

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

CITY COUNCIL MEETING AGENDA

Monday, May 5, 2014 • 7:00 p.m.

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the April 21, 2014 City Council Work Session #1.
 - b. Approve minutes from the April 21, 2014 City Council Meeting.
 - c. Approve minutes from the April 21, 2014 City Council Work Session #2.
 - d. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognition of Herb N’ Lou’s.
 - b. Accept resignation of Kristin Gibbs from the Library Board of Trustees./Move to action.
 - c. Accept resignation of Monica Tylee from the Animal Control Commission./Move to action.
 - d. Mayor Mark Worrell - Appointments/Reappointments/Move to action.
 - i. Monica Tylee – Library Board of Trustees, June 30, 2016.
 - e. Third Reading of Ordinance 720, amending Chapter 165 “Zoning Regulations.”/Move to action.
 - f. Second reading of Ordinance 721, amending Title Chapter 165 “Zoning Regulations.”/Move to action.
 - g. Second Reading of Ordinance 718, amending the Code of Ordinances of the City of West Branch by creating and incorporating a storm water utility./Move to action.
 - h. Second Reading of Ordinance 723, amending Title “Police, Fire and Emergencies,” Chapter 31 “Reserve Police Force.”/Move to action.
 - i. Resolution 1193, approving a Memorandum of Understanding between the West Branch Community School District and the City of West Branch, Iowa regarding the Summer League Ball Program./Move to action.

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

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CITY COUNCIL MEETING AGENDA

Monday, May 5, 2014 • 7:00 p.m. (continued)

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

- j. Resolution 1194, setting a date for consultation and a date for a public hearing on the proposed Amended and Restated West Branch Urban Renewal Plan./Move to action.
 - k. Resolution 1195, authorizing Internal Advance to Tax Increment Revenue Fund./Move to action.
 - l. Resolution 1197, hiring _____ as a Part-Time Public Works Laborer and setting the salary for the FY 2013-2014 fiscal year./Move to action.
 - m. Resolution 1199, to fix a date of meeting for a public hearing in amending the current budget for the fiscal year ending June 30, 2014./Move to action.
8. City Staff Reports
 - a. City Administrator Matt Muckler – City of West Branch Mission Statement
 - b. Brian Boelk, HBK Engineering – Report on Park and Library Charrette Open House and Next Steps in Planning Process
 - c. Zoning Administrator Paul Stagg – May 14, 2014 Planning & Zoning Commission Meeting
 9. Comments from Mayor and Council Members
 10. Adjournment

CITY COUNCIL WORK SESSION

Monday, May 5, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Pat Callahan, Capital Improvement Planning Process
 - a. Introductions
 - b. General Overview of the Meeting
 - Report on Department Heads Meeting
 - Definition of capital improvements plan
 - Summary of the CIP process

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
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CITY COUNCIL WORK SESSION

Monday, May 5, 2014

**Immediately following regular City Council Meeting (continued)
City Council Chambers, 110 North Poplar Street**

- c. The Reasons for Developing a Capital Improvements Plan (CIP)
 - Callahan's Top Ten List
 - Additional Reasons
 - d. The Steps in the CIP Preparation Process
 - e. The Time Table for the CIP Preparation Process
 - Tentative Dates
 - Goals & Objectives of Each Meeting
 - f. Defining the Roles and Expectations of all the Participants in the CIP Process
 - Consultant or Facilitator
 - City Hall Staff – Coordinator
 - City Department Directors
 - City Financial Advisor – Speer Financial
 - City Engineer – Veenstra & Kimm, Inc.
 - Mayor & City Council Members
 - West Branch Residents
 - g. Review of Potential Projects
 - Comprehensive Plan – Suggestions
 - Infrastructure Studies
 - City Department Head Lists
 - Mayor & Council Members Lists
 - Goal Setting Reports – Past & Present
 - Missing or Forgotten Projects
 - h. The Next CIP Meeting – June 2, 2014
 - Purpose and Overview
 - Date, Time & Location
 - Advance Preparation – Who & What
 - i. Comments and Questions
4. Adjourn

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**April 21, 2014
6:30 p.m.**

Mayor Worrell opened the West Branch City Council work session at 6:30 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Library Director Nick Shimmin, Sergeant John Hanna, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

Mackenzie Krob, Executive Director, Main Street West Branch – Main Street Update

Mackenzie Krob, Executive Director spoke to the Council about how the Main Street program is volunteer driven, using committees to maximize minimum resources. She introduced three members of the board, Lou Picek, Chair of the design committee, Mary Lee, promotions committee, and Audrey Kofoed, historian. A two million investment in downtown West Branch, acquiring \$825,000 in direct grants, and helping with eleven building improvement projects, are the local impact of the Main Street program. There has been over 30,000 volunteer hours since 2006. Krob recognized two new businesses on Main Street, Cotton Creek Quilt Shop and Salvaged on Main. Main Street was awarded a \$10,000 business innovation grant for West Branch that will allow for more extensive marketing with a new mobile app.

ADJOURNMENT

Motion to adjourn the meeting by Shields, second by Ellyson. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried. City Council work session adjourned at 6:55 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**April 21, 2014
7:00 p.m.**

Mayor Worrell opened the West Branch City Council meeting at 7:02 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Sergeant John Hanna, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the April 7, 2014 City Council Work Session #1.
- b. Approve minutes from the April 7, 2014 City Council Meeting.
- c. Approve minutes from the April 7, 2014 City Council Work Session #2.
- d. Approve claims.

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

4/21/2014

City of West Branch
Claims Register Report

ABC Fire Protection	Various Depts - Service Fire Ext	782.25
Agvantage Fs Inc	Streets - LP Gas	552.00
Air Cooled Engine	Cemetery - Supplies	31.24
Alliant Energy	Various Depts - Utilities	9,594.50
Amazon	Library - Supplies	422.74
AmSan	Lib/Streets/Admin/Th-Supplies	181.29
Anderegg, Thomas	Police – MMPI testing	75.00
At Technology Group	Fire - Service & Software	1,040.00
Baker & Taylor Inc.	Library - Books	861.63
Barron Motor Supply	Water/Police - Supplies	248.96
Bean & Bean	Cemetery - Burials	1,500.00
Big Country Seeds	Streets - Ice Buster	428.75
Boelk, Amy	Park & Rec - Program Refund	35.00
Bound Tree Medical	Fire - Medical Supplies	198.37
BP Amoco	Fire/Sewer/Police - Fuel	1,508.80
Brandt, Dawn	Admin - Reimb Mileage & Meals	76.23
Business Radio Sales	Fire - Service	35.50
Cedar County Cooperative	Fire - Diesel Fuel	1,479.00
Cedar County Recorder	Legal - Recordings	128.00
Cedar Rapids Photo Copy	Library - Service & Supplies	173.03
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Culligan Water	Fire - Water Cond Rental	37.65
Debra Fiderlein	Park & Rec - 2014 Session 2	369.04
Deweys Jack & Jill	P&R/Police/Water - Supplies	104.15
Diamond Vogel Paints	Streets - Traffic Paint	809.00
Document Destruction	Admin - Document Destruction	44.25
Ed.M.Feld Equipment	Fire - Supplies	164.00
EFTPS	Federal Withholdings	5,654.72
ETSCorporation	Water/Sewer - Credit Card Fees	30.37
F&B Communications	Admin - Web Hosting	29.95
Fred's Feed & Supply	Sewer - Supplies	8.75
Greatamerica Leasing	Admin - Copier Lease Agreement	252.06
Hawkins Inc	Water - Azone 15	690.41
HD Cline Company	Cemetery - Lawn Mower	7,900.00
IAWEA	Water/Sewer - Training Conf	360.00
ICAD Group	Econ Dev - FY14 Contribution	2,750.00

Image Trend	Fire - Rescue Bridge Fees	1,050.00
Ion Exchange	Sewer - Grass Mix	582.75
Iowa Assn. Mun. Utilities	Water - Ccr Workshop	120.00
Iowa Law Enf. Academy	Police - Inst Recertification	50.00
Iowa League Of Cities	Admin - Impi Training	1,652.00
Iowa One Call	Water/Sewer - Service	26.10
Iowa State University	Admin - P&Z Workshop Training	635.00
Iowa State University	Fire - Training	850.00
Jodi Yeggy	Park&Rec - 2014 Session 2	369.04
Joey Dean Wenndt	Fire - April Training	150.00
John Deere Financial	Water/Sewer - Supplies	276.16
Johnson County Refuse	Recycling - March 2014	3,709.75
Journeyed Com Inc	Admin - Software	180.90
Keltek Inc	Fire - Service Chevy Truck	3,339.74
Kevin D Olson	Legal Services For April 2014	1,500.00
Kingdom Graphics	Sewer/Water - Safety Shirts	347.50
Knoche, Rebecca	Park & Rec -Reimb For Supplies	31.80
L-Tron Corporation	Police - Microphone Kit	1,017.00
Lasko	Admin - Filters	25.69
Lenoch & Cilek	Water - Caulk	6.49
Liberty Communications	Various Depts - Phone Service	1,068.79
Linn County R.E.C.	Streets - Utilities	120.00
Matt Parrott	Water/Sewer - Supplies	253.11
Mechanicsville Public Lib.	Library-Iclipart Data Base Sub	10.00
Mediacom	Admin - Service	40.90
Menards	Sewer/P&R/St/Water - Supplies	341.85
Midwest Janitorial Service	Lib/Admin/Police/Th - Cleaning	646.56
Municipal Supply	Water - Equipment	3,780.00
Northway Well And Pump	Water - Well#2 Controls	2,315.00
Oasis Electric	Water-Bucket Truck Rental	262.50
Oriental Trading	Park & Rec - Supplies	141.99
Overdrive Inc	Library - Ebooks	69.91
Parkside Tire & Wrecker	Water - Service	32.89
Payroll 4-11-14	Payroll Expense 4-11-14	24,762.20
Pedersen, Mackenzie	Park & Rec - Program Refund	35.00
Pip Printing	Park & Rec - Door Hangers	217.55
Pitney Bowes	Library - Postage Meter Lease	120.00
Pitney Bowes	Admin - Postage Machine Lease	112.29
Pitney Bowes	Lib/Admin/Water/Sewer - Postage	2,000.00
Plato Electric	Fire - Generator Installation	4,340.00
Port 'O' Jonny	Park & Rec - Service	103.00
Pyramid Services	Cemetery - Wheel Kit	49.70
QC Analytical	Sewer - Testing March	584.00
Quill Corp	Various Depts - Supplies	615.07
Racom Corporation	Police - Service	105.25
Russell, Melissa	Park & Rec - Reimb For Supplies	194.58
Shanelle Peden	Admin - Reimb For Mileage/Trng	285.28
Shawn Pierce	Park&Rec - 2014 Session 2	369.04
Sprint	Police - Service	179.97
Stoolman, Jodee	Fire - Reimb For Training	218.60
Swank Motion Pictures	Library - Summer Reading Movie	275.00
Terence Goerdt	Admin - Building Inspections	175.00
Tipton Conservative	Library - Subscription	36.00
Treasurer State Of Iowa	Iowa Sales Tax Pmt April	2,190.00
U Of I: State Hygienic Lab	Water - Testing	48.00
UPS	Sewer - Shipping	100.68
US Bank Equipment Finance	Library - Copier Lease	76.32
US Cellular	Various Depts - Phone Service	558.57
USA Blue Book	Water - Supplies	449.70
Veenstra & Kimm	Various Depts - Engineering	8,166.71
Wageworks	Flex - Hcfsa2013	477.00
Walmart	Library - Supplies	143.16
West Branch Animal Clinic	Animal Control - Supplies	14.99
West Branch Ford	Police - Service '13 Explorer	37.93

West Branch Repairs	Fire/Streets - Service	692.45
West Branch Times	Legal/Cem/P&R - Publications	645.29
Wex Bank	Police - Fuel	592.96
Wiele Chevrolet	Fire - Service	65.26
	Grand Total	120,961.18

Fund Totals		
001 General Fund		71,899.80
022 Civic Center		1,075.87
031 Library		8,138.18
110 Road Use Tax		2,667.46
112 Trust And Agency		1,344.75
226 Go Debt Service		8,364.57
600 Water Fund		17,523.10
610 Sewer Fund		8,470.45
614 Wastewater Lift Station		1,000.00
950 BC/BS Flexible Benefit		477.00
Grand Total		120,961.18

COMMUNICATIONS/OPEN FORUM - NONE

There were no comments during the communications/open forum.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell – Recognition of Herb N’ Lou’s.

Mayor Worrell indicated that Herb N’ Lou’s would be recognized at the next Council meeting.

Second Reading of Ordinance 720, amending Chapter 165 “Zoning Regulations.”/Move to action.

Motion by Stevenson, second by Pierce to approve second reading of Ordinance 720. AYES: Stevenson, Pierce Shields, Ellyson, Miller. Motion carried.

First reading of Ordinance 721, amending Title Chapter 165 “Zoning Regulations.”/Move to action.

Motion by Stevenson, second by Shields to approve first reading of Ordinance 721. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

Third Reading of Ordinance 722, amending Chapter 55 of the Code of Ordinances regarding applicability of rules and regulations for the dog park./Move to action.

Motion by Stevenson, second by Shields to approve third reading of Ordinance 722. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

ORDINANCE NO. 722

AN ORDINANCE AMENDING CHAPTER 55 OF THE CODE OF ORDINANCES REGARDING APPLICABILITY OF RULES AND REGULATIONS FOR THE DOG PARK.

WHEREAS, the City of West Branch owns a parcel located in unincorporated Cedar County that is operated as a Dog Park; and

WHEREAS, Section 364.4(3) of the Code of Iowa allows the City to extend its ordinances to apply to real property owned by the City outside its corporate boundaries; and

WHEREAS, the City Council and Animal Control Commission desire to have the Chapter 55 of the Code of Ordinances to also apply in the Dog Park.

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Amendment. The Code of Ordinances of the City of West Branch is hereby amended by adding subparagraph 4 to Section 55.05 of the Code of Ordinances, which will read as follows:

“4. Applicability to Dog Park. All the rules and regulations of this chapter shall also be applicable to any activity at the City’s Dog Park.”

Section 2 Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 21st day of April, 2014.

First Reading: March 24, 2014

Second Reading: April 7, 2014

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Public Hearing on the proposal to adopt a storm water utility for the City of West Branch, Iowa.

Mayor Worrell opened the public hearing at 7:05 p.m. Resident Jon English of 212 Wetherell St. was concerned about an option for relief if customers can't make their utility payment being written into the utility policy. Worrell closed the public hearing at 7:06 p.m.

First Reading of Ordinance 718, amending the Code of Ordinances of the City of West Branch by creating and incorporating a storm water utility./Move to action.

Councilperson Mary Beth Stevenson supports the ordinance and said this is a fair way to share in the issues that we are having throughout the city with drainage and flooding. It is the responsibility of the Council to act on behalf of those that need solutions and answers to the problems they are facing. City Administrator Muckler addressed the comment regarding payment relief. The City currently offers a payment agreement option for utility bills. Councilperson Shields would like the City to match a portion of what the public is contributing in future budgets. Councilpersons Pierce and Stevenson agreed. Pierce would like an annual report that reviews the projects planned and completed each year. Resident James Thalken of 503 N 4th St. asked how much the fee is per unit based on the 3,500 square feet. City Administrator Muckler said the single family residential fee is \$2.00 a month per unit for the first year. Motion by Stevenson, second by Shields to approve first reading of Ordinance 718. AYES: Stevenson, Shields, Ellyson, Pierce. NAYS: Miller. Motion carried.

First Reading of Ordinance 723, amending Title "Police, Fire and Emergencies," Chapter 31 "Reserve Police Force."/Move to action.

Sergeant John Hanna noted that this amendment changes the volunteer police reserve from four members to six. Chief Horihan has two good candidates that are interested. Reserves are required to complete the reserve officer program through the State of Iowa. City Administrator Matt Muckler added the City of West Branch has adopted a policy with four different levels in the reserve program. Reserve officers help with traffic control duties, the prescription drug event, and many other special events. Councilpersons Stevenson and Ellyson agreed this is a good program with little cost to the City.

Motion by Pierce, second by Ellyson to approve first reading of Ordinance 723. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

Resolution 1190, approving the Main Street Iowa Program Agreement./Move to action.

Mayor Worrell thanked Main Street for all they have done for West Branch.

Motion by Ellyson, second by Shields to approve Resolution 1190. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Resolution 1192, approving a farm lease with Al Lacina for \$3,450./Move to action.

Motion by Stevenson, second by Miller to approve Resolution 1192. AYES: Stevenson, Miller, Pierce, Shields, Ellyson. Motion carried.

CITY STAFF REPORTS

Park & Recreation Director Melissa Russell – April 24th Park Planning Charrette

Park & Recreation Director Melissa Russell invited everyone to attend the park planning charrette. It will be an open house format Thursday, April 24th from 8:00 a.m. to 8:00 p.m. at the City office. Engineering and architect presentations will be given at noon and 7:00 p.m. Refreshments will be served. Council person Pierce asked that the presentations be videotaped for residents to view later.

Public Works Director Matt Goodale - City-Wide Clean Up, Saturday, May 3rd

Public Works Director Matt Goodale reminded the public that the City-wide clean up will be held at the Water street parking lot from 7:00 to 11:00 a.m. Residents should enter on 2nd street and exit on Parkside Drive. There is a \$10.00 fee for appliances and tires, construction materials, paint and hazardous waste will not be accepted.

Executive Director Mackenzie Krob, Main Street West Branch – Wayfinding Sign Update

Director Krob addressed the Council regarding the committee Wayfinding sign plan and map. The Historic Preservation commission approved the plan with one recommendation to move sign three up in front of Shane Stakers building. The eight signs will cost approximately \$4,000 and will be made by Nesper signs. Public Works employees will be installing them. Administrator Muckler said the cost of the signs will be paid from a \$10,000 signage CD.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Worrell attended the Park & Recreation Easter egg hunt and said there was a good turnout and thanked Director Russell for a great job.

Mayor Mark Worrell – Review of City Council Goals

Mayor Worrell reviewed the Council goals from 2013 and 2012. He commented with Ellyson agreeing that many of the goals adopted in September of 2013 have been completed. He said this City government is committed to completing the goals that have been set.

Motion to adjourn to closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa.

Motion by Shields to adjourn to closed session at 7:52 p.m. and second by Ellyson. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

After allowing for a brief break, the Council entered closed session at 7:56 p.m.

Motion by Miller to adjourn from the closed session at 8:08 p.m. and second by Stevenson. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. Motion carried.

ADJOURNMENT

Motion to adjourn meeting by Pierce, second by Miller. AYES: Pierce, Miller, Stevenson, Shields, Ellyson. Motion carried. City Council meeting adjourned at 8:09 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session #2

**April 21, 2014
8:09 p.m.**

Mayor Worrell opened the West Branch City Council work session at 8:09 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

NIMS Training

City Administrator Matt Muckler asked Council and staff that have not completed the NIMS 100 and 700 certifications to stay for the training. Mayor Mark Worrell, Councilpersons Jordan Ellyson, Tim Shields, and Library Director Nick Shimmin were present to participate in NIMS training.

ADJOURNMENT

Motion to adjourn the meeting by Pierce, second by Miller. AYES: Pierce, Miller, Stevenson. NAYS: Shields, Ellyson. Motion carried. City Council work session adjourned at 8:10 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

Date 5-5-14

City of West Branch
Claims Register Report

Blue Cross Blue Shield	Insurance	11,113.97
Dearborn Insurance	Life Insurance	56.95
EFTPS	Federal Withholdings	6,021.49
Iowa Department Of Revenue	Payroll Expense	867.10
IPERS	IPERS	7,793.72
Payroll Expense	Payroll Expense 3-28-14	26,036.54
Treasurer State Of Iowa	State Withholding Tax	2,136.00
Wageworks	Flex - HCFSA2013	14.00
	Grand Total	54,039.77

Fund Totals

001 General Fund	23,473.31
031 Library	5,161.58
112 Trust And Agency	11,617.71
600 Water Fund	7,417.50
610 Sewer Fund	6,355.67
950 BC/BS Flexible Benefit	14.00
Grand Total	54,039.77

March 31, 2014

Nick Shimmin
Library Director
West Branch Public Library
300 N. Downey, PO Box 460
West Branch, IA 52358

Dear Director Shimmin,

Due to my upcoming relocation to Pennsylvania, I must resign my position as a trustee on the West Branch Public Library Board effective April 8, 2014.

I appreciated the opportunity to serve on the board and give back to the library and community of West Branch. I wish the library staff and the board the best of luck in their future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Gibbs", written in a cursive style.

Kristin Gibbs

**City of West Branch
Advisory Board/Commission
Application Form**

Individuals serving on boards or commissions play an important role in advising the City Council on matters of interest to our community and its future. For the most part, Board and Commission members must be residents of West Branch.

When a vacancy occurs an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Name of Board or Commission: Library Board Date: 4/18/14

Your Name: Monica Tylee Street Address: 8 Greenview Court

Do you live within the corporate limits of West Branch? Yes No

How long have you been a resident of West Branch? 28 years

Occupation: Inhome daycare, Employer: Self
lia sophia jewelry

Optional Questions (use back of application if necessary)

What experience and/or skills do you have that might especially qualify you to serve on this board or commission?

I attend the library weekly with my family/daycare for activities and cant wait to get more involved with this board.

What particular contributions do you feel you can make to this board or commission?

I feel I can help bring new ideas and help plan/execute to help the community.

ORDINANCE NO. 720

AN ORDINANCE AMENDING CHAPTER 165 "ZONING REGULATIONS."

WHEREAS, the Zoning Board of Adjustment of the City of West Branch, Iowa, believes that a procedure for City Council review of variances would be beneficial to the Zoning Code; and

WHEREAS, the Zoning Board of Adjustment of the City of West Branch, Iowa, believes that the clarification of certain terms in the Zoning Code will lead to a clearer understanding of the Code's requirements; and

WHEREAS, the Zoning Board of Adjustment of the City of West Branch, Iowa, believes that retaining walls, that do not cause "safety or access" issues which meet certain limitations, should be allowed in at least a portion of the minimum area required for yards; and

WHEREAS, the Planning & Zoning Commission has reviewed these recommendations and concurs with the Zoning Board of Adjustment; and

WHEREAS, the Planning & Zoning Commission recommends to the City Council of the City of West Branch, adoption of these amendment recommendations in the Zoning Code; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the Zoning Board of Adjustment and Planning & Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1. Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by incorporating the following language to Title, "ZONING AND SUBDIVISION", Chapter 165, "ZONING REGULATIONS":

a. Section 165.22 - POWERS OF THE BOARD is hereby amended to add paragraph 8, which reads as follows:

“8. The effective date of a variance is thirty days after granted by the Zoning Board of Adjustment. The City Council may remand a decision to grant a variance to the Zoning Board of Adjustment for further study. The effective date of the variance in this case is delayed for thirty days from the date of the remand. “

b. Section 165.04 - DEFINITIONS is hereby amended by deleting subsection 165.04(37) and incorporating the following definitions into said Section 165.04:

“Fence” means — “A self-supporting manmade structure extending above ground designed to define, restrict, or prevent movement across a boundary. ”

“Screen” means — “A class of fence intended to provide a visual buffer (e.g., hide utility boxes or trash containers)”

“Hedge” means — “A row of closely planted shrubs or low-growing trees that may serve as a fence.”

“Retaining Wall” means - “A wall not laterally supported at the top, that resists lateral soil load and other imposed loads”

c. Section 165.11(1) - PERMITTED OBSTRUCTION IN REQUIRED YARDS - In all yards, is hereby amended by adding paragraphs F. and G., which read:

F. Fences, hedges, and walls (see Section 165.44 for requirements)

G. Retaining walls (see Section 165.44 and requirements specific to Retaining Walls in 165.44 (9))

d. Section 165.11(3) and Section 165.11(4) are hereby amended by deleting references to fences.

e. Section 165.44 FENCES is hereby amended by incorporating the following language into said Section 165.44

“165.44 FENCES / HEDGES / WALLS / RETAINING WALLS

f. Section 165.44(1) is hereby amended and reads:

Fences, hedges, and walls shall be located so no part thereof is within two (2) feet of an alley, sidewalk, or a street right-of-way, except in situations where a retaining wall is necessary for the installation of a required public sidewalk in which case the retaining wall may extend up to the sidewalk edge.

g. Section 165.44 (9) is added and reads as follows:

Retaining Walls - are subject to the following additional requirements:

a. May not extend within 4 feet of the lot line, except in situations where a retaining wall is necessary for the installation of a required public sidewalk in which case the retaining wall may extend up to the sidewalk edge.

b. If they are greater than 48” in height must also include an approved fence clearly marking the top of the wall.

c. Will be subject to engineering review if they exceed 48” in height.

d. Will be subject to engineering review when a Surcharge Load is present.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

* * * * *

Passed and approved this 5th day of May, 2014.

First Reading: April 7, 2014
Second Reading: April 21, 2014
Third Reading: May 5, 2014

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 721

AN ORDINANCE AMENDING CHAPTER 165 “ZONING REGULATIONS”

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to create a public use zoning district; and

WHEREAS, the City Council has updated its zoning map and assigned all public uses with a P-1 zoning designation.

NOW, THEREFORE, BE IT ORDAINED:

- 1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by deleting Section 165.24 in its entirety and inserting in lieu thereof:

165.24 ESTABLISHMENT OF DISTRICTS AND BOUNDARIES. For the purpose of this chapter, the City is hereby divided into the following districts:

Agricultural	A-1 District
Residence	R-1 Single Family District
Residence	R-2 Two Family District
Residence	R-3 Multiple Family District
Residence/Business	RB-1 District
Business	B-1 District
Business	B-2 District
Industrial	I-1 District
Industrial	I-2 District
Flood Plain	FP District
Highway Commercial Industrial	HCI District
Central Business	CB-1 District
Central Business	CB-2 District
Central Industrial	CI-2 District
Public Use	P-1 District

Said districts are bounded and defined as shown on a map entitled “Zoning District Map, West Branch, Iowa,” adopted May 19, 2014, which, with all explanatory matter therein, is hereby made a part of this chapter.

- 2. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by adding the following section to Chapter 165:

165.XX PUBLIC USE DISTRICT.

It is the intent of the Public Use District (P-1) to provide reference on the zoning map to public uses of land. Thus, land owned by the United States Federal Government, the State of Iowa, Johnson or Cedar County, the West Branch Community School District, the City of West Branch or other governmental entities will be designated Public Use.

- 1. Permitted Principal Uses and Structures.

A. Use of land, buildings, or structures of the aforementioned Federal and State governments or political subdivisions thereof.

B. Agriculture.

2. Permitted Accessory Uses and Structures. Uses subject to the provisions of Section 165.07.

3. Special Exceptions. None.

4. Minimum Lot Areas and Width. None.

5. Minimum Yard Requirements. None.

6. Maximum Height. None.

7. Minimum Off-Street Parking and Loading Spaces. All parking and loading areas shall be constructed and loading facilities shall be provided in the following required amounts:

A. Public community center or library – 10 spaces plus one space for every 200 square feet of floor area in excess of 2,000 square feet.

B. Schools – one space for each classroom or office space plus one space for every ten seats of average seating in the main auditorium, stadium, or place of public assembly.

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

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

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

Passed and approved this 5th day of May, 2014.

First Reading: April 21, 2014

Second Reading: May 5, 2014

Third Reading:

Mark Worrell, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 718

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH BY CREATING AND INCORPORATING A STORM WATER UTILITY.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to create a storm water utility for the construction, repair and maintenance of the storm water management system within the City; and

WHEREAS, in order to fund a storm water program, the City Council has heretofore deemed it necessary for the collection of fees from contributors and users of the storm water management system within the City.

NOW, THEREFORE, BE IT ORDAINED:

1, Amendment. The Code of Ordinances of the City of West Branch is hereby amended by incorporating the chapter entitled “Storm Water Utility”, which reads as attached on Exhibit “A” attached hereto.

Section 2 Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect on July 1, 2014, after its passage, approval and publication as required by law.

First Reading: April 21, 2014
Second Reading: May 5, 2014
Third Reading:

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

EXHIBIT "A"

STORM WATER UTILITY

SECTION 1. PURPOSE.

1. The purpose of this Article is to establish a policy and procedure for managing and controlling the quantity and quality of stormwater runoff, within the city limits of West Branch, Iowa. The management shall include the establishment of a stormwater utility to provide revenues for whatever aspects of this requirement are deemed appropriate by the City.
2. The city finds, determines and declares that the stormwater drainage system provides benefits and services to all property within the city limits. Such benefits include, but are not limited to: the provision of adequate systems for collection, conveyance, detention, treatment and release of stormwater for quality and quantity management that minimize impacts on receiving waters.
3. In order to manage additions and improvements to the city stormwater systems, the City must have adequate and stable funding for its stormwater management program operating and capital investment needs. It is determined and declared to be necessary and conducive to the public health, welfare, safety and convenience of the City and its residents that charges be levied and collected from the owners or occupants of all lots, parcels of real estate, and buildings that discharge storm water or surface or subsurface waters, directly or indirectly, to the City storm water drainage system, and that the proceeds of such charges so derived be used for the purposes of operation, maintenance, repair and replacement, including the payment of debt service, for construction and repair of the storm water drainage system and flood protection improvements comprising the storm water utility.

SECTION 2. CREATION OF A STORM WATER UTILITY

1. The function of the Storm Water Utility is to provide for the safe and efficient capture of stormwater runoff, mitigate the damaging effects of stormwater runoff, correction of stormwater problems, to fund activities of stormwater management, and include design, planning, regulations, education, coordination, construction, operations, maintenance, inspection and enforcement activities.
2. There is hereby established a storm water utility within the City of West Branch, Iowa which shall be responsible for creating revenue for stormwater management throughout the City's corporate limits, and shall provide for the management, protection, control, regulation, use, and enhancement of stormwater systems and facilities. Such utility shall be under the operational direction of the Public Works Director or his/her designee. The corporate limits of the City, as increased from time to time, shall constitute the boundaries of the storm water utility district.

3. The City shall establish a Stormwater Utility Fund in the City budget and accounting system, separate and apart from its General Fund, for the purpose of dedicating and protecting all funding applicable to the purposes and responsibilities of the utility.

SECTION 3. DEFINITIONS.

1. “User” means any person or entity owning, operating or otherwise responsible for property within the City, which directly or indirectly discharges storm water or subsurface waters to any portion of the storm water management system, including direct or indirectly protected by the City’s flood protection system or storm water drainage system. The term “Contributor” or “User” means any person or entity responsible for the direct or indirect discharge of storm water or surface or subsurface waters to the City’s storm water drainage system.
2. “Developed Property” means real property upon which a structure or impervious surface has been placed or constructed, thus increasing the amount of rainwater or surface water runoff.
3. “Director” means the Public Works Director or his/her designee.
4. “Dwelling Unit” means a singular unit, apartment, condominium, mobile home or manufactured home which provides independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking or sanitation.
5. “Equivalent Residential Unit” (“ERU”) means the average impervious area of a residentially developed property per dwelling unit located within the City, as periodically determined and established as provided in this Chapter.
6. “ERU Rate” means the dollar value periodically determined and assigned to each ERU as a charge for storm water management services, and expressed as \$x.xx per ERU.
7. “Exempt Property” means all public streets, alleys and sidewalks maintained by the City of West Branch and all city-owned property. All of Parkside Drive, all of Cedar Street, all of Second Street, and all of Wetherell Street are also exempt.
8. “Impervious Area” means the number of square feet of hard-surfaced areas which prevent or retard infiltration of water back into the soil, as it would enter under natural conditions as undeveloped property, and/or cause water to run off the surface in greater quantities or at an increased rate of flow from that which was present under natural conditions as undeveloped property, including, but not limited to roofs, roof extensions, patios, porches, driveways, pavement, gravel/rock based parking areas and athletic courts.
9. “Multi-family residential property” means a residential structure designed with three or more dwelling units to accommodate three or more families or groups of individuals living separately and not sharing the same living space and mobile home parks.

10. “Non-residential property” means any property developed for commercial, industrial, governmental or institutional use, including churches, hospitals, parking lots, nursing homes and multi-use facilities incorporating residential uses.
11. “Single-family residential property” means a detached residential structure, designed as a single dwelling unit to accommodate one family or a group of individuals living together and sharing the same living space, but excluding multi-use properties which include single-family residential uses and mobile/manufactured homes.
12. “Storm water drainage system” means the system of publicly or privately operated rivers, creeks, ditches, drainage channels, pipes, basins, street gutters, and lakes within the City through which or into which storm water runoff, surface water or subsurface water is conveyed or deposited.
13. “Storm water management utility” means the enterprise fund utility created by this chapter to operate, maintain and improve the system and for such other purposes as stated in this chapter.
14. “Storm water management utility system” means the existing storm water management facilities, storm water drainage system, and flood protection system of the City and all improvements thereto which by this division are constituted as the property and management of the utility, to be operated as an enterprise fund to, among other things, conserve water, control discharges and flows necessitated by rainfall events; and incorporate methods to collect, store, absorb, inhibit, treat, use or reuse water to prevent or reduce flooding, over-drainage, environmental degradation and water pollution or otherwise affect the quality or quantity of discharge from such system.
15. “Two-family residential property” means a residential structure with two dwelling units, to accommodate two families or groups of individuals living separately in different dwelling units.
16. “Undeveloped property” means any real property that has no impervious area.

SECTION 4. POWERS OF THE UTILITY.

The storm water management utility shall have the following powers, duties and responsibilities:

1. Prepare ordinances as needed to implement this division and place them for consideration and adoption by the City Council, and adopt such regulations and procedures as are required to implement this chapter and carry out its duties and responsibilities.
2. Administer the design, construction, maintenance and operation of the utility system, including capital improvements designated in the comprehensive drainage plan.

3. Administer and enforce this chapter and all ordinances, regulations and procedures related to design, construction, maintenance, operation and alteration of the utility system, including, but not limited to the quantity, quality and/or velocity of the storm water conveyed hereby.
4. Inspect private systems as necessary to determine the compliance of such systems with this chapter and any ordinances or regulations adopted by this chapter.
5. Prepare and revise a comprehensive drainage and flood protection plan for periodic review and adoption by the City Council.
6. Review plans, approve or deny, inspect and accept extensions to the storm water drainage system.
7. Annually analyze the cost of services and benefits provided, and the system and structure of fees, charges, fines, and other revenues of the utility, and to make recommendations regarding adjustment to such fees, charges, fines and other revenues.
8. Prepare and file an annual operating budget for the utility and make recommendations regarding the financing of the cost of extending and replacing portions of the system.

SECTION 5. ORGANIZATION

The City Council shall be the governing body of the storm water management utility. The storm water management utility shall be under the direction, management and control of the Public Works Director, who shall function as its director. In that capacity, the director shall supervise the day-to-day operation of the storm water management utility, shall enforce this chapter and the provisions of all ordinances and regulations adopted by the City Council and shall carry out the policy directives of the City Council acting in its role as governing body of the storm water management utility.

SECTION 6. ESTABLISHMENT OF THE EQUIVALENT RESIDENTIAL UNIT (“ERU”).

For purposes of this chapter, the ERU shall be the equivalent to 3,500 square feet of impervious area.

SECTION 7. STORM WATER UTILITY CHARGE.

Every user owning or occupying property that is not exempt property in the City of West Branch shall pay to the City a storm water utility charge as determined in this chapter. In the event that the owner and occupant of the particular property are not the same, the liability for payment of the storm water utility charge attributable to the property shall be joint and several as to the owner and the occupant.

SECTION 8. ERU RATE.

The ERU rate to be applied to residential and nonresidential properties shall be as follows:

- a. Commencing July 1, 2014, the ERU rate will equal \$2.00
- b. Commencing July 1, 2015, the ERU rate will equal \$2.25
- c. Commencing July 1, 2016, the ERU rate will equal \$2.50
- d. Commencing July 1, 2017, the ERU rate will equal \$2.75.
- e. Commencing July 1, 2018, the ERU rate will equal \$3.00.

SECTION 9. DETERMINATION OF THE STORM WATER UTILITY CHARGE.

1. Single-Family and Two-Family Residential Property.
 - a. The storm water utility charge for single-family properties shall be one hundred percent (100%) of the ERU rate per month.
 - b. The storm water utility charge for two-family residential properties shall be 2 times the ERU rate per month.
 - c. The storm water utility charge shall commence upon the earlier of the following:
 - (i) The issuance of a certificate of occupancy.
 - (ii) Ninety (90) days after construction is halted, provided construction is at least 50% complete in the judgment of the director.
 - (iii) Ninety (90) days after construction is completed, even if no certificate of occupancy has been issued.
2. Multi-Family Residential Property and Nonresidential Property.
 - a. The storm water utility charge for multi-family residential properties and nonresidential properties, or a structure containing both multi-family residential and nonresidential uses, shall be calculated as follows:
 - (i) One hundred percent (100%) of the ERU rate per ERU for the first twenty (20) ERUs, plus
 - (ii) \$0.75 per ERU for each ERU after the first twenty ERU's.
 - b. The storm water utility charge shall commence upon the earlier of the following:
 - (i) The issuance of a certificate of occupancy.
 - (ii) Ninety (90) days after construction is halted, provided construction is at least 50% complete in the judgment of the director.
 - (iii) Ninety (90) days after construction is completed, even if no certificate of occupancy has been issued.

SECTION 10. POWERS AND DUTIES OF CITY.

The City shall have the following powers, duties, and responsibilities with respect to the stormwater utility:

1. Administer the design, construction, maintenance and operation of the utility system, including capital improvements designated in the comprehensive drainage plan.
2. Acquire, construct, lease, own, operate, maintain, extend, expand, replace, clean, dredge, repair, conduct, manage, and finance such facilities, operations, and activities, as are deemed by the City to be proper and reasonably necessary for a system of storm and surface water management. These facilities may include, but are not limited to, surface and underground drainage facilities, storm sewers, watercourses, ponds, ditches, and such other facilities relating to collection, runoff, treatment and retention as will support a stormwater management system.
3. The City shall separately account for the stormwater utility finances. The stormwater utility shall prepare an annual budget, which is to include all operation and maintenance costs and costs of borrowing. The budget is subject to approval by the City Council. Any excess of revenues over expenditures in a year shall be retained in a segregated fund, which shall be used for stormwater utility expenses in subsequent years. Stormwater utility fees collected shall be deposited in the stormwater utility fund and shall be used for no other purpose.

SECTION 11. RESPONSIBILITY FOR STORM WATER MANAGEMENT AND DRAINAGE SYSTEM.

1. The City stormwater management and drainage system consists of all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage ways, channels, ditches, swales, storm sewers, culverts, inlets, catch basins, pipes, head walls and other structures, natural or man-made, within the political boundaries of the City of West Branch which control and/or convey stormwater through which the City intentionally diverts surface waters from its public streets and properties. The City owns or has legal access for purposes of operation, maintenance and improvements to those segments of this system which
 - (a) are located within public streets, rights-of-way, and easements;
 - (b) are subject to easements of rights-of-entry, rights-of-access, rights-of-use, or other permanent provisions for adequate access for operation, maintenance, and/or improvement of systems and facilities; or
 - (c) are located on public lands to which the City has adequate access for operation, maintenance, and/or improvement of systems and facilities. Operation and maintenance of stormwater systems and facilities which are located on private property or public property not owned by the City of West Branch and for which there has been no public dedication of such systems and

facilities for operation, maintenance, and/or improvement of the systems and facilities shall be and remain the legal responsibility of the property owner.

2. It is the intent of this section to protect the public health, safety and general welfare of all properties and persons in general, but not to create any special duty or relationship with an individual person or to any specified property within or without the boundaries of the City of West Branch. The City of West Branch expressly reserves the right to assert all available immunities and defenses in any action seeking to impose monetary damages upon the City, its officers, employees and agents arising out of any alleged failure or breach of duty or relationship as may now exist or hereafter be created.

SECTION 12. REQUIREMENTS FOR ON-SITE STORMWATER SYSTEMS, ENFORCEMENT AND INSPECTIONS.

1. All property owners and developers of developed real property within the City of West Branch shall provide, manage, maintain, and operate on-site stormwater systems sufficient to collect, convey, detain, and discharge stormwater in a safe manner consistent with all City, State, and Federal laws and regulations.
2. Pursuant Iowa Code Section 364.12(3) or successor section of the State Code, any failure to meet this obligation may constitute a nuisance and may be subject to an abatement action filed by the City. In the event a nuisance is found to exist, which the owner fails to properly abate within such reasonable time as allowed by the City, the City may enter upon the property and cause such work as is reasonably necessary to be performed, with the actual cost thereof assessed against the owner in the same manner as a tax levied against the property. The City shall have the right, pursuant to the authority of this section, for its designated officers and employees to enter upon private and public property owned by entities other than the City, upon reasonable notice to the owner thereof, to inspect the property and conduct surveys and engineering tests thereon in order to assure compliance.

SECTION 13. APPEALS.

Any customer who believes the provisions of this chapter have been applied in error may appeal in the following manner:

- A. An appeal must be filed in writing with the City of West Branch City Administrator. In the case of service charge appeals, the appeal shall include information on the total property area, the impervious surface area and any other features or conditions which influence the hydrologic response of the property to rainfall events.
- B. Using the information provided by the appellant, the City Administrator shall conduct a technical review of the conditions on the property and respond to the appeal in writing within thirty (30) days.

- C. In response to an appeal, the City Administrator may adjust the stormwater service charge applicable to a property in conformance with the general purpose and intent of this chapter.
- D. A decision of the City Administrator which is adverse to an appellant may be further appealed to the City Council within thirty (30) days of receipt of notice of the adverse decision. Notice of the appeal shall be served on the City Council by the appellant, stating the grounds for the appeal. The City Council shall schedule a public hearing within thirty (30) days. All decisions of the City Council shall be served on the appellant by registered mail, sent to the billing address of the appellant.
- E. All decisions of the City Council shall be final.

SECTION 14. BILLING PROCEDURES.

- A. All contributors and users shall pay a storm water utility charge monthly as calculated pursuant to Sections 6, 7, 8 and 9 of this Ordinance.
- B. All storm water utility charges are due and payable under the same terms and conditions provided for payment of a combined service account as outlined in Section 92.04 of this Code.
- C. The owner of the premises served and the tenant thereof shall be jointly and severally liable for storm water utility charges for the premises. Storm water utility charges remaining unpaid and delinquent shall constitute a lien against the premises served and shall be certified as delinquent to the County Treasurer for collection in the same manner as property taxes.

ORDINANCE NO. 723

AN ORDINANCE AMENDING TITLE “POLICE, FIRE AND EMERGENCIES”,
CHAPTER 31 “RESERVE POLICE FORCE”

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 31 “RESERVE POLICE FORCE” of the Code of West Branch, Iowa is hereby amended by deleting subsection 1 of section 31.01 “POLICE RESERVES CREATED” in its entirety and inserting in lieu thereof:

31.01 POLICE RESERVES CREATED

1. Membership: The police reserves shall consist of a volunteer police reserve company composed of no more than six (6) members. Membership in the police reserves shall be determined by standards as provided pursuant to Iowa Code, Sec. 80D.1 et seq. All prospective members of the reserves shall submit to the MMPI psychological test before commencing duties with the City. Members of the police reserves shall be appointed by the Mayor, subject to approval by the Council, and after taking an oath of office.

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

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

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

Passed and approved this 5th day of May, 2014.

First Reading: April 21, 2014
Second Reading: May 5, 2014
Third Reading:

Mayor, Mark Worrell

Attest:

City Administrator/Clerk, Matt Muckler

RESOLUTION NO. 1193

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING
BETWEEN THE WEST BRANCH COMMUNITY SCHOOL DISTRICT AND
THE CITY OF WEST BRANCH IOWA REGARDING THE SUMMER LEAGUE
BALL PROGRAM

WHEREAS, it is in the best interest of the City of West Branch, Iowa (the “City”) and the West Branch Community School District (the “District”) to have an agreement for the purpose of coordinating the summer league ball program between the two agencies; and

WHEREAS, the City is taking over the summer league ball program; and

WHEREAS, the District and the City desire to enter into this memorandum of understanding to outline the rights and responsibilities of the parties regarding the usage of facilities owned by the District.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned memorandum of understanding is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 5th day of May, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between the West Branch Community School District (the “District”) and the City of West Branch, Iowa (the “City.”)

WHEREAS, the City is taking over the summer league ball program; and

WHEREAS, the District and City desire to enter into this MOU to outline the rights and responsibilities of the parties regarding the usage of facilities owned by the District.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

SECTION I. OWNERSHIP OF FACILITIES AND EQUIPMENT.

A. **District Ownership rights.** The parties expressly agree that the District will retain ownership of the following facilities/equipment:

- Ball diamonds and associated playing surfaces
- Backstops and fences around the ball diamonds
- Buildings, including the concession stand
- Electric light poles, services and meter boxes
- Batting Cages

B. **City Ownership rights.** The parties expressly agree that the City will retain or be granted ownership over the following equipment:

- Lawn tractor and mowers
- Field marking equipment
- Umpiring gear
- Pitching machines
- Batting cage nets and poles
- All team equipment in possession of the District at the time of this MOU
- Concession Stand Equipment

SECTION II. MAINTENANCE OF FACILITIES

A. **District Responsibilities.** The parties expressly agree that the District will maintain and/or the following items as it pertains to this Agreement.

1. Mowing of the fields.
2. Installation and maintenance of portable restrooms and waste containers.

B. **City Responsibilities.** The parties expressly agree that the City will maintain and/or supply the following items as it pertains to this Agreement.

1. The City will supply lime, field markings and equipment.
2. The City shall rake the fields, and is responsible for the supplying of the tractor, rakes and fuel to accomplish the same.
3. The City will supply and maintain the batting cage nets and poles, pitching machines and related balls and equipment.
4. The City is responsible for grounds cleanup, including the collection of trash and recycling.
5. The City shall maintain and supply the equipment located in the concession stand.

SECTION III. SCHEDULING OF FIELDS.

The Summer League (City) shall have priority to schedule the boys and girls diamonds from the second week of April each year until the end of the first year of July. Any openings not taken by the City for Summer League may be used by other organizations.

SECTION IV. ACCOUNTING AND FEES.

A. **Transfer of existing accounts.**

1. The District will transfer to the City the amount of approximately \$3,700.00 which represents the balance held by the District for operating the Summer League.
2. The District will retain approximately \$490.00, which represents to account balance to pay for electricity at the fields.

B. **Annual payment.** On or before April 1st of each year, and each year that this Agreement is in place, the City shall pay the amount of \$1,000.00 to reimburse the District for the use of the fields and electricity for the Summer League.

SECTION V. TERM OF THE AGREEMENT.

A. **Original Term of the Agreement.** The parties agree that this Agreement shall be in effect upon the approval of this Agreement by each of the governing bodies of the parties until the end of the Summer League program in July, 2016.

B. **Termination.** Both parties expressly agreement that after the expiration of the original term of the Agreement, this Agreement will continue on a year-to-year basis until such time as either party gives notice of termination to the other party no later than December 31st of each year that this Agreement is in place.

Dated this _____ day of _____, 2014.

DISTRICT:

CITY:

Kathy Knoop, Board President

Mark Worrell, Mayor

ATTEST:

ATTEST:

Angie Klinkhammer, Board Secretary

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1194

RESOLUTION SETTING A DATE FOR CONSULTATION AND A DATE FOR A PUBLIC HEARING ON THE PROPOSED AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL PLAN.

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to prepare an Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Attorney has prepared said Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, Chapter 403 of the Code of Iowa requires prior to passage of an Urban Renewal Plan Amendment, the holding of a consultation among the affected taxing entities and the publication and holding of a public hearing.

NOW, THEREFORE, the City Council of the City of West Branch, Cedar County, Iowa, hereby set a consultation date for Wednesday, May 14, 2014 at 5:30 p.m. in the Council Chambers at City Hall. Further, the City Clerk is directed that said Notice of Consultation be sent to the affected taxing entities, along with a proposed copy of the Amended and Restated West Branch Urban Renewal Plan.

BE IT FURTHER RESOLVED that the City Council shall hold a public hearing at 7:00 p.m. on Monday, June 2, 2014 on the proposed Amended and Restated West Branch Urban Renewal Plan. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 5th day of May, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

NOTICE OF CONSULTATION AND PUBLIC HEARING
ON THE PROPOSED AMENDMENT NO. 1 TO THE AMENDED AND
RESTATED WEST BRANCH URBAN RENEWAL PLAN

PLEASE BE ADVISED that the City Council of the City of West Branch has heretofore, by Resolution, set a date for consultation among affected taxing entities and a date for a public hearing on the proposed adoption of the Amendment No. 1 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area, enclosed herein.

THE CONSULTATION among taxing entities shall be held at 5:30 p.m., Wednesday, May 14th, 2014, at the Council Chambers, City Hall, 110 N. Poplar Street, West Branch, Iowa. Each affected taxing entity may appoint a representative(s) to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the proposed urban renewal area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each affected taxing entity and the duration of any bond included in the plan.

Following the consultation, the designated representative of the affected taxing entity may make written recommendations for modification to the proposed division of revenue no later than seven (7) days after the consultation.

FURTHER, a public hearing on the proposed adoption of Amendment No. 1 to the Amended and Restated West Branch Urban Renewal Plan for the West Branch Urban Renewal Area is hereby scheduled for 7:00 p.m. on Monday, June 2nd, 2014 at the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa. At that time, all interested individuals are invited to provide input on the proposed adoption of said Amendment No. 1.

RESOLUTION NO. 1195

RESOLUTION AUTHORIZING INTERNAL ADVANCE TO TAX INCREMENT REVENUE FUND.

WHEREAS, the City of the City of West Branch, Iowa (the “City”), has established the West Branch Urban Renewal Area (the “Urban Renewal Area”) and has created the West Branch Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City will undertake urban renewal projects in the Urban Renewal Area and the City has and will incur administrative and legal costs in the estimated amount of \$100,000 (the “Administrative Costs”), in conjunction with the planning, authorizing and carrying out of such projects; and

WHEREAS, in order to cover the Administrative Costs and to make such costs eligible to be recouped from incremental property tax revenues, it is necessary to facilitate an internal advance of funds.

NOW, THEREFORE, IT IS RESOLVED the City Council of the City of West Branch, Cedar County, Iowa, as follows:

Section 1. It is directed that an amount not to exceed One Hundred Thousand Dollars (\$100,000) be advanced from the General Fund (the “Advance”) in order to fund the Administrative Costs. The Advance shall be repaid to the General Fund without interest, out of incremental property tax revenues received with respect to the Urban Renewal Area.

It is intended that the Advance shall be repaid in one (1) annual installment, on or before July 1, 2015, provided, however, that repayment of the Advance is subject to the determination of future City Councils, that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the offices of the County Auditor of Cedar County, Iowa to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify the amount of the advance.

Section 3. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

Passed and approved this 5th day of May, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1197

A RESOLUTION HIRING _____ AS A PART-TIME PUBLIC WORKS LABORER FOR THE CITY OF WEST BRANCH, IOWA AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2013-2014.

WHEREAS, the City of West Branch is interested in hiring _____ as a part-time public works laborer.

BE IT RESOLVED by the Council of the City of West Branch, Iowa:

Section 1. That the City of West Branch, Iowa will hire _____ as a part-time public works laborer.

Section 2. The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours	Effective Date
Part-Time Public Works Laborer		\$12.00/hr	20/week	05/06/14

SECTION 3. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 4. This resolution will be effective upon final passage of the City Council.

Passed and Approved this 5th day of May, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1199

TO FIX A DATE OF MEETING FOR A PUBLIC HEARING ON AMENDING
THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2014.

WHEREAS, budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues; and;

WHEREAS, such amendments may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code; and;

WHEREAS, the City Council intends to amend the budget to provide for the following: Additional building permit revenue, Police Department grant, Park & Recreation additional fitness and summer league revenue, insurance reimbursement. Fire Department expenditures of local option sales tax, liability and workers compensation insurance premium, public works salary expense, legal fees and increased training expenses for staff, timing of well #2 reinstall and repair, decrease TIF revenue and expenditure.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, as follows:

Section 1. This Council shall meet on the 19th day of May, 2014, at the City Council Chambers located at 110 N. Poplar Street, in the City, at 7:00 o'clock p.m., at which time and place a public hearing will be held on the question of amending the current budget for the fiscal year ending June 30, 2014.

Section 2. The City Clerk is hereby directed to give notice of the proposed action for amending the current budget for the fiscal year ending June 30, 2014, the time when and place where the said meeting will be held, by publication at least once, and not less than 10 nor more than 20 days before the date of said meeting, in a legal newspaper published at least once weekly, and of general circulation in the City. The notice shall be in substantially the following form:

* * * * *

Passed and approved this 5th day of May, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

**NOTICE OF PUBLIC HEARING
AMENDMENT OF CURRENT CITY BUDGET**

The City Council of West Branch in CEDAR & JOHNSON County, Iowa
 will meet at West Branch City Council Chambers 110 N Poplar Street
 at 7:00 pm on May 19, 2014

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2014
 by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
 Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,452,149	0	1,452,149
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,452,149	0	1,452,149
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	302,527	-265,140	37,387
Other City Taxes	6	151,208	0	151,208
Licenses & Permits	7	50,375	25,000	75,375
Use of Money and Property	8	5,600	0	5,600
Intergovernmental	9	378,285	5,000	383,285
Charges for Services	10	866,181	17,000	883,181
Special Assessments	11	0	0	0
Miscellaneous	12	110,100	53,547	163,647
Other Financing Sources	13	671,097	3,183	674,280
Total Revenues and Other Sources	14	3,987,522	-161,410	3,826,112
Expenditures & Other Financing Uses				
Public Safety	15	594,632	70,234	664,866
Public Works	16	545,525	20,775	566,300
Health and Social Services	17	0	0	0
Culture and Recreation	18	954,991	46,758	1,001,749
Community and Economic Development	19	352,277	-265,140	87,137
General Government	20	195,256	23,500	218,756
Debt Service	21	343,205	0	343,205
Capital Projects	22	0	0	0
Total Government Activities Expenditures	23	2,985,886	-103,873	2,882,013
Business Type / Enterprises	24	1,553,814	24,981	1,578,795
Total Gov Activities & Business Expenditures	25	4,539,700	-78,892	4,460,808
Transfers Out	26	271,097	3,183	274,280
Total Expenditures/Transfers Out	27	4,810,797	-75,709	4,735,088
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	28	-823,275	-85,701	-908,976
	29			
Beginning Fund Balance July 1	30	2,626,570		2,626,570
Ending Fund Balance June 30	31	1,803,295	-85,701	1,717,594

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:
 Additional building permit revenue, Police Department grant, Park & Recreation additional fitness and summer league revenue, insurance reimbursement. Fire Department expenditures of local option sales tax, liability and workers compensation insurance premium, public works salary expense, legal fees and increased training expenses for staff, timing of well #2 reinstall and repair, decrease TIF revenue and expenditure.

There will be no increase in tax levies to be paid in the current fiscal year named above. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget. This will provide for a balanced budget.

 City Clerk/ Finance Officer Name

16-142

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION

To the Auditor of CEDAR & JOHNSON County, Iowa:

The City Council of West Branch in said County/Countries met on May 19, 2014, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. Thereupon, the following resolution was introduced.

RESOLUTION No. 1200

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE : 2014

(AS AMENDED LAST ON October 21, 2013 .)

Be it Resolved by the Council of the City of West Branch

Section 1. Following notice published May 1, 2014

and the public hearing held, May 19, 2014 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property	1,452,149	0	1,452,149
Less: Uncollected Property Taxes-Levy Year	0	0	0
Net Current Property Taxes	1,452,149	0	1,452,149
Delinquent Property Taxes	0	0	0
TIF Revenues	302,527	-265,140	37,387
Other City Taxes	151,208	0	151,208
Licenses & Permits	50,375	25,000	75,375
Use of Money and Property	5,600	0	5,600
Intergovernmental	378,285	5,000	383,285
Charges for Services	866,181	17,000	883,181
Special Assessments	0	0	0
Miscellaneous	110,100	53,547	163,647
Other Financing Sources	671,097	3,183	674,280
Total Revenues and Other Sources	3,987,522	-161,410	3,826,112
Expenditures & Other Financing Uses			
Public Safety	594,632	70,234	664,866
Public Works	545,525	20,775	566,300
Health and Social Services	0	0	0
Culture and Recreation	954,991	46,758	1,001,749
Community and Economic Development	352,277	-265,140	87,137
General Government	195,256	23,500	218,756
Debt Service	343,205	0	343,205
Capital Projects	0	0	0
Total Government Activities Expenditures	2,985,886	-103,873	2,882,013
Business Type / Enterprises	1,553,814	24,981	1,578,795
Total Gov Activities & Business Expenditures	4,539,700	-78,892	4,460,808
Transfers Out	271,097	3,183	274,280
Total Expenditures/Transfers Out	4,810,797	-75,709	4,735,088
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	-823,275	-85,701	-908,976
Beginning Fund Balance July 1	2,626,570	0	2,626,570
Ending Fund Balance June 30	1,803,295	-85,701	1,717,594

Passed this 19 day of May 2014
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor

Revenue Area	From	To	Amend. Amt.	Inc/Dec	Account Code	Explanation
Taxes Levied on Prop.	1,452,149	1,452,149				
TIF Revenues	302,527	37,387	(265,140.00)	Dec.	125-4-7-710-4-4051	Decrease TIF rebate
Other City taxes	151,208	151,208				
Licenses & Permits	50,375	75,375	25,000.00	Inc.	001-4-0-950-1-4122	Building permit additional revenue
Use of Money & Prop.	5,600	5,600				
Intergovernmental	378,285	383,285	5,000.00	Inc.	001-4-1-110-2-4400	Police Dept. - Cedar County Foundation Grant for radios
Charges for services	866,181	883,181	10,000.00	Inc.	001-4-4-430-1-4555	Park & Rec - Fitness revenue not budgeted
			7,000.00	Inc.	001-4-4-430-1-4558	Park & Rec - Summer League revenue not budgeted
			17,000.00			
Special Assessments	0	0				
Miscellaneous	110,100	163,647	610.00	Inc.	001-4-0-950-4-4799	Dept. of Justice - bulletproof vest Police revenue
			52,937.00	Inc.	001-4-0-950-2-4710	Fire Dept. insurance reimbursement for '12 Suburban
			53,547.00			
Other Fin. Sources	671,097	674,280		Inc.		
Transfer In			3,183.00	Inc.		Transfer from 121 LOST to GF 001 - Fire expenses
Total Revenue	3,987,522	3,826,112	\$ (161,410.00)			

Expenditure Area	From	To	Amend. Amt.	Inc/Dec	Account Code	Explanation
Public Safety	594,632	664,866	610.00	Inc.	001-5-1-110-6529	Dept. of Justice - bulletproof vest (Police)
			5,000.00	Inc.	001-5-1-110-63501	Police Dept. - Cedar County Foundation Grant for radios
			8,504.00	Inc.	001-5-1-110-64081	ICAP Insurance premium
			3,183.00	Inc.	001-5-1-150-6310	Fire Dept. additional generator expenses - use of Local option sales tax revenue
			1,633.00	Inc.	001-5-1-150-6514	Fire Dept. - reimbursement from insurance '12 Suburban
			51,304.00	Inc.	001-5-1-150-6727	Fire Dept. - reimbursement from insurance '12 Suburban
			70,234.00			
Public Works	545,525	566,300	10,809.00	Inc.	036-5-2-210-64081	ICAP Insurance premium
			7,500.00	Inc.	036-5-2-210-6160	IMWCA work comp 3 month premium 4-1/7-1/14
			2,115.00	Inc.	001-5-2-210-6010	Public Works Salary
			162.00	Inc.	112-5-2-210-6110	Public Works FICA/Medicare
			189.00	Inc.	112-5-2-210-6130	Public Works IPERS
			20,775.00			
Culture & Recreation	954,991	1,001,749	21,000.00	Inc.	001-5-4-430-6792	Balance from 2013 GO Park land loan - not amended in October 2013 for expenses
			7,000.00	Inc.	001-5-4-430-6525	Park & Rec expenses for Summer League not budgeted
			10,000.00	Inc.	001-5-4-430-6520	Park & Rec expenses for fitness not budgeted
			4,000.00	Inc.	001-5-4-470-6792	Wayfinding signs
			1,942.00	Inc.	036-5-4-410-64081	ICAP Insurance premium
			1,183.00	Inc.	036-5-4-450-64081	ICAP Insurance premium
			755.00	Inc.	001-5-4-450-6010	Public Works Salary

			58.00	Inc.	112-5-4-450-6110	Public Works FICA/Medicare
			68.00	Inc.	112-5-4-450-6130	Public Works IPERS
			752.00	Inc.	036-5-4-430-64081	ICAP Insurance premium
			46,758.00			
Community Eco. Dev.	352,277	87,137	(265,140.00)	Dec.	125-5-5-710-6855	TIF rebate decrease
General Government	195,256	218,756	3,000.00	Inc.	001-5-6-620-6240	Increased training for employees & elected officials
			5,500.00	Inc.	001-5-6-620-6230	Increased training for employees & elected officials
			15,000.00	Inc.	001-5-6-640-6490	Legal administrative consulting fees - Dorsey
			23,500.00			
Debt Service	343,205	343,205				
Capital Projects	0	0				
Business Type Act.	1,553,814	1,578,795	14,000.00	Inc.	600-5-9-810-6722	Well #2 reinstall and repair - FY13 project, billed in FY14
			8,161.00	Inc.	600-5-9-810-6783	Well #2 reinstall and repair - FY13 project, billed in FY14
			1,209.00	Inc.	600-5-9-810-6010	Public Works Salary
			93.00	Inc.	600-5-9-810-6110	Public Works FICA/Medicare
			108.00	Inc.	600-5-9-810-6130	Public Works IPERS
			1,209.00	Inc.	610-5-9-815-6010	Public Works Salary
			93.00	Inc.	610-5-9-815-6110	Public Works FICA/Medicare
			108.00	Inc.	610-5-9-815-6130	Public Works IPERS

			24,981.00			
Transfers out	271,097	274,280	3,183.00	Inc.		Transfer from 121 LOST to GF 001 - Fire expenses
Total Expenditures	4,810,797	4,735,088	\$ (75,709.00)			

City of West Branch

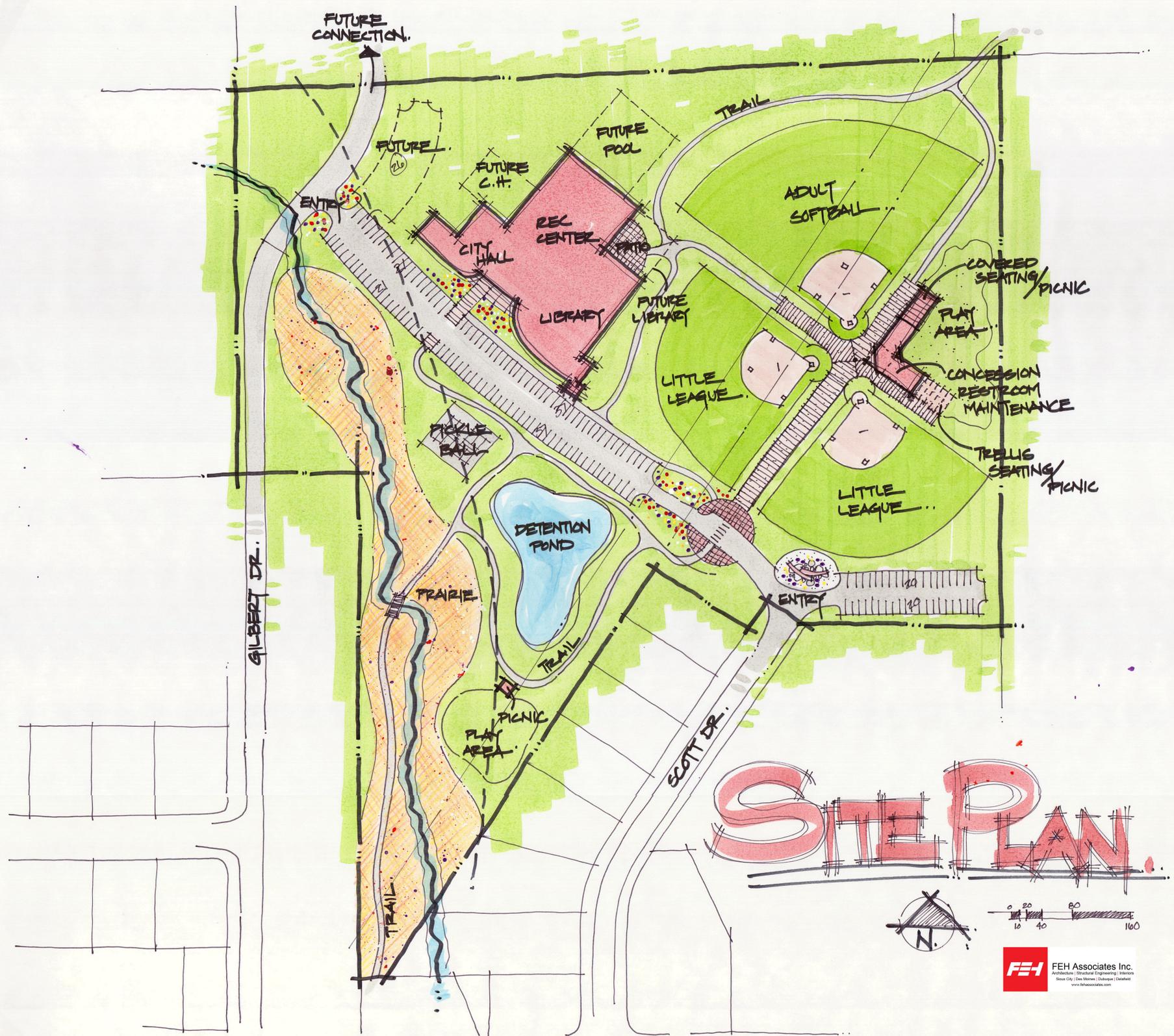
~ A Heritage for Success ~

110 N. Poplar St. • P.O. Box 218 • West Branch, Iowa 52358
Ph. 319-643-5888 • Fax 319-643-2305 • www.westbranchiowa.org • wbcity@lcom.net

City of West Branch Mission Statement

To maintain and enhance the City of West Branch as a historically-significant community with a safe, small town, family atmosphere, whose financial and physical resources are managed wisely through policies and programs which assure the long term health and vitality of the community

Mayor: Don Kessler • **Council Members:** Mark Worrell, David Johnson, Robert Sexton, Jim Oaks, Dan O'Neil
City Administrator/Clerk: Matt Muckler • **Deputy City Clerk:** Dawn Brandt • **Library Director:** Nick Shimmin
Parks & Recreation Director: Melissa Russell • **Police Chief:** David Bloem • **Fire Chief:** Kevin Stoolman



City of West Branch

~A Heritage for Success~

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(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

SPECIAL PLANNING AND ZONING COMMISSION MEETING

Wednesday, May 14, 2014 • 6:30 p.m.

West Branch City Council Chambers, 110 N. Poplar St.

Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Introduction and welcome to newly appointed Planning & Zoning Commission Member LeeAnn Aspelmeier.
4. Approve minutes from the March 25, 2014 Planning and Zoning Commission Meeting/Move to action.
5. Public Hearing on Proposed Amendment to Section 165.26 of the West Branch Zoning Ordinance.
6. Approve recommendation to the City Council for the passage of Ordinance 725, amending Chapter 165 “Zoning Regulations.”/Move to action.
7. Discussion of the proposed Amended and Restated West Branch Urban Renewal Plan.
8. Old Business
 - a. Zoning Administrator Paul Stagg – Update on Updated Zoning Map.
 - b. City Engineer Dave Schechinger - Meadows Subdivision Part II/Traffic Study Update.
 - c. City Engineer Dave Schechinger – Casey’s Update.
9. New Business
 - a. Discussion of Update to Land Use Chapter (Chapter 5) in the West Branch Comprehensive Plan, Amended April 1, 2013.
 - b. Potential Annexations of West Branch Municipal Cemetery and Other Areas Adjacent to the City of West Branch.
10. Adjourn

Planning & Zoning Commission Members: Roger Laughlin, Chair, LeeAnn Aspelmeier,

Helen Dauber, John Fuller, Trent Hansen, Molly Menard, Gary Slach

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson

City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin

Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale