



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 6:15 P.M. MONDAY, DECEMBER 18, 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	Leslie Brick	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. Convene to Closed Session**
 - 1. Review and Evaluate the Performance of the City Administrator
- C. Reconvene to Open Session**
- D. City Council Meeting (7:00) Opening Ceremonies**
 - 1. Pledge of Allegiance
 - 2. Welcome
- E. Roll Call**
- F. Guest Speaker, Presentations and Proclamations**
 - 1. Alliant Energy Community Annual Report
 - 2. Acknowledgement of Service (Councilperson Stevenson)
 - 3. Acknowledgement of Service (Councilperson Shields)
 - 4. Swearing-In City Councilperson Elect (Nick Goodweiler)
 - 5. Swearing-In City Councilperson Elect (Jodee Stoolman)
 - 6. Swearing-In City Mayor Elect (Roger Laughlin)
- G. Public Comment**

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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.

H. 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

1. Motion to Approve Meeting Minutes for City Council Meeting December 4, 2017.
2. Motion to Approve Meeting Minutes for Joint City Council and Planning and Zoning Meeting November 29, 2017.
3. Motion to Accept the Resignations from Various Board and Commission Members.
4. Motion to Accept the Reappointments / Appointments to Various Boards and Commissions.
5. Motion to Approve the Final Pay Estimate (No. 3) for the First Street Improvements Project.
6. Resolution 1674 – Adding “GIS Capabilities to Public Works” as a high priority to the 2018-19 Goals and Objectives list.
7. Approve Claims Report.

I. Public Hearing / Non-Consent Agenda

1. Motion to Approve a Request to Conduct a Controlled Burn of the Current Club House the Cedar’s Edge Golf Course.
2. Motion to Approve Authorizing the City Administrator to pay \$300 to the West Branch Community Development Group (CDG) for a welcome sign to be installed on the side of their building.
3. Public Hearing regarding Amending the Current Budget for the Fiscal Year Ending June 31.
4. Resolution 1673 – Amending and Certify the Current Budget for the Fiscal Year Ending June 30, 2018.
5. Resolution 1675 – Approving a 48 Month Lease Agreement with Koch Brothers on a Lanier MPC 4504 Ex-copier for \$257.00 Per Month Plus a Quarterly Service Charge Based on the Number of Copies.
6. Resolution 1676 – Approving the Wage Works Flexible Spending Account Renewal for February 1, 2018 – January 31, 2019.
7. Resolution 1677 – Approving Annual Insurance Renewals with Wellmark Blue Cross Blue Shield of Iowa for Health and Dental Insurance.
8. Motion – Accepting the City of West Branch, Iowa FY 2018-19 Budget Timeline.

J. Reports

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

K. Comments from Mayor and Council Members

L. Adjournment

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

**West Branch, Iowa
Council Chambers**

City Council Meeting

**December 4, 2017
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:01 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, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Chad Sparks, Midland GIS Solution presented his company’s GIS web and mobile-based solution. Midland GIS offers utility data collection, field inspections and utility mapping. Sparks said he had been working with Goodale and Jones on pricing proposals.

Jon Nania, USGS presented options for continuing the stream gages and rain monitoring in West Branch. Nania said the City partnered with the USGS in 2015 and have been collecting data for the past couple of years. Nania suggested that a couple of the gages be removed as they were not providing beneficial data. Nania proposed keeping the rain gage on Baker Avenue and the stream gage at College Street. In addition, he suggested that the College Street gage move toward year round monitoring instead of seasonal. Jones said city engineer Dave Schechinger is in favor of continuing the College Street gage monitoring. Councilperson Stevenson and Pete Swisher, National Park Service also supported the continued monitoring.

Alliant Energy representative was not able to attend this meeting.

PUBLIC COMMENT

No comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting November 20, 2017.

Resolution 1668 – A Resolution to welcome the Des Moines Register’s Annual Great Bicycle Ride Across Iowa (RAGBRAI) to Cedar County in 2018.

Motion to Approve the Renewal of Liquor License for “Herb & Lou’s”, located at 105 Downey Street, West Branch, IA.

Resolution 1670 – A Resolution Approving Snow Removal on Parkside Drive, Second Street and Cedar Street for the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site.

Motion to Approve the City of West Branch Parks and Recreation Phase 1 Improvements – Certificate of Completion.

Motion to Approve the Sanitary Sewer Rehabilitation Phase 2 Pay Estimate No. 3 (final)

Resolution 1669 – A Resolution to increase the Depository Limit at Community State Bank, A Depository of the City of West Branch.

Approve Claims Report and Accept Recently Approved Bond Closing Letter.

EXPENDITURES	12/4/2017	
AERO RENTAL INC	LIFT RENTAL	847.00
CEDAR COUNTY AUDITOR	ELECTION SERVICES	1,400.58
CJ COOPER & ASSOCIATES	ANNUAL ADMIN FEE	65.00

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CROELL, INC.	CONCRETE-SALT SHED	1,222.25
F&B COMMUNICATIONS INC	WEB HOSTING 11-17 TO 06-18	239.60
HARRY'S CUSTOM TROPHIES LT	PARTICIPATION MEDALS	180.00
JOHN DEERE FINANCIAL	SUPPLIES	243.87
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,344.34
MEDIACOM	CABLE SERVICE	40.90
OLSON, KEVIN D	LEGAL FEES	1,500.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	89.90
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	769.00
SPAHN & ROSE LUMBER CO.	SUPPLIES	38.78
USA BLUE BOOK	SUPPLIES	363.61
VEENSTRA & KIMM INC.	314 N FIRST ST IMP	400.00
VEENSTRA & KIMM INC.	316 I & I LINE/GROUT PH 2	284.00
VEENSTRA & KIMM INC.	P & Z MEADOWS PT 2-RES REVIEW	473.19
VEENSTRA & KIMM INC.	315 MAIN ST WATER MAIN IMPROVEMENTS	2,828.60
VEENSTRA & KIMM INC.	310 COLLEGE STREET BRIDGE REPLACEMENT	1,796.30
VEENSTRA & KIMM INC.	318 COLLEGE STREET & 2ND ST IMPROVEMENTS	1,328.00
WEST BRANCH COMMUNITY SCHO	PICNIC TABLES	750.00
TOTAL		16,204.92
PAID BETWEEN MEETINGS		
BWC EXCAVATING LC	315 MAIN ST WATER MAIN IMPROVEMENTS	81,495.10
EASTERN IOWA EXCAVATING & CONCRETE	314 N FIRST ST IMPROVEMENTS	166,649.41
US BANK CORPORATE CARD	XMAS LIGHTS, TRAVEL EXP, SOFTWARE	3,253.90
ALL AMERICAN CONCRETE INC	309 PH 1 PARK IMPROVEMENTS	13,895.65
COMMUNITY STATE BANK	INTEREST	8,043.75
REDMOND JONES II	TRAVEL EXPENSE	173.06
VERIZON WIRELESS	MOBILE PHONE SERVICE	833.90
TOTAL		274,344.77
PAYROLL	12-01-17	40,845.55
TOTAL EXPENDITURES		331,395.24
FUND TOTALS		
001 GENERAL FUND	26,471.87	
022 CIVIC CENTER	43.29	
031 LIBRARY	7,258.17	
036 TORT LIABILITY	4,385.28	
110 ROAD USE TAX	5,159.62	
226 GO DEBT SERVICE	8,043.75	
309 PH 1 PARK IMPROVEMENTS	13,895.65	
310 COLLEGE STREET BRIDGE	1,796.30	
314 N FIRST ST IMPROVEMENTS	167,049.41	
315 MAIN ST WATER MAIN IMPROVEMENTS	84,323.70	
316 I & I LINE/GROUT PH 2	284.00	
318 COLLEGE ST & 2ND ST IMPROVEMENTS	1,328.00	
600 WATER FUND	5,669.66	
610 SEWER FUND	5,686.54	
GRAND TOTAL	331,395.24	

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

PUBLIC HEARING/NON-CONSENT AGENDA

Ordinance 748 – (Second Reading) Amending Chapter 55, Animal Control and Protection, West Branch Code of Ordinances. / Move to action.

Shields said he had done some research on urban chickens and raised questions on some concerns he had with the ordinance change. First, he asked what happens to chickens when they are no longer egg producers, second

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what smell would a chicken coop produce and how would the owner dispose of the bedding, and lastly 'why' was this ordinance being considered. Shields said any residents that he spoke with was not in favor of urban chickens. Blake Shultice, Hoover Elementary teacher spearheading this ordinance change responded to the first question and admitted when doing his research, some cities have had an issue with people turning over their chickens to animal shelters but stated he didn't think it would be an issue in West Branch. Resident, Mary Gillenwater, 616 E. Main St. who currently owns chickens within the city limits spoke in favor of urban chickens and said the proposed ordinance which only allows five chickens would not create any smells and that they would create very little waste. Gillenwater said that she uses the chicken waste for compost for her garden. She also said that chickens are smart creatures and make nice pets. Pierce also reiterated the question as to 'why' the Council should approve this ordinance when it clearly didn't represent the majority of the citizens of West Branch and create addition work for city staff. He also said that residents he spoke to were not in favor of the proposed ordinance. Miller expressed his concern that residents may dispose of bedding with yard waste that city workers would have to handle it. Miller then passed photos to the Council members of existing homes within the city limits who meet the criteria for the City's nuisance abatement process and said that allowing urban chickens could only add to the current problem. Stevenson pointed out that classes were a requirement and felt that those who invested time and money would follow the ordinance. Stevenson thanked Shultice, the 4th grade class and the Animal Control Commission for their work on the proposed ordinance. Motion by Stevenson, second by Ellyson to approve 2nd reading of Ordinance 748. AYES: Stevenson, Ellyson, NAYS: Miller, Pierce, Shields. Motion failed.

Ordinance 747 – (Third and Final Reading) Amending Chapter 165, entitled “Zoning Regulations”./Move to action.

Motion by Shields, second by Pierce to 3rd reading of Ordinance 747. AYES: Shields, Pierce, Miller, Ellyson, Stevenson. NAYS: None. Motion carried.

Motion to Approve Plans and Specs; setting dates for hearing and letting for Cubby Park./Move to action

Nate Kass, Fehr Graham presented the timeline for the public hearing and bid letting for the Cubby Park improvements to start in spring 2018. Kass said the public hearing would be on January 2, 2018 with a bid opening date of January 11, 2018. Cubby Park improvements are expected to be complete by November 2, 2018.

Motion by Shields, second by Pierce to approve plans, specs and setting dates for a public hearing. AYES: Shields, Pierce, Miller, Ellyson, Stevenson. NAYS: None. Motion carried.

Resolution 1672 – Approving the Encroachment Agreement with Mid-America Pipeline Co., LLC./Move to action.

Motion by Ellyson, second by Stevenson to approve Resolution 1672. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. NAYS: None. Motion carried.

Resolution 1671 – To Fix a Date of Meeting for a Public Hearing on Amending the Current Budget for the Fiscal Year Ending June 30, 2018./Move to action.

Jones said the budget amendment is needed for the purchase of the new fire apparatus.

Motion by Miller, second by Pierce to approve Resolution 1671. AYES: Miller, Pierce, Stevenson, Shields, Ellyson. NAYS: None. Motion carried.

Discussion: To Consider adding “GIS capabilities to Public Works” to our list Goals and Objectives.

Miller asked how the City would pay for this added feature. Goodale said that he was quoted approximately \$18 thousand for sewer and \$11 thousand for water. Jones added that he had met with Goodale and Edgar to review fund balances and felt that the sewer fund could absorb the costs with it having a larger balance than the water fund. Jones said the water fund was low due to recent water main projects. Goodale said he was very interested in the solution and feels that it would provide the city with permanent information records as well as save staff time on utility locates when an issue occurs. Jones said that he and Goodale discussed fitting this into the budget

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asked the council for direction on adding this proposal to the FY18-19 list of goals. After further discussion, the Council agreed to add this to the list of goals for FY19.

Motion to Continue the U.S. Geological Survey Stream and Precipitation Monitoring on the West Branch Wapsinonoc Creek./Move to action.

Miller suggested to end all of the precipitation (rain) gages and to only continue the College Street Bridge stream gage with seasonal monitoring. Shields agreed with Miller on his approach. Ellyson suggested ending the precipitation gages as well but moving to year round monitoring at the College Street bridge. Stevenson agreed with Ellyson and spoke strongly for moving to year round monitoring as to not miss a December flood which has occurred in the past. Pierce was also in agreement with Ellyson and Stevenson.

Stevenson amended her motion to approve discontinuing the precipitation gage on Baker Avenue and changing to year round stream monitoring at the College Street bridge.

Motion by Stevenson, second by Ellyson to approve the amended motion. AYES: Stevenson, Ellyson, Pierce, Shields. NAYS: Miller. Motion carried.

Discussion: To Consider Freedom Rock Funding / Sponsorship.

Laughlin asked the Council to consider a nominal sponsorship amount and said that all Cedar County cities were expected for some level of donation. Laughlin said a good faith donation would be reasonable. The Council discussed and considered donating one hundred dollars to the Freedom Rock project.

CITY ADMINISTRATOR REPORT

Jones reported on the Waste Water Task force meeting which was held on December 1st and said that he would be traveling to Chicago for a site visit. He also said that as a first timer, he and his family enjoyed Christmas Past. Jones also mentioned that the City had board and commission vacancies to fill and asked the public to complete an application if interested. Jones also provided information on Organizing a Premier Community from ICMA training he attended in October.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin recognized Deputy Clerk Brick for completing the Iowa Certified Municipal Clerk designation with the Iowa Municipal Finance Officer Association and congratulated her on achievement. Laughlin also commented on another successful Christmas Past.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:47 p.m.

Roger Laughlin, Mayor

ATTEST: _____

Leslie Brick, Deputy City Clerk

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**West Branch, Iowa
Council Chambers**

**City Council
Work Session with Planning & Zoning**

**November 29, 2017
7:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council work session to order at 7:04 p.m. Roll call: Mayor Laughlin was present. Council members: Colton Miller, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. Tim Shields was absent. Planning & Zoning Chairperson John Fuller was present. Commission members: Ryan Bowers and Emilie Walsh were present. LeeAnn Aspelmeier, Sally Peck, Gary Slach and Tom Dean was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick and Public Works Director Matt Goodale.

PLANNED URBAN DEVELOPMENT ZONING:

Chairperson Fuller opened the discussion describing Planned Unit Development (PUD) zoning and commented that it is a widely used mechanism in Iowa and commonly throughout the nation. PUD's allow the city to relax its general zoning requirements in order to encourage innovation in conformity with the goals of the city's comprehensive plan. Fuller explained that if the city were interested in allowing PUD's in West Branch, the current zoning code would need to be amended.

The council agreed that this was an acceptable next step and asked the commission to provide a draft ordinance change for early 2018.

DOWNTOWN EAST REDEVELOPMENT SITE:

Fuller said that the Mayor had attended the last Planning & Zoning Commission meeting and had thoughts on how the City could use a PUD for the former Croell site. Fuller went on to say that a few things would need to be accomplished for the future redevelopment of the site. First, the site would need a Brownfield assessment and said that the Mayor was working with East Central Intergovernmental Association on this matter. Second, a vision for the site would need to be developed. Some thoughts from the Planning & Zoning commission were; a multi-use development (a mix of business/commercial/residential), compatible in scale with the surrounding area, connecting trails and streets to promote walkability and cognizant of open space and environmental needs. And third, a request for proposal (RFP) to be written in accord with the vision to solicit concept proposals from developers. The RFP would list desired elements for the area. Proposals received would then be reviewed by the City and pre-development conferences would be held with the developer to refine the proposals. Fuller reiterated that the Brownfield assessment would need to be completed before the city could enter the request for proposal (RFP) process.

ADJOURNMENT

Motion by Ellyson, second by Bowers to adjourn work session. Motion carried on a voice vote. City Council work session adjourned at 8:05 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Motion to Accept the Reappointments / Appointments to Various Boards and Commissions
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Deputy Clerk Leslie Brick
DATE:	December 4, 2017

BACKGROUND: Appointment/Reappointments: (all terms start Jan. 1, 2018)

City Council Appointment/Reappointments:

Planning & Zoning Commission: Reappointment, Ryan Bowers, term expires 12/31/2021 (4 years)

Planning & Zoning Commission: Appointment, MaryBeth Stevenson, term expires 12/31/2021 (4 years)

Zoning Board of Adjustment: Appointment, **TBD**, term expires 12/31/2020 (to fill Craig Walker vacancy)

Zoning Board of Adjustment: Appointment, **TBD**, term expires 12/31/2022 (to fill Kami Poppen vacancy)

Mayor (with Council approval) Appointment/Reappointments:

Park & Recreation Commission: Reappointment, Shane Staker, term expires 12/30/2020 (3 years)

Park & Recreation Commission: Appointment, **TBD**, term expires 12/31/2018 (to fill Nick Goodweiler's vacancy)

Animal Control Commission: Reappointment, Amy Lynch, term expires 12/31/2020 (3 years)

Historic Preservation Commission: Reappointment, Lou Picek, term expires 12/31/2020

Historic Preservation Commission: Reappointment, John Fuller term expires 12/31/2020

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:	December 18, 2017
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AGENDA ITEM:	Motion to Accept the Resignations From various board and commission members
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CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
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PREPARED BY:	Deputy Clerk Leslie Brick
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DATE:	December 12, 2017
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BACKGROUND: Accept resignations from various board and commission members:

Planning & Zoning Commission: resignation, LeeAnn Aspelmeier, term expires 12/31/2017

Zoning Board of Adjustment: resignation, Craig Walker, effective 10/27/2017

Zoning Board of Adjustment: resignation, Kami Poppen, term expires 12/31/2017

Park & Recreation Commission: resignation, Nick Goodweiler, effective 12/31/17

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

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Motion to Approve the Final Pay Estimate (No. 3) for the First Street Improvements Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establish destination, branding and other projects that reflect tax results. .
PREPARED BY:	Veenstra & Kimm, Inc.
DATE:	December 12, 2017

BACKGROUND:

Release retainage for the project which was previously approved by City Council.

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(VA7S)

December 11, 2017

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

WEST BRANCH, IOWA
NORTH FIRST STREET IMPROVEMENTS
PARTIAL PAY ESTIMATE NO. 3 (final)

Enclosed is one copy of Partial Payment Estimate No. 3 (final) for the retainage under the contract between the City of West Branch and Eastern Iowa Excavating & Concrete, LLC.

We have reviewed the estimate and recommend payment to Eastern Iowa Excavating & Concrete, LLC in the amount of \$17,253.27.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 3 (final) to Eastern Iowa Excavating & Concrete, LLC for signature and return to the City of West Branch.

Please sign all copies of the partial payment estimates forwarded to you by Eastern Iowa Excavating & Concrete, LLC in the spaces provided and return one signed copy to our office and one copy Eastern Iowa Excavating & Concrete, LLC with payment.

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

VEENSTRA & KIMM, INC.



Eric Gould
EDG:mmc
368216
Enclosure

West Des Moines, IA • Coralville, IA • Mason City, IA • Sioux City, IA • Rock Island, IL • Springfield, IL • Liberty, MO

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VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • CoraVile, Iowa 52241-1565
319-466-1000 • 319-466-1008 FAX • 800-241-8001 (IOWA)

December 11, 2017

PAY ESTIMATE NO. 3 (final)
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 Retainage

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
2.1	Mobilization	LS	XXXXX	XXXXX	\$ 19,800.00	100%	\$ 19,800.00
2.2	Traffic Control	LS	XXXXX	XXXXX	\$ 4,500.00	100%	\$ 4,500.00
2.3	Construction Survey	LS	XXXXX	XXXXX	\$ 5,900.00	100%	\$ 5,900.00
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	\$ 1,400.00
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	100%	\$ 5,170.00
2.12	Rmv + Reinstall Sign	Ea.	1	\$ 190.00	\$ 190.00	1	\$ 190.00
2.13	Std/5-F PCC Pav't, CL C CL 3, 7"	SY	1,582	\$ 37.75	\$ 59,720.50	1818.6	\$ 68,652.15
2.14	Std/5-F PCC Pav't, M-Mix, 7"	SY	464	\$ 52.00	\$ 24,128.00	190.04	\$ 9,882.08
2.15	Modified Subbase	CY	346	\$ 77.00	\$ 26,642.00	537	\$ 41,349.00
2.16	Surf, Driveway, CL A CR Stone	Ton	140	\$ 21.00	\$ 2,940.00	62.9	\$ 1,321.74
2.17	Driveway, PCC, 6"	SY	14	\$ 79.00	\$ 1,106.00	16.4	\$ 1,295.60
2.18	Driveway, PCC, 8"	SY	367	\$ 46.80	\$ 17,175.60	354.3	\$ 16,581.24
2.19	Sidewalk, PCC, 4"	SY	163	\$ 34.00	\$ 5,542.00	164.2	\$ 5,582.80
2.20	Sidewalk, PCC, 6"	SY	238	\$ 37.50	\$ 8,925.00	244.6	\$ 9,172.50
2.21	Detectable Warning - Curb Ramp	SF	84	\$ 28.65	\$ 2,406.60	80	\$ 2,292.00
2.22	Manhole, Storm SWR, SW-401, 48"	Ea.	1	\$ 2,700.00	\$ 2,700.00	1	\$ 2,700.00
2.23	Intake, SW-501	Ea.	2	\$ 2,850.00	\$ 5,700.00	2	\$ 5,700.00
2.24	Storm SWR G-Main, Trench, RCP 18"	LF	59	\$ 54.25	\$ 3,200.75	56	\$ 3,038.00
2.25	Subdrain, Tile, 4"	LF	545	\$ 11.65	\$ 6,349.25	400	\$ 4,660.00
2.26	Subdrain Outlet, RF-19E	Ea.	5	\$ 225.00	\$ 1,125.00	4	\$ 900.00
2.27	12" Nyloplast Catch Basin	Ea.	1	\$ 1,265.00	\$ 1,265.00	1	\$ 1,265.00
2.28	Connect To Existing Storm	Ea.	2	\$ 650.00	\$ 1,300.00	2	\$ 1,300.00
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	4	\$ 8,000.00
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	400	\$ 13,200.00
					Contract Price:	\$ 314,151.40	\$ 319,991.81

VK Job No. 368216

1 of 2

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SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 314,151.40	\$ 319,991.81
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
	Change Order No. 3	\$ (852.68)	\$ (852.68)
		Revised Contract Price	\$ 339,225.04

Stored
Total Earned \$ 345,065.45
Retainage (5%)
Total Earned Less Retainage \$ 345,065.45

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 161,162.77	
	Pay Estimate No. 2	\$ 166,649.41	

Total Previously Approved \$ 327,812.18
Amount Due This Request \$ 17,253.27

Percent Complete 100%

The amount \$17,253.27 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: December 11, 2017

Date: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Resolution 1674 – Adding “Geographic Information Systems (GIS) Capabilities to Public Works” as a high priority to the 2018-19 Goals and Objectives list.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Matt Goodale, Public Works Director
DATE:	December 12, 2017

BACKGROUND:

City utility maps are one of the most vital components utilized by Public Works in maintaining the City infrastructure. Currently City utility maps are maintained in paper form. A copy of each, water and sewer is kept in four of the Public Works vehicles for use in locating, marking, to assist in hydrant flushing, for planning use and for use in the event of a main break. Any updates to the maps are noted and hand drawn on to the maps.

The GIS technology would allow the City to maintain and update the infrastructure mapping. All existing maps would be made electronic with the ability to alter, add or remove data to the maps. This would allow easier access to up to date information when planning for development, upgrades to the system, planning for capital projects and as a record of repairs.

The City Council considered the importance of this item and the financial resources that could be applied to all or phases of such an project. A consensus was indicated where GIS is considered to be high priority when developing the 2018-19 budget. Approval of this item would authorize the City Administrator to plan the budget with this item in the grouping of other high priorities.

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

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RESOLUTION 1674

A RESOLUTION ADDING “GEOGRAPHIC INFORMATION SYSTEMS (GIS) TO PUBLIC WORKS” AS A HIGH PRIORITY TO THE 2018-19 GOALS AND OBJECTIVES LIST

WHEREAS, the previously approved resolution 1662; entitled: “Resolution adopting Goals and Objectives for the City of West Branch, Iowa, sets the tone, and represents the start of the city’s annual budget process; and

WHEREAS, the consideration of adding GIS mapping to our Public Works operations did not get an opportunity to be considered or presented in the Goal and Objective Setting Process, and;

WHEREAS, the City Council has since discussed and came to consensus that adding GIS to our Public Works operation would increase our service capacities as well as make for a sound municipal utility.

NOW, THEREFORE, IT IS RESOLVED the City Council of the City of West Branch, Cedar County, Iowa; hereby adds GIS capabilities as a high priority to the 2018-19 Goals and Objectives list.

Passed and approved this 18th day of December, 2017.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 18, 2017

AGENDA ITEM:	Motion to Approve the Claims Report
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edger, Finance Officer
DATE:	December 12, 2017

BACKGROUND:

These are routine expenditure that include such items as payroll, budget expenditures, and other financial items that relate to council approved items and/or other day to day operational disclosures.

STAFF RECOMMENDATION: Accept Animal Control Recommendation

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

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EXPENDITURES

12/18/2017

ALBAUGH PHC INC.	ALBAUGH PHC INC.	202.50
ALLIANT ENERGY	WATERTOWER	143.49
AMAZON	BOOKS	391.05
BAKER & TAYLOR INC.	BOOKS	1,275.77
BARRON MOTOR SUPPLY	SUPPLIES	556.40
CAJ ENTERPRISES INC	HAULING ROADSTONE	145.60
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
CEDAR RAPIDS PHOTO COPY IN	COPIER SUPPLIES	83.15
CREDIT MANAGEMENT SYSTEMS	DEBT COLLECTION SERVICE	7.02
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
D&R PEST CONTROL	PEST CONTROL	70.00
DEWEYS JACK & JILL	SUPPLIES	7.98
EAST CENT INTERGOVT ASN.	DUES 1-1-18 TO 6-30-18	743.04
FEHR GRAHAM	308 PV PARK IMP DESIGN	4,037.09
GALAXY CLEANING SERVICES	GALAXY CLEANING SERVICES	1,278.10
HD CLINE COMPANY	EQUIPMENT REPAIR	207.13
HEIMAN FIRE EQUIPMENT	HEIMAN FIRE EQUIPMENT	874.79
HOTSY CLEANING SYSTEMS	SUPPLIES	165.00
IMWCA	IMWCA	5,143.00
JOHNSON COUNTY REFUSE INC.	RECYCLING NOV 2017	3,823.75
JOURNEYED COM INC	SOFTWARE LICENSE	152.31
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	137.30
LYNCH'S PLUMBING INC	REPLACE CURB STOP	658.50
LYNCH, RYAN OR LINDSEY	BUILDING INCENTIVE PAYMENT	166.89
MATT PARROTT/STOREY KENWOR	RECEIPT BOOKS	207.87
MENARDS	BUILDING	796.13
MIDWEST FRAME & AXLE	VEHICLE REPAIR OSH KOSH	722.47
MIKE OR LYN REDINGTON	BUILDING INCENT REIMBURSEMENT	778.16
CEDAR COUNT FREEDOM ROCK	DONATION	128.00
MUNICIPAL SUPPLY INC.	WATER METERS,SUPPLIES	2,460.00
OFFICE EXPRESS	OFFICE SUPPLIES	289.18
ORIENTAL TRADING CO. INC.	REC SUPPLIES	199.62
OVERDRIVE INC	BOOKS	765.45
PITNEY BOWES GLOBAL FINANC	COPIER LEASE LIBRARY	102.39
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE METER	1,005.00
QUILL CORP	OFFICE SUPPLIES	210.00
RIVER PRODUCTS COMPANY INC	ROADSTONE	240.20
STATE HYGIENIC LAB	LAB ANALYSIS	52.00
U.S. POSTAL SERVICE	PO BOX RENTAL	76.00
US BANK CORPORATE CARD	TRAINING, LIBRARY SUPPLIES	572.51
USA TODAY	SUBSCRIPT 12-1-17 TO 11-30-18	339.87
WALMART COMMUNITY/RFCSELLC	LIBRARY & REC SUPPLIES	350.27
WEST BRANCH ANIMAL CLINIC	BOARDING IMPOUNDED ANIMALS	675.00
WEST BRANCH COMMUNITY SCHO	ADVERTISING	100.00
WEST BRANCH FAMILY PRACTIC	SPECIMEN COLLECTION FEE	40.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERTISING	1,079.12
TOTAL		31,512.25

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PAID BETWEEN MEETINGS

CAPITAL ONE COMMERCIAL	LIBRARY AND PARK & REC SUPPLIES	181.93
FUTURE LINE TRUCK EQUIPMENT	VEHICLE REPAIR	3,597.20
JULIA HIME	VEDEOGRAPY SERVICES	150.00
IOWA DNR	WASTEWATER EXAM FEE	30.00
NICK SHIMMIN	PROGRAM SUPPLIES	13.00
VISU-SEWER INC	316 I & I LINE/GROUT PHASE 2	6,209.10
JENNA DAVIS	UTILITY REFUND	32.90
US BANK EQUIPMENT FINANCE	COPIER LEASES	300.80

TOTAL 10,514.93

PAYROLL 12-15-17 52,118.53

TOTAL EXPENDITURES 94,145.71

FUND TOTALS

001 GENERAL FUND	30,733.51
022 CIVIC CENTER	239.4
031 LIBRARY	4,594.71
036 TORT LIABILITY	22,038.57
110 ROAD USE TAX	8,232.07
308 PARK IMP - PEDERSEN VALLEY	4,037.09
316 I & I LINE/GROUT PH 2	6,209.10
600 WATER FUND	10,755.05
610 SEWER FUND	7,306.21

GRAND TOTAL 94,145.71

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	OFFICE EXPRESS	OFFICE SUPPLIES	229.38
		GALAXY CLEANING SERVICES	JANITOR SERVICE	125.40
			TOTAL:	354.78
FIRE OPERATION	GENERAL FUND	HEIMAN FIRE EQUIPMENT	HEIMAN FIRE EQUIPMENT	874.79
		ALBAUGH PHC INC.	ALBAUGH PHC INC.	202.50
		CULLIGRN WAYER TECHNOLOGIES	WATER SOFTENER SERVICE	39.15
			TOTAL:	1,116.44
ANIMAL CONTROL	GENERAL FUND	WEST BRANCH ANIMAL CLINIC	BOARDING IMPOUNDED ANIMALS	585.00
			BOARDING IMPOUNDED ANIMALS	90.00
			TOTAL:	675.00
STREET LIGHTING	GENERAL FUND	LIRN COUNTY R.E.C.	SIREN @ GREENVIEW	137.30
			TOTAL:	137.30
PARK & RECREATION	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERT	90.00
		WALMART COMMUNITY/RFC/LLC	LIBRARY & REC SUPPLIES	51.04
		ALLIANT ENERGY	LIGHTS LIONS FIELD	29.71
			LIGHTS 219 E GREEN	12.05
		ORIENTAL TRADING CO. INC.	REC SUPPLIES	199.62
			TOTAL:	382.42
CEMETERY	GENERAL FUND	HD CLINE COMPANY	EQUIPMENT REPAIR	207.13
			TOTAL:	207.13
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERT	136.50
		ALLIANT ENERGY	HHTD UTILITIES	21.35
		MISCELLANEOUS V CEDAR COUNT FREEDOM RO	CEDAR COUNT FREEDOM ROCK/D	100.00
			TOTAL:	257.85
ECONOMIC DEVELOPMENT	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERT	150.00
		MIKE OR LYN REDLINGTON	BUILDING INCENT REIMBURSEM	778.16
		LYNCH, RYAN OR LINDSEY	BUILDING INCENTIVE PAYMENT	166.89
			TOTAL:	1,095.05
MAYOR AND COUNCIL	GENERAL FUND	US BANK CORPORATE CARD	TRAINING, LIBRARY SUPPLIES	380.00
			TOTAL:	380.00
CLERK & TREASURER	GENERAL FUND	EAST CENT INTERGOVT ASN.	DUES 1-1-18 TO 6-30-18	743.04
		MAVY PARROTT/STOREY KENWORTHY	RECEIPT BOOKS	207.87
		WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERT	63.00
		QUILL CORP	OFFICE SUPPLIES	43.00
			OFFICE SUPPLIES	32.38
		US BANK CORPORATE CARD	TRAINING, LIBRARY SUPPLIES	2.45
		PITNEY BOWES PURCHASE POWER	TRAINING, LIBRARY SUPPLIES	190.00
		OFFICE EXPRESS	REFLESH POSTAGE	335.00
		GALAXY CLEANING SERVICES	OFFICE SUPPLIES	59.80
		WEST BRANCH FAMILY PRACTICE	JANITOR SERVICE	370.50
			SPECIMEN COLLECTION FEE	49.00
			TOTAL:	2,087.04
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERT	639.62
		CEDAR COUNTY RECORDER	RECORDING FEES	14.00
			TOTAL:	653.62

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING NOV 2017	3,823.75
			TOTAL:	3,823.75
TOWN HALL	CIVIC CENTER	GALAXY CLEANING SERVICES	JANITOR SERVICE	239.40
			TOTAL:	239.40
LIBRARY	LIBRARY	DEMEYS JACK & JILL OVERDRIVE INC	SUPPLIES BOOKS	7.98 81.00
			AUDIO BOOKS	180.50
			BOOKS	146.99
			BOOKS	144.99
			BOOKS, AUDIO BOOKS	211.97
		WALMART COMMUNITY/RFC/SLLC	LIBRARY & REC SUPPLIES	199.56
			LIBRARY & REC SUPPLIES	91.82
			LIBRARY & REC SUPPLIES	7.85
		CEDAR RAPIDS PHOTO COPY INC	COPIER SUPPLIES	14.90
			MAINTENANCE	68.25
			ADVERTISING	100.00
		WEST BRANCH COMMUNITY SCHOOLS	PO BOX RENTAL	76.00
		U.S. POSTAL SERVICE	SUBSCRIPT 12-1-17 TO 11-30	339.87
		USA TODAY	OFFICE SUPPLIES	28.74
		QUILL CORP	OFFICE SUPPLIES	10.98
			SUPPLIES	94.90
		BAKER & TAYLOR INC.	BOOKS	282.48
			BOOKS	344.68
			BOOKS	294.23
			BOOKS	162.17
			BOOKS	192.21
		US BANK CORPORATE CARD	TRAINING, LIBRARY SUPPLIES	59.82
			TRAINING, LIBRARY SUPPLIES	50.93
			TRAINING, LIBRARY SUPPLIES	110.69-
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	COPIER LEASE LIBRARY	102.39
		D&R PEST CONTROL	PEST CONTROL	70.00
		GALAXY CLEANING SERVICES	JANITOR SERVICE	542.80
		AMAZON	BOOKS & PROGRAM SUPPLIES	143.39
			BOOKS & PROGRAM SUPPLIES	247.66
			SOFTWARE LICENSE	152.31
		JOURNEYED.COM INC	MONTICELLO PUBLIC LIBRARY:	281.00
		MISCELLANEOUS V MONTICELLO PUBLIC LIBR	TOTAL:	4,368.68
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	1,381.31
			TOTAL:	1,381.31
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	1,844.85
			TOTAL:	1,844.85
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	590.28
			TOTAL:	590.28
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

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	LIBERTY COMMUNICATIONS USA BLUE BOOK	TELEPHONE SERVICE SUPPLIES	51.95 363.61
			TOTAL:	1,328.00
SEWER OPERATING	SEWER FUND	OC ANALYTICAL SERVICES LLC LIBERTY COMMUNICATIONS	LAB ANALYSIS TELEPHONE SERVICE	769.00 51.95
			TOTAL:	820.95

FUND TOTALS	
001 GENERAL FUND	5,695.90
022 CIVIC CENTER	43.29
031 LIBRARY	188.47
110 ROAD USE TAX	2,403.85
310 COLLEGE STREET BRIDGE	1,796.30
314 N FIRST ST IMPROVEMENTS	400.00
315 MAIN ST WATER MAIN IMPROV	2,828.60
316 I & I LINE/GROUT PH 2	284.00
318 COLLEGE ST & 2ND ST IMPRO	1,328.00
600 WATER FUND	415.56
610 SEWER FUND	820.95
GRAND TOTAL:	16,204.92

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Motion to Approve a Request to Conduct a Controlled Burn of the Current Club House at the Cedar’s Edge Golf Course
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
DATE:	December 12, 2017

BACKGROUND:

Cedar’s Edge Golf Course has requested permission to burn the current club house. A new clubhouse will be constructed in its place in 2018. The West Branch Fire Department will use this as a practice burn in late January early February 2018.

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

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Motion to Approve Authorizing the City Administrator to pay \$300 to the West Branch Community Development Group (CDG) for a welcome sign to be installed on the side of their building.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Roger Laughlin, Mayor
DATE:	December 13, 2017

BACKGROUND:

The mission of the West Branch Community Development Group (CDG) is to improve the social and economic well-being of our community by discovering and utilizing the unique identity, assets, and character of West Branch and the Historic Main Street District using the National Main Street Four Point Approach. The CDG would like the city to share in the cost of signage on the building of which they have office. \$300 is being requested and the sign will have the city logo displayed.



STAFF RECOMMENDATION:	Seek Council Approval / Direction
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Public Hearing Regarding Amending the Current Budget for the Fiscal Year Ending June 30, 2018.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	December 13, 2017

BACKGROUND:

The City Budget may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues. Such amendment may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30. Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

STAFF RECOMMENDATION:	Open Public Hearing then Close Public Hearing
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Resolution 1673 – Approving a budget amendment and certification resolution.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Clerk
DATE:	December 12, 2017

BACKGROUND:

This budget amendment will allow the purchase of a fire truck for the City of West Branch. The purchase had been anticipated to occur in FY 19 but due to special pricing, the City will save approximately \$25,000 in discounts and other purchase incentives.

Budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues. Such amendment may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30. Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

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

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RESOLUTION 1673
**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL
YEAR ENDING JUNE 30, 2018**

FY18 Budget Amendment - See State Form

PASSED, APPROVED, AND ADOPTED this 18th day of December,
2017.

Roger Laughlin, Mayor

ATTEST:

Gordon R. Edgar, Deputy City Clerk

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16-142

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2018 - AMENDMENT #1

To the Auditor of CEDAR & JOHNSON County, Iowa:

The City Council of West Branch in said County/Counties met on 12/18/2017 at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

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

RESOLUTION No. 1673

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018
(AS AMENDED LAST ON N/A.)

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

Section 1. Following notice published 12/7/2017

and the public hearing held, 12/18/2017 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property 1	1,635,553	0	1,635,553
Less: Uncollected Property Taxes-Levy Year 2	0	0	0
Net Current Property Taxes 3	1,635,553	0	1,635,553
Delinquent Property Taxes 4	0	0	0
TIF Revenues 5	250,000	0	250,000
Other City Taxes 6	196,308	0	196,308
Licenses & Permits 7	41,897	0	41,897
Use of Money and Property 8	4,150	0	4,150
Intergovernmental 9	1,070,407	0	1,070,407
Charges for Services 10	1,082,074	0	1,082,074
Special Assessments 11	0	0	0
Miscellaneous 12	40,910	0	40,910
Other Financing Sources 13	3,517,568	0	3,517,568
Transfers In 14	614,146	0	614,146
Total Revenues and Other Sources 15	8,453,013	0	8,453,013
Expenditures & Other Financing Uses			
Public Safety 16	782,284	540,000	1,322,284
Public Works 17	479,776	0	479,776
Health and Social Services 18	0	0	0
Culture and Recreation 19	676,552	0	676,552
Community and Economic Development 20	132,770	0	132,770
General Government 21	188,457	0	188,457
Debt Service 22	513,908	0	513,908
Capital Projects 23	4,541,269	0	4,541,269
Total Government Activities Expenditures 24	7,315,016	540,000	7,855,016
Business Type / Enterprises 25	968,447	0	968,447
Total Gov Activities & Business Expenditures 26	8,283,463	540,000	8,823,463
Transfers Out 27	614,146	0	614,146
Total Expenditures/Transfers Out 28	8,897,609	540,000	9,437,609
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29	-444,596	-540,000	-984,596
Beginning Fund Balance July 1 30	2,074,943	523,220	2,598,163
Ending Fund Balance June 30 31	1,630,347	-16,780	1,613,567

Passed this 18 day of December, 2017
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Resolution 1675 – Approving a 48 Month Lease Agreement with Koch Brothers on a Lanier MPC 4504 Ex-copier for \$257.00 Per Month Plus a Quarterly Service Charge Based on the Number of Copies.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edger, Financial Officer
DATE:	December 13, 2017

BACKGROUND:

The current copier lease expires in January, 2018. Four companies provided quotes for a new copier lease agreement. The companies were told to provide the existing features on the new unit. The Lanier and Ricoh models are the same machine, with just a different name. The Lanier unit that we have has been problem free and we expect that degree of reliability with the new unit. The monthly lease cost of the Lanier is slightly lower than the other units.

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

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RESOLUTION 1675

RESOLUTION APPROVING A 48-MONTH LEASE AGREEMENT WITH KOCH BROTHERS ON A LANIER MPC4504EX COPIER FOR \$257.00 PER MONTH PLUS A MONTHLY SERVICE CHARGE BASED ON NUMBER OF COPIES.

WHEREAS, the City of West Branch Administration Department has a copier on a lease agreement that will expire in January of 2018; and

WHEREAS, the Administration Department accepted quotes from four companies for a lease agreement for a copier that has the same features as the present unit; and

WHEREAS, a 48-month agreement with Koch Brothers for a Lanier copier with the same features was selected as the best proposal.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned agreement with Koch Brothers be and the same are hereby approved. Further, the Mayor and City Clerk are directed to execute said agreement on behalf of the City.

* * * * *

Passed and approved this 18th day of December, 2017.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Resolution 1676 - Approving the Wage Works Flexible Spending Account Renewal for February 1, 2018 – January 31, 2019
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Officer
DATE:	December 13, 2017

BACKGROUND:

A Wage Works Healthcare Flexible Spending Account (FSA) is a pre-tax benefit account used to pay for eligible medical, dental, and vision care expenses that aren't covered by your insurance plan or elsewhere. It's a smart, simple way to save money while keeping employee and their families healthy and protected.

The FSA is on a voluntary basis / optional basis:

- Typically an employee can save an average of 30% on a wide variety of eligible healthcare expenses by paying for them on a pre-tax basis.
- There is no waiting—access the full amount of your annual election amount on the first day of your plan year.
- Wage Works also allows employees the ability to save time by choosing from several convenient, no-hassle payment and reimbursement options

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

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RESOLUTION NO. 1676

**RESOLUTION APPROVING THE WAGE WORKS FLEXIBLE SPENDING
ACCOUNT RENEWAL FOR FEBRUARY 1, 2018 – JANUARY 31, 2019**

WHEREAS, the City of West Branch, Iowa received a renewal quotation from Wage Works for administration of a flexible spending account program; and

WHEREAS, after reviewing the flexible spending account renewal quotation, the City Council has decided to accept the quotation for the coming year ending on January 31, 2019.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the flexible spending account renewal with Wage Works is hereby approved.

Passed and approved this 18th day of December, 2017.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Resolution 1677 - Approving Annual Insurance Renewals with Wellmark Blue Cross Blue Shield of Iowa for Health and Dental Insurance.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Officer
DATE:	December 13, 2017

BACKGROUND:

The Wellmark Blue Cross Blue Shield health and dental insurance program has “grandfather” status which allows the city to continue the high quality insurance program the employees have enjoyed for the past several years. Other carriers or brokers were contacted for quotes. One carrier requested information that I did not want to provide and I felt was inappropriate to provide. The other broker felt that our existing plan was superior to any program they could offer. We will have to assess how to offer employees high quality health care coverage at affordable prices in future years.

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

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RESOLUTION NO. 1677

**RESOLUTION APPROVING ANNUAL INSURANCE RENEWALS WITH
WELLMARK BLUE CROSS BLUE SHIELD OF IOWA FOR HEALTH AND
DENTAL INSURANCE.**

WHEREAS, the City of West Branch, Iowa received insurance renewal quotations from Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance; and

WHEREAS, after reviewing the insurance renewal quotations, the City Council has decided to accept the quotations, effective February 1, 2018.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance renewals with Wellmark Blue Cross Blue Shield of Iowa are hereby approved.

Passed and approved this 18th day of December, 2017.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 18, 2017
AGENDA ITEM:	Motion – Accepting the City of West Branch, Iowa FY 2018-19 Budget Timeline.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	December 13, 2017

BACKGROUND:

The attached budget timeline is a tentative schedule aimed to result in the Adoption and Certification with the County Auditor by March 15. Early indications suggest that our 2018-19 budget will be tight budget year. Therefore, initial Department Budgets have started with three options:

1. A 5% reduction from current year budget.
2. A Status Quo Budget which reflects no change. (It should be noted that operational cost have risen; therefore a Status Quo Budget is still essentially a reduction)
3. A 3% increase or enhancement Budget. This helps determine options for enhancement in lean fiscal budget(s).

We expect anywhere between 2.2% - 4.2% increase in our cost of business. With healthcare and cost of living being the driving factors. Capital Improvements have impacted our liquidity; however with our recent bond transactions, and future inter fund transfers, the city position in this regard has gotten better. On the other side of that proverbial coin, the city will have to practice stick financial planning in order to meet its debt obligations in the coming years. This is of particular importance in the next 3 budget years.

For this reason, in preparation of this year’s budget we strive to involve the following goals:

- Structural Balance – we do not want to over rely on general fund (financial diversity – including User Fees that represent cost of service and new revenue streams)
- Disciplined Capital Improvement Approach
- Fund Balance Policy / Begin a Reserve Program (that incrementally targets three month of operation)

STAFF RECOMMENDATION:	Seeking Council Direction
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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November

Goal Setting

- 1) Work session to establish Goals and Objectives (November 20)
- 2) Resolution Adopting / Approving the Goals and Objectives for the FY 2018-19 (December 4)
- 3) Department one on one meetings with the City Administrator (Oct. – Nov.)

December

Budget Activities

- 1) Fiscal Outlook review of accomplishments, innovations / efficiency improvements, fiscal condition, revenues, expenditures, assumptions, and uncertainties.
- 2) Follow up – Department one on one meetings with the City Administrator
- 3) Insurance / Tentative Employee Pay Plan Starting Estimates (December 18)
- 4) Motion to Accept 2018-19 the Budget Preparation Schedule (December 18)

January

Budget Activities / Work Session

- 1) Presentation of initial general fund revenue estimates (January 2)
- 2) Department Director Budget Presentations (Jan. 2 – Jan. 16)
- 3) Initial General Fund Revenue Estimate / Work session (January 16)
- 4) City Council Approve a Salary Plan (Special Meeting January 20)

February

Budget Activities / Work Session

- 1) Council sets general fund departmental non-salary expenditures (February 5)
- 2) Council approves initial revenue estimates for all other funds (February 5)
- 3) Council approves departmental non-salary expenditures for all other funds (February 5)
- 4) Special Meeting Workshop (if needed – February 12)
- 5) Council receives and adopts final proposed budget and other notice of hearing (February 20)
- 6) Notice of Hearing on Adoption of final budget. (February 20 – the notice is not to be published more than 20 days, and not less than 10 days of the hearing date.)

March

Budget Activities

- 1) Public Hearing and Adoption of Budget (March 5)
- 2) Final Budget Certification with County Auditor (March 15th)

June

- 1) IDOM certifies taxes back to county auditor (June 15)

July 1

- 2) Budget takes effect

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