



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY, NOVEMBER 6, 2017 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA**

<b>Mayor</b>	<b>Roger Laughlin</b>	mayor@westbranchiowa.org
<b>Mayor Pro Tem</b>	<b>Colton Miller</b>	mcolton@rocketmail.com
<b>Council Member</b>	<b>Jordan Ellyson</b>	Jordanellyson@gmail.com
<b>Council Member</b>	<b>Brian Pierce</b>	brianapierce@outlook.com
<b>Council Member</b>	<b>Mary Beth Stevenson</b>	mbstevenson115@gmail.com
<b>Council Member</b>	<b>Tim Shields</b>	timshieldswbcc@yahoo.com
<b>City Administrator</b>	<b>Redmond Jones II</b>	rjonesii@westbranchiowa.org
<b>City Attorney</b>	<b>Kevin Olson</b>	kevinolsonlaw@gmail.com
<b>Deputy City Clerk</b>	<b>Leslie Brick</b>	leslie@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 Proposed Amendment to Sections 165.11(2), 165.27(3), 165.28(3), 165.29(3) and 165.35(2) of the West Branch Zoning Ordinance.

**E. Guest Speaker, Presentations and Proclamations**

**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 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.*

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**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 then item will be removed from the Consent Agenda, and will be separately considered and voted on.*

1. Motion to Approve Meeting Minutes for Work Session/City Council Meeting October 16, 2017.
2. Resolution 1660 – Approving the FY 2016 – 2017 Annual Finance Report
3. Resolution 1658 – Allowing Colony Muskrat Trapping along the Wapsi Creek by City Approved Trappers during State Regulated Trapping Season.
4. Motion to Approve Main Street Water Main Improvements Pay Estimate No.2
5. Motion to Approve Consultant Contract with Julia Hime for the services of filming Board and Commission meetings.
6. Approve Claims Report.

**H. Public Hearing / Non-Consent Agenda**

1. Resolution 1654 – Establishing the licensing fees for the registration of dogs and cats within the City of West Branch, Iowa.
2. Resolution 1656 – Accepting public improvements constructed in The Meadows, Part Two, West Branch, Iowa.
3. Ordinance 747 – (First Reading) Amending Chapter 165, entitled “Zoning Regulations”.
4. Resolution 1657 – Considering the issue of whether Acciona Windpower North America, LLC, should be rebated a portion of Tax Increment Revenues.
5. Resolution 1661 – Approving a Bond Purchase Agreement for the Sale of Bonds Thereunder.
6. Motion to Appoint a Representative to the Lower Cedar Watershed Management Authority.
7. Resolution 1659 – Authorizing the purchase of Pierce Velocity Rescue Pumper Fire Apparatus, by the City of West Branch, Iowa from Reliant Fire Apparatus, Inc., to be used by the West Branch Fire Department.
8. Motion to Approve Sanitary Sewer Rehabilitation – Phase 2 Certificate of Completion

**I. Reports**

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

**J. Comments from Mayor and Council Members**

**K. Adjournment of City Council Meeting / Convene City Council Work Session – Goal Setting (in 5 mins.)**

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Notice of Public Hearing – Open Public Hearing on Proposed Amendment to Sections 165.11(2), 165.27(3), 165.28(3), 165.29(3) and 165.35(2) of the West Branch Zoning Ordinance.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Roger Laughlin, Mayor
<b>DATE:</b>	October 29, 2017

### **BACKGROUND:**

Planning & Zoning Commission approved and recommends adding the proposed language in Ordinance 747 to Chapter 165.11(2), 165.27(3), 165.28(3), 165.29(3), and 165.35(2). Amending the chapter to include requirements for zero lot line dwellings and amending rear yard requirements in the Central Business District (CB-1).

<b>STAFF RECOMMENDATION:</b>	Convene Public Hearing
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT TO SECTIONS 165.11(2), 165.27(3), 165.28(3), 165.29(3) and 165.35(2) OF THE WEST BRANCH ZONING ORDINANCE.

YOU ARE HEREBY NOTIFIED that a public hearing will be held to consider the above referenced matter by the Planning and Zoning Commission of the City of West Branch, Cedar County, in the Council Chambers at the City Hall at 110 N. Poplar Street, at 7:00 o'clock P.M., on Tuesday, October 24th, 2017. The proposed amendments will add clarity and consistency to the language in the aforementioned sections of Chapter 165 "Zoning Regulations".

All interested persons are invited to attend the meeting and be heard on the aforementioned proposed amendment to the West Branch Code of Ordinances. Further information on this matter may be obtained by contacting the West Branch City Clerk.

## NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT TO SECTIONS 165.11(2), 165.27(3), 165.28(3), 165.29(3) and 165.35(2) OF THE WEST BRANCH ZONING ORDINANCE.

YOU ARE HEREBY NOTIFIED that a public hearing will be held to consider the above referenced matter by the City Council of the City of West Branch, Cedar County, in the Council Chambers at the City Hall at 110 N. Poplar Street, at 7:00 o'clock P.M., on Monday, November 6th, 2017. The proposed amendments will add clarity and consistency to the language in the aforementioned sections of Chapter 165 "Zoning Regulations".

All interested persons are invited to attend the meeting and be heard on the aforementioned proposed amendment to the West Branch Code of Ordinances. Further information on this matter may be obtained by contacting the West Branch City Clerk.

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(Work Session Minutes)

*(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](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

*West Branch, Iowa  
2017*

*City Council*

*October 16,*

**Council Chambers**

**Work Session**

**6:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council work session to order at 6:39 p.m. 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, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

**SETTING A BONDING OBLIGATION LEVEL:**

City Administrator Jones gave an overview of the basics of bonding and the approved City projects staff is seeking bonding for. Jones presented a 4.2 million bonding level which will put the City at the eighty-five percent debt capacity and said that he didn't recommend going any higher after consulting with the City's financial advisor.

The 4.2 million projects include: 4<sup>th</sup> Street improvement project (completed in 2016), Cubby Park project (in progress), Phase 1 Park Improvements (completed in 2016), N. 1<sup>st</sup> St improvements (in progress), and future projects, Downtown East Redevelopment and College Street Bridge and N. 2<sup>nd</sup> Street improvements.

Jones noted that this bonding decision would be voted on during the regular scheduled meeting to follow this work session.

**ADJOURNMENT**

Motion by Miller, second by Shields to adjourn work session. Motion carried on a voice vote. City Council work session adjourned at 7:03 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk

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(City Council Meeting Minutes)

*(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](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

*West Branch, Iowa  
16, 2017*

*City Council Meeting*

*October*

**Council Chambers**

**7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:04 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, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS.**

Mayor Laughlin presented Sargent John (Korey) Hanna with a ten year service award and thanked him for his service. Chief Horihan praised Hanna as an honest and dedicated professional who can handle any situation. He said West Branch is fortunate to have Hanna serving the community.

**PUBLIC COMMENT.**

Resident Mike Morrow, 110 Northridge Drive addressed the Council with his concerns on the proposed parking ordinance change. Morrow is concerned that the street is not wide enough to allow parking on both sides and feels that the change could pose a safety issue for the residents of Northridge Drive. He also stated that he felt the change was to accommodate a new business in the area and felt that the business owner should alleviate their own parking issues without affecting others. Morrow stated that he was against the ordinance change.

Resident Jodee Stoolman, 410 N. 6<sup>th</sup> Street addressed the Council regarding the weekends car break in's and car thefts. Stoolman stated that her car was stolen over the weekend which she admitted she left her keys in the car. Stoolman said the perpetrators also entered her attached garage while she was sleeping. She questioned why the City did not provide 24 hour/7 day a week coverage. She further stated that she didn't feel safe and that was a problem.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

Approval of City Council Meeting Minutes October 2, 2017.

Approve Claims.

Motion approving the purchase of 0.5 acres of Wetland Mitigation Bank Credits.

Motion approving Sanitary Sewer Rehabilitation – Phase 2 Pay Estimate No. 2.

EXPENDITURES	10/16/2017	
ALLIANT ENERGY	UTILITIES-WATERTOWER	8,734.52
ALTORFER INC	REPAIR PARTS	137.70
BAKER & TAYLOR INC.	BOOKS	589.21
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	973.29

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BEAN & BEAN	GRAVE OPENING	550.00
BLUELINE EMERGENCY VEHICLE	PREP VEHICLE FOR TRADE	490.00
CAJ ENTERPRISES INC	ROADSTONE	146.80
CEDAR COUNTY RECORDER	RECORDING FEES	116.00
CORALVILLE PARK & RECREATI	STAGE RENTAL	2,166.00
COSTCO WHOLESALE	SUPPLIES	181.35
CY'S TREE SERVICE	TREE REMOVAL	3,895.00
D&R PEST CONTROL	LIBRARY PEST CONTROL	70.00
DONAHUES CARPET & UPHOLSTERY	CARPET CLEANING	657.12
EASTERN IOWA EXCAVATING &	PAY EST #1	
161,162.77		
FELD FIRE EQUIPMENT CO. IN	REPAIR PARTS	166.00
HARRY'S CUSTOM TROPHIES LT	FOOTBALL SUPPLIES	195.00
HEATHER HIGHLY	BUILDING INCENTIVE	537.96
IOWA DEPARTMENT OF NATURAL	ANNUAL WATER USE FEE 2018	134.00
JESSICA KILEY	BUILDING INCENTIVE	873.99
JOHNSON COUNTY REFUSE INC.	RECYCLING SEPT 2017	3,823.75
KNOCHE, REBECCA	PROGRAM SUPPLIES	105.33
KOCH BROTHERS INC	COPIER MAINTENANCE	262.14
LENOCH & CILEK	MAINTENANCE SUPPLIES	77.98
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	137.30
MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	352.22
MENARDS	MAINTENANCE SUPPLIES	1,024.74
MUNICIPAL SUPPLY INC.	SUPPLIES	1,406.00
OASIS ELECTRIC LLC	ELECTRICAL SERVICE-SALT SHED	2,621.14
OFFICE EXPRESS	OFFICE SUPPLIES	106.68
OVERDRIVE INC	AUDIOBOOKS	376.98
PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE-LITTLE LEAGUE	174.00
PYRAMID SERVICES INC.	LEAF BLOWER	292.32
QUILL CORP	OFFICE SUPPLIES	258.75
REDMOND JONES II	MILEAGE	147.02
SHIMMIN, NICK	TRAVEL EXPENSE	13.27
STATE HYGIENIC LAB	LAB ANALYSIS	504.00
STEVENS EROSION CONTROL INC	STEVENS EROSION CONTROL INC	720.00
SUPPLYWORKS	SUPPLIES	49.12
TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	775.00
TUMBLEWEED PRESS INC	SUBSCRIPTION	299.50
UNITED STATES GEOLOGICAL S	WAPSIPINOC CREEK STUDY	24,000.00
UPS	SEWER-SHIPPING	20.43
US BANK EQUIPMENT FINANCE	COPIER LEASE	241.80
VISU-SEWER INC	PAY EST #2	12,042.67
WEST BRANCH REPAIRS	VEHICLE REPAIR	182.00
WEST BRANCH TIMES	ADVERTISING-LEGAL PUBLICATIONS	735.55
WEX BANK	VEHICLE FUEL	1,260.25
TOTAL		
233,881.83		
PAID BETWEEN MEETINGS		
LESLIE BRICK	MILEAGE	65.29
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	39.15
SHERRY HILL	VIDEOTAPING SERVICES	150.00
LINDSAY KLEIN	REFUND	35.00
UPS	SEWER SHIPPING	20.86
US BANK EQUIPMENT FINANCE	COPIER LEASE	59.00
ASHLEY PAUL	REFUND	32.47
JASON MANN	REFUND	4.95
CROELL INC	CONCRETE-SALT SHED	1,226.75
TOTAL		1,633.47
PAYROLL 10/6/2017		42,824.11

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GRAND TOTAL EXPENDITURES  
278,339.41

FUND TOTALS		
001	GENERAL FUND	37,252.22
022	CIVIC CENTER	425.05
031	LIBRARY	8,335.24
110	ROAD USE TAX	13,421.08
112	TRUST AND AGENCY	4,598.48
310	COLLEGE STREET BRIDGE	62.22
314	N FIRST ST IMPROVEMENTS	161,162.77
316	I & I LINE/GROUT PH 2	12,042.67
600	WATER FUND	10,696.76
610	SEWER FUND	6,342.92
740	STORM WATER UTILITY	24,000.00

GRAND TOTAL 278,339.41

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

### **PUBLIC HEARING/NON-CONSENT AGENDA**

Motion approving a Statement of Direction Regarding Bonding Obligation Options. /Move to action.

Jones stated this motion would approve the 4.2 million dollar option presented previously in the work session.

Motion by Stevenson, second by Shields to approve the bonding obligation option. AYES: Stevenson, Shields, Ellyson, Pierce. NAYS: Miller. Motion carried.

Resolution 1653- Approving The Meadows Phase 2 – final plat./Move to action.

Schechinger said the plat was acceptable and that the City had received an escrow letter from the developers engineer for the remaining checklist items.

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

Motion approving Main Street Water Main Improvements Change Order No. 2./Move to action.

Schechinger explained that an additional repair was needed to install a 10 inch storm sewer to the intake near 6<sup>th</sup> Street.

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

Discussion – Consideration to allow limited/exclusive muskrat trapping along Wapsi Creek.

Miller explained a problem with muskrats in Wapsi Creek that are causing repair issues with the West Branch Village sewer lagoons. Miller requested permission to allow an experienced trapper to alleviate the problem during the regular trapping season. After a short discussion and comments from Public Works Director Matt Goodale, who is also a trapper, the Council agreed with the request and directed staff to bring a resolution back for consideration at the next City Council meeting.

Motion to approve Third Reading of Ordinance 746, Amending Chapter 69 – Parking Regulations./Move to action.

The Council debated the current wording of the ordinance change and a motion was made to approve as currently written.

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Motion by Stevenson, second by Ellyson to approve third reading of Ordinance 746. AYES: Stevenson, Ellyson. NAYS: Miller, Pierce, Shields. Motion failed.

Discussion – Consider contracting services to develop an RFP for the Croell site.

Laughlin stated that he is very interested in getting the Croell site developed and said he had been in contact with a landscape architect who was willing to write an RFP for the site. Laughlin thought that this could be accomplished with a \$3-5 thousand dollar budget. Council discussed that more thought was needed to be given to what the City wanted to see in this area and suggested that they meet to discuss and set parameters and create a vision for the site before the RFP was written. Council also felt the attorney Olson and current staff who had prior RFP experience could write it and save money in doing so. Schechinger also commented that Planning & Zoning Chairperson Fuller suggested that the City review the current zoning for this area prior to moving forward too far to ensure that proper zoning was in place before the start of the project.

**CITY STAFF REPORTS**

Jones gave an update on the past week's activities and highlighted a few meetings that he had attended. Jones also gave an update on the weekend's car break in's and stated that two individuals had been detained on Sunday and that one car stolen had been recovered in North Liberty. Jones also reminded the Council that annual goal setting time was near and provided a few dates for consideration.

City Attorney Kevin Olson said he would have a draft Urban Chicken Ordinance for Council review very soon.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin reported that Hoover's Hometown Days 2018 planning had begun and requested that the Hoover Foundation be allowed to participate in planning the event. Laughlin suggested Brad Reinert attend the meetings and be the representative for the foundation.

Miller gave an update on the Cedar County EMA meeting he had attended this past week and asked if the correct process was known and being used for notifying Cedar County EMA with the new sub-division addresses.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:08 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_

Leslie Brick, Deputy City Clerk

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Resolution 1660 – Approving the Submission of the City of West Branch 2016 – 2017 Annual Finance Report to the State Auditor’s Office.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon R. Edgar, Finance Officer
<b>DATE:</b>	October 29, 2017

### **BACKGROUND:**

Chapter 384.22 of the Code of Iowa requires the City of West Branch to submit a City Annual Financial Report (AFR) for the year ending June 30, 2017 to be filed with the Office of Auditor of State by December 1, 2017. It should also be noted, that Chapter 384.16 of the Code of Iowa requires certain information included in the AFR be used in preparing the fiscal year 2019 annual certified budget. Property **taxes will not** be levied for fiscal year 2019 if a city fails to comply with statutory budgeting requirements and all state funds will be withheld (Chapter 384.16(7) of the Code of Iowa) until the city complies with these statutory requirements.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Form F-66 (A-2) (7-3-2017)		<b>STATE OF IOWA</b>  <b>2017</b> <b>FINANCIAL REPORT</b> <b>FISCAL YEAR ENDED</b> <b>JUNE 30, 2017</b> <b>WEST BRANCH</b> <b>CITY OF WEST BRANCH, IOWA</b> <b>DUE: December 1, 2017</b>		162016080000 West Branch City PO Box 218 West Branch, IA 52358-0218  <i>(Please correct any error in name, address, and ZIP Code)</i>	
<b>WHEN COMPLETED, PLEASE RETURN TO</b> Mary Mosiman, CPA Office of Auditor of State Lucas State Office Building 321 E. 12th Street, 2nd Floor Des Moines, IA 50319		<b>NOTE -</b> The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.			
<b>ALL FUNDS</b>					
Item description		Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>					
Taxes levied on property		1,613,353		1,613,353	1,613,993
Less: Uncollected property taxes-inny year		0		0	0
<b>Net current property taxes</b>		<b>1,613,353</b>		<b>1,613,353</b>	<b>1,613,993</b>
Delinquent property taxes		0		0	0
TIF revenues		152,449		152,449	150,000
Other city taxes		271,648	0	271,648	196,582
Licenses and permits		25,159	0	25,159	35,789
Use of money and property		13,822	5,467	19,289	3,900
Intergovernmental		597,068	0	597,068	555,257
Charges for fees and service		116,800	924,947	1,041,547	1,024,529
Special assessments		0	0	0	0
Miscellaneous		138,337	10,310	148,647	46,700
Other financing sources		2,738,653	45,000	2,783,653	2,904,859
<b>Total revenues and other sources</b>		<b>5,657,069</b>	<b>980,724</b>	<b>6,637,793</b>	<b>6,532,105</b>
<b>Expenditures and Other Financing Uses</b>					
Public safety		592,062	0	592,062	701,971
Public works		497,662	0	497,662	493,386
Health and social services		0	0	0	0
Culture and recreation		610,792	0	610,792	644,585
Community and economic development		655,123	0	655,123	671,718
General government		273,886	0	273,886	295,793
Debt service		532,538	0	532,538	542,485
Capital projects		1,716,035	0	1,716,035	2,292,935
<b>Total governmental activities expenditures</b>		<b>4,845,138</b>	<b>0</b>	<b>4,845,138</b>	<b>5,942,823</b>
Business type activities		0	899,566	899,566	955,197
<b>Total ALL expenditures</b>		<b>4,845,138</b>	<b>899,566</b>	<b>5,744,704</b>	<b>6,898,020</b>
Other financing uses, including transfers out		726,523	162,803	889,326	1,024,956
<b>Total ALL expenditures/And other financing uses</b>		<b>5,571,661</b>	<b>832,369</b>	<b>6,404,030</b>	<b>7,922,976</b>
<b>Excess revenues and other sources over (Under) Expenditures/And other financing uses</b>		<b>92,428</b>	<b>153,355</b>	<b>245,783</b>	<b>-1,090,871</b>
Beginning fund balance July 1, 2016		2,109,233	243,147	2,352,380	2,352,380
Ending fund balance June 30, 2017		2,201,661	395,502	2,597,163	1,261,509
Note - These balances do not include \$ _____ held in non-budgeted internal service funds; \$ _____ held in Pension Trust Funds; \$ _____ held in Private Purpose Trust funds and \$ _____ held in agency funds which were not budgeted and are not available for city operations.					
Indebtedness at June 30, 2017		Amount - Civil cents	Indebtedness at June 30, 2017	Amount - Civil cents	
General obligation debt		\$ 4,700,757	Other long-term debt	\$ 0	
Revenue debt		\$ 402,000	Short-term debt	\$ 2,430	
TIF Revenue debt		\$ 0			
			General obligation debt limit	\$ 9,885,093	
<b>CERTIFICATION</b>					
THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF					
Signature of city clerk			Date Published/Posted	Mark (X) one <input type="checkbox"/> Date Published <input type="checkbox"/> Date Posted	
Printed name of city clerk		Telephone	Area Code	Number	Extension
Signature of Mayor or other City official (Name and Title)			Date signed		
<b>PLEASE PUBLISH THIS PAGE ONLY</b>					

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RESOLUTION 1660

RESOLUTION APPROVING THE SUBMISSION OF THE CITY OF WEST BRANCH  
2016-2017 ANNUAL FINANCIAL REPORT TO THE STATE AUDITOR'S OFFICE

WHEREAS, Chapter 384.22 of the Code of Iowa requires the City of West Branch to submit a City Annual Financial Report (AFR) for the year ending June 30, 2017 to be filed with the Office of Auditor of State by December 1, 2017; and

WHEREAS, Property **taxes will not** be levied for fiscal year 2019 if a city fails to comply with statutory budgeting requirements and all state funds will be withheld (Chapter 384.16(7) of the Code of Iowa) until the city complies with these statutory requirements.

BE IT RESOLVED by the City Council of the City of West Branch, Cedar County, Iowa, that the 2016-2017 Annual Financial Report be approved and forwarded to the Iowa State Auditor's Office.

Passed and approved this 6th day of November, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Resolution 1658 – Allowing Colony Muskrat Trapping along the Wapsi Creek by City Approved Trappers during State Regulated Trapping Season.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Mayor Pro Tem Colton Miller
<b>DATE:</b>	October 29, 2017

**BACKGROUND:**

The muskrat population has been very damaging to the West Branch Village sewer treatment process. Trapping season is coming soon, and the thought would allowing a designated trapper(s) to trap only during the trapping season to assist this growing rodent population.

Colony traps is a legal method to trap muskrat in Iowa. A colony trap is an enclosure type devise that allows for the capture of one or more muskrats in a single set. The trap design functions with one or more one-way entrances that allow muskrats to push through and enter, but prevents exiting by the mechanics and/or design of the door or opening. These traps are called by other names, but will be referred to as colony traps in this resolution. Colony traps are commonly used in many Midwestern states for the regulated harvest of muskrats. The states of Michigan, Minnesota, North and South Dakota, Iowa, Ohio, and Missouri allow the use of colony traps, but are regulated by the State which they are permitted. Regulations are based on variables such as: overall length, door or opening dimensions, placement in relation to culverts, whether bait can be used, and placement with regard to water (i.e. 100% submerged, 50% submerged, etc.). Each regulation is based on different variables that may influence non-target capture and welfare of trapped animals. Trapping within the city limits must abide by all State of Iowa laws and regulations.

<b>STAFF RECOMMENDATION:</b>	Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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RESOLUTION 1658

RESOLUTION ALLOWING COLONY MUSKRAT TRAPPING ALONG THE WAPSI CREEK BY CITY APPROVED TRAPPER(S) DURING STATE REGULATED TRAPPING SEASON.

WHEREAS, It has become apparent that the Muskrat population has reached nuisance levels; and

WHEREAS, Damage to the West Branch Village sewer treatment process has been reported and has been an on-going problem; and

WHEREAS, Colony traps are commonly used and is legal in many Midwestern states including Iowa; and

WHEREAS, The City of West Branch still retains the authority to approve individuals who seek to trap Muskrat within city limits; and

WHEREAS, Any Trapping Allowed within the city limits must adhere by all State of Iowa laws and regulations regarding Muskrat Trapping;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Cedar County, Iowa, that allowing colony muskrat trapping along the Wapsi Creek by city approved trapper(s) during state regulated trapping season be approved.

Passed and approved this 6th day of November, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Approve Main Street Water Main Improvement Pay Estimate No. 2
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Veenstra & Kimm, Inc.
<b>DATE:</b>	October 30, 2017

### **BACKGROUND:**

This is a budgeted and approved project by City Council. City Engineers have reviewed construction to date and recommend issuing payment for work completed on project.

<b>STAFF RECOMMENDATION:</b>	Pass Motion for Pay Estimate
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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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)

October 30, 2017

Redmond Jones  
City Administrator  
City of West Branch  
110 Poplar Street  
P.O. Box 218  
West Branch, IA 52358

WEST BRANCH, IOWA  
MAIN STREET WATER MAIN IMPROVEMENTS  
PARTIAL PAY ESTIMATE NO. 2

Enclosed is one copy of Partial Payment Estimate No. 2 for work completed September 16, 2017 to October 30, 2017 under the contract between the City of West Branch and BWC Excavating LC.

We have reviewed the estimate and recommend payment to BWC Excavating LC in the amount of \$81,495.10.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 2 to BWC Excavating LC for signature and return to the City of West Branch.

Please sign all copies of the partial payment estimates forwarded to you by BWC Excavating LC in the spaces provided and return one signed copy to our office and one copy to BWC Excavating LC with payment.

If you should have any questions or comments concerning the enclosed information, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.

A blue ink handwritten signature, appearing to read 'Eric Gould', is written over a horizontal line.

Eric Gould  
EDG:mmc  
368235  
Enclosure

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**VEENSTRA & KIMM, INC.**

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

October 30, 2017

**PAY ESTIMATE NO. 2**  
**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 Sept. 16, 2017 - Oct. 30, 2017

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	xxxxx	xxxxx	\$ 18,000.00	75%	\$ 13,500.00
1.2	Traffic Control	LS	xxxxx	xxxxx	\$ 3,500.00	75%	\$ 2,625.00
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	80	\$ 2,000.00
1.4.2	Pavement	SY	276	\$ 10.00	\$ 2,760.00	157	\$ 1,570.00
1.4.3	Driveway	SY	134	\$ 10.00	\$ 1,340.00	134	\$ 1,340.00
1.4.4	Sidewalk	SY	46	\$ 10.00	\$ 460.00	46	\$ 460.00
1.5	Surface Replacement						
1.5.1	Granular Surfacing	SY	7.5	\$ 53.60	\$ 402.00	7.5	\$ 402.00
1.5.2	6" PCC Curb & Gutter	LF	165	\$ 37.00	\$ 6,105.00	80	\$ 2,960.00
1.5.3	PCC Pavement	SY	182	\$ 41.00	\$ 7,462.00	63	\$ 2,583.00
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	54	\$ 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	968	\$ 47,528.80
1.8	Gate Valves						
1.8.1	6" DIP	Ea.	4	\$ 1,866.11	\$ 7,464.44	4	\$ 7,464.44
1.8.2	8" DIP	Ea.	5	\$ 1,916.16	\$ 9,580.80	5	\$ 9,580.80
1.9	Water Servie Connections						
1.9.1	Open Cut w/Curb Stop	Ea.	6	\$ 1,232.52	\$ 7,395.12	6	\$ 7,395.12
1.9.2	Bored w/ Curb Stop	Ea.	10	\$ 1,546.21	\$ 15,462.10	9	\$ 13,915.89
<b>Contract Price:</b>					<b>\$ 157,595.26</b>		<b>\$ 118,135.05</b>

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<b>SUMMARY</b>			
		Total Approved	Total Completed
Contract Price		\$ 157,595.26	\$ 118,135.05
Approved Change Order (list each)	Change Order No. 1	\$4,995.00	\$4,995.00
	Change Order No. 2	\$5,100.00	\$5,100.00
Revised Contract Price		\$ 167,690.26	\$ 128,230.05

Stored  
 Total Earned \$ 128,230.05  
 Retainage (5%) \$ 6,411.50  
 Total Earned Less Retainage \$ 121,818.55

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 40,323.44	

Total Previously Approved \$ 40,323.44  
 Amount Due This Request \$ 81,495.10

Percent Complete      76%

The amount   \$81,495.10   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: October 30, 2017

Date: \_\_\_\_\_

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**REQUEST FOR COUNCIL CONSIDERATION**

**MEETING DATE:** November 6, 2017

**AGENDA ITEM:** Motion to Approve Consultant Contract with Julia Hime for the services of filming Board and Commission meetings.

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

**PREPARED BY:** Nick Shimmin, Library / IT Director

**DATE:** October 30, 2017

**BACKGROUND:**

Videographer for the Cable Channel, Sherry Hill, contacted city staff on 10/12 of her desire to end her position as the cable channel’s videographer.

To replace Ms. Hill in this position, a contract has been provided to council with Julia Hime, one of two others who voiced interest when Ms. Hill was approved in August of 2016. Ms. Hime is capable of conducting the tasks involved and is available for filming the commissions.

**STAFF RECOMMENDATION:** Approve Motion

**REVIEWED BY CITY ADMINISTRATOR:**

**COUNCIL ACTION:**

**MOTION BY:**

**SECOND BY:**

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## CONSULTING SERVICES AGREEMENT

THIS AGREEMENT entered into by and between the City of West Branch, Iowa (hereafter "City") and Julia Hime (hereafter "Hime").

WHEREAS, Hime is capable of providing cable access videography services (the "Services"); and

WHEREAS, the City desires to engage the services of Hime to provide said Services; and

WHEREAS, the parties desire to enter into an agreement to engage Hime as an independent contractor to perform the Services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Independent Contractor. Hime expressly agrees that this Agreement does not create any rights as an employee of City, and that City is engaging Hime as an independent contractor to provide the Services to the City on an "as needed" basis.
2. Compensation for Services. The City shall compensate Hime for the Services as follows:
  - a. The City shall pay Hime the sum of \$50 per event/meeting to record video of the said event/meeting for use by the City of West Branch.The City shall pay Hime after the second regularly scheduled City Council meeting upon submission of an invoice for the Services to the City Clerk.
3. Use of City building and equipment. Hime, upon request of the City Administrator, shall be allowed to access City Hall and the City equipment during recording event times.
4. Notification. The City shall provide notification of upcoming meetings by inclusion in email notification lists for each board and/or commission.
5. Insurance. The City shall provide liability insurance to Hime under the City's policy.
6. Termination. Hime or the City may terminate this Agreement by providing 30 days written notice to the other party.

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7. Indemnification. That in consideration of the mutual covenants of the parties and for value received, Hime agrees to indemnify and save harmless, City and its officers, employees, agents, and their successors, assigns and personal representatives from any claim, action, liability, loss, damage, or suit arising from the Services provided herein.
8. Form 1099. As required by law, the City will issue Hime a Form 1099 showing the amount paid to Hime as an independent contractor during each calendar year this Agreement is in place.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Julia Hime

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> November 6, 2017
---------------------------------------

<b>AGENDA ITEM:</b>	Approve Claims / Payroll / Items paid between meetings
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon R. Edgar, Finance Officer
<b>DATE:</b>	October 29, 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.

<b>STAFF RECOMMENDATION:</b> Approve claims/Move to Action
--

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

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EXPENDITURES		11/6/2017
AMAZON	BOOKS & SUPPLIES	291.85
BAKER & TAYLOR INC.	BOOKS	1,027.87
BARNHART'S CUSTOM SERVICES	STUMP REMOVAL & EXAVATION	6,812.50
CEDAR COUNTY ENGINEER	MAINTENANCE SUPPLIES	741.72
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	129.99
CHIEF SUPPLY CORPORATION	SUPPLIES	62.55
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
CROELL, INC.	FLOWABLE MORTAR	433.50
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	35.20
DAN'S OVERHEAD DOORS & MORE	REPAIR SERVICE	465.29
EDGAR, GORDON	MILEAGE/PARKING	19.84
FEHR GRAHAM	308 PV PARK IMP - DESIGN	3,292.00
HARNEY INDUSTRIES INC	INSTALL CONCRETE @ K & G	2,100.00
HAWKINS INC	CHEMICALS	817.85
HD CLINE COMPANY	EQUIPMENT REPAIR	243.51
HENSON, MICHAEL & BETH	SEWER REFUND	1,025.17
HILL, SHERRY	VIDEO TAPING SERVICES	150.00
HOLLYWOOD GRAPHICS	T SHIRTS	391.60
INTERSTATE POWER SYSTEMS I	REPLACED BLOCK HEATER	670.18
IOWA ONE CALL	UTILITY LOCATION SERVICE	59.40
JESSICA SCHAFER	TRAVEL EXPENSE	12.00
L. L. PELLING CO. INC	L. L. PELLING CO. INC	4,742.25
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,309.92
LYNCH'S EXCAVATING INC	ROADSTONE-SHOP	261.97
MISCELLANEOUS VENDOR	FRANK HEATH:BOOK	27.00
MOORE'S WELDING INC	SUPPLIES	78.22
OLSON, KEVIN D	LEGAL SERVICES-NOVEMBER 2017	1,500.00
ORIENTAL TRADING CO. INC.	PROGRAM SUPPLIES	203.07
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	87.00
QUALITY ENGRAVED SIGNS	SUPPLIES	65.50
QUILL CORP	OFFICE SUPPLIES	39.01
SENSUS USA	SOFTWARE SUPPORT	1,949.94
SHIMMIN, NICK	PROGRAM SUPPLIES	61.00
ST. PAUL STAMP WORKS INC.	ANIMAL TAGS	167.18
STRATEGIC TRAINING INITIAT	HHTD-BALLOON ENTERTAINER	262.50
SUMMIT COMPANIES	FIRE EXTINGUISHER TRAINING	300.00
SUPPLYWORKS	BATHROOM SUPPLIES	299.78
TRANS-IOWA EQUIPMENT INC	REPAIR PARTS	88.75
UPS	SEWER-SHIPPING	21.03
USA BLUE BOOK	SUPPLIES	31.59
VEENSTRA & KIMM INC.	314 N FIRST ST IMP	600.00
VEENSTRA & KIMM INC.	316 SAN SEWER REHAB I & I PH 2	94.42
VEENSTRA & KIMM INC.	316 SAN SEWER REHAB I & I PH 2 RESIDENT REVIEW	71.00
VEENSTRA & KIMM INC.	310 COL ST BRIDGE FINAL DESIGN	4,643.00
VEENSTRA & KIMM INC.	P & Z - MEADOWS PT 2 RES REVIEW	2,290.74
VEENSTRA & KIMM INC.	315 MAIN ST SEWER WATER MAIN	6,195.00
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	747.00
VEENSTRA & KIMM INC.	310 COL ST BRIDGE ROW ACQUISITION	3,592.60
VEENSTRA & KIMM INC.	318 COL ST & 2ND ST IMPROVEMENTS	4,666.00
VERIZON WIRELESS	VERIZON WIRELESS	813.90
WATER SOLUTIONS UNLIMITED	PHOSPHATE	2,515.00
WEST BRANCH COMMUNITY SCHOOL	BUSING-SWIMMING, FIELD TRIPS	2,874.47
<b>TOTAL</b>		<b>59,415.86</b>

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**PAID BETWEEN MEETINGS**

BWC EXCAVATING LC	315 MAIN ST WATER MAIN IMPROVEMENTS	40,323.44
RIVER PRODUCTS COMPANY	DEPOSIT WETLANDS CREDIT	2,600.00
UPS	SEWER-SHIPPIING	21.46
BP AMOCO	VEHICLE FUEL	358.96
EMERGENCY SERVICES MARKETING	ANNUAL FEE	735.00
GALAXY CLEANING SERVICES	OFFICE CLEANING	1,185.18
MIKE HORIHAN	UNIFORM REPAIR	10.95
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
PORT 'O' JONNY INC	HHTD SERVICE	868.00
US BANK CORPORATE CARD	TRAVEL, TRAINING & SUPPLIES	2,290.59
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	106.86
DEWEY'S JACK & JILL	MAINTENANCE SUPPLIES	5.79
DODGE ST TIRE & AUTO	SNOW TIRES	544.48
HD CLINE	REPAIRS PARTS	71.34
JEREMY LYNN LLC	INSTALLATION SALT SHED	2,430.00
METROPOLITAN COMPOUNDS INC	CHEMICALS	1,020.70
QC ANALYTICAL SERVICES	LAB ANALYSIS	840.00
TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	376.00
WALMART COMMUNITY/RFCSLLC	DVDS, PROGRAM SUPPLIES	216.50
WEST BRANCH REPAIRS	VEHICLE REPAIR	348.53
FRONTLINE PLUS FIRE & RESCUE INC	SIREN REPAIR	7,984.91
IMWCA	WORK COMP AUDIT ADJUSTMENT	983.00
MEDIACOM	CABLE SERVICE	40.90
PSC DISTRIBUTION	SUPPLIES	275.74
RIVER PRODUCTS COMPANY	WETLANDS CREDIT -BALANCE DUE	23,400.00
UPS	SEWER-SHIPPIING	21.03
<b>TOTAL</b>		<b>88,559.36</b>
<b>PAYROLL 10/20/2017</b>		<b>53,710.64</b>
<b>PAYROLL 10/20/2017-SICK TIME PAYOUT</b>		<b>974.74</b>
<b>PAYROLL 11/03/2017</b>		<b>42,051.92</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>244,712.52</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		66,188.56
022 CIVIC CENTER		505.34
031 LIBRARY		13,582.09
036 TORT LIABILITY		5,989.00
110 ROAD USE TAX		19,907.52
112 TRUST AND AGENCY		16646.11
308 PARK IMP - PEDERSEN VALLEY		29,292.00
310 COLLEGE STREET BRIDGE		8,235.60
314 N FIRST ST IMPROVEMENTS		600
315 MAIN ST WATER MAIN IMPROVEMENTS		46,518.44
316 I & I LINE/GROUT PH 2		165.42
318 COLLEGE ST & 2ND ST IMPROVEMENTS		4,666.00
600 WATER FUND		13,715.20
610 SEWER FUND		18,701.24
<b>GRAND TOTAL</b>		<b>244,712.52</b>

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	CHIEF SUPPLY CORPORATION	SUPPLIES	62.55
			VERIZON WIRELESS	294.05
			SUMMIT COMPANIES	64.29
			LIBERTY COMMUNICATIONS	258.56
			TOTAL:	679.45
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	100.71
			TELEPHONE SERVICE	44.39
			CULLIGAN WATER TECHNOLOGIES	35.20
TOTAL:	180.30			
PARK & RECREATION	GENERAL FUND	WEST BRANCH COMMUNITY SCHOOLS	BUSING-SWIMMING, FIELD TRI	898.69
			BUSING-SWIMMING, FIELD TRI	1,975.78
			SERVICE-MAPSI PARK	87.00
			WIRELESS SERVICE	36.80
			T SHIRTS	391.60
			SUMMIT COMPANIES	21.43
			LIBERTY COMMUNICATIONS	155.82
			ORIENTAL TRADING CO. INC.	203.07
			TOTAL:	3,770.19
			CEMETERY	GENERAL FUND
TOTAL:	243.51			
COMM & CULTURAL DEVEL	GENERAL FUND	STRATEGIC TRAINING INITIATIVES LLC	HHTD-BALLOON ENTERTAINER	262.50
			TOTAL:	262.50
CLERK & TREASURER	GENERAL FUND	SUMMIT COMPANIES	FIRE EXTINGUISHER TRAINING	21.43
			EDGAR, GORDON	19.84
			LIBERTY COMMUNICATIONS	293.84
			CJ COOPER & ASSOCIATES	35.00
			SUPPLYWORKS	91.94
			TOTAL:	462.05
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-NOVEMBER 20	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	67.69
			HILL, SHERRY	150.00
			VIDBO TAPING SERVICES	217.69
TOTAL:	217.69			
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	P & Z MEADOWS PT 2 RES REV	2,290.74
			LOT SITE PLAN REVIEW	747.00
			ANIMAL TAGS	167.18
			TOTAL:	3,204.92
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.29
			SUPPLYWORKS	183.89
			TOTAL:	227.18
LIBRARY	LIBRARY	CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	64.83
			COPIER MAINTENANCE	65.16
			SHIMMIN, NICK	61.00
			QUILL CORP	39.01
			BAKER & TAYLOR INC.	14.38
			BOOKS	179.75

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			BOOKS	350.71
			BOOKS	250.50
			BOOKS	106.53
			BOOKS	89.31
			BOOKS	65.45
		QUALITY ENGRAVED SIGNS	SUPPLIES	65.50
		SUMMIT COMPANIES	FIRE EXTINGUISHER TRAINING	85.71
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	189.12
		JESSICA SCHAPER	TRAVEL EXPENSE	12.00
		AMAZON	BOOKS & SUPPLIES	14.36
			BOOKS & SUPPLIES	18.98
			BOOKS & SUPPLIES	88.37
			BOOKS & SUPPLIES	47.36
			BOOKS & SUPPLIES	122.78
		MISCELLANEOUS V FRANK HEATH	FRANK HEATH:BOOK	12.00
		ALLISON PUBLIC LIBRARY	ALLISON PUBLIC LIBRARY:BOO	15.00
			TOTAL:	1,929.05
ROADS & STREETS	ROAD USE TAX	LYNCH'S EXCAVATING INC	ROADSTONE-SHOP	261.97
		BARNHART'S CUSTOM SERVICES LLC	STUMP REMOVAL & EXCAVATION	6,500.00
			HAULING	312.50
		VERIZON WIRELESS	WIRELESS SERVICE	161.01
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	52.17
		CDAR COUNTY ENGINEER	MAINTENANCE SUPPLIES	741.72
		DAN'S OVERHEAD DOORS & MORE INC	REPAIR SERVICE	465.29
		HARNEY INDUSTRIES INC	INSTALL CONCRETE @ K & G	2,100.00
		MOORE'S WELDING INC	SUPPLIES	78.22
		TRANS-IOWA EQUIPMENT INC	REPAIR PARTS	88.75
			TOTAL:	10,761.63
INVALID DEPARTMENT	PARK IMP - PEDERSE FEHR GRAHAM		308 PV PARK IMP - DESIGN	3,292.00
			TOTAL:	3,292.00
INVALID DEPARTMENT	COLLEGE STREET BRI VEENSTRA & KIMM INC.		310 COL ST BRIDGE FINAL DE	4,643.00
			310 COL ST BRIDGE ROW ACQU	3,592.60
			TOTAL:	8,235.60
INVALID DEPARTMENT	N FIRST ST IMPROV VEENSTRA & KIMM INC.		314 N FIRST ST IMP	600.00
			TOTAL:	600.00
INVALID DEPARTMENT	MAIN ST WATER MAIN VEENSTRA & KIMM INC.		315 MAIN ST WATER MAIN	6,195.00
			TOTAL:	6,195.00
INVALID DEPARTMENT	I & I LINE/GROUT P VEENSTRA & KIMM INC.		316 SAN SEWER REHAB I & I	94.42
			316 SAN SEWER REHAB PH E R	71.00
			TOTAL:	165.42
INVALID DEPARTMENT	COLLEGE ST & 2ND S VEENSTRA & KIMM INC.		318 COL ST & 2ND ST IMP	4,666.00
			TOTAL:	4,666.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	29.70
		SENSUS USA	SOFTWARE SUPPORT	1,949.94
		HAWKINS INC	CHEMICALS	817.85
		VERIZON WIRELESS	WIRELESS SERVICE	161.02
		WATER SOLUTIONS UNLIMITED INC.	PHOSPHATE	2,515.00
		SUMMIT COMPANIES	FIRE EXTINGUISHER TRAINING	107.14

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CROELL, INC.	FLOWABLE MORTAR	433.50
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	52.17
		SUPPLYWORKS	BATHROOM SUPPLIES	23.95
		USA BLUE BOOK	SUPPLIES	83.27
			CREDIT FOR TAX	20.80-
			CREDIT FOR TAX	30.88-
			TOTAL:	6,121.86
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	29.70
		L. L. PELLING CO. INC	L. L. PELLING CO. INC	4,742.25
		UPS	SEWER-SHIPPING	21.03
		VERIZON WIRELESS	WIRELESS SERVICE	161.02
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	52.16
		INTERSTATE POWER SYSTEMS INC	REPLACED BLOCK HEATER	670.18
		HENSON, MICHAEL & BETH	SEWER REFUND	1,025.17
			TOTAL:	6,701.51

===== FUND TOTALS =====	
001 GENERAL FUND	10,520.61
022 CIVIC CENTER	227.18
031 LIBRARY	1,929.05
110 ROAD USE TAX	10,761.63
308 PARK IMP - PEDERSEN VALLE	3,292.00
310 COLLEGE STREET BRIDGE	8,235.60
314 N FIRST ST IMPROVEMENTS	600.00
315 MAIN ST WATER MAIN IMPROV	6,195.00
316 I & I LINE/GROUT PH 2	165.42
318 COLLEGE ST & 2ND ST IMPRO	4,666.00
600 WATER FUND	6,121.86
610 SEWER FUND	6,701.51
GRAND TOTAL:	59,415.86

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> November 6, 2017
---------------------------------------

<b>AGENDA ITEM:</b> Resolution 1654 – Establishing the licensing fees for the registration of dogs and cats within the City of West Branch, Iowa
--

<b>CITY GOAL:</b> Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
---

<b>PREPARED BY:</b> Leslie Brick, Deputy City Clerk
---

<b>DATE:</b> October 29, 2017
-------------------------------

**BACKGROUND:**

Animal Control Commission has researched other area cities pet licensing fees and have suggested an increase in the non-neutered/spayed fee from \$10 to \$20. They have decided to leave remaining fees set at the current fee structure.

<b>STAFF RECOMMENDATION:</b> Accept Animal Control Recommendation
---

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
--

<b>COUNCIL ACTION:</b>
------------------------

<b>MOTION BY:</b>
-------------------

<b>SECOND BY:</b>
-------------------

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## Minutes of the October 10<sup>th</sup> Animal Control Commission

The West Branch Animal Control Commission met on October 10, 2017 at 6:30 p.m.

Members present were Ashley Olson, Red Provine, Leesa Johnson, and Alan Beyer.

Minutes from the September meeting were read and approved.

### Old Business:

The Urban Chicken Ordinance was briefly discussed. No further direction has been heard from Mr. Shultice and the fourth grade class. He earlier had expressed interest in their involvement. Also, the present city council members have expressed interest in voting on this before the end of the year. Alan will contact Mr. Shultice to seek their input.

There was no further old business.

### New Business:

No police officer was present. Continued spotting of fox in town has been noted.

The town Halloween Costume Contest has been discontinued at least for this year. The supper will still take place and businesses are encouraged to stay open later and to hand out treats. It was decided to cancel the Pet Costume contest as well since it piggybacked on the kids' contest. Licensing fees for City Registration and for the Dog Park were discussed. A list of about 15 other Iowa community rates were compared. It was decided to keep the city pet registration fee at \$5 for neutered pets and raise the fee for unneutered pets to \$20. License fees for the Dog Park will be left the same for now.

Next meeting date will be November 14<sup>th</sup>.

Meeting adjourned at 6:48 p.m.

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RESOLUTION 1654

AMENDING THE LICENSING FEES FOR THE REGISTRATION OF DOGS AND  
CATS WITHIN THE CITY OF WEST BRANCH, IOWA

WHEREAS, the City of West Branch hereby acknowledges the need for the licensing of certain animals in order to protect the welfare of both the public and the animal; and

WHEREAS, the City of West Branch approved animal licensing fees with the passage of Resolution 851, November 5, 2008; and

WHEREAS, pursuant to the City Code, chapter 55.22, the City Council of West Branch hereby establishes the following rates for the licensing of dogs and cats to which said Code applies; and

WHEREAS, the Animal Control Commission requests to amend the fee for non-neutered/non-spayed hereby amends the following rates for the licensing of dogs and cats to which said Code applies to:

Unneutered or unspayed dogs and cats shall be Twenty Dollars \$20.00 per one year license.

NOW, THEREFORE BE IT RESOLVED the City Council of the City of West Branch, Iowa the rates are hereby amended and these rates shall take effect upon approval of said resolution.

Passed and approved, this 6<sup>th</sup> day of November, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Resolution 1656 – Accepting public improvements constructed in The Meadows, Part Two, West Branch, Iowa.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Kevin Olson, City Attorney
<b>DATE:</b>	October 29, 2017

### BACKGROUND:

Resolution accepting the public improvements of The Meadows – Part Two.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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RESOLUTION 1656

RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS CONSTRUCTED IN THE MEADOWS, PART TWO, WEST BRANCH, IOWA.

WHEREAS, the City and KLM Investments, LLC (the "Developer") entered into that certain Subdivider's Agreement (the "Agreement"), whereby the Developer would be required to construct certain municipal improvements in The Meadow's Part Two (the "Subdivision"); and

WHEREAS, the Developer has installed all of the public improvements, excepting the sidewalks; and

WHEREAS, the City Council is hereby required to issue a release for the previously installed public improvements for said Subdivision.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned public improvements, **excepting the sidewalks to be constructed on each individual lot**, which was required by the Agreement are hereby accepted. Further, the City Clerk is hereby directed to record a copy of this Resolution with the Cedar County Recorder to serve as a release of this requirement as described above without further documentation.

Passed and approved this 6<sup>th</sup> day of November, 2017.

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Ordinance 747 – (First Reading) Amending Chapter 165, entitled “Zoning Regulations”.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	October 30, 2017

### BACKGROUND:

There were three issues that have come to the attention of the City with it recent development demands. The following

- Water line (update code to reflect zero lot line structures)
- Front Yard Setback Requirements (25feet) allow for existing non-conforming structure (older neighborhoods)
- Address Downtown (non-conforming) issues

Planning & Zoning Commission approved and recommends adding the proposed language in Ordinance 747 to Chapter 165.11(2), 165.27(3), 165.28(3), 165.29(3), and 165.35(2). Amending the chapter to include requirements for zero lot line dwellings and amending rear yard requirements in the Central Business District (CB-1).

<b>STAFF RECOMMENDATION:</b>	Provide Feedback / Approve First Reading
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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ORDINANCE 747

AN ORDINANCE AMENDING THE ZONING CODE OF THE CITY OF WEST BRANCH.

WHEREAS, the Planning and Zoning Commission of the City of West Branch, Iowa, has heretofore recommended it necessary to make certain amendments to the City's Zoning Code; and

WHEREAS, a public hearing on said zoning revisions has now been held as required by law.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 165.11(2) of the Code of Ordinances is hereby amended to add subsection (E) which reads as follows:

*"E. In all residential districts there shall be a minimum front yard required for that particular zoning district in this Chapter; provided, however, that where lots comprising thirty (30) percent or more of the frontage within two hundred (200) feet of either side lot line are developed with buildings at a greater or lesser setback than stated in said particular zoning district, the front yard requirement for an undeveloped lot shall be the average of these building setbacks. In computing the average setback, buildings located on reverse corner lots or entirely on the rear half of lots shall not be counted. However, in no case shall the required front yard setback exceed fifty (50) feet.*

2. Amendment. Section 165.27(3)(A) is hereby amended by adding the following sentence to the end of said section:

*"Zero-lot lines shall have a lot area of three thousand eight hundred and fifty (3850) square feet per dwelling unit. Zero-lot line dwellings shall have a building line frontage of thirty-five (35) feet.*

3. Amendment. Section 165.27(3)(C) is hereby amended by adding the following sentence to the end of said section:

*"Zero-lot line dwellings shall have two side yard setbacks, one which is zero (0) feet and the other shall be a minimum of eight (8) feet."*

4. Amendment. Section 165.28(3)(A) is hereby amended by adding subparagraph (3) which reads as follows:

*"Zero-lot line dwellings shall have a frontage of not less than thirty-five (35) feet and a lot area of four thousand two hundred (4200) square feet."*

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5. Amendment. Sections 165.29(3)(B) is hereby amended by adding the following sentence at the end of said section:

*“Zero-lot line dwellings shall have a lot area of four thousand two hundred (4200) square feet with a minimum width at the established building line of thirty-five (35) feet.”*

6. Amendment. Section 165.29(3)(G) is hereby amended by adding the following sentence to the end of said section:

*“Zero-lot line dwellings shall have two side yard setbacks, one which is zero (0) feet and the other shall be a minimum of eight (8) feet.”*

7. Amendment. Section 165.35(2)(C) is hereby amended by deleting it in its entirety and replacing it with the following:

*“C. Rear Yard. No rear yard shall be required in the Central Business CB-1 District. When abutting a residential district, a twenty (20) rear yard is required.”*

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

8. 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.

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

First reading: November 6, 2017  
Second reading: November 20, 2017  
Third Reading: December 4, 2017

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Resolution 1657 – Considering the issue of weather Acciona Windpower North America, LLC, should be rebated a portion of Tax Increment Revenue.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	October 30, 2017

### BACKGROUND:

The City previously entered into a Tax Increment Finance Rebate Agreement with Acciona North American dated January 8<sup>th</sup> 2008. As a part of that agreement, the City is to consider whether Acciona is granted a portion / a return of Tax Increment Revenues.

<b>STAFF RECOMMENDATION:</b>	Give direction on resolution
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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RESOLUTION 1657

RESOLUTION CONSIDERING THE ISSUE OF WHETHER ACCIONA WINDPOWER NORTH AMERICA, LLC SHOULD BE REBATED A PORTION OF TAX INCREMENT REVENUES

WHEREAS, on January 2, 2008, the City and Acciona Windpower North America, LLC entered into an Agreement titled *Amended Tax Increment Development Agreement By and Between the City of West Branch, Iowa and Acciona Windpower North America, L.L.C.*; and

WHEREAS, the Agreement contemplates performance of certain actions that may or must be performed by the parties to the Agreement; and

WHEREAS, pursuant to the Agreement, one action that may be performed under the Agreement is the payment, by the City, of “rebate” payments of “that percentage of incremental taxes actually paid with respect to” certain improvements to be made by Acciona “and received under Iowa Code Chapter (sic) 403.19 by the City;” and

WHEREAS, each of the possible rebate payments contemplated “shall be subject to annual appropriation of the City Council;” and

WHEREAS, “[p]rior to December 1<sup>st</sup> of each year during the term” of the Agreement “the City Council shall consider the issue of obligating for appropriation to the funding of the payments due in the following fiscal year, an amount of tax increment revenues to be collected in the following fiscal year;” and

WHEREAS the City Council is preparing to submit its annual certification “under Iowa Code section 403.19 to the Cedar County Auditor . . . the amount of taxes to be paid over the City and the amount,” if any, “obligated for appropriation for rebate to Acciona.”

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the Council has considered the issue of whether Acciona Windpower North America, LLC should be rebated a portion of tax increment revenues and concluded that the contemplated certification and appropriation process should not occur for FY 2018-2019.

Passed and approved this 6th day of November, 2017.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Resolution 1661 – Approving a Bond Purchase Agreement for the Sale of Bonds Thereunder
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Maggie Burger, Financial Consultant of Speer Financial
<b>DATE:</b>	October 30, 2017

### BACKGROUND:

The citizens of West Branch approved park improvement plans and the use of General Obligation Bonds to finance those improvements. The Bonds will be paid back by a split of Local Option Sales Tax and Tax Increment Financing revenues. Part of the proceeds of the bond will be used to complete the planned park improvements. Also included in this bond issue are CIP projects approved by Council that have been completed or are under construction now. These CIP projects are expected to be paid back by debt service levy as previously planned. And the final part of this bond issue is for the College Street Bridge and Extension project, which is also Council approved and expected to be paid back with debt service levy. The Council will be taking action to award the bonds to Bankers' Bank in Madison, WI at the negotiated interest rate on November 6, 2017. This rate will be negotiated prior in the daytime and brought as a recommendation to your council meeting.

<b>STAFF RECOMMENDATION:</b>	Approval from the City Council on this topic
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## RESOLUTION 1661

### RESOLUTION APPROVING A BOND PURCHASE AGREEMENT FOR THE SALE OF BONDS THEREUNDER

WHEREAS, the City of West Branch (the "City"), in Cedar and Johnson Counties, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a loan agreement (the "2017 Projects Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$1,600,000 for the purpose of paying the costs, to that extent, of (i) constructing bridge improvements; (ii) constructing street, sanitary sewer system, and water system improvements; and (iii) refunding the General Obligation Judgment Settlement Note, dated March 7, 2017, and pursuant to law and duly published notice has held a public hearing on such proposal on June 26, 2017; and

WHEREAS, the City has decided not to proceed with the refunding of the General Obligation Judgment Settlement Note, but the City retains the right to pursue the refunding at a later time; and

WHEREAS, pursuant to the provisions of Section 384.24A of the Code of Iowa, the City also heretofore proposed to enter into a loan agreement (the "Park Project Loan Agreement") and to borrow money thereunder in an amount not exceeding \$4,000,000 to provide funds to pay the cost, to that extent, of undertaking the West Branch Park Improvements Project, including ball diamonds; volleyball courts; lighting improvements; playground equipment; concessions, restroom and shelter facilities; recreation trails; landscaping; parking lots; and the installation of related public infrastructure improvements, and pursuant to law and duly published notice, has held a successful election on said proposal on November 3, 2016; and

WHEREAS, pursuant to law and the successful election on the Park Project Loan Agreement, the City used a portion of its borrowing authority thereunder to enter into an initial loan agreement (the "Initial Park Project Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$500,000 to pay the cost, to that extent, of funding the initial costs of the West Branch Park Improvement Project; and

WHEREAS, the City now intends to exercise a portion of its remaining authority with respect to the Park Project Loan Agreement to enter into another loan agreement (the "Park Project Loan Agreement #2) in an amount not to exceed \$3,000,000 to pay the cost, to the extent of funding the costs of the West Branch Park Improvements Project; and

WHEREAS, pursuant to Section 384.28 of the Code of Iowa, the City Council has combined the 2017 Projects Loan Agreement and the Park Project Loan Agreement #2, into a single loan agreement (the "Loan Agreement");

WHEREAS, a Preliminary Official Statement (the "P.O.S.") has been prepared to facilitate the sale of General Obligation Corporate Purpose Bonds, Series 2017 (the "Bonds") to be issued in evidence of the obligation of the City under the Loan Agreement, and the City Council has made provision for the approval of the P.O.S. and has authorized its use by Speer Financial, Inc. (the "Financial Advisor"), as municipal financial advisor to the City, and Bankers' Bank, Milwaukee, Wisconsin (the "Underwriter") as the underwriter of the issuance of the Bonds; and

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WHEREAS, a certain Bond Purchase Agreement has been prepared to set forth the terms of the Bonds and the understanding between the City and the Underwriter with respect to the purchase thereof, and it is now necessary to make provision for the approval of the Bond Purchase Agreement;

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

Section 1. The Bond Purchase Agreement is hereby approved in substantially the form as presented to this City Council. The Mayor and City Clerk are hereby authorized and directed to execute and deliver the Bond Purchase Agreement to the Underwriter.

Section 2. Further action with respect to the issuance of the Bonds and the approval of the Loan Agreement is hereby adjourned to the City Council meeting on November 20, 2017.

Section 3. All resolutions and orders or parts thereof in conflict with the provisions of this resolution, to the extent of such conflict, are hereby repealed.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved November 6, 2017.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

••••

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

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November \_\_, 2017

**Via Email**

Gordon Edgar  
City Finance Director/City Hall  
West Branch, Iowa

Re: General Obligation Corporate Purpose Bonds  
Our File No. 439253-12

Dear Gordon:

We have prepared and attach proceedings related to the action to be taken for the approval of the bond purchase agreement with Bankers' Bank at the November 6<sup>th</sup> City Council meeting.

The proceedings attached include the following items:

1. Minutes of the meeting, followed by the resolution providing for the approval of the bond purchase agreement with Bankers' Bank.
2. Attestation Certificate with respect to the validity of the transcript.

Please take the time to review the proposed Bond Purchase Agreement and contact me to discuss as needed.

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Rebecca Donaldson or me.

Best regards,

John P. Danos

Attachments

cc: Maggie Burger  
Leslie Brick  
Diana VanWleet  
Sam Devine  
Redmond Jones



MINUTES FOR MEETING TO  
AUTHORIZE BOND PURCHASE  
AGREEMENT

439253-12

West Branch, Iowa

November 6, 2017

The City Council of the City of West Branch, Iowa, met on November 6, 2017, at  
\_\_\_\_\_ o'clock \_\_m., at the \_\_\_\_\_, West Branch, Iowa.

The meeting was called to order by the Mayor, and the roll was called showing the  
following members of the City Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the following resolution and  
moved its adoption, seconded by Council Member \_\_\_\_\_. The Mayor  
put the question upon the adoption of said resolution, and the roll being called, the following  
Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
COUNTIES OF CEDAR AND JOHNSON SS:  
CITY OF WEST BRANCH

I, the undersigned, City Clerk of the City of West Branch, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to the City Council's approval of a certain bond purchase agreement, and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
City Clerk

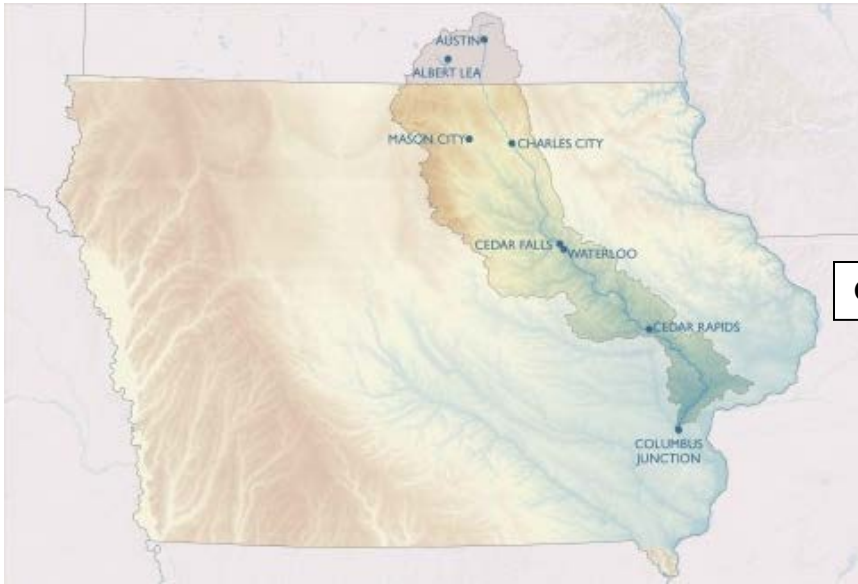


## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Motion to Appoint a Representative to the Lower Cedar Watershed Management Authority.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Mary Beth Stevenson, City Council
<b>DATE:</b>	November 2, 2017

**BACKGROUND:**

The purpose of the Cedar River Watershed Coalition is to facilitate cooperation within the watershed and to organize and advocate for land practices and policies (federal, state, and local) that will reduce future flood damage and improve water quality.



CEDAR RIVER WATERSHED

The Lower Cedar Watershed Management Authority is a part of this effort.

<b>STAFF RECOMMENDATION:</b>	Approval a Representative
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Resolution 1659: Authorizing the purchase of Pierce Velocity Rescue Pumper Fire Apparatus, by the City of West Branch, Iowa from Reliant Fire Apparatus, Inc., to be used by the West Branch Fire Department.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Kevin Stoolman, Fire Chief
<b>DATE:</b>	October 30, 2017

### **BACKGROUND:**

Reliant Fire Apparatus submitted a proposal to the West Branch Fire Department (WBFD) for a Pierce multi-purpose response vehicle per the request of a call for proposals.

Pierce Manufacturing was founded in 1913. Since then they have been building bodies with one philosophy, "Build the Finest". They are known for their craftsmanship and have well established themselves over the 60 years in the fire apparatus market. Pierce Manufacturing has built and put into service more than 51,000 apparatus, including more than 27,000 on Pierce custom chassis designed and built specifically for fire and emergency applications.

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

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RESOLUTION 1659

A RESOLUTION AUTHORIZING THE PURCHASE OF PIERCE VELOCITY RESCUE PUMPER FIRE APPARATUS, BY THE CITY OF WEST BRANCH, IOWA FROM RELIANT FIRE APPARATUS, INC., TO BE USED BY THE WEST BRANCH FIRE DEPARTMENT

WHEREAS, the West Branch Fire Department is in need of a new firefighting pumper truck; and

WHEREAS, revenue to pay for the new pumper truck will derive from the savings, fund raising, and future budget allocations of the Fire Department; and

WHEREAS, the City of West Branch held an "open bidding process" (a public competitive procurement process); and

WHEREAS, Reliant Fire Apparatus, Inc. is the contractor of choice to be awarded the apparatus contract for the specified apparatus; and

WHEREAS, the proposal received had four prices ranging from \$648,560.00 - \$675,533.00 depending the ability to pay in advance of the 10 month construction period; and

WHEREAS, the City of West Branch Fire Department currently has \$467,000 and is expected to have the remaining balance paid in 12 months; and

WHEREAS, the City Administrator and the City Finance Officer have reviewed the contract content, and in order to receive the full markdown of \$26,973 recommends buying the \$648,560.00 apparatus at the onset. Thus, requiring a loan and any expenses associated with said loan to the Fire Department from general fund for the balance of which will be repaid in a 12 month period; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, whom fully supports, approves, and authorizes the Fire Chief with assistance from the City Administrator and Finance Officer to execute any and all documents pertaining to the purchase of a Pierce Velocity Pumper Rescue Fire Apparatus from Reliant Fire Apparatus, Inc.

Passed and approved this 6th day of November, 2017.

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Clerk

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 6, 2017
<b>AGENDA ITEM:</b>	Motion to Approve the Sanitary Sewer Rehabilitation – Phase 2 Certificate of Completion
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Veenstra & Kimm, Inc.
<b>DATE:</b>	October 30, 2017

**BACKGROUND:**

Acceptance of the Sanitary Sewer Rehabilitation – Phase 2 work has been completed by Visu-Sewer, Inc. is in substantial accordance with the plans and specifications.

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

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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)

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October 30, 2017

City of West Branch  
110 Poplar Street  
P.O. Box 218  
West Branch, IA 52358

WEST BRANCH, IOWA  
SANITARY SEWER REHABILITATION – PHASE 2  
CERTIFICATE OF COMPLETION

Enclosed are two copies of the Certificate of Completion for the project. The final contract price is \$124,182.00. The certificate should be executed by the Mayor after the City Council has approved acceptance of the project.

Please sign both copies of the Certificate of Completion. Forward one copy to our office and keep the other copy for your files.

Partial Payment Estimate No. 3 (final) in the amount of the retainage will be submitted to the City after 31 days has elapsed from the date of acceptance of the project by the City.

Should you have any questions or comments concerning the enclosed information, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.

A blue ink handwritten signature, appearing to read 'Eric Gould', is written over a horizontal line.

Eric Gould  
EDG:mmc  
368225  
Enclosure

*"Turning Vision Into Reality is our Business"*

# CERTIFICATE OF COMPLETION

## SANITARY SEWER REHABILITATION –PHASE 2 WEST BRANCH, IOWA

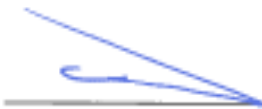
October 6, 2017

We hereby certify that we have made an on-site review of the completed construction of the SANITARY SEWER REHABILITATION – PHASE 2 under the Contract as performed by Visu-Sewer, Inc. of Pewaukee, Wisconsin.

As Engineers for the project it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is One hundred Twenty-Four Thousand One Hundred Eighty-Two and 00/100 Dollars (\$124,182.00).

**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date October 30, 2017

Date \_\_\_\_\_



# CERTIFICATE OF COMPLETION

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**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By  \_\_\_\_\_

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date October 30, 2017

Date \_\_\_\_\_

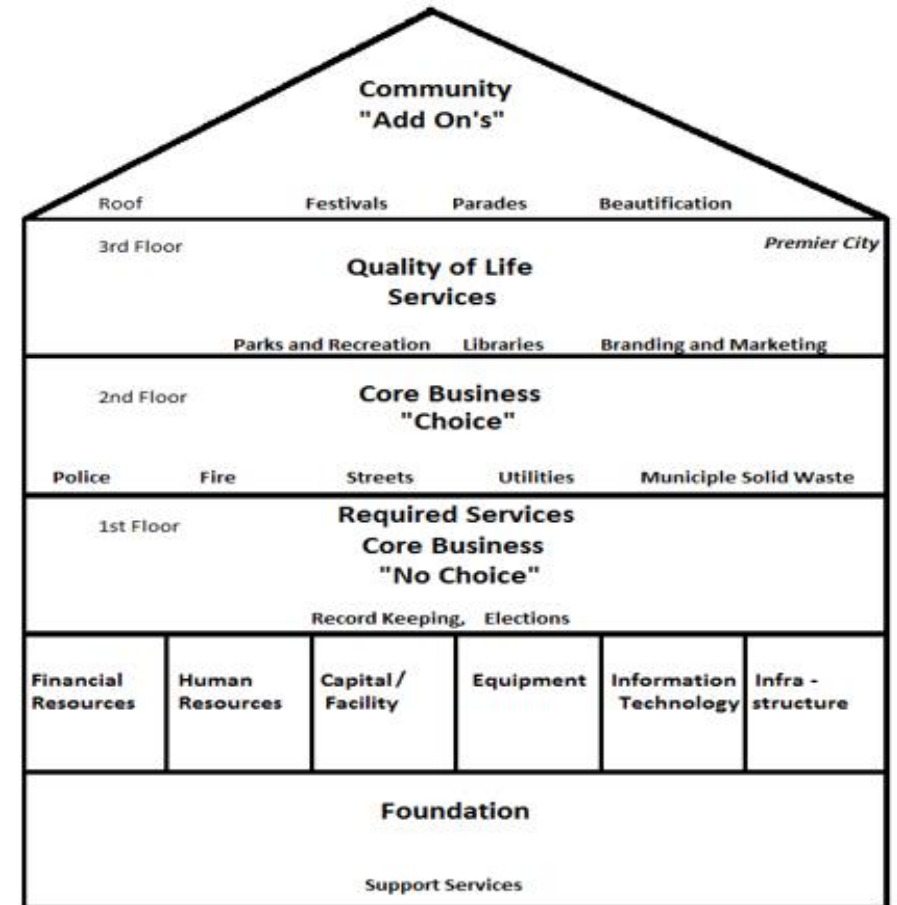
# Goal Setting

CITY OF WEST BRANCH

# Service Priorities

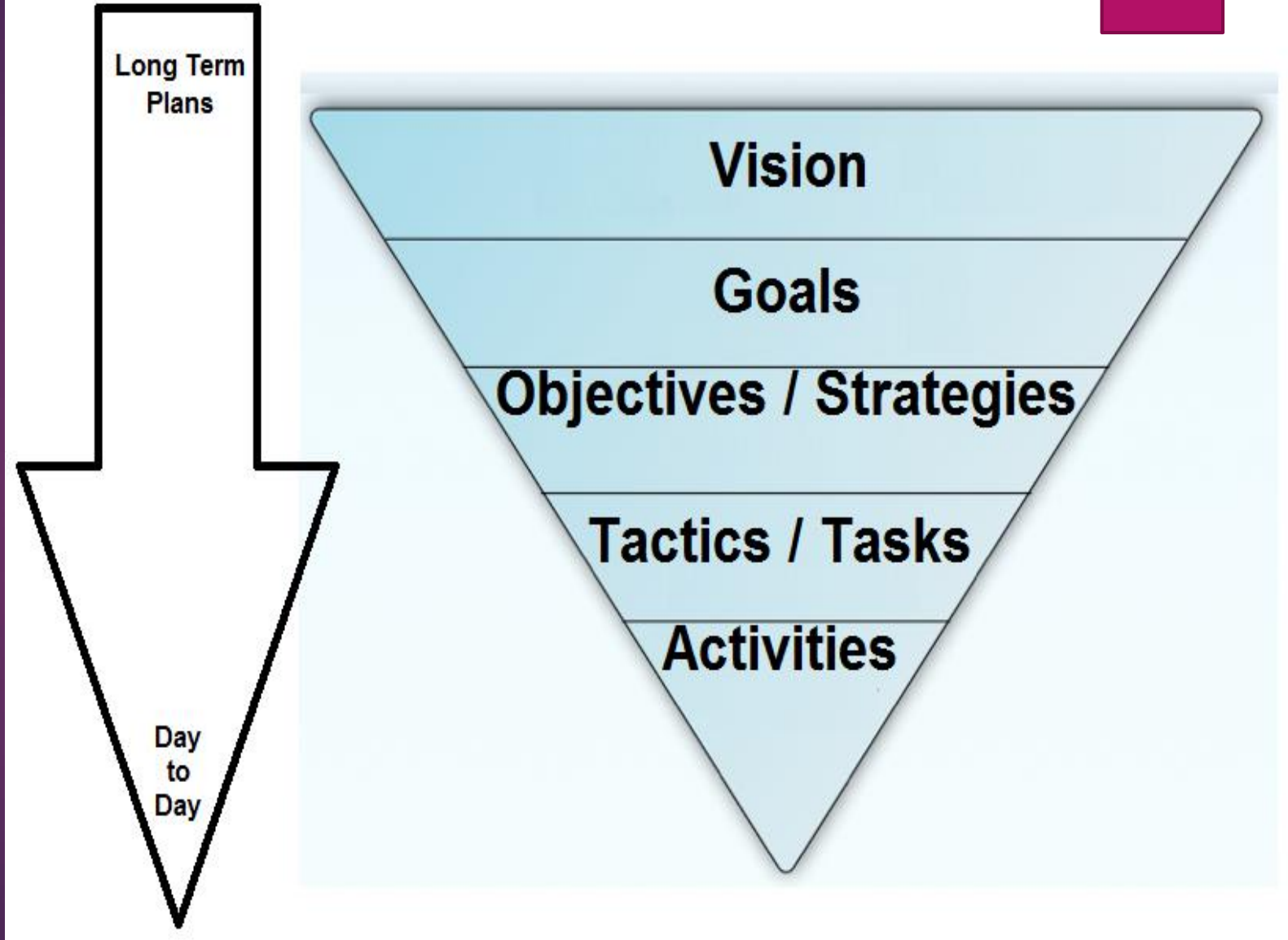
CITY OF WEST BRANCH

## CITY: SERVICE RESPONSIBILITIES



# Vision

CITY OF WEST BRANCH



# Teamwork

CITY OF WEST BRANCH

## CITY AS A TEAM

Residents and Businesses



### City Council

#### "What"

(Policy, Vision, Direction)  
(timely, courageous decisions)

### Listening !!!

- Community Needs / Desires
- Community Expectations
- Community Feedback

### City Management

#### "How"

(develop recommendations)  
(Implement Plans  
(develop employees)  
(adjust as needed)

### Team GLUE

"The WD40 that keeps the city  
machine operating smoothly"  
- Redmond Jones  
City Manager

### Employees

#### "Actions"

(operational Plans)  
(organize Work Units)  
(quality services)

**Results !!!**

**Impact !!!**



Goal:

“Promote Quality of Life Including: Public safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation Opportunities and Investment.”

CITY OF WEST BRANCH

Goal: Promote Quality of Life Including: Public safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation Opportunities and Investment.

- ▶ Cubby Park
- ~~▶ Park & Rec Phase I Improvements~~
- ▶ **West Branch Village Trail Project**
- ▶ Beranek Parking Lot Improvements and Shelter Refurbishment
- ~~▶ Hoover's Hometown Days~~
- ~~▶ MLK Annual Event~~
- ▶ Christmas Past
- ▶ CDG Festivals (Spring, Summer, Fall)
- ▶ Spring and Fall Clean-up Days
- ▶ NPS Fireworks Permit
- ~~▶ Music on the Green~~
- ▶ Park and City Camera Project
- ▶ City Facebook Page
- ▶ Cable Access Microphone Upgrades



Goal:

“Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.”

CITY OF WEST BRANCH



Goal: Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.

- ▶ College Street Bridge Project
- ▶ Orange Street, 4<sup>th</sup> to 5<sup>th</sup>
- ~~▶ North First Street Improvements~~
- ~~▶ Main Street Sidewalk – Phase 4~~
- ▶ Sanitary Sewer Lining/Grouting – Phase 2
- ▶ Main Street Water Main Improvements
- ~~▶ Salt Shed Project~~
- ▶ Housing Trust Fund

- ▶ Downtown East Redevelopment Project
- ~~▶ Hilltop Development Project~~
- ~~▶ Meadows Subdivision, Phase II~~
- ▶ Meadows Subdivision, Phase III
- ▶ Housing Incentive Program
- ~~▶ Lynch Height Subdivision~~
- ▶ West Branch High School Improvements (Ace Building)
- ▶ National Park Service Stormwater Project

Goal: Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.

**Continued**

- ~~▶ School Resource Officer Program~~
  - ▶ Police Department Evidence Facility
  - ▶ Urban Chicken Policy
  - ▶ Bethany Parking Lot Sweeping Agreement
  - ~~▶ Sidewalk Inspection Program~~
  - ~~▶ Wireless Emergency Notification System~~
  - ▶ Nuisance Abatement Program
  - ▶ West Branch Village Water / Sewer System
- ▶ Joint School Board / City Council Work session



Goal:

“Develop inviting high profile visually impactful projects; including gateways establishing destination, branding and other activities that reflect sound use of tax dollars.”

CITY OF WEST BRANCH

Goal: “Develop inviting high profile visually impactful projects; including gateways establishing destination, branding and other activities that reflect sound use of tax dollars.”

- ▶ Town Hall Remodel
- ▶ I-80 Widening Project
- ▶ County Line Rd / Main Street Intersection
- ~~▶ Croell Redi-Mix Site Plan~~
- ▶ Rummells Farms 26-acre Project
- ▶ Rummells Farms Back 50 Project
- ~~▶ Wayfinding Signage~~
- ~~▶ Website Re-design~~
- ▶ Lions Field Creek Restoration Project
- ▶ Develop / Build Fund Balance Reserve Policy
- ~~▶ Trees Forever Grant Projects~~
- ~~▶ P&G, Phase 3 TIF Termination Agreement~~



Goal:

“Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.”

CITY OF WEST BRANCH

Goal: “Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.”

- ▶ Annual Budget Process
- ▶ ~~Series 2017 General Obligation Bonds~~
- ▶ TIF Debt Certifications
- ▶ ~~Street Finance Report~~
- ▶ Employee Handbook Revisions
- ▶ ~~Drug and Alcohol Testing Program~~
- ▶ Health Insurance Renewal Date Project
- ▶ ICAP and IMWCA Insurance
- ▶ Annual Urban Renewal Report
- ▶ Debt Report
- ▶ Annual Finance Report
- ▶ ~~Fire Pak Insurance Policy~~
- ▶ ~~Wastewater Treatment Process~~
- ▶ Dave’s Welding Dirt Removal / Replacement and Cookson Street Stormwater Improvements
- ▶ ~~ECIA Council Membership~~
- ▶ ~~Certified Local Government Application~~
- ▶ ~~Annual ICAD Presentation to Council~~
- ▶ Information Technology Training

Goal: “Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.”

Continued

- ▶ Comprehensive Plan Update
- ~~▶ Historic Preservation Plan~~
- ▶ Urban Renewal Plan Updates
- ▶ City Office Router and Server backup
- ▶ Floodplain Manager / Issues
- ~~▶ USGS Stream gages & Modeling~~
- ▶ Stormwater BMP Reimbursement Program
- ~~▶ Lower Cedar River Watershed Authority~~
- ~~▶ Fire Township 28E Agreements~~
- ▶ Law Enforcement MOU with NPS
- ▶ Fire Protection MOU with NPS
- ▶ **Build / Develop Fund Balance Reserve Policy**
- ▶ NPS Snow Plow Agreement
- ~~▶ Safety Committee / Program~~
- ▶ Cedar County Clerks Meeting
- ▶ Council / Mayor Effectiveness Training
- ▶ **Updated City Council Tablets and Repurpose the old tablets for other city uses**
- ▶ Staff Work Plan
- ~~▶ Records Retention & Destruction~~