	5,500,000	14,539,000	6,785,000	15,778,500	33,436,632
G. Streets Equipment														
Tractor		25	2029	86,600	3,464	45,498	RU	49,831	4,333	4,333	4,333	4,333		67,163
Backhoe		25	2029	132,000	5,280	44,003	RU	18,670	4,667	4,667	4,667	4,667		37,338
2020 Bobcat with accessories	2020	10	2030	90,000	9,000	9,225	RU	27,225	18,000	18,000	18,000	18,000		99,225
2013 Plow Truck	2013	8	2025	265,000	33,125	9,225	RU	265,000	28,125	28,125	28,125	28,125		377,500
2017 Plow Truck	2017	8	2027	265,000	33,125	195,207	RU	176,589	44,205	44,205	28,125	28,125		321,249
2003 1-ton Utility Truck	2003	10	2028	68,250	6,825	132,384	RU	40,667	13,792	13,792	8,125	8,125		84,501
2019 1-ton Utility Truck	2019	10	2029	71,663	20,625	26,875	RU	33,385	12,760	12,760	12,760	8,125		79,790
2022 1-ton Utility Truck	2022	10	2032	83,077	8,308	8,125	RU	18,862	10,707	10,707	10,707	10,707		61,690
2002 Bucket Truck	2002	15	2028	20,000	1,333	4,000	RU	4,000	4,000	4,000	4,000	4,000		20,000
1979 Sewer Truck (use old fire truck)	1979	15	2028	30,000	2,000	6,000	RU	18,000	12,000	12,000	12,000	6,000		60,000
Salt Shed/Bay on existing building		25	2050	150,000	2,000	20,000	RU	22,000	2,000	2,000	2,000	2,000		30,000
Allocated reserves for Streets Equipment														
Streets Equipment Total								674,229	154,589	154,589	132,842	124,207		1,118,249
H. Storm Water														
NW Quad Detention Basin(Zieser 20A @25K, plus basin) 460 acres (13A pond)							GO		200,000				3,200,000	200,000
East Regional Basin (south of Emerald and Northaven/Maple, Quarry) CR 28E							GO				300,000			300,000

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FY25

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PROJECT NAME	Year Purchased	Life Span	Anticipated Year	Cost of Unit	Annual Needs	Reserve Balance 6/30/24	Fund	FY 25	FY 26	FY 27	FY 28	FY 29	Unfunded	TOTAL
West Regional Basin (Chester/Flynn/Stamy) 620 acres							GO	0	200,000	0	300,000	600,000	3,000,000	600,000
Storm Water Total								0	200,000	0	300,000	600,000	6,200,000	1,100,000
I. Water									305,000					305,000
Landau/Coach area SFGO W-6							GO							
Water to I-380 (Flynn)SFGO W-12 (PVC tt to Wildflower)(Design)							LOST			100,000				100,000
Water from Robins Landing to Wildflower (design)										100,000				100,000
Stamy Rd Water Extension (SFGO W-17)							GO						1,237,000	
Quass Road (Village to CHR)(SFGO W-9)							GO			150,000			170,000	150,000
County Home Road (Epic CHR to C Ave (SFGO W-7) C/R 28E							GO			500,000				500,000
CHR (NCPR to Quass Rd. (SFGO W-8)(Annexation)							GO		930,000					930,000
Mackenzie Water (SFGO W-26)							GO				570,000			570,000
Singer Hill Water (SFGO W-27)							GO				305,000			305,000
Robins Landing Water Upsizing (W19)per development agmt							GO	270,000						270,000
Water Total								270,000	1,235,000	850,000	875,000		1,407,000	3,230,000
J. Solid Waste							GF							
Leaf Pickup / Garbage disposal							GF	30,000	30,000	30,000	30,000			120,000
Solid Waste Total								30,000	30,000	30,000	30,000		0	120,000
GRAND TOTAL								10,629,112	5,654,434	7,370,618	16,392,871		32,604,650	40,047,035
FUNDING SOURCE CODE:														
Developer	DEL													
General Fund	GF		Sewer Fund											
General Obligation Bonds	GO		Water Fund											
Special Assessment	SA		Federal Grant											
Road Use	RU		State Grant											
Revenue Bonds	RB		Tax Increment Financing											

Adopted:
August 5, 2024
Resolution No. 0824-5