



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY, OCTOBER 2, 2017 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA

Mayor	Roger Laughlin	mayor@westbranchiowa.org
Mayor Pro Tem	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

- A. Call to Order**
- B. Opening Ceremonies**
 - 1. Pledge of Allegiance
 - 2. Welcome
- C. Roll Call**
- D. Public Hearing**
 - 1. Open Public Hearing on the College Street Bridge Replacement Project (Roll Call Vote)
- E. Guest Speaker, Presentations and Proclamations**
 - 1. Employee Recognition – Becky Knoche
 - 2. West Branch Library Annual Report – Nick Shimmin
 - 3. West Branch Main Street / Christmas Past – Kevin Rogers
- F. 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

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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.

G. 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 September 18, 2017.
2. Approve Claims Report.
3. Motion Accepting the West Branch Library Annual Report.
4. Motion Approving the CDG Street Closure Request.
5. Motion Approving the CDG Special Event Permit.

H. Public Hearing / Non-Consent Agenda

1. Discussion Item: Staff is Requesting a Statement of Direction Regarding Bonding Obligation Options.
2. Motion Approving the Appointment of Jace Gongora to the West Branch Fire Department.
3. Resolution 1651: A Resolution Authorizing Internal Advance to the North First Street Improvements Project Capital Fund.
4. Resolution 1652: A Resolution Authorizing the Transfer of Funds for Approved Capital Projects.
5. Motion Approving a Change Order Main Street Water Main Improvements Change Order No. 1.
6. Motion Approving Pay Estimate No.1 for Main Street Water Main Improvements.
7. Motion Approving Pay Estimate No.1 for North First Street Improvements.
8. Motion Approving the Second Reading of an Ordinance Change of 69.08(section 55) entitled, "No Parking Zones".

I. Reports

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

J. Comments from Mayor and Council Members

K. Adjournment

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: October 2, 2017

AGENDA ITEM:	Notice of Public Hearing
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Veenstra & Kimm, Inc.
DATE:	September 25, 2017

BACKGROUND:

City of West Branch, Iowa will be considering approving the following described project:

- Bridge Replacement on College Street over the West Branch portion of Wapsinonic Creek.
- Reconstruction of College Street from 1st Street to 4th Street.
- Reconstruction of 2nd Street from College Street to Green Street.

STAFF RECOMMENDATION: Convene Public Hearing

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

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NOTICE OF PUBLIC HEARING

COLLEGE STREET BRIDGE REPLACEMENT AND ADJACENT ROADWAY RECONSTRUCTION IN THE CITY OF WEST BRANCH, IOWA

A governmental body which proposes to acquire property under the power of eminent domain for a public improvement project is required to give notice of a public hearing to all owners and contract purchasers of record of land that may be subject to condemnation. Notice is hereby given that a public hearing will be held by the City of West Branch at its meeting at 7:00 p.m. on the 2nd day of October, 2017, in the Council Chambers at City Hall, 110 North Poplar Street, West Branch, Iowa.

1. DESCRIPTION OF THE PROPOSED IMPROVEMENT.
NOTICE IS HEREBY GIVEN that the City of West Branch, Iowa (CITY) will be considering approving the following described project:
 - Bridge replacement on College Street over the West Branch of Wapsinonic Creek
 - Reconstruction of College Street from 1st Street to 4th Street.
 - Reconstruction of 2nd Street from College Street to Green Street.

2. PRIVATE PROPERTY MAY BE ACQUIRED BY PURCHASE OR CONDEMNATION.
If the CITY approves the above-described project, the CITY will be required to acquire property and easements for the proposed improvements. The CITY will attempt to purchase the required property and easements by good faith negotiations; however, it may condemn those properties, which it is unable to purchase. The proposed location of the above-described public improvement is shown on preliminary plans for the project. Preliminary plans can be viewed at West Branch City Hall and are available from the project Engineer at Veenstra & Kimm, Inc. 860 22nd Ave, Ste. 4 Coralville, Iowa 52241.

3. CITY OF WEST BRANCH PROCESS TO SELECT THE ROUTE OR SITE LOCATION, OR TO ACQUIRE OR CONDEMN PROPERTY INTERESTS.
In order to acquire the necessary properties and property interests required for the project, the CITY is required to approve the location of the project. The CITY will hold a public hearing at West Branch City Hall on October 2nd at 7:00 p.m. to present to the public the proposed improvement and the anticipated impacts of the improvement.

Persons whose property may be affected by the project, as well as the general public, may comment on the project at the hearing. The comments will be presented to the project engineer. Based in part on the information received at the public hearing, the CITY will select the location for the project and decide whether to fund the site-specific design and to authorize by purchase or condemnation the acquisition of right of way for the project.

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4. OPPORTUNITIES FOR PUBLIC INPUT.

A Public Meeting will be held on October 2nd between 5 and 6 p.m. at West Branch City Hall, 110 N. Poplar Street. In addition, the above mentioned public hearing will be held. City staff and project engineers will be available to answer questions about the proposed improvements. Written statements can be submitted to the City of West Branch at the hearing, or sent to the City by mail to City of West Branch, 110 N. Poplar Street, West Branch, Iowa, 52358, or via email to the project engineer at dschechinger@v-k.net

5. PROJECT CONTACT.

For information regarding the proposed improvement contact:

Dave Schechinger
Project Engineer
Veenstra & Kimm, Inc.
860 22nd Ave, Ste. 4
Coralville, Iowa 52241
Telephone 319-466-1000
e-mail: dschechinger@v-k.net

Published by the order of the City of West Branch, Iowa, on this 14th day of September, 2017.

CITY OF WEST BRANCH, IOWA,

Roger Laughlin, Mayor

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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
18, 2017*

City Council Meeting

September

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 invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Laughlin was present. Council members: Colton Miller, Tim Shields, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Library Director Nick Shimmin, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS.

Jim Dane, of the Iowa City Kiwanis group gave a presentation to the Council on the mission of Kiwanis and their desire to have a club re-established in West Branch. Dane said he has been in contact with the school district and is excited for their participation.

Sergeant Hanna was unavailable this evening for the award presentation. This item was postponed to a later date.

PUBLIC COMMENT.

There was no public comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approval of City Council Meeting Minutes September 11, 2017

Resolution 1649- approving the Street Financial Report for Iowa Department of Transportation (FY17)

Approve Claims

Resolution 1650- approving the option to pursue Wetland Mitigation on the Cubby Park project site.

Jones explained that this was a follow-up from the last Council meeting when the issue was raised due lack of available wetland mitigation bank credits. Jones explained that this resolution was to approve on-site mitigation as the most viable option at this time. Miller suggested of using a portion of the West Branch Village for mitigation as an option if the Council choose to explore it and if time permitted.

EXPENDITURES	9/18/2017	
ALLIANT ENERGY	UTILITIES-WATER TOWER	10,436.36
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	578.45
BIG TEN RENTALS	TENT & CHAIRS-HHTD	1,194.60
BP AMOCO	VEHICLE FUEL	188.90

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Motion by Ellyson, second by Shields to approve agenda/consent agenda items. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. NAYS: None. Motion carried.

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to approve a Special Event Permit to consume alcohol as a part of a wedding toast. /Move to action.

The permit was submitted by Little Lights requesting permission to use Heritage Square for this short event.

Motion by Shields, second by Miller to approve the Special Permit. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. NAYS: None. Motion carried.

Discussion- College Street Bridge Replacement Project

City Engineer, Dave Schechinger reported that a public meeting was held on September 5, 2017 to allow residents to express concerns on the bridge replacement project. Based on comments, Schechinger said there was an option to request a variance on the design that may help with water flow from the creek in flooding events. Schechinger said another public meeting will be held on Monday, October 2, 2017 at 5:00 in the Council Chambers to discuss this option with the residents.

Motion approving Sanitary Sewer Rehabilitation-Phase 2, Pay Estimate #1./Move to action.

Goodale said that he was satisfied with the work performed with the company and noted that due to some collapsed sewer mains, there will be some street patching needed when the project was completed.

Motion by Stevenson, second by Shields to approve pay estimate #1. AYES: Stevenson, Shields, Pierce, Miller, Ellyson. NAYS: None. Motion carried.

Discussion – West Branch Village Trail Project

Schechinger provided an update on the project and said he forwarded background information to Jones to get him up to speed on the project. He also said that he had checked with the DNR again and that the project review was still out about one month. The Council expressed concern that the Reap Grant would be in jeopardy if the DNR did not take action soon.

Motion to approve Change Order #2 for the North First Street Improvements Project./Move to action.

Schechinger described issues uncovered when the old concrete was removed last week from North First Street. Unsuitable soil issues, abandoned storm sewer lines and the removal of an underground tank are the result of the change order.

Motion by Ellyson, second by Stevenson to Change order #2. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. NAYS: None. Motion carried.

Discussion – Gilbert Drive extension

Schechinger presented a proposed concept for the Gilbert Street extension that he had been working on with the property owner. He explained that when the park property was purchased, it did not include the land needed to make the connection. The Council felt that the proposed plan was not feasible and tabled the discussion.

Motion approving First Reading of an Ordinance change to Chapter 69.08(55)

Chief Horihan explained that he had received complaints from business owners and residents on Northridge Drive on lack of parking. Recently, a new business moved into the neighborhood and more on street parking is needed. Horihan said this change would allow parking on the north side

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of the two way portion of Northside Drive. Miller requested staff to notify affected property owners via letter advising them of the proposed parking change. He asked that it be done immediately so property owners had a chance to provide feedback and/or raise concerns.

CITY STAFF REPORTS

Jones presented a sample business card he designed and asked if any other Council members would like to use the design. Jones recapped the week’s activities including how City staff handled the construction on North First Street and the school bond vote. He praised the staff for going above and beyond in making a potentially bad situation a positive one for the City.

Goodale reported that the new salt shed had been completed and that all material was moved the shed.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin said he will be filing nomination papers this week.

Stevenson asked for an update on the proposed Chicken Ordinance being reviewed by the Animal Control Commission and said that she was hoping to be able to vote on it prior to her departure from her council seat.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:49 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Approve 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:	September 25, 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.

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

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EXPENDITURES		10/2/2017
ALLIANT ENERGY	SALT SHED-ELECTRICAL	1,685.17
BRET F STOUT	REPAIR-FOSTER STREET	875.00
BSN SPORTS INC	YOUTH SPORTS SUPPLIES	583.72
CHIEF SUPPLY CORPORATION	SUPPLIES	19.88
F&B COMMUNICATIONS INC	AUG/SEP WEB HOSTING	64.90
FEHR GRAHAM	308 PV PARK IMP DESIGN	6,106.50
HOLLYWOOD GRAPHICS	HOLLYWOOD GRAPHICS	507.10
HOTSY CLEANING SYSTEMS	EQUIP MAINTENANCE SUPPLIES	1,497.09
IMWCA	WORK COMP PREMIUMS	5,143.00
INTERSTATE POWER SYSTEMS I	MAINTENANCE SERVICE	612.82
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	563.75
IOWA MUNICIPAL FINANCE OFF	CLERK CERTIFICATION FEE	125.00
JOHN DEERE FINANCIAL	CLOTHING ALLOWANCE/SUPPLIES	294.47
KNOCHE, REBECCA	BLDG INCENTIVE REIMBURSEMENT	623.76
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,425.43
LOWES BUSINESS ACCT/GEGRB	MAINTENANCE SUPPLIES	191.15
LYNCH DALLAS, P.C. ATTORNE	LEGAL FEES - EMPLOYEE HANDBOOK	2,300.00
LYNCH'S EXCAVATING INC	SEWER REPAIR-COLLEGE ST	6,638.35
LYNCH'S EXCAVATING INC	SEWER REPAIR-5TH AND COLLEGE	6,246.80
LYNCH'S EXCAVATING INC	SEWER REPAIR-E ORANGE ST	1,763.49
LYNCH'S PLUMBING INC	314 N 1ST ST IMPROVEMENTS	117.00
LYNCH'S PLUMBING INC	310 COL ST BRIDGE LOCATE WATER & SEWER LINES	1,676.00
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	87.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	730.00
SCHIMBERG CO	SUPPLIES	590.36
STATE HYGIENIC LAB	LAB ANALYSIS	177.00
UNIFORM DEN INC.	UNIFORMS	105.55
UPS	SEWER-SHIPPING	21.29
VEENSTRA & KIMM INC.	314 N 1ST ST IMP-RES REVIEW	9,858.00
VEENSTRA & KIMM INC.	P & Z-PV MULTI FAMILY REVIEW	166.00
VEENSTRA & KIMM INC.	316 SANITARY SEWER REHAB PH 2	1,424.43
VEENSTRA & KIMM INC.	P & Z-MEADOWS PART 2 RES REVIEW	2,569.01
VEENSTRA & KIMM INC.	315 MAIN ST WATER MAIN	7,788.30
VEENSTRA & KIMM INC.	318 COLLEGE ST & 2ND ST IMPROVEMENTS	10,620.00
VEENSTRA & KIMM INC.	310 COLLEGE ST BRIDGE R-O-W ACQUISITION	12,574.10
VISU-SEWER INC	316 I & I LINE/GROUT PH 2	105,930.23
YOTTYS, INC.	GOLF CART RENTAL	1,000.00
TOTAL		192,881.65

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PAID BETWEEN MEETINGS

AMAZON	BOOKS	936.47
BAKER & TAYLOR	BOOKS	494.04
DEWEYS JACK & JILL	SUPPLIES	129.20
HOLLYWOOD GRAPHICS	YOUTH VOLLEYBALL SHIRTS	489.30
MEDIACOM	CABLE SERVICE	48.40
UPS	SEWER-SHIPING	20.43
US BANK CORPORATE CARD	CREDIT CARD PAYMENTS	1,757.83
VAN METER INC	LIGHTS-VOLLEYBALL COURTS	3,335.56
VERIZON WIRELESS	WIRELESS SERVICE	978.50
WALMART COMMUNITY	DVDS, PROGRAM SUPPLIES	231.02
WEX BANK	VEHICLE FUEL	1,675.64
TOTAL		10,096.39

PAYROLL 9/22/2017 **53,177.60**

GRAND TOTAL EXPENDITURES **256,155.64**

FUND TOTALS

001 GENERAL FUND	33,536.64
022 CIVIC CENTER	43.29
031 LIBRARY	7,307.63
036 TORT LIABILITY	4,751.02
110 ROAD USE TAX	6,428.20
112 TRUST AND AGENCY	12,039.14
308 PARK IMP - PEDERSEN VALLEY	6,106.50
309 PHASE 1 PARK IMPROVEMENTS	3,335.56
310 COLLEGE STREET BRIDGE	14,250.10
314 N FIRST ST IMPROVEMENTS	9,975.00
315 MAIN ST WATER MAIN IMPROVEMENTS	7,788.30
316 I & I LINE/GROUT PHASE 2	122,003.30
318 COLLEGE ST & 2ND ST IMPROVEMENTS	10,620.00
600 WATER FUND	8,996.03
610 SEWER FUND	8,974.93

GRAND TOTAL **256,155.64**

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	CHIEF SUPPLY CORPORATION UNIFORM DEN INC. LIBERTY COMMUNICATIONS LOWES BUSINESS ACCT/GEGRB	SUPPLIES	19.88
			UNIFORMS	105.55
			TELEPHONE SERVICE	248.71
			MAINTENANCE SUPPLIES	169.93
			TOTAL:	544.07
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS INTERSTATE POWER SYSTEMS INC	TELEPHONE SERVICE	99.78
			TELEPHONE SERVICE	44.39
			MAINTENANCE SERVICE	57.50
			TOTAL:	201.67
ROADS AND STREETS	GENERAL FUND	BRET F STOUT	REPAIR-FOSTER STREET	875.00
TOTAL:	875.00			
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC. BSN SPORTS INC HOLLYWOOD GRAPHICS LIBERTY COMMUNICATIONS	SERVICE-WAPSI PARK	87.00
			YOUTH SPORTS SUPPLIES	583.72
			HOLLYWOOD GRAPHICS	507.10
			TELEPHONE SERVICE	155.82
			TOTAL:	1,333.64
COMM & CULTURAL DEVEL	GENERAL FUND	YOTTYS, INC.	GOLF CART RENTAL	1,000.00
TOTAL:	1,000.00			
ECONOMIC DEVELOPMENT	GENERAL FUND	KNOCHE, REBECCA	BLDG INCENTIVE REIMBURSEME	14.23
			BLDG INCENTIVE REIMBURSEME	609.53
			TOTAL:	623.76
CLERK & TREASURER	GENERAL FUND	F&B COMMUNICATIONS INC LYNCH DALLAS, P.C. ATTORNEYS AT LAW LIBERTY COMMUNICATIONS IOWA MUNICIPAL FINANCE OFFICERS ASSN. PITNEY BOWES INC	AUG/SEP WEB HOSTING	64.90
			LEGAL FEES - EMPLOYEE HAND	2,300.00
			TELEPHONE SERVICE	420.13
			CLERK CERTIFICATION FEE	125.00
			POSTAGE METER RENTAL	180.00
			TOTAL:	3,090.03
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	67.69
TOTAL:	67.69			
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	P & Z-PV MULTI FAMILY REVI	166.00
			P & Z-MEADOWS PT 2-RES REV	2,569.01
			TOTAL:	2,735.01
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.29
TOTAL:	43.29			
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS LOWES BUSINESS ACCT/GEGRB	TELEPHONE SERVICE	189.12
			MAINTENANCE SUPPLIES	21.22
			TOTAL:	210.34
POLICE OPERATIONS	TORT LIABILITY	INWCA	WORK COMP - POLICE	1,381.31
TOTAL:	1,381.31			
FIRE OPERATION	TORT LIABILITY	INWCA	WORK COMP - FIRE	1,844.85
TOTAL:	1,844.85			
ROADS & STREETS	TORT LIABILITY	INWCA	WORK COMP - STREETS	590.28
TOTAL:	590.28			

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	12.96
			TOTAL:	12.96
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	381.38
			TOTAL:	381.38
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	369.16
			TOTAL:	369.16
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	171.08
			TOTAL:	171.08
ROADS & STREETS	ROAD USE TAX	ALLIANT ENERGY LIBERTY COMMUNICATIONS HOTSYS CLEANING SYSTEMS	SALT SHED-ELECTRICAL	1,685.17
			TELEPHONE SERVICE	52.17
			EQUIP MAINTENANCE SUPPLIES	36.53
			EQUIP MAINTENANCE SUPPLIES	1,460.56
			TOTAL:	3,234.43
INVALID DEPARTMENT	PARK IMP - PEDERSE FEHR GRAHAM		308 FV PARK IMP DESIGN	6,106.50
			TOTAL:	6,106.50
INVALID DEPARTMENT	COLLEGE STREET BRI LYNCH'S PLUMBING INC	VEENSTRA & KIMM INC.	POTHOLING SEWER LINE	666.00
			POTHOLING SEWER & WATER LI	1,010.00
			310 COL ST BRIDGE ROW	12,574.10
			TOTAL:	14,250.10
INVALID DEPARTMENT	N FIRST ST IMPROV	LYNCH'S PLUMBING INC VEENSTRA & KIMM INC.	314 N 1ST ST IMPROVEMENTS	117.00
			314 N 1ST ST IMP-RES REVIE	9,858.00
			TOTAL:	9,975.00
INVALID DEPARTMENT	MAIN ST WATER MAIN	VEENSTRA & KIMM INC.	315 MAIN ST WATER MAIN	7,788.30
			TOTAL:	7,788.30
INVALID DEPARTMENT	I & I LINE/GROUT P LYNCH'S EXCAVATING INC	VISU-SEWER INC VEENSTRA & KIMM INC.	SEWER REPAIR-COLLEGE ST	6,638.35
			SEWER REPAIR-5TH & COLLEGE	6,246.80
			SEWER REPAIR-E ORANGE ST	1,763.49
			316 I & I LINE/GROUT PH 2	105,930.23
			316 SAN SEWER REHAB I & I	67.72
			316 SAN SEWER REHAB PH 2 R	1,356.71
			TOTAL:	122,003.30
INVALID DEPARTMENT	COLLEGE ST & 2ND S	VEENSTRA & KIMM INC.	318 COL ST & 2ND ST IMP DE	10,620.00
			TOTAL:	10,620.00
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB IOWA ASSN. MUN. UTILITIES IMWCA LIBERTY COMMUNICATIONS SCHIMBERG CO	LAB ANALYSIS	177.00
			SAFETY TRAINING	563.75
			WORK COMP - WATEER	319.35
			TELEPHONE SERVICE	52.17
			SUPPLIES	590.36
			TOTAL:	1,702.63
SEWER OPERATING	SEWER FUND	UPS QC ANALYTICAL SERVICES LLC IMWCA JOHN DEERE FINANCIAL	SEWER-SHIPING	21.29
			LAB ANALYSIS	730.00
			WORK COMP - SEWER	72.63
			CLOTHING ALLOWANCE/SUPPLIE	54.52
			CLOTHING ALLOWANCE/SUPPLIE	239.95

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	52.16
		INTERSTATE POWER SYSTEMS INC	GENERATOR MAINTENANCE	555.32
			TOTAL:	1,725.87

===== FUND TOTALS =====	
001	GENERAL FUND 10,470.87
022	CIVIC CENTER 43.29
031	LIBRARY 210.34
036	TORT LIABILITY 4,751.02
110	ROAD USE TAX 3,234.43
308	PARK IMP - PEDERSEN VALLE 6,106.50
310	COLLEGE STREET BRIDGE 14,250.10
314	N FIRST ST IMPROVEMENTS 9,975.00
315	MAIN ST WATER MAIN IMPROV 7,788.30
316	I & I LINE/GROUT PH 2 122,003.30
318	COLLEGE ST & 2ND ST IMPRO 10,620.00
600	WATER FUND 1,702.63
610	SEWER FUND 1,725.87

GRAND TOTAL: 192,881.65	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: October 2, 2017

AGENDA ITEM:	Motion Accepting the West Branch Library Annual Report
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Nick Shimmin, Library Director
DATE:	September 26, 2017

BACKGROUND:

The Library provides materials, programs, services, technology, and space to support all ages in their endeavors to learn, to discover, to engage, and to connect with one another, the West Branch community, and the wider world.

Per the West Branch Code of Ordinances, the West Branch Public Library is required to provide the City Council with an annual report. The library director prepares the annual report document in conjunction with the State’s statistical reports and it is then approved for submission by the Library Board.

The attached annual report was approved by the Library Board of Trustees as the September meeting. A presentation will be given to provide supplemental information and to answer any questions the City Council may have.

STAFF RECOMMENDATION: Accept the West Branch Library Annual Report

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

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ANNUAL REPORT

West Branch Public Library Annual Report for Fiscal Year 2017

September 2017

Welcome

Welcome to the Annual Report of the West Branch Public Library for 2017. This report serves to highlight some of the major points of operation for the fiscal year which ran from July 2016 through June 2017.

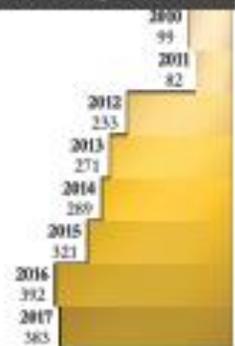
In 2017, the WBPL worked towards providing new learning experiences through building and experimentation. Two different grants were awarded to the library and Friends of the Library which provided funding for Makerspace and STEM equipment. Libraries, as a whole, have been moving to include more methods for learning and these provide learning opportunities in topics like math, engineering, programming, science, and technology.

Also finding its way into this theme have been changes in the Summer Library Program which have, over the past two years, begun to incorporate rewards for learning in many forms rather than promoting only reading. The library still does, of course, promote reading as a very positive influence on a person's life and education, but acknowledges that some people do not learn best this way and there are more things to be learned than can be done through books alone.

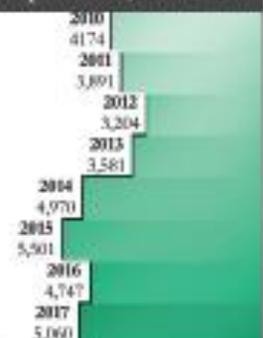
In the coming year, we look to focus on revising these offerings - to find what library users find interesting and fun to use and to refine how we provide them. Apart from this theme, the library is also looking to improve the library facilities themselves. While a new facility is in the future, it is likely a significant amount of years away and providing a facility that library users find clean and amiable is still vital to library operations.

As we head into 2018, we hope to see you over the next year as we continue to work to provide and improve on our services that we provide to the West Branch Community.

Community Room Use, 2010 - 2017



Computer Uses, 2010 - 2017



Library Youth build to learn during 2017

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Total Circulation (bars) & Total Collection Size (line), 2010 -2017

Circulation & Collection Size

Circulation and collection size have not changed dramatically for the better part of the last decade. In 2007 and 2008, circulation rose from around 35,000 annually to around 42,000 and collection size was reduced from 24,000 to below 20,000. Since then, very little change has been observed. Some of the collection was removed in 2016 to make space for seating and programming, but the collection itself has not changed much.

Note that the collection here is purely in physical items found within the library. Library users also have access to the electronic collection now which includes another 30,000 items which provides for a wider collection and constant access.



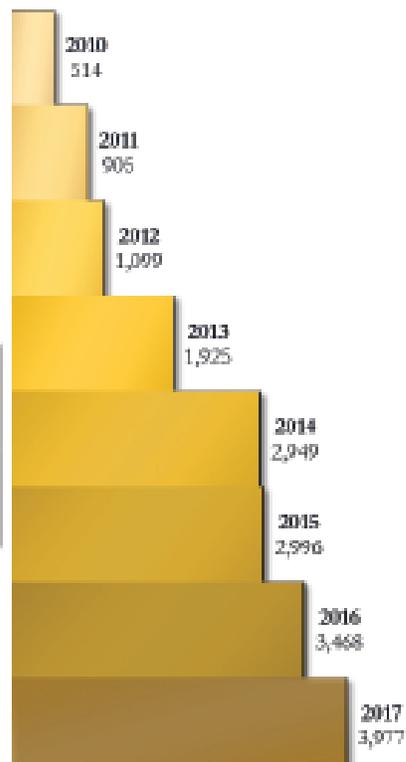
Numbers of items added and removed from the collection, 2011-2017

Ebooks

Bridges, the library's electronic book and audiobook service, continues to increase in popularity. In 2017, the use of ebooks and electronic audio books increased by 15% over the prior year up to 3,977 uses this year.

The total number of electronic items available dropped from approximately 34,000 in 2016 to 30,000 in 2017 as time-restricted items reached their limits for use.

This year, a new application was introduced to provide access to the collection. Libby, a new application intended to replace the Overdrive application, available on Android and Apple devices, improved and simplified the ebook interface. It allows faster and easier logins, less clutter in the interface, and easy switching between books and libraries. Be sure to take a look at Libby.



eBook & eAudiobook use, 2010 - 2017

Summer Library Program
 The 2017 Summer Library Program invited us all to Build a Better World.



Special guests in 2017 included Bubble Wonders, an inspirational and fun speaker with amazing bubble tricks; a special Nature Play night, children's artist Tim Read, and scientific experiments by Absolute Science!

Learning incentives were back this year with a variety of prizes given for many different tasks, including, of course, reading. New this year for the children were bingo cards which replaced the sticker sheets and coins. While many of the actual incentives remained the same, the bingo cards were used to help promote other learning opportunities with reading.

Registration in 2017 was still very high, albeit not quite as strong as in 2016 with a total registration of 448 people. While not shown, these are up strongly over a decade prior where it was not uncommon to have less than 100 participants.



Summer Registrations, 2010 - 2017



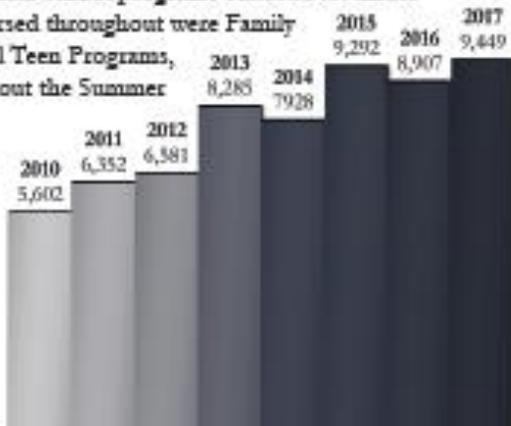
Preschool Storytime gets a visit from baby goats

Programming

Library Programs continue to be one of the most sought-after library services and one of our favorite. Participation again increased to 9,449 during 2017, a slight jump over 2015 which previously saw the highest program and event participation.

Library programming came in many different forms in 2017. It included the perennial Pajama and Preschool Storytimes which run throughout the year as well as many after-school programs offered November through March. Interspersed throughout were Family Movie Nights, afterschool Teen Programs, and many events throughout the Summer

Library Program. Continued in 2017 were efforts to provide adult-level programs which saw Pinterest Parties, Movie Nights, and Lego Builds. And never forget the Book Discussion which still meets every 3rd Tuesday of the month!



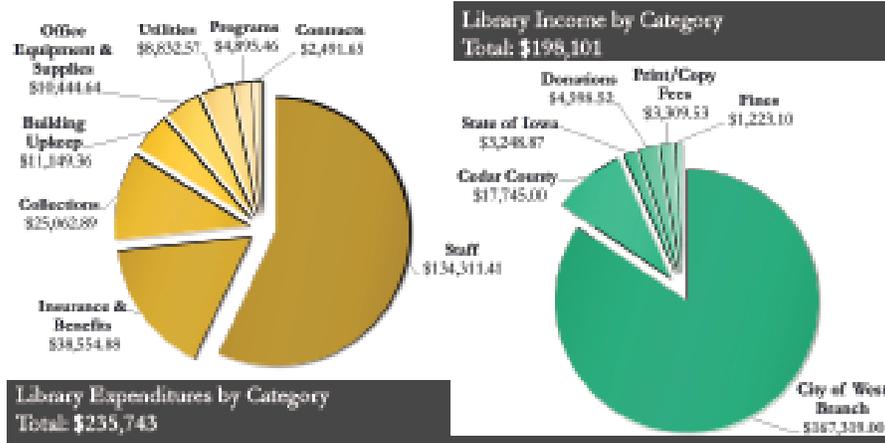
Programming attendance, 2010 - 2017

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Financial Information

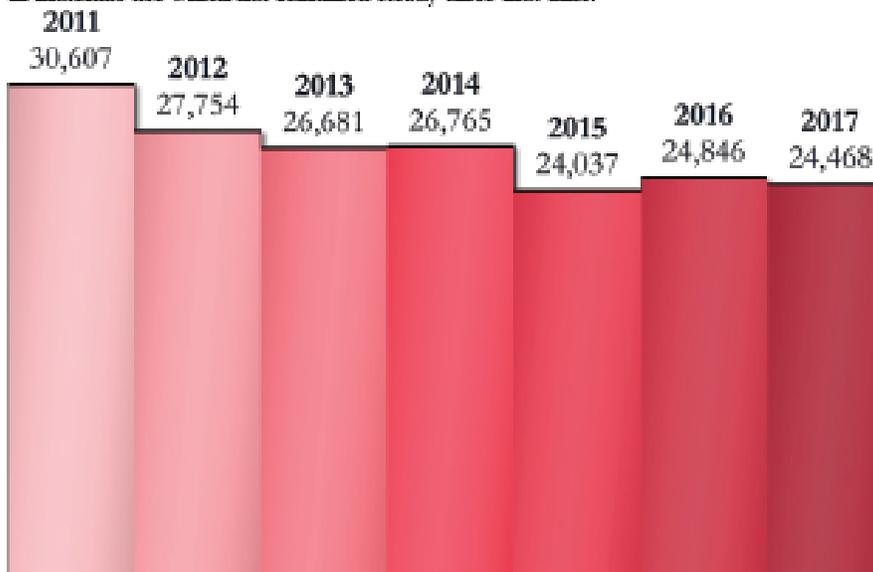
There have been no significant changes in library income or expenditures over the more recent years. The City of West Branch provides the majority of the funding for the library while staffing, benefits, and insurance comprise the majority of the expenditures.

As always, since not all items listed in the expenditures section are accounted for through income into the library account, the income and expenditures are not intended to be equal amounts.



Library Visits

As can be seen in the graph below, overall library visits have dropped since a routine high around 30,000 about 6-10 years ago. The primary change has been through a routine decrease in the afterschool visiting population from the nearby elementary and middle schools. There are, of course, a number of youth who use the library on a regular basis after school, but there are not huge crowds as there were around 2010. Note that this change is not reflected in either program attendance, which has risen, or in materials use which has remained steady since that time.



About this Report

The library's annual report has been prepared by Nick Shimmin, Library Director, PO Box 460, West Branch, IA 52358

(319)643-2633

staff@wbpl.org

visit us on the web at
wbpl.org

The library would like to thank all of the people that make the West Branch Public Library possible:

Library Board of Trustees:

Monica Tylee
Chuck Varnum
Cary Wiener
Michael Sexton
Kristin Nalan
Jaque Gutwein
Karina Krall

Friends of the Library Board

Jennie Embree
Liz Hernandez
Shari Heick
Lisa Nelson
Kelley Schlitz

Staff

Nick Shimmin
Rebecca Knoche
Jessica Schafer
Katrina Korsmo



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Motion Approving the CDG Street Closure Request
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Kevin Rogers, Executive Director of CDG
DATE:	September 25, 2017

BACKGROUND:

Kevin Rogers, Executive Director of Community Development Group (CDG) has submitted a Street Closure Request for Christmas Past 2017. Information is attached.

STAFF RECOMMENDATION:	Motion to approve street closure / Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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A Main Street Iowa Community



Wednesday, 06-September 2017

City of West Branch, Iowa
Redmond Jones II, City Administrator
Post Office Box 218
West Branch, Iowa 52358-0218

Dear Mr. Jones:

On behalf of the West Branch Community Development Group I would like to submit a road closure request for the community's winter festival, A Christmas Past. The event this year will be from 5-9 p.m. Friday, December 1, 2017 and 9 a.m. – 9 p.m. Saturday, December 2, 2017.

The road closure request would be to close Wetherell Street where it intersects with South Popular Street, directly behind Brick Arch Winery, extending east to the Federal Building (United States Postal Service & Herbert Hoover National Historic Site Visitor Center). Additionally requesting the 100 block of South Downey Street, adjacent to Heritage Square be closed.

The closure request would be from 4 p.m. Friday, December 1, 2017 extending through 10:30 p.m. Saturday, December 2, 2017.

The purpose of this closure request would be for: 1.) the staging and movement of Route 2 horse-drawn carriage rides out of and into the Herbert Hoover National Historic Site, and 2.) the safety of patrons attending the annual event, and 3.) the safety of patrons in Heritage Square.

We've identified that the United State Postal Service will need access to the road Friday, December 1 and Saturday, December 2, 2017, for the purpose of mail pick up and deliveries from the Cedar Rapids regional mail sorting center. If the closure request is approved the CDG will work with the local USPS office and will have personnel available to safely guide the USPS truck in and out of the area both days.

EAT • SHOP • EXPLORE

111 East Main Street | Post Office Box 786 | West Branch, IA 52358 | 319.643.7100

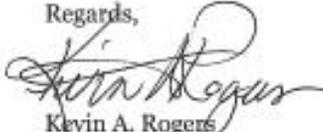
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Additionally if the request is approved the CDG will notify landlords with tenants in upper level apartments and business owners/managers along the requested closure route, in writing by no later than Wednesday, November 22, 2017, of the road closure.

Finally, we will work with the city's public works department to secure the necessary road closure barricades if the request is approved.

We appreciate your consideration of this request. Please do not hesitate to contact me directly with questions and or concerns at my office 316.643.7100 or via mobile at 319.329.8186.

Regards,



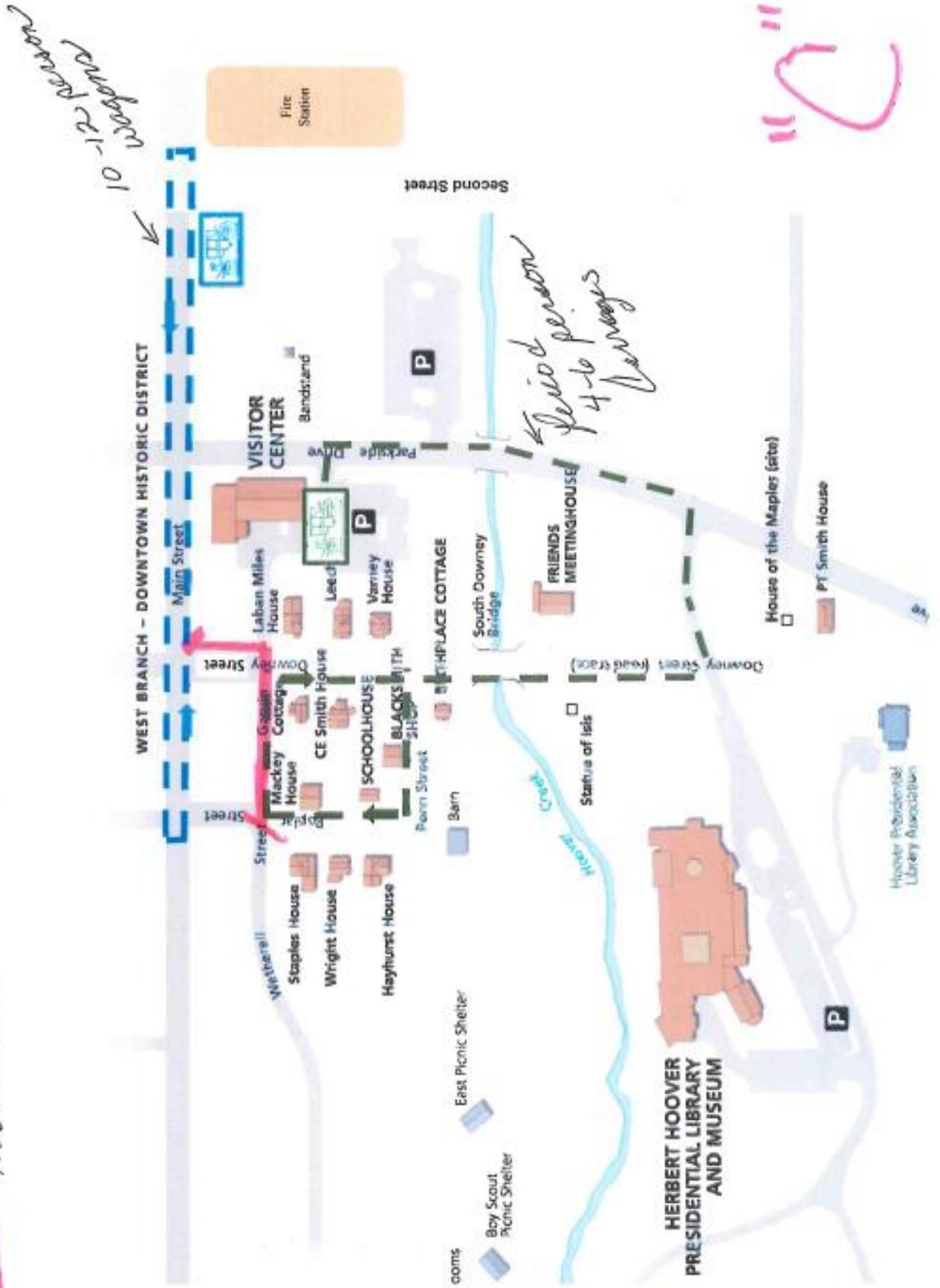
Kevin A. Rogers
Executive Director

EAT • SHOP • EXPLORE

111 East Main Street | Post Office Box 786 | West Branch IA 52358 | 319.643.7100

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 = Road Closure



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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Motion Approving the CDG special Event Permit.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Kevin Rogers, Executive Director of CDG
DATE:	September 25, 2017

BACKGROUND:

Kevin Rogers, Executive Director of Community Development Group (CDG) has submitted a Special Event Permit / Town Hall Rental / Open Burning Permit for Christmas Past 2017. Information is attached. Motion to approve permit.

STAFF RECOMMENDATION:	Motion to approve permit / Move Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration _____ West Branch Fire Department _____ West Branch Police Department _____

West Branch Public Library _____ West Branch Public Works _____ West Branch Parks and Recreation _____

Other _____ Other _____

Notes: _____

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Special Event Permit Application

Event Title/Name: A Christmas Past
 Event Organization: West Branch Comm Develop Group Phone: 319-643-7100
 Organization Address: 111 East Main Street Tax ID #: 20-3304311
 City: West Branch State: IA Zip Code: 52358
 Event Website: mainstreetwestbranch.org Event Email: mainstreetwestbranch@gmail.com
 Event Coordinator Name and Title: Kevin Rogers
 Event Coordinator Email: mainstreetwestbranch@gmail.com
 Event Coordinator Cell Number: 319.643.7100 or 319.329.8186
 Event Coordinator Address: 111 East Main Street
 City: West Branch State: IA Zip Code: 52358
 Description of Event: See attached Schedule of Events - Exhibit A

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Fri. Dec. 1, 2017 @ 8 am	Fri. Dec. 1, 2017 @ 5 pm	Sat. Dec. 2, 2017 @ 9 pm	Sat. Dec. 2, 2017 @ 11 pm

Maximum Number of Participants: 3000 Maximum Number of Vehicles: 750-1000??
 Will there be an admission fee? No What is the admission fee? _____
 Will food be sold? Yes- in established businesses only Organizers are responsible for making sure vendors have secured the appropriate permits.
 Will alcohol be permitted or sold? No Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.
 Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? ___
 Please list other agencies involved. NPS Permit Submitted 09-08-2017
 Traffic Control Plan (please attach diagram): See attached Exhibit C

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Public Notification Plan: Business owners with affected tenants in second story apartments will be provided notices of street closures and times. Street closure will also be publicized in the West Branch Times.

Amplified Sound/Noise Plan: Not Applicable

Site Plan/Race Course Map (please attach diagram): Not Applicable

Security Plan: (Per Mike Horihan) We will adhere to the same disaster plan as utilized for Hoover's Hometown Days. In the event of an emergency, the Cedar County Sheriff's Office will be contacted who will in-turn dispatch West Branch authorities.

Restoration Plan: Not Applicable

Trash Management Plan: Not Applicable

Restroom Plan: Not Applicable

Signs/Banner Plan: Window signs will be placed in brick and mortar storefronts in addition to advertisements in the local newspaper, and Travel Iowa Magazine.

Insurance policy: See attached

Signature: *Kristin A. Regus* Date: 9-20-2017

*****By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.**

Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.

Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.

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CHRISTMAS PAST 2017

SCHEDULE OUTLINE

Times subject to change slightly.

FRIDAY, DECEMBER 1, 2017

- 12-5 pm **Art Market**
Little Lights Events • 102 West Main Street
- 5 pm **Tree Lighting Ceremony**
The Village Green • Corner of East Main Street and Parkside Drive
- Santa and Mrs. Claus and honored guests will lead the community in lighting the Community Tree • Music provided by local musician.*
- 5-7 pm **Kids T-Shirt Decorating** *While supplies last*
107 North Downey Street • Kingdom Graphics
Sponsored by Troy and Sarah Norpel
- 5-8 pm **Homemade Donuts**
Parking Lot of Presidential Motors • 209 East Main Street
Sponsored by the West Branch Boy Scouts of America
- Thank you to Tony Nopoulos, Presidential Motors, for allowing us to use his parking lot space*
- 5-8 pm **Herbert Hoover Presidential Library-Museum**
Tales of the Sea Christmas Tree Display
- FREE admission to the Tree Gallery and Museum Galleries*
Sponsored by the Hoover Presidential Foundation
- 5-8 pm **North Pole Outlet (Not confirmed)**
109 East Main Street
Sponsored by Norm and Pat Bickford
- For KIDS in grade 4 or younger. Pick out a gift for your parent(s)*
- 5-9 pm **Belgium Towers & Marshmallow Roasting**
Downtown Intersection of Main Street and Downey Street
Sponsored by the West Branch Lion's Club

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- 5-9 pm **Heritage Museum**
109 West Main Street
- 5-9 pm **Vintage Snowmobile Display**
117 West Main Street • Parking Lot of the Groom Station
Sponsored by the Cedar Country Winter Warriors
- 5-9 pm **Gibson Trains**

West Branch Fire Station • South Second Street
Sponsored by the Gibson Family • West Branch Fire Department

Complimentary cookies and coffee.
- 5-9 pm **Bon Fire/Hot Dog Roasting**
West Branch Fire Station • South Second Street
Sponsored by the West Branch Fire Department
- 5:30-8 pm **Live Blacksmithing**
Herbert Hoover National Historic Site
Sponsored by the Herbert Hoover National Historic Site
- 6-8 pm **Kids Crafts**
Town Hall • 205 East Main Street
Sponsored by City of West Branch Parks & Recreation
- 6-8 pm **Christmas Crafts and Treats**
Town Hall • 205 East Main Street
Sponsored by Friends of West Branch Public Library
- 6-9 pm **Silent Auction**
Town Hall • 205 East Main Street
Tree, wreaths, and baskets donated by local businesses.

All proceeds go to support the West Branch Community Development Group
- 6-8:30 pm **Main Street Horse-Drawn Wagons**
The Village Green • Corner of East Main & South Second Streets
Sponsored by:

NOTE: This wagon ride traverses Main Street, loading and unloading at the corner of East Main and South Second Street (adjacent to the Bon Fire). Horse-Drawn Wagon ride will not enter the Herbert Hoover National Historic Site.

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- 6-8:30 pm** **Stepping Back In Time Period Horse-Drawn Carriage Rides**
Herbert Hoover National Historic Site Visitor's Center • Parkside Drive
During your ride enjoy carolers dress in period attire.
- Sponsored by:*
- NOTE: Period horse-drawn carriage rides will traverse through the Herbert Hoover National Historic Site. Period horse-drawn carriages will not traverse Main Street.*
- 6-9 pm** **Santa & Mrs. Claus**
Nature's Grace Photography • 102 West Main Street
Sponsored by Community State Bank and US Bank
Professional Photography sponsored by Nature's Grace Photography
- Bring your own camera or professional photos will be posted to the West Branch Community Development Group's Facebook Page.*
- NOTE: Enter through Nature's Grace Photography, exiting through the lobby of Little Lights Events.*
- 6:30 pm** **Candlelight Tours through the Herbert Hoover National Historic Site**
Herbert Hoover National Historic Site Visitor's Center • Parkside Drive
Sponsored by the Herbert Hoover National Historic Site.
- 6:30-7 pm** **Bell Choir (Not confirmed)**
Friends Church • 116 North Downey Street
- 6:30-8 pm** **Uncalled Four**
Herbert Hoover Presidential Library-Museum • 210 Parkside Drive
- Caroling in the Library Rotunda*
- 7 pm** **Young Footlites**
Herbert Hoover Presidential Library-Museum • 210 Parkside Drive
Sponsored by
- Free Admission – Limited Seating - < < Production Name > >*
- 7-9 pm** **Mullins Brothers**
Brick Arch Winery • 116 West Main Street
- Live music*

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SATURDAY, DECEMBER 2, 2017

- 8-11 am **Candy & SERV V Sale (United Methodist)**
United Methodist Church • 203 North Downey Street
- 8:30-10:30 am **Free Community Breakfast (Friends)**
Friends Church • 116 North Downey Street
- 9-11 am **25th Annual Cookie Walk**
Bethany Lutheran Church • 235 South Second Street
- 9 am-12pm **Bake Sale**
West Branch CDG Office • 111 East Main Street
Springdale United Methodist Church
- 9 am-12 pm **Farmer's Market**
Town Hall • 205 East Main Street
- 9 am-7 pm **Silent Auction**
Town Hall • 205 East Main Street
Tree, wreaths, and baskets donated by local businesses.
- All proceeds go to support the West Branch Community Development Group*
- 9 am-8 pm **Herbert Hoover Presidential Library-Museum**
Tales of the Sea Christmas Tree Display
- FREE admission to the Tree Gallery and Museum Galleries*
Sponsored by the Hoover Presidential Foundation
- 10-10:30 am **Bell Choir (Not confirmed)**
Friends Church • 116 North Downey Street
- 10 am-7pm **Heritage Museum**
109 West Main Street
- 10 am-2 pm **Art Market**
Little Lights Events • 102 West Main Street

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- 1-3 pm **Kids T-Shirt Decorating** *While supplies last*
 107 North Downey Street • Kingdom Graphics
 Sponsored by Troy and Sarah Norpel
- 2 pm **Young Footliters**
 Herbert Hoover Presidential Library-Museum • 210 Parkside Drive
 Sponsored by
- Free Admission – Limited Seating - < < Production Name > >*

New Location

- 3 pm **'Twas the Night Before Christmas**
 Friends Meeting House • Herbert Hoover National Historic Site
- West Branch Mayor Roger Laughlin will be reading the traditional Christmas Classic*
- 4-8 pm **Bake Sale**
 West Branch CDG Office • 111 East Main Street
 Springdale United Methodist Church
- 4-8:30 pm **Santa and Mrs. Claus**
 Nature's Grace Photography • 102 West Main Street
 Sponsored by Community State Bank and US Bank
 Professional Photography sponsored by Nature's Grace Photography
- Bring your own camera or professional photos will be posted to the West Branch Community Development Group's Facebook Page.*
- NOTE: Enter through Nature's Grace Photography, exiting through the lobby of Little Lights Events.*
- 4-8:30 pm **Main Street Horse-Drawn Wagons**
 The Village Green • Corner of East Main & South Second Streets
 Sponsored by:
- NOTE: This wagon ride traverses Main Street, loading and unloading at the corner of East Main and South Second Street (adjacent to the Bon Fire). Horse-Drawn Wagon ride will not enter the Herbert Hoover National Historic Site.*
- 4-8:30 pm **A Step Back In Time Carriage Rides**
 Herbert Hoover National Historic Site Visitor's Center • Parkside Drive
 During your ride enjoy carolers dress in period attire.

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Sponsored by:

NOTE: Period horse-drawn carriage rides will traverse through the Herbert Hoover National Historic Site. Period horse-drawn carriages will not traverse Main Street.

- 5-7 pm **Soup Supper/SERVV Sale/Live Nativity**
- 5-9 pm **Belgium Towers & Marshmallow Roasting**
Downtown Intersection of Main Street and Downey Street
Sponsored by the West Branch Lion's Club
- 5-8 pm **Homemade Donuts**
Parking Lot of Presidential Motors • 209 East Main Street
Sponsored by the West Branch Boy Scouts of America
- Thank you to Tony Nopoulos, Presidential Motors, for allowing us to use his parking lot space*
- 5-9 pm **Gibson Trains**
West Branch Fire Station • South Second Street
Sponsored by the Gibson Family • West Branch Fire Department
- Complimentary cookies and coffee.*
- 5-9 pm **Bon Fire/Hot Dog Roasting**
West Branch Fire Station • South Second Street
Sponsored by the West Branch Fire Department
- 5-8 pm **North Pole Outlet (Not confirmed)**
109 East Main Street
Sponsored by Norm and Pat Bickford
- For KIDS in grade 4 or younger. Pick out a gift for your parent(s)*
- 6-8 pm **Live Blacksmithing**
Herbert Hoover National Historic Site
Sponsored by the Herbert Hoover National Historic Site
- 6-8 pm **Uncalled Four**
Herbert Hoover Presidential Library-Museum • 210 Parkside Drive
- Caroling in the Library Rotunda*

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- 6:30 pm **Candlelight Tours through the Herbert Hoover
National Historic Site**
*Herbert Hoover National Historic Site Visitor's Center • Parkside Drive
Sponsored by the Herbert Hoover National Historic Site.*
- 7 pm **Young Footliters**
*Herbert Hoover Presidential Library-Museum • 210 Parkside Drive
Sponsored by*

Free Admission – Limited Seating - < < Production Name > >
- 7-9 pm **Dogs of Skis**
Brick Arch Winery • 116 West Main Street

Live music

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**City of West Branch
Town Hall Rental Request**

Please read the attached guidelines BEFORE filling out this form

Today's date: Aug 11, 2017

Event Description: A Christmas Post

Does this event involve fund-raising? Yes No

If yes, for what purpose? Support CD's program - Silent Auction

Will alcohol be consumed at the event? Yes No

Rental Date(s): Dec 1, 2017 Dec 2, 2017 Friday & Saturday
Starting Date Ending Date Day of Week

Rental Time (include time for setup and cleanup): 9:00 am 10:00 pm
Start End

Please check equipment that will be used:

tables chairs kitchen

Contact information for person renting Town Hall:

Name: Karin Rogers Address: 111 East Main St.

Email: mainstreetwestbranch@gmail.com Phone: 319-329-8186

Signature of person responsible for care & use of building:
Karin Rogers

***By signing this form you are agreeing that you have read the attached guidelines and agree with each as stated. Any damages incurred during the time you are using the facilities may be charged to you and/or your organization, including costs to replace locks on all doors.

Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358

FOR CITY OFFICE USE:

Approved by Ubrich Date of Approval B-14-17

Rental Fee: 0 Date Paid 0

Key # issued _____ Garage _____ Lift _____ Date Key will be returned _____

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OPEN BURNING PERMIT

This permit is an application for controlled burn to be conducted during a period of time when an open burning ban invoked pursuant to Iowa Code 105.05 is in effect. After completion, the form is to be submitted to the fire chief of the jurisdiction in which the burn is requested. It does not constitute a burning permit until signed by the fire chief.

Date: Aug 11, 2017

Name of person completing form: Kevin Rogers

Address: 111 East Main Street Phone # 319 329 7176

Email address: mainstreetwestbranch@gmail.com

Representing: West Branch CID

Legal description of property on which burn is requested: (1) SW corner of S. Dupont & W. Main
(2) NE corner of W. Downey & East Main Street (3) Parking lot 209 E Main
(4) Parking of E Main and S. 2nd Street

Address or location: _____

Date burn is to be completed: Dec 1: 4:30-9pm Dec 2: 4:30-9pm

Alternate date (if applicable) _____

Purpose of burn: (1) Belgrade Area - Muskrats Road (2) Bugwood Street
Murray

Describe fire control that will be provided for this burn: (4) Fire Department
Hot Dog Kart

Fires will be monitored at all times by adults.
Sand and extinguishers will also be available.

Signed: Kevin Rogers

I have reviewed this application and approve disapprove of same subject to the following conditions in addition to those set forth above. _____

Signed: [Signature]
Fire Chief, West Branch Fire Department

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(NPS Form 10-930)
 (OMB No. 1024-0026)
 (NEW 10/00)
 (Expires 3/31/2010)

National Park Service
 Herbert Hoover National Historic Site
 110 Parkside Drive
 PO Box 607
 West Branch, IA 52358
 (319) 643-2541



Submitted 9-12-17

Application for Special Use Permit

Please supply the information requested below, all highlighted sections must be answered. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** four (4) business days for processing. A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States as also insured.

Applicant Name:	Organization Name: West Branch Community Development Group
Social Security #:	Tax ID #: 116007326
Street/Address:	Street/Address: 111 East Main Street
City/State/Zip Code:	City/State/Zip Code: West Branch, Iowa 52358
Telephone #:	Telephone #: 319.643.7100
Cell phone #:	Cell phone #: 319.329.8186
Fax #:	Fax#: NA
E-mail:	E-mail: mainstreetwestbranch@gmail.com

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

Activities associated with A Christmas Past: adding LED Christmas lights to the evergreen tree at the corner of Parkside Drive and East Main Street within the Village Green, period horse-drawn carriages through the national park, and Christmas Carolers walking the trace.

Requested Location: Village Green (Community Tree*) National Park – Historic Trace (Horse-Drawn Carriages – 2) *Contractor will hang lights contingent on ground conditions in The Village Green.

Date(s): November 1, 2017 through NLT January 13, 2018

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)
TREE: before 12-1-17	12-01-2017 5:00 p.m.	01-02-2018 12:00 a.m.	NLT 01-13-2018
CARRIAGES: 12-1-2017 3:30 p.m.	12-01-2017 5:30 p.m.	12-02-2017 9:30 p.m.	12-02-2017 10 p.m.

Maximum Number of Participants _____ 2500 _____ (Please provide best estimate)
Maximum Number of Vehicles _____ NA _____ (attach parking)

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plan)

Support Equipment (list all equipment; attach additional pages if necessary)

Bucket truck or trucks will have to be brought into the northwest corner of the Village Green to decorate the tree. National Park Service will provide a lift to allow carriages to come up over the curb on Popular Street out of the National Park onto Weatherall.

List support personnel (contractors, etc. including addresses and telephones attach additional pages if necessary) Oasis Electric, Dan Haub, 21 300th Street, West Branch, IA 52358 (319) 643-7232

Individual in charge of event on site (include address, telephone and cell phone numbers):

Kevin Rogers, 111 East Main Street, West Branch, IA 319.329.8186

- Is this an exercise of First Amendment Rights? Y N
- Are you familiar with/ have you visited the requested area? Y N
- Have you obtained a permit from the National Park Service in the past? Y N
(If yes, provide a list of permit dates and locations on a separate page.)
- Do you plan to advertise or issue a press release before the event? Y N
- Will you distribute printed material? Y N
- Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(If yes, please explain on a separate page.) Y N
- Do you intend to solicit donations or offer items for sale? Y N
(These activities may require an additional permit.)

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$50.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to the Chief Ranger at the Park address found on the first page of this application.*

Note that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

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.....
The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

ADDITION PREVIOUS PERMITS:

- Simply Summer Festival – May 2016 and May 2017
- Christmas Past – Numerous years including December 2016.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/19/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RPS SCOBIE GROUP 1601 42ND ST STE 100 WEST DES MOINES, IA 50266-1005 515-225-6066	CONTACT NAME: PHONE (A/C, No, Ext): 515-225-6066 FAX (A/C, No): 515-225-3872	
	E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: N/A C#	
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS Friends of Historic Downtown West Branch DBA Main Street West Branch PO Box 786 West Branch, IA 52358	INSURER A:	United States Fire Insurance 21113
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: USS357926 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM	TYPE OF INSURANCE	ACORD	SUBS	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LTR		NO.	NO.		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLASS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		X	SRPG-101-0717	10/06/2017 12:01 AM	12/31/2017 12:01 AM	GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMPROP AGG \$2,000,000.00 PERSONAL & ADU INJURY \$1,000,000.00 EACH OCCURRENCE \$1,000,000.00 TIRE DAMAGE (Any one tire) \$50,000.00 MED EXP (Any one person) \$5,000.00
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS						COMBOD SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per occurrence) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
							EACH OCCURRENCE \$ GENERAL AGGREGATE \$
							EACH OCCURRENCE \$ GENERAL AGGREGATE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Fall Festival & Holiday Festival
 The Certificate Holder is added as an additional insured but only with respect to liability arising out of the named insured during the policy period.

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER Herbert Hoover Historical Site National Park Service 110 Parkside Drive West Branch, IA 52356	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE RPS Scobie Group
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/19/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RPS SCOBIE GROUP 1801 42ND ST STE 100 WEST DES MOINES, IA 50266-1005 515-225-6066	CONTACT NAME: PHONE (A/C, No, Ext): 515-225-6066 FAX (A/C, No): 515-225-3872 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: United States Fire Insurance 21113	
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS. Friends of Historic Downtown West Branch DBA Main Street West Branch PO Box 786 West Branch, IA 52358	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** USS357926 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

REF LIST	TYPE OF INSURANCE	ADDITIONAL	WARRANTY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EFF (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		SRPG-101-0717	10/05/2017 12:01 AM	12/03/2017 12:01 AM	GENERAL AGGREGATE \$2,000,000.00
	PRODUCTS - COMP/CP AGG \$2,000,000.00 PERSONAL & ADV INJURY \$1,000,000.00 EACH OCCURRENCE \$1,000,000.00 FIRE DAMAGE (Any one fire) \$300,000.00 MED EXP (Any one person) \$5,000.00						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS						COMBOD SINGLE LIMT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE CED RETENTION: \$						EACH OCCURRENCE \$ AGGREGATE \$
							EACH OCCURRENCE \$ GENERAL AGGREGATE \$
							EACH OCCURRENCE \$ GENERAL AGGREGATE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Fall Festival & Holiday Festival
The Certificate Holder is added as an additional insured but only with respect to liability arising out of the named insured during the policy period.

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER City of West Branch 110 N Poplar St PO Box 218 West Branch, IA 52358	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <p style="text-align: center;">RPS Scobie Group</p>
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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: October 2, 2017

AGENDA ITEM: Discussion Item: Staff is requesting a statement of direction regarding bonding obligation options.

CITY GOAL: Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

PREPARED BY: Redmond Jones, City Administrator

DATE: September 25, 2017

BACKGROUND:

If we want to proceed with a bond sale on November 6 for the City, the Council will need to decide how much they want to borrow. A decision on October 2 allows the Official Statement to be approved on October 16 so we can sell bonds on November 6 and close in early December.

Option #1 – Borrow \$1,065,000

Option #2 – Borrow \$3,710,000

Option #3 – Borrow \$4,620,000

Staff has also been reviewing an option to borrow \$4,100,000 for the reasons stated in option 2# and Option #3. Receiving recent change orders leads to the notion that several of our current capital improvements maybe under estimated or may have lower contingency expectations than will be needed once these projects enter into the construction phase of these projects. Combined with the expensive proposition of going back to the bond market if our projects run out of money once they are started, we believe \$4.1 million will insulate our projects from the implications of overages, and keep us below of reaching 80% of our debt capacity.

STAFF RECOMMENDATION: Give consensus / direction statement on general obligation

REVIEWED BY CITY ADMINISTRATOR:

COUNCIL ACTION:

MOTION BY:

SECOND BY:

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Option #1 – Borrow \$1,065,000

This option will give the City the money to pay for the CIP projects only, which include College Street Bridge and Extension. Some of these projects are complete or are under contract/construction now, and the City needs or will need money soon to pay these projects in full.

Risk Associated: By only borrowing this amount you are not including any Park Improvement monies from your bond referendum. You risk the interest rates moving upward before you can lock in at least some of the park improvement money.

ESTIMATED PROJECT COSTS
City of West Branch, Iowa
\$1,065,000 General Obligation Corporate Purpose Bonds
Series 2017

	Estimated
1 College Street Bridge & Extension	469,624.00
2 CIP Projects	566,250.00
<hr/>	
Total New Money	\$ 1,035,874.00
<hr/>	
3 Estimated Cost of Issuance	18,910.00
4 Underwriter Discount (.8% Max.)	8,520.00
5 Miscellaneous	1,696.00
<hr/>	
Total Project Cost.....	\$ 1,065,000.00
Less: Cash	-
<hr/>	
Total Bond Sale.....	\$ 1,065,000.00

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

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Option #2 – Borrow \$3,710,000

This option will give the City the money to pay for the CIP projects (with College Street Bridge and Extension included) and also \$2,600,000 of the park project. This would leave another \$900,000 of your remaining authority left to borrow at a later time, maybe summer/fall 2018. The original referendum was \$4m and the City borrowed \$500,000 for engineering/planning and design in 2016. This option has been discussed with the prior administration, based on the benefit of only borrowing so much to get the park project underway but following bidding of the project and seeing if there are change orders (up or down). This allows you to only borrow what you need to for the project if the bids come in lower than anticipated.

Risks Associated: By only borrowing part of the park money you risk the rise in interest rates for the second part.

ESTIMATED PROJECT COSTS City of West Branch, Iowa \$3,710,000 General Obligation Corporate Purpose Bonds	
Series 2017	
	Estimated
1 Pedersen Valley Park (54% TIF, 46% LOST)	\$ 2,600,000.00
2 College Street Bridge	469,624.00
3 CIP Projects	566,250.00
Total New Money	\$ 3,635,874.00
4 Estimated Cost of Issuance	43,345.00
5 Underwriter Discount (.8% Max.)	29,680.00
6 Miscellaneous	1,101.00
Total Project Cost.....	\$ 3,710,000.00
Less: Cash	-
Total Bond Sale.....	\$ 3,710,000.00

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

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Option #3 – Borrow \$4,620,000

This option will give the City the money to pay for the CIP projects (with College Street Bridge and Extension included) and all of the remaining authority on the park project. There would be no additional funds to borrow for the park, those costs would have to come from cash sources. This would not require another bond issue for the park 10-12 months from now.

Risk Associated – Over-borrowing for the park project. Some Cities would say you could never over-borrow for this type of project and say they could spend the extra on upgrades, but if the project came in significantly lower you don't have the option to pay the money back until the call date, which is 6-7 years away.

ESTIMATED PROJECT COSTS
City of West Branch, Iowa
\$4,620,000 General Obligation Corporate Purpose Bonds
Series 2017

	Estimated
1 Pedersen Valley Park (54% TIF, 46% LOST)	\$ 3,500,000.00
2 College Street Bridge	469,624.00
3 CIP Projects	566,250.00
Total New Money	\$ 4,535,874.00
4 Estimated Cost of Issuance	45,015.00
5 Underwriter Discount (.8% Max.)	36,960.00
6 Miscellaneous	2,151.00
Total Project Cost.....	\$ 4,620,000.00
Less: Cash	-
Total Bond Sale.....	\$ 4,620,000.00

SPEER FINANCIAL, INC.

PRELIMINARY - SUBJECT TO CHANGE

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Motion Approving the Appointment of Jace Gongora to the West Branch Fire Department
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Leslie Brick, Deputy City Clerk and Fire Chief Kevin Stoolman
DATE:	September 25, 2017

BACKGROUND:

Motion to approve appointment of Jace Gongora to the West Branch Fire Department.
Approved by the WBFD on September 13, 2017.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Resolution 1651: A Resolution Authorizing Internal Advance to the North First Street Improvements Project Capital Fund.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edger, Finance Officer
DATE:	September 26, 2017

BACKGROUND:

In order to meet payment obligations on the North 1st Street Improvements Project, the City must loan funds to the project prior to completing the bond sale. This resolution will allow the City to loan up to \$365,000 to the project. The loan will be paid back when the bonds are sold.

STAFF RECOMMENDATION:	Seek Approval of this Resolution – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION NO. 1651

A RESOLUTION AUTHORIZING INTERNAL ADVANCE TO THE NORTH FIRST STREET IMPROVEMENTS PROJECT CAPITAL FUND

WHEREAS, the City has undertaken and approved the North First Street Improvements Project and the City has incurred certain engineering fees and construction costs (the "Project Costs") in connection with the planning and construction of the Project; and

WHEREAS, in order to make provision for the payment of the Project Costs, it is necessary to facilitate an internal advance of funds and to facilitate the repayment of said advance from future bond proceeds;

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 Three Hundred Sixty Five Thousand Dollars (\$365,000.00) be advanced from the General Fund (the "Advance") in order to fund the Project Costs. The Advance shall be repaid to the Road Use Tax Fund without interest, out of future bond proceeds. It is intended that the Advance shall be repaid in one (1) annual installment, on or before July 1, 2018.

Section 2. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

Passed and approved this 2nd day of October, 2017.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Resolution 1652: A Resolution Authorizing the Transfer of Funds for Approved Capital Projects.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edger, Finance Officer
DATE:	September 26, 2017

BACKGROUND:

In order to meet payment obligations on the Main Street Water Main Improvement Project and the Sanitary Sewer Rehabilitation Project Phase 2, the city must fund the projects. This transfer will partially fund the Water Main Project and fully fund the Sanitary Sewer Project.

In order to meet payment obligations on the North 1st Street Improvements Project, the City must transfer funds prior to completing the bond financing for the project. This transfer will cover the first pay estimate for this project with the balance of the loan amount to be transferred in about sixty days.

STAFF RECOMMENDATION:	Seek Approval of this Resolution – Move to Action
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REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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RESOLUTION NO. 1652

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the Finance Officer is hereby authorized to transfer funds in the amount of \$180,000.00 from the General Fund (001) into the North First Street Improvements Capital Project Fund (314) per Resolution 1651; and

BE IT FURTHER RESOLVED, by the City Council of the City of West Branch, Iowa that the Finance Officer is hereby authorized to transfer funds in the amount of \$50,000.00 from the Water Fund (600) into the Main Street Water Main Improvements Capital Projects Fund (315), and \$152,000.00 from the Sewer Fund (610)) into the Sanitary Sewer Rehabilitation Project – Phase 2 Capital Projects Fund (316) to pay engineering fees and construction costs (the “Project Costs”) in connection with the planning and construction of these Projects.

Passed and approved this 2nd day of October, 2017.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: October 2, 2017

AGENDA ITEM: Motion Approving a Change Order Main Street Water Main Improvements Change Order No. 1
--

CITY GOAL: Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.

PREPARED BY: Eric Gould, Project Engineer / Veenstra & Kimm, Inc.
--

DATE: September 26, 2017

BACKGROUND:

Proposed change to extend contract completion date to November 15, 2017.

Proposed change requested by City Staff to install 8 inch water main fixtures for future extension on west side of N. 6th Street, reconfigure the existing 4 inch water main connection, and rotate the hydrant on the east side of N. 6th Street.

Additional labor and material cost for lowering water main under existing 10 inch sanitary sewer at the intersection of 5th Street, and repairing a leaking clay sewer service for property #519 encountered during construction.

STAFF RECOMMENDATION: Seek Approval from the City Council on this topic
--

REVIEWED BY CITY ADMINISTRATOR:
--

COUNCIL ACTION:

MOTION BY:

SECOND BY:

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VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

September 25, 2017

CHANGE ORDER NO. 1

**MAIN STREET WATER MAIN IMPROVEMENTS
WEST BRANCH, IOWA**

Change Order No. 1 is for the following modifications to the project:

1. Contract completion date will be extended with a new completion date of November 15, 2017.
 2. Additional labor, materials, and equipment to configure for future water main on 6th Street.

a. Install 8" tee	LS	\$ 605.00
b. Install 8" gate valve	LS	\$ 660.00
c. Install 8" cap	LS	\$ 370.00
 3. Additional labor, materials, and equipment to reconfigure the connection to existing 4" water main and to rotate the hydrant on 6th Street.

a. Install 4" cap	LS	\$ 330.00
b. Rotate hydrant	LS	\$ 510.00
 4. Additional labor, materials, and equipment to install 8" 45 bends to go under existing sanitary sewer.

	LS	\$ 2,225.00
--	----	-------------
 5. Additional labor, materials, and equipment to repair 4" sanitary sewer service.

	LS	\$ 295.00
--	----	-----------
- Total: **\$ 4,995.00**

Change Order No. 1 increases the contract amount by \$ 4,995.00.

BWC EXCAVATING, LLC

CITY OF WEST BRANCH, IOWA

By _____
Title _____
Date _____

By _____
Title _____
Date _____

VEENSTRA & KIMM, INC.

ATTEST:

By  _____
Title Project Engineer
Date 9/25/17

By _____
Title _____
Date _____

V&K Job No. 368235

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Motion Approving Pay Estimate No. 1 for Main Street Water Main Improvements.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Veenstra & Kimm, Inc
DATE:	September 26, 2017

BACKGROUND:

Review construction to date and issue payment for work completed on project.

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

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VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1563
 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

September 25, 2017

PAY ESTIMATE NO. 1
MAIN STREET WATER MAIN IMPROVEMENTS
WEST BRANCH, IOWA

BWC Excavating LC
 1303 Hickory Hollow Road
 Solon, IA 52333

Contract Amount \$157,595.26
 Contract Date March 6, 2017
 Pay Period Aug. 7, 2017 - Sept. 15, 2017

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	xxxxx	xxxxx	\$ 18,000.00	50%	\$ 9,000.00
1.2	Traffic Control	LS	xxxxx	xxxxx	\$ 3,500.00	50%	\$ 1,750.00
1.3	Construction Survey	LS	xxxxx	xxxxx	\$ 1,300.00	100%	\$ 1,300.00
1.4	Pavement Removal						
	1.4.1 Curb & Gutter	LF	165	\$ 25.00	\$ 4,125.00	44	\$ 1,100.00
	1.4.2 Pavement	SY	276	\$ 10.00	\$ 2,760.00	110	\$ 1,100.00
	1.4.3 Driveway	SY	134	\$ 10.00	\$ 1,340.00	17	\$ 170.00
	1.4.4 Sidewalk	SY	46	\$ 10.00	\$ 460.00		\$ -
1.5	Surface Replacement						
	1.5.1 Granular Surfacing	SY	7.5	\$ 53.60	\$ 402.00		\$ -
	1.5.2 6" PCC Curb & Gutter	LF	165	\$ 37.00	\$ 6,105.00		\$ -
	1.5.3 PCC Pavement	SY	182	\$ 41.00	\$ 7,462.00		\$ -
	1.5.4 6" HMA Driveway	Tons	16	\$ 140.00	\$ 2,240.00		\$ -
	1.5.5 8" HMA Pavement	Tons	68	\$ 195.00	\$ 13,260.00		\$ -
	1.5.6 Sidewalk	SY	54	\$ 65.00	\$ 3,510.00		\$ -
1.6	Seeding	LS	1	\$ 5,700.00	\$ 5,700.00		\$ -
1.7	Water Main in Open Cut	LF	968	\$ 49.10	\$ 47,528.80	353	\$ 17,332.30
1.8	Gate Valves						
	1.8.1 6" DIP	Ea.	4	\$ 1,866.11	\$ 7,464.44	1	\$ 1,866.11
	1.8.2 8" DIP	Ea.	5	\$ 1,916.16	\$ 9,580.80	2	\$ 3,832.32
1.9	Water Servie Connections						
	1.9.1 Open Cut w/Curb Stop	Ea.	6	\$ 1,232.52	\$ 7,395.12		\$ -
	1.9.2 Bored w/ Curb Stop	Ea.	10	\$ 1,546.21	\$ 15,462.10		\$ -
Contract Price:					\$ 157,595.26		\$ 37,450.73

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SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 157,595.26	\$ 37,450.73
Approved Change Order (list each)	Change Order No. 1	\$4,995.00	\$4,995.00
Revised Contract Price		\$ 162,590.26	\$ 42,445.73

Stored

Total Earned \$ 42,445.73

Retainage (5%) \$ 2,122.29

Total Earned Less Retainage \$ 40,323.44

Total Previously Approved (list each)		

Total Previously Approved \$ -

Percent Complete 26%

Amount Due This Request \$ 40,323.44

The amount \$40,323.44 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
BWC Excavating LC

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: _____

Signature:  _____

Signature: _____

Name: _____

Name: Eric Gould

Name: _____

Title: _____

Title: Engineer

Title: _____

Date: _____

Date: September 25, 2017

Date: _____

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Motion Approving Pay Estimate No. 1 for North First Street Improvements.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Veenstra & Kimm, Inc
DATE:	September 26, 2017

BACKGROUND:

Review construction to date and issue payment for work completed on project.

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

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VEENSTRA & KIMM, INC.

880 22nd Avenue, Suite 4 • Corahville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

September 25, 2017

PAY ESTIMATE NO. 1
NORTH FIRST STREET IMPROVEMENTS
WEST BRANCH, IOWA

Eastern Iowa Excavating & Concrete
121 Nixon Street SE; P.O. Box 189
Casade, IA 52033

Contract Amount \$314,151.40
Contract Date March 6, 2017
Pay Period Aug. 7, 2017 - Sept. 15, 2017

BID ITEMS								
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed	
2.1	Mobilization	LS	XXXXX	XXXXX	\$ 19,800.00	50%	\$ 9,900.00	
2.2	Traffic Control	LS	XXXXX	XXXXX	\$ 4,500.00	50%	\$ 2,250.00	
2.3	Construction Survey	LS	XXXXX	XXXXX	\$ 5,900.00	50%	\$ 2,950.00	
2.4	Rmvl of Paved Driveway	SY	194	\$ 11.50	\$ 2,231.00	194	\$ 2,231.00	
2.5	Rmvl & Replace Brick Driveway	SY	58	\$ 48.20	\$ 2,795.60	28	\$ 1,349.60	
2.6	Rmvl of Sidewalk	SY	414	\$ 6.00	\$ 2,484.00	414	\$ 2,484.00	
2.7	Rmvl of Pav't	SY	2,076	\$ 4.85	\$ 10,068.60	2,076	\$ 10,068.60	
2.8	Rmvl of Intake + Utility Access	Ea.	3	\$ 700.00	\$ 2,100.00		\$ -	
2.9	Intake Adjustment, Minor	Ea.	2	\$ 850.00	\$ 1,700.00	2	\$ 1,700.00	
2.10	Rmv Storm SWR Pipe LE 36"	LF	40	\$ 14.75	\$ 590.00	40	\$ 590.00	
2.11	Rmv + Reinstall Light Pole + Luminaire	LS	XXXXX	XXXXX	\$ 5,170.00		\$ -	
2.12	Rmv + Reinstall Sign	Ea.	1	\$ 190.00	\$ 190.00		\$ -	
2.13	Std/S-F PCC Pav't, CL C CL 3, 7"	SY	1,582	\$ 37.75	\$ 59,720.50		\$ -	
2.14	Std/S-F PCC Pav't, M-Mix, 7"	SY	464	\$ 52.00	\$ 24,128.00	166	\$ 8,632.00	
2.15	Modified Subbase	CY	346	\$ 77.00	\$ 26,642.00	346	\$ 26,642.00	
2.16	Surf, Driveway, CL A CR Stone	Ton	140	\$ 21.00	\$ 2,940.00		\$ -	
2.17	Driveway, PCC, 6"	SY	14	\$ 79.00	\$ 1,106.00		\$ -	
2.18	Driveway, PCC, 8"	SY	367	\$ 46.80	\$ 17,175.60		\$ -	
2.19	Sidewalk, PCC, 4"	SY	163	\$ 34.00	\$ 5,542.00		\$ -	
2.20	Sidewalk, PCC, 6"	SY	238	\$ 37.50	\$ 8,925.00		\$ -	
2.21	Detectable Warning - Curb Ramp	SF	84	\$ 28.65	\$ 2,406.60		\$ -	
2.22	Manhole, Storm SWR, SW-401, 48"	Ea.	1	\$ 2,700.00	\$ 2,700.00		\$ -	
2.23	Intake, SW-501	Ea.	2	\$ 2,850.00	\$ 5,700.00		\$ -	
2.24	Storm SWR G-Main, Trench, RCP 18"	LF	59	\$ 54.25	\$ 3,200.75		\$ -	
2.25	Subdrain, Tile, 4"	LF	545	\$ 11.65	\$ 6,349.25	200	\$ 2,330.00	
2.26	Subdrain Outlet, RF-19E	Ea.	5	\$ 225.00	\$ 1,125.00	1	\$ 225.00	
2.27	12" Nyloplast Catch Basin	Ea.	1	\$ 1,265.00	\$ 1,265.00		\$ -	
2.28	Connect To Existing Storm	Ea.	2	\$ 650.00	\$ 1,300.00	1	\$ 650.00	
2.29	San Swr G-Main, Trench, PVC, 10"	LF	18	\$ 420.00	\$ 7,560.00	24	\$ 10,080.00	
2.30	Water Main, Trenched, DIP, 8"	LF	390	\$ 81.85	\$ 31,921.50	390	\$ 31,921.50	
2.31	Service Connection w/ Curb Stop	Ea.	4	\$ 1,700.00	\$ 6,800.00	4	\$ 6,800.00	
2.32	Gate Valve 12"	Ea.	1	\$ 3,165.00	\$ 3,165.00	1	\$ 3,165.00	
2.33	Gate Valve 8"	Ea.	4	\$ 2,000.00	\$ 8,000.00	2	\$ 4,000.00	
2.34	Fire Hydrant Assembly, WM-201	Ea.	2	\$ 5,825.00	\$ 11,650.00	2	\$ 11,650.00	
2.35	Manhole, San SWR, SW-301, 48"	Ea.	1	\$ 4,100.00	\$ 4,100.00	1	\$ 4,100.00	
2.36	CIPP Line Sanitary Sewer 10"	LF	400	\$ 33.00	\$ 13,200.00		\$ -	
					Contract Price:	\$ 314,151.40		\$ 143,718.70

VK Job No. 368216

1 of 2

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SUMMARY		
	Total Approved	Total Completed
Contract Price	\$ 314,151.40	\$ 143,718.70
Approved Change Order (list each)		
Change Order No. 1	\$ 10,950.00	\$ 10,950.00
Change Order No. 2	\$ 14,976.32	\$ 14,976.32
Revised Contract Price	\$ 340,077.72	\$ 169,645.02

Stored
 Total Earned \$ 169,645.02
 Retainage (5%) \$ 8,482.25
 Total Earned Less Retainage \$ 161,162.77

Total Previously Approved (list each)		

Total Previously Approved \$ -
 Amount Due This Request \$ 161,162.77

Percent Complete: 50%

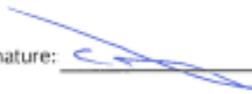
The amount \$161,162.77 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Eastern Iowa Excavating & Concrete

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: _____

Signature:  _____

Signature: _____

Name: _____

Name: Eric Gould

Name: _____

Title: _____

Title: Engineer

Title: _____

Date: _____

Date: September 25, 2017

Date: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 2, 2017
AGENDA ITEM:	Motion Approving the Second Reading of an Ordinance Change of 69.08(section 55) entitled, “No Parking Zones”.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Police Chief, Mike Horihan
DATE:	September 22, 2017

BACKGROUND:

There have been ongoing issues and the city has had numerous complaints of limited parking on Northridge Dr. This ordinance would permit more parking for residents of Northridge as well as for other businesses on that street.

Subject: Change in ordinance 69.08(55) and 69.09(7) Overnight Parking.

No parking zone. This is what 69.08(55) says. Both sides of the two-way traffic Street and the inside edge of the one way street of Northridge Drive. This is the recommended change.

“55. The south side of the two-way traffic street and the inside edge of the one-way street of Northridge Drive.”

This means that there would be parking on the north side of the two-way traffic street. There is an ordinance that says they can't park in front of driveways/business drive. Parking would be ok on the north-side of Northridge Drive until one way starts.

There is a concern of business owner's on Northridge Drive that Northridge Drive will become a storage lot if we allow parking on that street. For this reason, it is recommended that the City of West Branch make the following ordinance addition.

69.09 Overnight Parking. Parking is prohibited between the hours of 2:00 a.m. and 6:00 a.m. on the following:

- 7. On the north side on the two-way traffic street of Northridge Drive.

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

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69.08 NO PARKING ZONES. No one shall stop, stand or park a vehicle in any of the following specifically designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal.

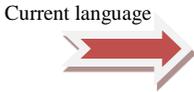
(Code of Iowa, Sec. 321.236 [1])

1. The south side of Orange Street from Fourth to Sixth Streets;
2. The east side of Fourth Street from Main to the north City limits, and on the west side of Fourth Street except in the following instances:
 - A. The west side of Fourth Street from the north curb line of Main Street to a point north approximately 120 feet;
 - B. The west side of Fourth Street from the south curb line of the intersection of College and Fourth Street to a point approximately 260 feet to the south, between the hours of 5:00 p.m. and 8:00 a.m.; *(Ord. 642 - Aug. 08 Supp.)*
 - C. The west side of Fourth Street from a point 115 feet to the north of the north curb line of the intersection of College and Fourth Street to the intersection of Fourth Street and Orange Street.
3. The west side of Downey Street from the south line of Friends Church property, north to the north City limits, except that the west side parking will be permitted between the hours of 7:00 a.m. and 12:00 noon on Sunday.
4. The east side of Second Street from Main Street to Water Street.
5. The west side of Second Street from a point 100 feet south of the bridge to the south end of the street.
6. Both sides of South Downey Street from the south City limits, north to Water Street.
7. The west side of South Downey Street from Water Street north to its intersection with Wetherell Street.
8. The south side of Northside Drive from its intersection with North Downey Street if extended to Oliphant Street.
9. The south side of West Orange Street from its intersection with Downey Street west to the end of the street.
10. The east side of Oliphant Street from its intersection with Main Street north to the south line of the West Branch Community School District property.

11. The east side of Oliphant Street from its intersection with Orange Street to a point 150 feet south.
12. Both sides of Oliphant Street from Main Street north to the intersection of Orange Street from 12:00 a.m. to 6:00 a.m.
13. Both sides of Oliphant Street from Main Street to the football field.
14. The east side of South Poplar Street from its intersection with Main Street south to the end of the street.
15. The north side of Main Street from its intersection with Poplar Street west to Oliphant Street.
16. Both sides of West Main Street from Oliphant Street west to the City limits.
17. Both sides of East Main Street from the intersection with Fourth Street east to the City limits.
18. The west side of Poplar Street where it intersects with West Main Street to Wetherell Street.
19. The west side of Fifth Street from its intersection with Main Street north to its intersection with Orange Street.
20. The west side of Second Street from Main Street to College Street.
21. The south side of Cedar Street from the corner of Second Street South and Cedar Street, 56 feet to the west. Parking is allowed on the balance of the south side of the street.
22. The south side of Cookson Drive.
23. The west side of Fifth Street.
24. The west side of Sixth Street.
25. The south side of East Orange Street.
26. The south side of College Street that lies east of the C R I & P Railway right-of-way.
27. The south side of Green Street that lies east of the C R I & P Railway right-of-way.
28. The north side of College Street that lies west of the C R I & P Railway right-of-way.
29. The east side of North First Street that lies north of Green Street.

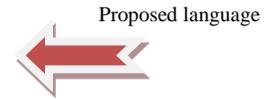
30. The south side of Wetherell Street.
31. The south side of West Main Street at its intersection with the west line of Oliphant Street extending east 180 feet. *(Ord. 550 – Jun. 02 Supp.)*
32. The west side of Foster Street.
33. The west side of Thomas Drive.
34. The west side of North Maple Street from its intersection with West Orange Street north to the cemetery entrance.
35. The south side of Northside Drive from Oliphant Street to Maple Street.
36. The west side of Oliphant Street that lies north of West Orange Street.
37. *(Deleted by Ordinance No. 550 – Jun. 02 Supp.)*
38. The south side of Water Street.
39. Both sides of Cookson Drive.
40. The east side of South Fourth from its intersection with Maple Street to Cookson Drive.
41. The north side of Cedar Street.
42. Both sides of North Poplar from its intersection with Main Street to the school property line.
43. Both sides of North Maple from its intersection with Orange Street to the school property line.
44. The north side of Cookson Drive from its intersection with First Street to Second Street.
45. Both sides of Parkside Drive.
46. The south side of Wetherell Street between Poplar and Downey.
47. On the north side of Wetherell Street from Poplar Street to Downey from 2:00 a.m. to 6:00 a.m.
48. The east side of North Downey from where Orange Street intersects with said North Downey, to the City limits.
49. Both sides of Thomas Drive from Main Street to the north curb line of Sagert Drive.
50. South of the gazebo on South Downey Street.
51. The west side of Sagert Drive.

- 52. The east side of Scott Drive. *(Ord. 515 – Sep. 99 Supp.)*
- 53. The outer edge of Bickford Drive.
- 54. Both sides of 300th Street.



55. Both sides of the two-way traffic street and the inside edge of the one-way street of Northridge Drive.

55. The south side of the two-way traffic street and the inside edge of the one-way street of Northridge Drive.



56. Beginning at a point 70 feet west of the east property line to a point ending 48 feet north of the south property line on the street side of Lot 39 of Northside 3rd Addition. *(Ord. 510 – Sep. 99 Supp.)*

57. West side of Pedersen Street from its intersection with West Main Street to its intersection with Hilltop Drive and the east side of Pedersen Street from its intersection with West Main Street to a point 70 feet north. *(Ord. 605 – Mar. 06 Supp.)*

58. The west side of Pedersen Street from its intersection with Hilltop Drive to its intersection with West Orange Street.

59. The south and west sides of Hilltop Drive from its intersection with Pedersen Street to its intersection with West Orange Street. *(Subsections 57-59 – Ord. 587 – Jul. 05 Supp.)*

60. Either side of Baker Avenue in corporate City limits from Interstate 80 to south corporate City limits. *(Ord. 609 – Mar. 06 Supp.)*

61. The south side of Sullivan Street from its intersection with Gilbert Drive west to the end of the street. *(Ord. 624 – Oct. 07 Supp.)*

62. The west side of Gilbert Drive from its intersection with Orange Street north to the end of the street. *(Ord. 624 – Oct. 07 Supp.)*

63. The west side of Greenview Drive from its intersection with Orange Street to the end of the street. *(Ord. 624 – Oct. 07 Supp.)*

64. Both sides of Council Street. *(Ord. 637 – Oct. 07 Supp.)*

65. The east side of Oliphant Street from the intersection with Orange Street extending north 125 feet. *(Ord. 684 – Feb. 13 Supp.)*

66. The north side of Greenview Drive beginning at the east property line of 5 Greenview Drive and extending west 320 feet. *(Ord. 724 – May 15 Supp.)*

69.09 OVERNIGHT PARKING. Parking is prohibited between the hours of 2:00 a.m. and 6:00 a.m. on the following:

(Code of Iowa, Sec. 321.236 [1])

- 1. North side of Wetherell Street from Poplar Street to Downey Street.
- 2. Water Street parking lot.
- 3. Federal Office Building parking lot.
- 4. North and South Downey Street from its intersection with Wetherell Street to its intersection with Green Street.
- 5. Both sides of Main Street from Poplar Street to Fourth Street.
- 6. The driveway area from West Orange Street near the water tower south into the West Branch Middle School. *(Ord. 702 – Feb. 13 Supp.)*

7. On the north side on the two-way traffic street of Northridge Drive.



ORDINANCE NO. 746

**AN ORDINANCE AMENDING CHAPTER 69 OF THE CODE OF ORDINANCES
REGARDING PARKING REGULATIONS ON NORTHRIDGE DRIVE**

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Amendment. The Code of Ordinances of the City of West Branch is hereby amended by deleting subparagraph (55) of Section 69.08 by deleting subparagraph (55) and replacing it with the following:

“55. The south side of the two-way traffic street and the inside edge of one-way street Northridge Drive.”

Section 2. Amendment. The Code of Ordinances of the City of West Branch is hereby amended by adding subparagraph (7) to Section 69.09, which reads as follows:

“7. On the north side of the two-way traffic street of Northridge Drive.”

Section 3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 5. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First Reading: September 18, 2017
Second Reading: October 2, 2017
Third Reading: October 16, 2017

Roger Laughlin, Mayor

ATTEST:

Gordon Edgar, Deputy City Clerk

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