



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY, AUGUST 7, 2017 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA

Mayor	Roger Laughlin	mayor@westbranchiowa.org
Mayor Pro Tim	Colton Miller	mcolton@rocketmail.com
Council Member	Jordan Ellyson	Jordanellyson@gmail.com
Council Member	Brian Pierce	brianapierce@outlook.com
Council Member	Mary Beth Stevenson	mbstevenson115@gmail.com
Council Member	Tim Shields	timshieldswbcc@yahoo.com
City Administrator	Redmond Jones II	rjonesii@westbranchiowa.org
City Attorney	Kevin Olson	kevinolsonlaw@gmail.com
Deputy City Clerk	Gordon Edgar	gordon@westbranchiowa.org

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.*

AGENDA

Call to Order

Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

Roll Call

Guest Speaker, Presentations and Proclamations

1. None

Public Comment

Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and written comments may be submitted to the Deputy City Clerk. Special instructions for public comments will be provided at the meeting if a public hearing or quasi-judicial matter is scheduled on the agenda. If there are items the public wishes to bring to Council that will take longer than three minutes, it is preferred the citizen present this topic to the City Administrator prior to the meeting.

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Approve Agenda / Consent Agenda / Move to Action

Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion. The remaining items on the Consent Agenda will be voted on with one motion being made for all items on the Consent Agenda. Then the item will be removed from the Consent Agenda, and will be separately considered and voted on.

1. Approval of City Council Meeting Minutes July 17, 2017
2. Approve authority to rehire camp counselor Morgan Stoolman
3. Motion to Approve the Class C Liquor License with outdoor service and Sunday sales.
4. Approve Claims

Public Hearing / Non-Consent Agenda

1. Staff report and request for direction on ROW moving and private homeowners notices for mowing.
2. Resolution 1643 - Motion directing the City Administrator to grant additional vacation days for additional duties accepted during the recruitment of City Administrator. – Move to Action
3. Discussion Item: the Installment of the Staff Work Plan – Parks and Recreation

Reports

1. City Administrator's Report
2. City Attorney Report
3. Other Staff Reports

Comments from Mayor and Council Members

Adjournment

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(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at www.westbranchiowa.org/government/council-videos. The minutes are not approved until the next regularly scheduled City Council meeting.)

*West Branch, Iowa
2017*

City Council Meeting

July 17,

Council Chambers

7:00 p.m.

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Tim Shields, Mary Beth Stevenson and Jordan Ellyson were present. Absent: Brian Pierce. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Gordon Edgar, Library Director Nick Shimmin, Police Chief Mike Horihan, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS.

Police Chief Mike Horihan reported that Alliant Energy had provided a \$950 grant to the Police Department for the purchase of a new antenna. Mike presented a thank you award to Emily Upah of Alliant Energy and thanked Alliant Energy for their support. He also thanked Oasis Electric for their help installing the antenna.

Nick Shimmin spoke about the new web site but was unable to bring the site up onto the screen due to a hardware failure. The new site will be mobile application friendly, have some Google features, and in depth search features. The "Go Live" date is July 31.

COMMUNICATIONS/OPEN FORUM.

Kassie, with Liberty Communications, spoke about the "Smart Rural Community" designation recently received by West Branch. It was sponsored by the trade organization of which Liberty Communications is a member.

Chief Horihan spoke about the traffic accident on the interstate Friday evening. The accident occurred around 4:30 p.m. and caused traffic to detour through West Branch from both east and west directions until almost 8:00 p.m.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the June 26, 2017 regular City Council Meeting.

Approve destruction of records with "Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.

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Special thanks to Alliant Energy for the police grant. In addition, special thanks to Oasis Electric in assisting the completion of the new radio antenna project.

Approve claims.

EXPENDITURES	7/17/2017	
AERO RENTAL INC	RECREATION SUPPLIES	70.10
ALLIANT ENERGY	UTILITIES-WATER TOWER	8,843.81
AMAZON	BOOKS & SUPPLIES	557.31
BAKER & TAYLOR INC.	BOOKS	543.00
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	401.02
BP AMOCO	VEHICLE FUEL	301.01
BUSINESS RADIO SALES	PAGERS	1,791.60
CATHERINE STEEN	LODGING	72.80
CEDAR COUNTY AUDITOR	CEDAR COUNTY AUDITOR	22,683.03
CEDAR COUNTY RECORDER	RECORDING FEES	45.00
CENTURION/VERSANT	SOFTWARE LICENSE RENEWAL	88.00
CHAUNCEY BUTLER POST 514	FLAGS	80.00
CJ COOPER & ASSOCIATES	PREEMPLOYMENT TEST	35.00
COSTCO WHOLESALE	VARIOUS SUPPLIES	578.30
DEMCO	SUPPLIES	54.95
DEWEYS JACK & JILL	VARIOUS SUPPLIES	98.63
EAST CENT INTERGOVT ASN.	MEMBER DUES 7-1-17 TO 12-31-17	743.04
ELECTRIC PUMP INC	SERVICE CALL	399.20
FEHR GRAHAM	308 PV PARK IMP DESIGN	12,207.25
GALAXY CLEANING SERVICES	GALAXY CLEANING SERVICES	1,351.17
GEOFFREY F AKINS	BUBBLE WONDERS PERFORMANCE	300.00
HD CLINE COMPANY	REPAIR PARTS	34.64
HEIMAN FIRE EQUIPMENT	REPAIR PARTS	261.85
HOTSY CLEANING SYSTEMS	REPAIR PARTS	152.96
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	526.40
IOWA CITY/COUNTY MANAGEMENT	MEMBERSHIP DUES	120.00
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
LENOCH & CILEK	KEYS	33.83
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	138.00
LYNCH'S PLUMBING INC	REPAIR PARTS	8.50
MENARDS	REPAIR PARTS	7.48
MISCELLANEOUS VENDOR	CAMIE KELLEY:REFUND	730.00
MUNICIPAL SUPPLY INC	WATER METER	1,369.20
NORTHWAY WELL AND PUMP COMP	NEW PIPE WELL #5	11,245.40
OLSON, KEVIN D	LEGAL FEES	1,500.00
OVERDRIVE INC	AUDIO BOOKS-EBOOKS	252.38
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	5.18
PORT 'O' JONNY INC.	EQUIPMENT RENTAL	87.00
PSC DISTRIBUTION	REPAIR PARTS	38.06
PYRAMID SERVICES INC	REPAIR PARTS	177.04
QUILL CORP	SUPPLIES	174.71
RACHEL MONA	EMT TESTING/LICENSING	1,931.05
RACOM CORPORATION	MIC-NEW POLICE CAR	29.75
SANDRY FIRE SUPPLY LLC	VEHICLE WASH SOAP	624.00
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
STOP STICK LTD	STOP STICK KIT	472.00
UPS	SEWER-SHIPPING	20.86
US BANK EQUIPMENT FINANCE	COPIER LEASE	241.80
WALMART COMMUNITY/RFCS LLC	BOOKS, DVDS, VARIOUS SUPPLIES	263.43
WATCH GUARD VIDEO	CAMERA-NEW POLICE CAR	4,620.00
WEST BRANCH ANIMAL CLINIC	BOARDING-IMPOUNDED ANIMALS	550.00
WEST BRANCH FORD	KEYS	8.70
WEST BRANCH REPAIRS	REPAIR PARTS	176.98
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	538.60
WINDSTAR LINES INC	CHARTER 8-18-2017	756.00
TOTAL		79,595.52
PAID BETWEEN MEETINGS		
BAKER & TAYLOR	BOOKS	931.86

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LESLIE BRICK	MILEAGE	40.05
BROWN'S WEST BRANCH	POLICE VEHICLE	13,328.00
CEDAR COUNTY COOPERATIVE	EQUIPMENT FUEL	827.35
CEDAR COUNTY ENGINEER	ROAD ROCK	2,753.15
CEDAR RAPIDS PHOTO COPY	COPIER MAINTENANCE	104.45
CROELL, INC.	SALT SHED - MATERIAL	3,692.50
CULLIGAN WATER SERVICE	WATER SOFTENER SERVICE	39.15
DEMCO	PROGRAM SUPPLIES	54.50
APRIL DIRKS	SUMMER CONCERT	350.00
ETS CORPORATION	CREDIT CARD FEES	143.21
F&B COMMUNICATIONS INC	WEB HOSTING	29.95
HARRY'S CUSTOM TROPHIES	MEDALS	374.00
DANIEL HAUGHEY	SUMMER CONCERT	159.00
HAWKINS INC	CHEMICALS	666.85
IMWCA	WORK COMP DEPOSIT & 1ST INSTALLMENT	17,150.00
IOWA CITY PRESS CITIZEN	SUBSCRIPTION	214.69
IOWA LEAGUE OF CITIES	MEMBER DUES	1,447.00
JERMY LYNN LLC	SALT SHED - MATERIAL	3,570.00
KOCH BROTHERS INC	COPIER MAINTENANCE	274.97
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,352.91
LIBRARICA	SUBSCRIPTION	313.35
JOHN FULLER	REGISTRATION FEE	55.00
OFFICE EXPRESS	FILE CABINETS	630.00
OVERDRIVE INC	AUDIO BOOK & EBOOK	89.95
PORT 'O' JONNY INC	SERVICE	174.00
QUILL CORP	OFFICE SUPPLIES	50.62
THE FERALINGS	SUMMER CONCERT	500.00
THE GAZETTE	SUBSCRIPTION	317.20
TRUGREEN	LAWN CARE	381.00
TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION	8,378.00
UPS	SHIPPING	41.29
US BANK EQUIPMENT FINANCE	COPIER RENTAL - LIBRARY	59.00
VEENSTRA & KIMM INC	PROFESSIONAL FEES	17,974.70
VERIZON WIRELESS	WIRELESS SERVICE	1,128.27
WEST BRANCH FORD	MAINTENANCE SERVICE	58.07
TOTAL		77,654.04
PAYROLL 7-14-17		43,202.56
GRAND TOTAL EXPENDITURES		200,452.12

FUND TOTALS		
001 GENERAL FUND		90,390.86
022 CIVIC CENTER		788.72
031 LIBRARY		10,886.38
036 TORT LIABILITY		15,842.89
110 ROAD USE TAX		13913.17
112 TRUST AND AGENCY		4637.78
308 PARK IMP - PEDERSEN VALLEY		15,007.25
310 COLLEGE STREET BRIDGE		9,286.00
313 MAIN ST SIDEWALK PHASE 4		891.46
314 N FIRST ST IMPROVEMENTS		1,000.00
316 I & I LINE/GROUT PH 2		818.55
318 ORANGE ST 4TH TO 5TH IMP		1,770.00
600 WATER FUND		25,847.50
610 SEWER FUND		9,371.56
GRAND TOTAL		200,452.12

Motion by Miller, second by Stevenson to approve agenda/consent agenda items 1 through 4.
 AYES: Miller, Stevenson, Shields, Ellyson, Shields. Absent: Pierce. Motion carried.

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to Approve Reserve Police Officer Zachary Murdock. / Move to Action

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Motion by Shields, second by Miller to approve appointment. AYES: Shields, Miller, Stevenson, Ellyson. Absent: Pierce. Motion carried.

Mayor Roger Laughlin – Oath of Office, Police Officer Zachary Murdock.

Mayor Roger Laughlin administered the Oath of Office to Reserve Police Officer Zachary Murdock.

Consideration to overturn previous City Council direction relating to a refusal of liability for waterline damage on private property (anticipated presentation from Dave Peden).

Mr. Peden explained that he thought a contractor had left a piece of knockout material in the pipe and had failed to flush the system after working on the water line. This resulted in damage to his valve, causing it to leak. He said that a similar situation had occurred previously and the City Council at that time approved compensation for the repair cost.

No action was taken by the Council.

A resolution 1642 setting the salary for an employee for the fiscal year 2017-2018. / Move to Action.

Motion by Miller, second by Shields to approve Resolution 1642. YES: Miller, Stevenson, Shields, Ellyson. Absent: Pierce. Motion carried.

Consideration to approve a Class C Liquor License (Commercial) with outdoor service during Hoover’s Hometown Days for the establishment known as “The Downunder”. / Move to Action.

City Administrator Redmond Jones II reported that staff recommended 10:00 a.m. to 8:00 p.m. Mike Jones, owner of The Downunder, responded that he would like to sell until 8:00 p.m. outside, and then have his patrons use the outside venue until 10:00 p.m. Motion was made to approve the license with the hours of operation to be from 11:00 a.m. to 10:00 p.m., with outside sales ending at 8:00 p.m. but consumption allowed outside until 10:00 p.m.

Motion by Shields, second by Stevenson to approve request as modified. AYES: Shields, Stevenson, Miller, Ellyson,. Absent: Pierce. Motion carried.

Discussion regarding Fireworks Sales and Fireworks Use Policy.

Fire Chief Stoolman felt that fireworks were a safety issue and that eventually there would be an injury or fire incident. Police Chief Horihan reported that July 3 was probably the worst day with calls coming in starting around 4:00 p.m. and continuing until 10:00 p.m. and that many of the fireworks were actually being fired outside of the city limits where it was legal. Complaints were received about pets and young children being upset by fireworks. City Attorney Olson commented that it might be best to wait until next March or April before changing the ordinance because the state legislature may change the current law. Council persons Miller and Stevenson spoke in favor of continuing the ban on the use of fireworks within the city limits.

CITY STAFF REPORTS

City Administrator Jones reported that he recently attended the Iowa City Managers Association conference where he received an in depth legislative report which included a good section on fireworks. He also said there would be changes to the budget to improve structure and clarify reporting and he also would be working on the Capital Improvement Plan to make it more understandable. He also reported that today he attended an ECIA sponsored meeting regarding a Great Places designation. There is an opportunity to apply for a \$400,000 grant with other communities within the county along with the county government. The process would involve

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communities working together to create a vision that would tie them together. Colton Miller asked if a trail project which could include West Liberty and Solon would be a viable project.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin reported the theme of Hoover Home Town Days this year is Honoring Volunteers. He has two volunteers lined up to be the Grand Marshals.

Council person Shields asked about the mud problem on KLM's development. Matt Goodale had contacted Brad Larson and was giving him a week to respond.

Shields also asked about the Wayfinding signage. Mayor Laughlin replied that the signs should arrive any day now.

Shields asked about the status of the new park. Parks & Rec Director Russell reported that she would be meeting with Nate Kass of Fehr-Graham on Friday morning. The current plan is for bid letting in September, work beginning this fall and a park opening in April, 2019.

Council person Stevenson reported there would be a Stream Team meeting on Thursday,

Council person Miller asked about pothole repair. Public Works Director Goodale reported his people will be out this week working on them. LL Pelling is supposed to be here before HHTD to do some major repair work.

Laughlin commented that some street signs were missing or in terrible shape and asked if something could be done if he gave a list to Jones or Goodale. Jones acknowledged that something could be done.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:14 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 7, 2017
AGENDA ITEM:	Approve authority to Rehire Camp Counselor Morgan Stoolman
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Office of the City Administrator – Redmond Jones
DATE:	July 28, 2017

BACKGROUND:

Morgan Stoolman served as a camp counselor in both 2015 and 2016. She was a quality employee in both 2015 and 2016 and would be a great addition to the 2017 team. The counselor to camper ratio would be 1 to 8 with the hire of Morgan Stoolman for the August Day Camp.

This is a budgeted expense.

STAFF RECOMMENDATION:	Seek “Motion to Approve” direction from the City Council to the rehire of Morgan Stoolman as Seasonal Park and Recreation Camp Counselor with a salary of \$11.50 per hour.
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REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 7, 2017
AGENDA ITEM:	Motion to Approve the Class C Liquor License with Outdoor Service and Sunday sales
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Deputy City Clerk Leslie Brick
DATE:	July 28, 2017

BACKGROUND:

Liquor License Renewal: Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Thirsty on 30 Inc. DBA Thirsty on 80. Pending successful Gram Insurance and Fire Inspection.

STAFF RECOMMENDATION:	Seek Motion to Approval from the City Council on this topic – Motion to Action
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REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 7, 2017
AGENDA ITEM:	Claims/Payroll/Items paid between meetings
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon R. Edgar, Finance Officer
DATE:	August 1, 2017

BACKGROUND:

These are routine expenditure that include such items as payroll, budget expenditures, and other financial items that are related to council approved day to day operational tasks.

In an attempt to insure that the report produced for City Council is meeting the needs of the council. Staff has provided two formats. Staff is also seeking feedback as to which format better suits City Council's desired disclosures.

STAFF RECOMMENDATION:	Approve claims/Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

EXPENDITURES 8/7/2017

ALLIANT ENERGY	LIGHTS-219 E GREEN	12.09
ALTORFER INC	ALTORFER INC	110.82
BAKER & TAYLOR INC.	BOOKS	836.57
BEAN & BEAN	GRAVE OPENINGS	2,200.00
BEST BUY BUSINESS ADVANTAG	OFFICE SUPPLIES	85.91
BIBLIONIX	APOLLO SUBSRPTION SERVICE	1,909.50
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	35.20
D&R PEST CONTROL	D&R PEST CONTROL	70.00
DIAMOND VOGEL PAINTS	PAINT & OTHER SUPPLIES	1,975.09
EDGAR, GORDON	MILEAGE & MEALS-TRAINING	197.70
EMERGENCY MEDICIAL PRODUCT	MEDICAL SUPPLIES	108.82
GATEWAY HOTEL & CONFERENCE	LODGING-TRAINING	779.52
HANSEN ASPHALT	ASPHALT OVERLAY-SALT SHED	5,000.00
HAWKINS INC	CHEMICALS	402.60
HBK ENGINEERING LLC	309 PH I PARK IMPROVEMENTS	1,365.00
HD CLINE COMPANY	CUB CADET RIDING MOWER	10,200.00
HILL, SHERRY	VIDEOTAPING SERVICES	100.00
HORIHAN, MIKE	OFFICE SUPPLIES	17.97
IOWA DEPARTMENT OF NATURAL	ANNUAL WATER SUPPLY FEE	867.08
IOWA LEAGUE OF CITIES	TRAINING	200.00
IOWA ONE CALL	LOCATION SERVICE	41.40
JOHN DEERE FINANCIAL	CLOTHING, REPAIR PARTS, TOOLS	536.74
JOHNSON COUNTY REFUSE INC.	RECYCLING JUNE 2017	7,609.50
JOURNEYED COM INC	ADOBE CLOUD LICENSE RENEWAL	406.68
L. L. PELLING CO. INC	PREMIXED ASPHALT	37,940.71
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,359.32
MARTIN EQUIPMENT	REPAIR PARTS	2,919.71
MENARDS	MAINTENANCE SUPPLIE	120.97
OASIS ELECTRIC LLC	SALT SHED	345.15
OLSON, KEVIN D	LEGAL SERVICES-AUGUST 2017	1,500.00
OVERDRIVE INC	FY18 BRIDGES SUBSCRIPTION	699.51
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	196.19
PYRAMID SERVICES INC.	REPAIR PARTS	325.96
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	827.00
QUILL CORP	OFFICE SUPPLIES	44.74
RIVER PRODUCTS COMPANY INC	ROCK	591.90
STATE LIBRARY OF IOWA	FY18 BRIDGES SUBSCRIPTION	223.55
SUMMIT COMPANIES	RECHARGE FIRE EXTINGUISHERS	122.00
THE LIBRARY STORE INC	CD-DVD STORAGE ALBUMS	354.88
TRUGREEN PROCESSING CENTER	LAWN SERVICE-LIONS FIELD	149.00
UPS	SEWER-SHIPPIING	20.86
USA BLUE BOOK	MARKING FLAGS	245.71
VEENSTRA & KIMM INC.	P & Z-CASEY'S TURN LANE	21,159.31
WATER SOLUTIONS UNLIMITED	DEHUMIDIFIER	3,416.20
WEST BRANCH COMMUNITY DEVE	ANNUAL FINANCIAL SUPPORT FY18	10,000.00
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	1,566.56

TOTAL 119,292.60**PAID BETWEEN MEETINGS**

AD-MARKET PRODUCTIONS, INC	HHTD ENTERTAINMENT	1,000.00
ALL AMERICAN CONCRETE	313 MAIN ST SIDEWALK PH 4 CONTRACT	6,333.95
BEN COLBERT	HHTD ENTERTAINMENT	250.00
BRICK, LESLIE	TRAVEL EXPENSES	219.57

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CCEDCO	DUES	6,409.00
CEDAR RAPIDS MUNICIPAL BAND	HHTD ENTERTAINMENT	5,500.00
CHRISTOPHER BIRD	HHTD ENTERTAINMENT	599.00
CLARK OPERATIC	HHTD ENTERTAINMENT	1,050.00
CORNERSTONE EXCAVATING, INC	306 4TH ST IMPROVEMENT PROJECT	39,803.78
FRONTLINE PLUS FIRE & RESCUE	SIREN REPAIR	1,355.30
GRIMM, DAVID E	HHTD ENTERTAINMENT	1,200.00
HAWKEYE PHOTO BOOTHS	HHTD ENTERTAINMENT	250.00
HY VEE	SUPPLIES	130.86
ICMA DUE,	MEMBERSHIP	720.00
IOWA COMMUNITIES ASSURANCE	PROPERTY & LIABILITY INSURANCE	40,943.13
J & M DISPLAYS	HHTD FIREWORKS	20,000.00
JEFFREY D KOZIATEK	HHTD ENTERTAINMENT	500.00
MEDIACOM	CABLE SERVICE	40.90
MIDWEST INFLATABLES	HHTD INFLATABLES	12,000.00
MISCELLANEOUS VENDORS	WATER DEPOSIT REFUNDS	295.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
PLAY IT AGAIN SPORTS	SUPPLIES	67.96
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	22.46
REDMOND JONES II	TRAVEL EXPENSES	288.37
RUSSELL, MELISSA	CAMP AND RECREATION SUPPLIES	526.03
SIDNEY W SCOTT	HHTD ENTERTAINMENT	450.00
SUPPLYWORKS	SUPPLIES	48.05
T J REGUL	HHTD ENTERTAINMENT	350.00
UPS	SEWER-SHIPPIING	42.15
US BANK CORPORATE CREDIT CARD	SUPPLIES, TRAINING	945.28
VERIZON WIRELESS	WIRELESS SERVICE	833.52
WEX BANK	MOTOR VEHICLE FUEL	1,288.21
TOTAL		143,962.52
PAYROLL 7-28-17		56,128.28
GRAND TOTAL EXPENDITURES		319,383.40
FUND TOTALS		
001 GENERAL FUND		116,331.06
022 CIVIC CENTER		90.68
031 LIBRARY		9,685.57
036 TORT LIABILITY		29,315.99
110 ROAD USE TAX		52,666.62
112 TRUST AND AGENCY		12,364.10
306 4TH STREET IMPROVEMENT PROJECT		39,803.78
308 PARK IMP - PEDERSEN VALLEY		2,800.00
309 PHASE I PARK IMPROVEMENTS		1,365.00
310 COLLEGE STREET BRIDGE		13,929.00
313 MAIN ST SIDEWALK-PHASE 4		6,333.95
314 N FIRST ST IMPROVEMENTS		1,000.00
316 I & I LINE/GROUT PH 2		45.06
318 COLLEGE ST & 2ND ST IMPROVMENTS		1,770.00
600 WATER FUND		18,009.78
610 SEWER FUND		13,872.81
GRAND TOTAL		319,383.40

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	29.99
		BEST BUY BUSINESS ADVANTAGE ACCOUNT	OFFICE SUPPLIES	85.91
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	255.90
		HORIHAN, MIKE	OFFICE SUPPLIES	17.97
		TOTAL:		389.77
FIRE OPERATION	GENERAL FUND	SUMMIT COMPANIES	RECHARGE FIRE EXTINGUISHER	122.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	100.28
			TELEPHONE SERVICE	44.19
		EMERGENCY MEDICAL PRODUCTS INC.	MEDICAL SUPPLIES	108.82
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	35.20
TOTAL:		410.49		
ROADS AND STREETS	GENERAL FUND	VEENSTRA & KIMM INC.	CIP COST ESTIMATES	514.05
			TOTAL:	514.05
PARK & RECREATION	GENERAL FUND	TRUGREEN PROCESSING CENTER	LAWN SERVICE-LIONS FIELD	149.00
		PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	109.19
		ALLIANT ENERGY	LIGHTS-219 E GREEN	12.09
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	155.17
		TOTAL:		425.45
CEMETERY	GENERAL FUND	HD CLINE COMPANY	CUB CADET RIDING MOWER	10,200.00
		PYRAMID SERVICES INC.	REPAIR PARTS	175.56
			EQUIPMENT REPAIR	150.40
		PORT 'O' JONNY INC.	MONTHLY SERVICE-CEMETERY	87.00
		JOHN DEERE FINANCIAL	CLOTHING, REPAIR PARTS, TO	89.99
		BEAN & BEAN	GRAVE OPENINGS	2,200.00
TOTAL:		12,902.95		
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISI	900.00
			LEGAL NOTICES & ADVERTISI	150.00
			TOTAL:	1,050.00
ECONOMIC DEVELOPMENT	GENERAL FUND	WEST BRANCH COMMUNITY DEVELOPMENT GROU	ANNUAL FINANCIAL SUPPORT F	10,000.00
			TOTAL:	10,000.00
CLERK & TREASURER	GENERAL FUND	IOWA LEAGUE OF CITIES	TRAINING	200.00
		QUILL CORP	OFFICE SUPPLIES	14.75
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	47.59
		EDGAR, GORDON	MILEAGE & MEALS-TRAINING	197.70
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	349.05
		GATEWAY HOTEL & CONFERENCE CENTER	LODGING-TRAINING	779.52
		TOTAL:		1,588.61
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISI	516.56
		OLSON, KEVIN D	LEGAL SERVICES-AUGUST 2017	1,500.00
		TOTAL:	2,016.56	
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING JUNE 2017	3,804.75
			RECYCLING JULY 2017	3,804.75
			TOTAL:	7,609.50
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	67.44
		HILL, SHERRY	VIDEOTAPING SERVICES	100.00
		JOURNEYED COM INC	ADOBE CLOUD LICENSE RENEWA	406.68

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	574.12
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	P & Z-CASEY'S TURN LANE	83.00
			P & Z LYNCH HEIGHTS CONS R	1,018.20
			TOTAL:	1,101.20
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	47.59
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.09
			TOTAL:	90.68
LIBRARY	LIBRARY	OVERDRIVE INC	FY18 BRIDGES SUBSCRIPTION	542.63
			AUDIOBOOKS-EBOOKS	156.88
		STATE LIBRARY OF IOWA	FY18 BRIDGES SUBSCRIPTION	59.23
			FY18 STATEWIDE DB SUBSCRIP	164.32
		BAKER & TAYLOR INC.	BOOKS	342.41
			BOOKS	494.16
		THE LIBRARY STORE INC	CD-DVD STORAGE ALBUMS	354.88
		D&R PEST CONTROL	D&R PEST CONTROL	70.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	188.51
		BIBLIONIX	APOLLO SUBSCRIPTION SERVIC	1,909.50
			TOTAL:	4,282.52
ROADS & STREETS	ROAD USE TAX	L. L. PELLING CO. INC	PREMIXED ASPHALT	191.16
			STREET REPAIRS	37,749.55
		RIVER PRODUCTS COMPANY INC	ROCK	591.90
		OASIS ELECTRIC LLC	SALT SHED	345.15
		ALTORFER INC	VEHICLE MAINT SUPPLIES	110.82
		DIAMOND VOGEL PAINTS	PAINT & OTHER SUPPLIES	706.79
			DIAMOND VOGEL PAINTS	1,268.30
		MENARDS	SUPPLIES	120.97
		JOHN DEERE FINANCIAL	CLOTHING, REPAIR PARTS, TO	446.75
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.90
		MARTIN EQUIPMENT	REPAIR PARTS	2,919.71
		HANSEN ASPHALT	ASPHALT OVERLAY-SALT SHED	5,000.00
			TOTAL:	49,503.00
INVALID DEPARTMENT	PARK IMP - PEDERSE	VEENSTRA & KIMM INC.	308 PARK IMP GILBERT DR EX	2,800.00
			TOTAL:	2,800.00
INVALID DEPARTMENT	PHASE I PARK IMPRO	HBK ENGINEERING LLC	309 PH I PARK IMPROVEMENTS	1,365.00
			TOTAL:	1,365.00
INVALID DEPARTMENT	COLLEGE STREET BRI	VEENSTRA & KIMM INC.	310 COL ST BRIDGE FINAL DE	13,929.00
			TOTAL:	13,929.00
INVALID DEPARTMENT	N FIRST ST IMPROV	VEENSTRA & KIMM INC.	314 N 1ST ST IMP	1,000.00
			TOTAL:	1,000.00
INVALID DEPARTMENT	I & I LINE/GROUT P	VEENSTRA & KIMM INC.	316 SAN SEWER REHAB I & I	45.06
			TOTAL:	45.06
INVALID DEPARTMENT	COLLEGE ST & 2ND S	VEENSTRA & KIMM INC.	318 COLLEGE ST & 2ND ST IM	1,770.00
			TOTAL:	1,770.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	LOCATION SERVICE	20.70
		IOWA DEPARTMENT OF NATURAL RESOURCES	ANNUAL WATER SUPPLY FEE	267.08

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MODIFY WATER USE PERMIT	350.00
			DW DIST 3 OPERATOR CERTIFI	20.00
			DW TREATMENT 3 OP CERTIFIC	20.00
		HAWKINS INC	CHEMICALS	402.60
		WATER SOLUTIONS UNLIMITED INC.	DEHUMIDIFIER	3,416.20
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.90
		USA BLUE BOOK	MARKING FLAGS	245.71
			TOTAL:	4,794.19
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	LOCATION SERVICE	20.70
		IOWA DEPARTMENT OF NATURAL RESOURCES	NPDES FEE 7-1-17 TO 6-30-1	210.00
		UPS	SEWER-SHIPING	20.86
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	827.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.89
			TOTAL:	1,130.45

===== FUND TOTALS =====

001	GENERAL FUND	38,582.70
022	CIVIC CENTER	90.68
031	LIBRARY	4,282.52
110	ROAD USE TAX	49,503.00
308	PARK IMP - PEDERSEN VALLE	2,800.00
309	PHASE I PARK IMPROVEMENTS	1,365.00
310	COLLEGE STREET BRIDGE	13,929.00
314	N FIRST ST IMPROVEMENTS	1,000.00
316	I & I LINE/GROUT PH 2	45.06
318	COLLEGE ST & 2ND ST IMPRO	1,770.00
600	WATER FUND	4,794.19
610	SEWER FUND	1,130.45

	GRAND TOTAL:	119,292.60

TOTAL PAGES: 3

Draft Format

8/01/2017 10:43 AM A/P Direct Item Register PAGE: 1
 PACKET: 01772 CLAIMS PD 8-7-17
 VENDOR SET: 01 City of West Branch
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====						
01-0113	ALTORFER INC					
I-7370197	7/21/2017	ALTORFER INC	110.82			
	AP	DUE: 7/21/2017 DISC: 7/21/2017		1099: N		
		VEHICLE MAINT SUPPLIES		110 5-2-210-6521	MOTOR VEHICLE M	110.82
		=== VENDOR TOTALS ===	110.82			
=====						
01-0912	BEAN & BEAN					
I-755	8/01/2017	GRAVE OPENINGS	2,200.00			
	AP	DUE: 8/01/2017 DISC: 8/01/2017		1099: Y		
		GRAVE OPENINGS		001 5-4-450-6498	CONTRACT PAYMEN	2,200.00
		=== VENDOR TOTALS ===	2,200.00			
=====						
01-0815	CULLIGAN WATER TECHNOLOGIES					
I-STMT 07-25-2017	7/31/2017	WATER SOFTENER SERVICE	35.20			
	AP	DUE: 7/31/2017 DISC: 7/31/2017		1099: N		
		WATER SOFTENER SERVICE		001 5-1-150-6310	BUILDING MAINT	35.20
		=== VENDOR TOTALS ===	35.20			
=====						
01-0895	HANSEN ASPHALT					
I-384	7/19/2017	ASPHALT OVERLAY-SALT SHED	5,000.00			
	AP	DUE: 7/19/2017 DISC: 7/19/2017		1099: Y		
		ASPHALT OVERLAY-SALT SHED		110 5-2-210-6761	CAPITAL IMPROVE	5,000.00
		=== VENDOR TOTALS ===	5,000.00			
=====						
01-0995	HORIHAN, MIKE					
I-07-31-2017	8/01/2017	OFFICE SUPPLIES	17.97			
	AP	DUE: 8/01/2017 DISC: 8/01/2017		1099: N		
		OFFICE SUPPLIES		001 5-1-110-6506	OFFICE SUPPLIES	17.97
		=== VENDOR TOTALS ===	17.97			
=====						
01-0018	IOWA ONE CALL					
I-192714	7/21/2017	LOCATION SERVICE	41.40			
	AP	DUE: 7/21/2017 DISC: 7/21/2017		1099: N		
		LOCATION SERVICE		600 5-9-810-6210	DUES, MEMBERSHI	20.70
		LOCATION SERVICE		610 5-9-815-6210	DUES, MEMBERSHI	20.70
		=== VENDOR TOTALS ===	41.40			

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A/P Direct Item Register

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====						
01-0797	JOHNSON COUNTY REFUSE INC.					
I-07012017	8/01/2017 AP	RECYCLING JUNE 2017 DUE: 8/01/2017 DISC: 8/01/2017 RECYCLING JUNE 2017	3,804.75	1099: N 001 5-2-840-6498	CONTRACT PAYMEN	3,804.75
I-08012017	8/01/2017 AP	RECYCLING JULY 2017 DUE: 8/01/2017 DISC: 8/01/2017 RECYCLING JULY 2017	3,804.75	1099: N 001 5-2-840-6498	CONTRACT PAYMEN	3,804.75
=== VENDOR TOTALS ===			7,609.50			
=====						
01-0536	LIBERTY COMMUNICATIONS					
I-08-01-2017	8/01/2017 AP	TELEPHONE SERVICE DUE: 8/01/2017 DISC: 8/01/2017	1,359.32	1099: N		
		TELEPHONE SERVICE		001 5-1-150-6373	TELEPHONE/OPERA	100.28
		TELEPHONE SERVICE		001 5-1-150-6373	TELEPHONE/OPERA	44.19
		TELEPHONE SERVICE		031 5-4-410-6373	TELEPHONE/OPERA	188.51
		TELEPHONE SERVICE		001 5-1-110-6373	TELEPHONE/OPERA	255.90
		TELEPHONE SERVICE		110 5-2-210-6373	TELEPHONE/OPERA	51.90
		TELEPHONE SERVICE		600 5-9-810-6373	TELEPHONE/OPERA	51.90
		TELEPHONE SERVICE		610 5-9-815-6373	TELEPHONE/OPERA	51.89
		TELEPHONE SERVICE		001 5-4-430-6373	TELEPHONE/OPERA	155.17
		TELEPHONE SERVICE		001 5-4-855-6373	TELEPHONE/OPERA	67.44
		TELEPHONE SERVICE		022 5-4-460-6373	TELEPHONE/OPERA	43.09
		TELEPHONE SERVICE		001 5-6-620-6373	TELEPHONE/OPERA	349.05
=== VENDOR TOTALS ===			1,359.32			
=====						
01-0281	MENARDS					
I-65915	7/21/2017 AP	MAINTENANCE SUPPLIE DUE: 7/21/2017 DISC: 7/21/2017 SUPPLIES	120.97	1099: N 110 5-2-210-6761	CAPITAL IMPROVE	120.97
=== VENDOR TOTALS ===			120.97			
=====						
01-0280	QC ANALYTICAL SERVICES LLC					
I-1707084	7/21/2017 AP	LAB ANALYSIS DUE: 7/21/2017 DISC: 7/21/2017 LAB ANALYSIS	827.00	1099: N 610 5-9-815-6412	LAB ANALYSIS	827.00
=== VENDOR TOTALS ===			827.00			

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A/P Direct Item Register

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====							
01-0083	RIVER PRODUCTS COMPANY INC						
I-114320	7/21/2017	ROCK		591.90			
	AP	DUE: 7/21/2017	DISC: 7/21/2017		1099: N		
		ROCK			110 5-2-210-6524	ROCK/COLD MIX	591.90
	=== VENDOR TOTALS ===			591.90			
=====							
01-0198	UPS						
I-R8R554307	7/31/2017	SEWER-SHIPPING		20.86			
	AP	DUE: 7/31/2017	DISC: 7/31/2017		1099: N		
		SEWER-SHIPPING			610 5-9-815-6508	POSTAGE AND SHI	20.86
	=== VENDOR TOTALS ===			20.86			
=====							
01-0379	WATER SOLUTIONS UNLIMITED INC.						
I-41909	7/21/2017	DEHUMIDIFIER		3,416.20			
	AP	DUE: 7/21/2017	DISC: 7/21/2017		1099: N		
		DEHUMIDIFIER			600 5-9-810-6320	BLDG/GROUNDS OP	3,416.20
	=== VENDOR TOTALS ===			3,416.20			
=====							
01-0531	WEST BRANCH COMMUNITY DEVELOPM						
I-STMT 07-14-2017	7/19/2017	ANNUAL FINANCIAL SUPPORT FY18		10,000.00			
	AP	DUE: 7/19/2017	DISC: 7/19/2017		1099: N		
		ANNUAL FINANCIAL SUPPORT FY18			001 5-5-520-6214	DUES MAIN STREE	10,000.00
	=== VENDOR TOTALS ===			10,000.00			
	=== PACKET TOTALS ===			31,351.14			

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 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

** T O T A L S **

INVOICE TOTALS 31,351.14
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 31,351.14

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----		-----GROUP BUDGET-----	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2017-2018		001-299	ACCOUNTS PAYABLE (DUE TO	20,834.70-*				
		001-5-1-110-6373	TELEPHONE/OPERATIONS	255.90	8,000	7,744.10		
		001-5-1-110-6506	OFFICE SUPPLIES	17.97	1,000	982.03		
		001-5-1-150-6310	BUILDING MAINTENANCE	35.20	5,000	4,837.69		
		001-5-1-150-6373	TELEPHONE/OPERATIONS	144.47	2,500	2,355.53		
		001-5-2-840-6498	CONTRACT PAYMENTS	7,609.50	55,000	46,765.50		
		001-5-4-430-6373	TELEPHONE/OPERATIONS	155.17	2,500	2,344.83		
		001-5-4-450-6498	CONTRACT PAYMENTS	2,200.00	8,000	5,800.00		
		001-5-4-855-6373	TELEPHONE/OPERATIONS	67.44	1,000	891.66		
		001-5-5-520-6214	DUES MAIN STREET	10,000.00	10,000	0.00		
		001-5-6-620-6373	TELEPHONE/OPERATIONS	349.05	5,000	4,650.95		
		022-299	ACCOUNTS PAYABLE (DUE TO	43.09-*				
		022-5-4-460-6373	TELEPHONE/OPERATIONS	43.09	500	456.91		
		031-299	ACCOUNTS PAYABLE (DUE TO	188.51-*				
		031-5-4-410-6373	TELEPHONE/OPERATIONS	188.51	2,244	2,055.49		
		110-299	ACCOUNTS PAYABLE (DUE TO	5,875.59-*				
		110-5-2-210-6373	TELEPHONE/OPERATIONS	51.90	3,000	2,948.10		
		110-5-2-210-6521	MOTOR VEHICLE MAINT. SUP	110.82	3,500	3,389.18		
		110-5-2-210-6524	ROCK/COLD MIX	591.90	6,000	5,408.10		
		110-5-2-210-6761	CAPITAL IMPROVEMENT STRE	5,120.97	96,988	88,174.53		
		600-299	ACCOUNTS PAYABLE (DUE TO	3,488.80-*				
		600-5-9-810-6210	DUES, MEMBERSHIP	20.70	1,500	1,479.30		
		600-5-9-810-6320	BLDG/GROUNDS OPERATIONS/	3,416.20	2,000	1,454.26- Y		
		600-5-9-810-6373	TELEPHONE/OPERATIONS	51.90	3,000	2,948.10		
		610-299	ACCOUNTS PAYABLE (DUE TO	920.45-*				
		610-5-9-815-6210	DUES, MEMBERSHIP	20.70	750	729.30		
		610-5-9-815-6373	TELEPHONE/OPERATIONS	51.89	3,000	2,948.11		
		610-5-9-815-6412	LAB ANALYSIS	827.00	8,500	7,673.00		
		610-5-9-815-6508	POSTAGE AND SHIPPING	20.86	3,500	3,061.60		
		999-133	DUE FROM OTHER FUNDS	31,351.14 *				
		** 2017-2018 YEAR TOTALS		31,351.14				

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 7, 2017
AGENDA ITEM:	Staff report and request for direction on ROW mowing and private homeowners notices for mowing
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Matt Goodale Public Works Director
DATE:	July 28, 2017

BACKGROUND:

Per City Code, Chapter 50, Section 50.02(9), the City does not allow properties to grow weeds and brush or allow grass to grow over the height of 6". Staff regularly checks all yards in town and notifies the property owner of the offense. The first contact is done by way of a hand delivered notice allowing 5 days to remedy the situation. If not remedied Public Works staff completes the work and assesses the property owner. The issue I've come across is on East Main Street and North 4th Street. The grade of the ROW is such that mowing could be dangerous. I have not notified any of these homeowners of the fact that they are in violation of code due to the possibility of bodily harm to anyone working those hillsides. I have also been contacted by a property owner who would like to terrace the area in front of his home in the ROW on one of the properties that is a mowing issue.

STAFF RECOMMENDATION:	Seek Direction from the City Council on this topic
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 7, 2017
AGENDA ITEM:	Resolution 1643 - Motion directing the City Administrator to grant additional vacation days for additional duties accepted during the recruitment of City Administrator.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	City Administrator Redmond Jones II
DATE:	July 21, 2017

BACKGROUND:

Upon request of the Mayor and City Council, this recommendation is intended to provide additional vacation days to Nick Shimmin and Leslie Brick for additional duties accepted during the City Administrator transition and recruitment process. 32 hours (4 days) is being recommended for Nick Shimmin who served as Acting City Administrator, and 24 hours (3 days) for Leslie Brick who accepted additional support activities during this period.

STAFF RECOMMENDATION:	Approve Resolution to direct the City Administrator to adjust the vacation benefits 4 days additional for Nick Shimmin and 3 days additional for Leslie Brick. – Motion to Action
------------------------------	---

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

RESOLUTION 1643

A RESOLUTION APPROVING A DIRECTION TO THE CITY ADMINISTRATOR
TO GRANT ADDITIONAL VACATION DAYS FOR ADDITIONAL DUTIES
ACCEPTED DURING THE RECRUITMENT OF CITY ADMINISTRATOR

WHEREAS, the City Council, of the City of West Branch, Iowa adopted resolution 1575 which approved the recruitment of the City Administrator/Clerk position; and

WHEREAS, during the recruitment period, additional duties, responsibilities, and obligations were required of supporting staff; and

WHEREAS, supporting staff response and actions during this period of transition were considered to be commendable and beyond the normal call of duty; and

WHEREAS, all city hall employees including Leslie Brick and Library Director Nick Shimmin were offered additional vacation time as a bonus for these efforts;

NOW, THEREFORE, BE IT RESOLVED that upon request of the Mayor and City Council, it is directed to the City Administrator to provide additional vacation days to Nick Shimmin and Leslie Brick for additional duties accepted during the City Administrator transition and recruitment process. 32 hours (4 days) is being recommended for Nick Shimmin who served as Acting City Administrator, and 24 hours (3 days) for Leslie Brick who accepted additional support activities during this period.

Passed and approved this 7th day of August 2017.

Roger Laughlin, Mayor

Attest:

Redmond Jones II, City Administrator / City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 7, 2017
AGENDA ITEM:	Discussion: the Installment of the Staff Work Plan – Parks and Recreation
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	City Administrator Redmond Jones and Parks and Recreation Director Melissa Russell
DATE:	July 31, 2017

BACKGROUND:

In the effort to maintain an Open, Agile, and Purposeful Government; staff is moving forward with implementing a “Staff Work Plan”. It is intended to provide a margin of accountability to the work progress, task(s), and communication related to projects identified and funded by the Mayor and City Council. The process will start with Director Russell’s department Parks and Recreation. Eventually, Staff Work Plan will be representative of every department / division within the city. The next department that will be presented is Public Works. The work plan will be placed on the city web-site and will be viewable by both the public and elected officials.

Projects, task(s), and directives will be provided a designation of: complete, in-progress, not completed (stalled /not started), or no longer an objective. It should be noted that the not completed will always come with some explanation as the circumstance surround the project in question. Please find attached to this staff write-up the “Staff Work Plan” for the Parks and Recreation department.

STAFF RECOMMENDATION:	Discussion and Feedback – No Action Needed
------------------------------	--

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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Parks and Recreation Department

Park Improvement – Pedersen Valley

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The DNR and Corp of Engineer Application has been completed and will be submitted by Fehr Graham. The final set of Phase 1 plans, which includes the excavation, cement, and infrastructure is scheduled to be completed the week of July 24th and will be presented to the West Branch City Council in August 2017 or early September 2017. Approval of the plans for Cubby Park from both pipelines is expected shortly.

Renderings of the pavilion and the playground will be available soon for Council approval.

Phase 1 Park Improvements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Certified Local Government Application

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This Historic Preservation Commission has been working on completing the Certified Local Government Application. The application is expected to be completed soon.

Hoover's Hometown Days Planning

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The final large group HHTD meeting was held on July 20, 2017. Committees will continue to meet as necessary until the event on August 4th and 5th.

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Music on the Green Planning

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The Summer Concert series wrapped up the season on July 27, 2017 with a performance from the Cedar County Cobras. The June performances have around 100-150 people at each performance. The July concerts are not as well attended with about 50-80 attendees.

Christmas Past

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The Kickoff to Christmas Past planning was held on July 19th, 2017. CDG is working to address some of the issues that occurred in 2016 such as the long lines for the carriages and traffic control. They expect to bring in additional carriages and add different routes to alleviate some of the 2016 issues. Most of the activities from 2016 will return to the 2017 lineup. The final schedule will be completed and released in October.

2017 Christmas Past will be December 1st and 2nd. CDG will complete a Special Use Permit for the event.

CDG Festivals

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

CDG Fall Fest will be October 7th, 2017. CDG will not request any street or sidewalk closures for the event and will not require any additional City resources.

Urban Chicken Policy

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The Animal Control Commission is still researching an Urban Chicken Policy. When the Commission has a recommendation, they will present to the West Branch City Council. A date of completion has not been set at this time. A draft ordinance has been received from the Animal Control Commission and forward to Kevin Olsen for review.

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Announcement at Beranek

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The Announcement Board at Beranek Park has not been ordered. This is just one of the small improvements that are scheduled to occur at Beranek Park. Some of the other items on the Beranek Park list are the installation of new grills near the shelter and the replacement of several of the rims and backboards on the basketball court. Dog waste stations have been purchased and will be installed at all the parks when time permits.

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