



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY OCTOBER 15, 2018 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	Jodee Stoolman	j.stoolmanwbcc@yahoo.com
Council Member	Nick Goodweiler	nickgoodweilerwbcc@gmail.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. Opening Ceremonies**
 - 1. Pledge of Allegiance
 - 2. Welcome
- C. Roll Call**
- D. Guest Speaker, Presentations and Proclamations**
 - 1. Charlie Cegrand (with USGS) and Pete Swisher (with the National Park Service) will update the City Council on stormwater mitigation efforts. This topic is intended to provide a brief narrative of what the National Park Service stormwater project looks like as well as its timing. Mr. Cegrand can provide detail regarding the published USGS model and inform or answer questions from Council.
 - 2. Post Flood: After Action Briefing presented by City Administrator Redmond Jones II
- E. 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

"Turning Vision into Reality is our Business"

comments will be provided at the meeting if a public hearing or quasi-judicial matter is scheduled on the agenda.

F. 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 October 1, 2018.
2. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Discussion Item:** On the Potential Extension for Completion of the Cubby Park Improvement Project.
2. **Resolution 1746** – Approving the Submission of the City of West Branch 2017-2018 Annual Finance Report to the State Auditor’s Office.
3. **Discussion Item:** Seeking Direction regarding the installment of a Decal on the Panels at the Cubby Park Pavilion.
4. **Motion to Approve or Deny:** A Request by the West Branch Farmers Market, to wave the \$10 dollar per hour fee for the use of the Town Hall.
5. **Motion to Set a Public Hearing:** To dispose of Outlot A to Lynch Heights.
6. **Discussion Item:** The Next Steps with the Casey’s Agreement.
7. **Resolution 1747** – Declaring West Branch an Emergency Disaster.

H. Reports

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

I. Comments from Mayor and Council Members

J. Adjournment

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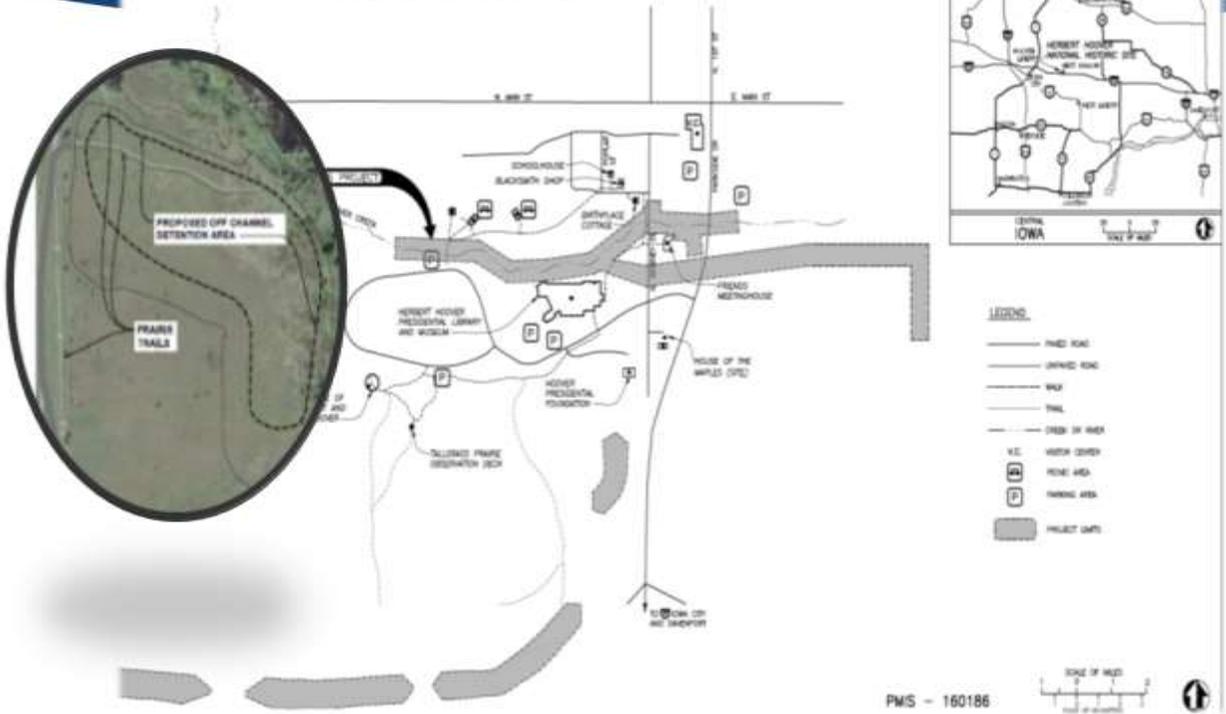
NATIONAL
PARK
SERVICE

Storm Water Mitigation Project

HERBERT HOOVER NATIONAL HISTORIC SITE

Project Scope

HERBERT HOOVER NATIONAL HISTORIC SITE
RESTORE AND STABILIZE HOOVER CREEK
FOR FLOOD MITIGATION



Downey Street Bridge Replacement



Current



Target



Historic Downey Street Bridge, 1917.

Sanitary Sewer

Current

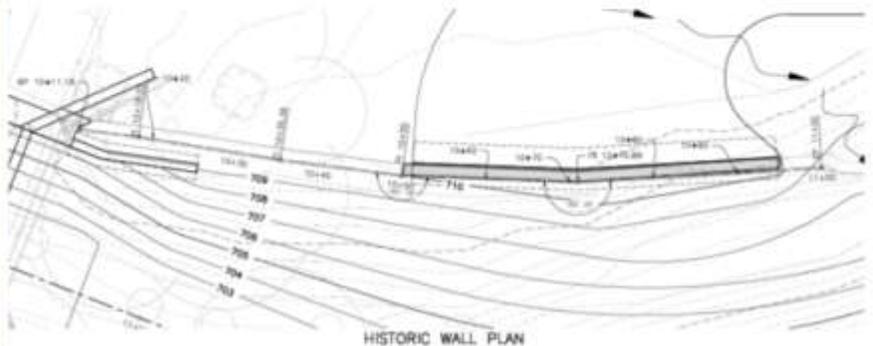


Target



Historic Limestone Wall Reconstruction

Restore / reconstruct / repurpose
historic limestone wall

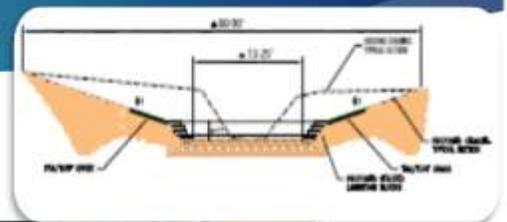


Stream Channel Improvements

Current



Target



Overview

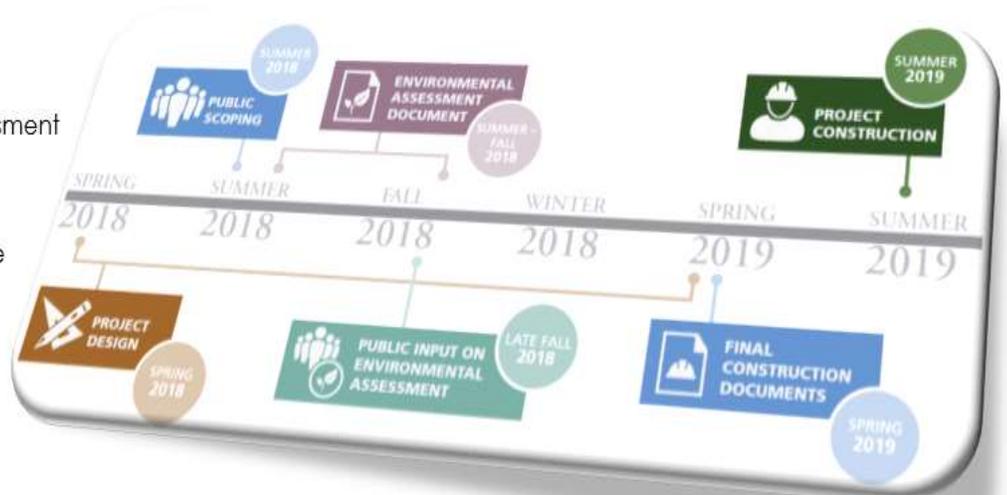
- Archaeology
- Acoustical Berms
- Electrical Service
- Gas Service
- Haul Roads / Vehicle Types
- Revegetation
- Threatened / Endangered Species

- Indiana Bat
- Northern Long-eared Bat
- Prairie bush-clover
- Western prairie fringed orchid



Schedule – Project Milestones

- ▶ DAB Approval
 - ▶ March 2018
- ▶ Design Development Complete
 - ▶ August 2018
- ▶ Compliance - Environmental Assessment
 - ▶ January 2019
- ▶ Construction Documents Complete
 - ▶ March 2019
- ▶ Construction Contract Award
 - ▶ August 2019
- ▶ Substantial Completion
 - ▶ October 2020



Charles V. Cigrand¹

Introduction

The U.S. Geological Survey (USGS) in cooperation with the City of West Branch and the Herbert Hoover National Historic Site (NHS) of the National Park Service assessed flood mitigation scenarios within the West Branch Wapsinonoc Creek watershed. Model simulation results will assist managers in their efforts to attenuate and improve the conveyance of flash flooding events from the West Branch Wapsinonoc Creek and its tributary Hoover Creek where they flow through the City and NHS.

Show the study area and locations of the USGS gauges used for modeling



U.S. Geological Survey gauges and precipitation gauges used in evaluating the Wapsinonoc Creek watershed
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 2 USGS 08160170
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Area: 3.189 Square Miles
Population: 2,419



Background



Flood Zone

Zone A – are areas that have a 1% probability of flooding every year (also known as the "100-year floodplain"), and where predicted flood water elevations have not been established. Properties in **Zone A** are considered to be at high risk of flooding under the National Flood Insurance Program (NFIP).

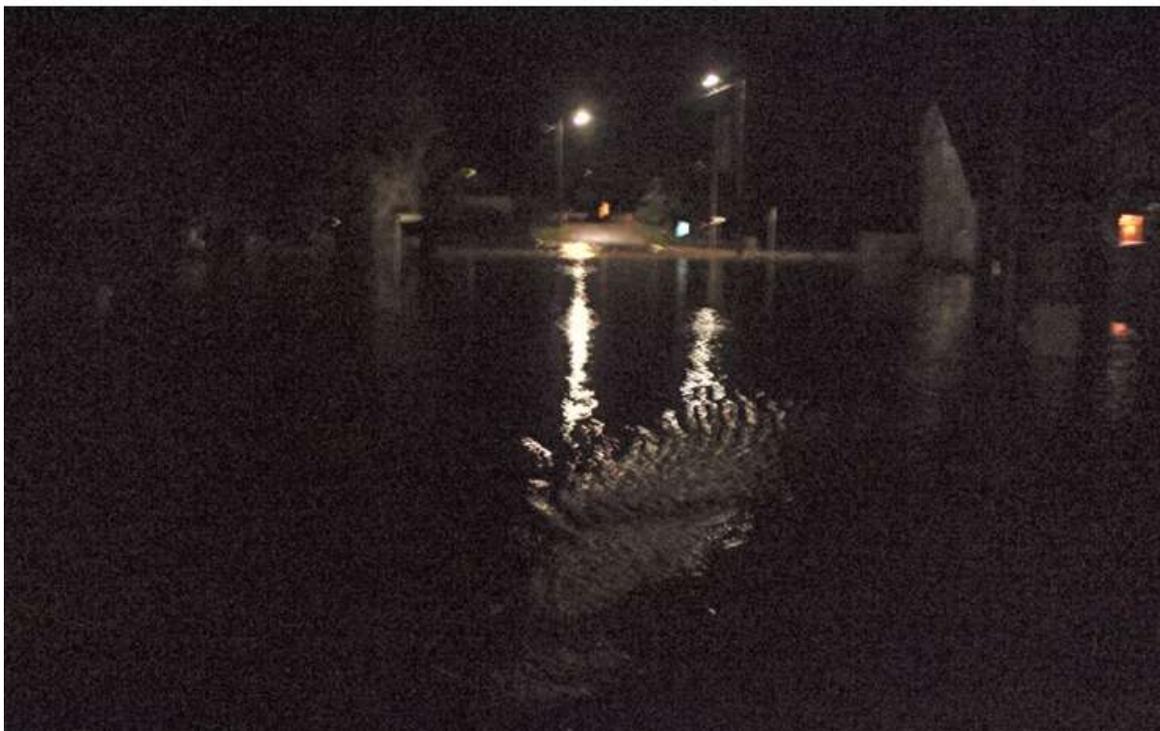
Zone AE – are areas that have a 1% probability of **flooding** every year (also known as the "100-year floodplain"), and **where predicted flood water elevations above mean sea level have been established**. Properties in **Zone AE** are considered to be at high risk of **flooding** under the National **Flood** Insurance Program (NFIP).

Floodway – the regulatory meaning which restricts development from increasing flood elevations.

West Branch Flood 2018



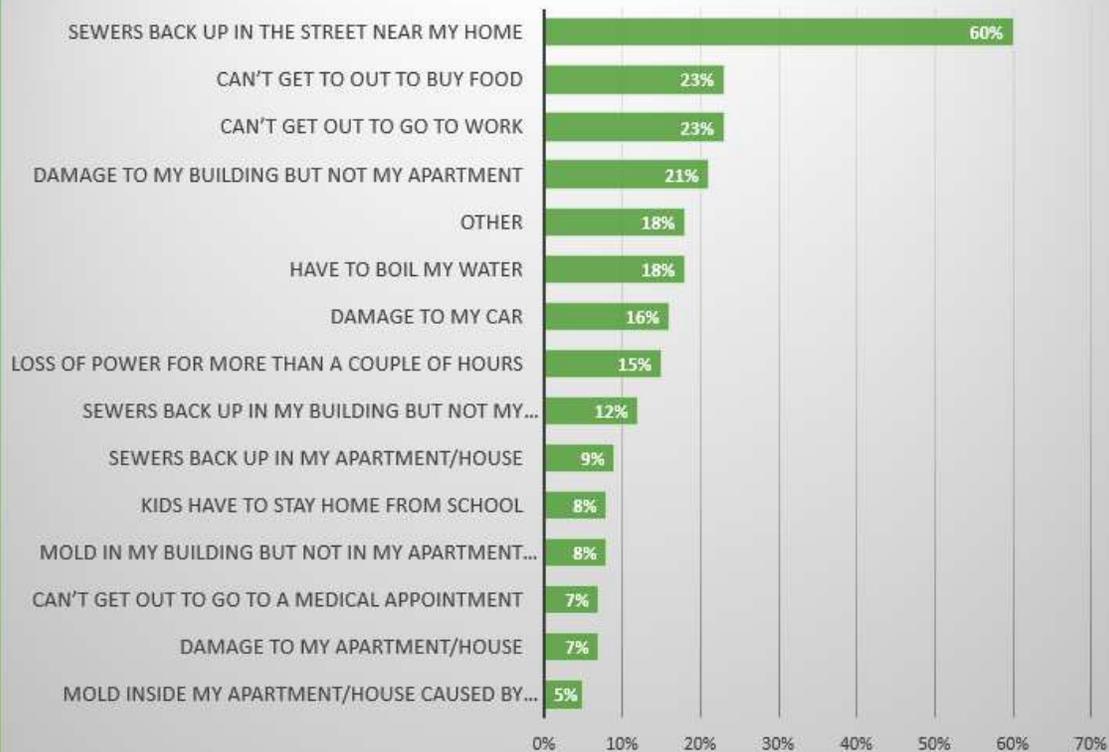
College and Second Street (looking east toward College Street Bridge)



West Branch Flood Clean-up



Most Frequent Flooding Impacts





The Davenport Model

How Did We Do it?

The Davenport Model
Resist
Delay
Store
Discharge



PROPOSAL

A Comprehensive Stormwater / Flash Flood Water Strategy



RESIST

Programed hard infrastructure and soft landscape for city defense



DELAY

Recomendations, guidelines, and infrastructure to slow rainwater runoff



STORE

A circuit of interconnected green infrastructure to store and direct excess rainwater



DISCHARGE

Water pumps & alternative routes to support drainage

Turn Lemons into Lemonade



Stormwater Management Strategy Green Infrastructure

Impervious surfaces



Impervious 'hard' surfaces (roofs, roads, large areas of pavement, and asphalt parking lots) increase the volume and speed of stormwater runoff. This swift surge of water erodes streambeds, reduces groundwater infiltration, and delivers many pollutants and sediment to downstream waters.

Pervious surfaces



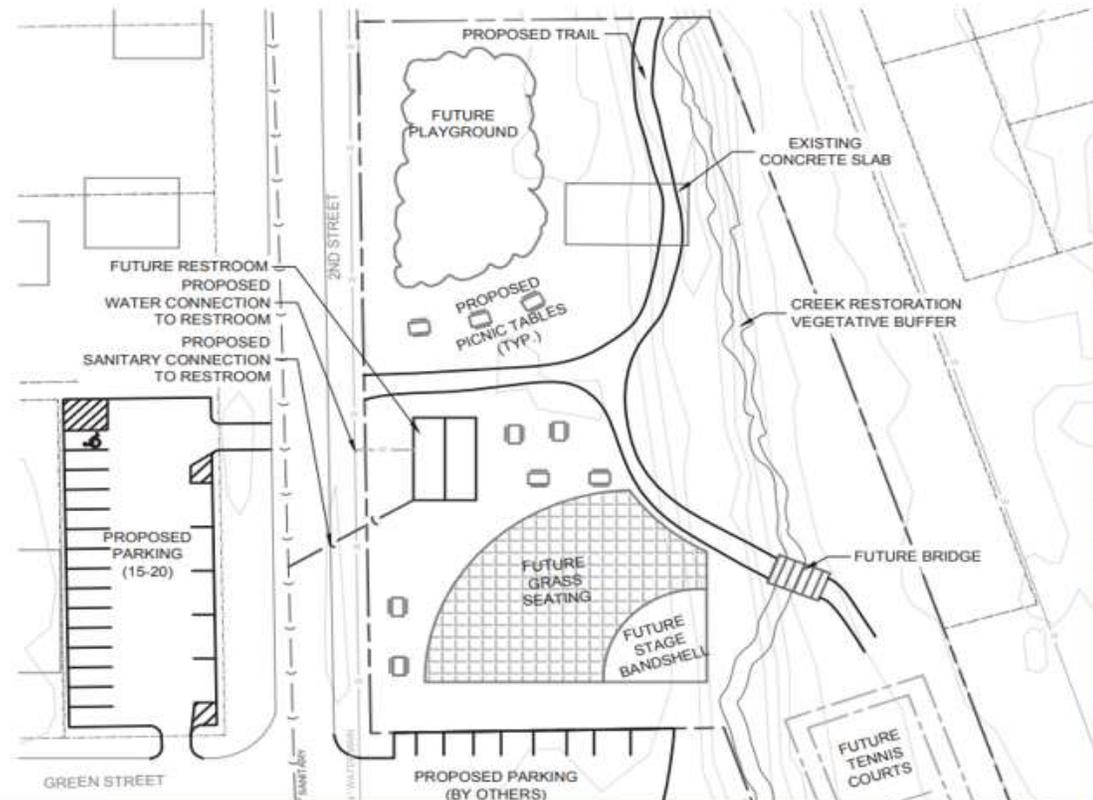
Pervious 'soft' surfaces (green roofs, rain gardens, grass paver parking lots, and infiltration trenches) decrease volume and speed of stormwater runoff. The slowed water seeps into the ground, recharges the water table, and filters out many pollutants and sediment before they arrive in downstream waters.

Benefits & Risks of Moving Forward with Green Infrastructure Solutions



Use to be ugly... not no more. Use to be expensive... surprisingly cost are becoming more affordable.

WAPSI PARK SITE DEVELOPMENT



WAPSI PARK SITE DEVELOPMENT

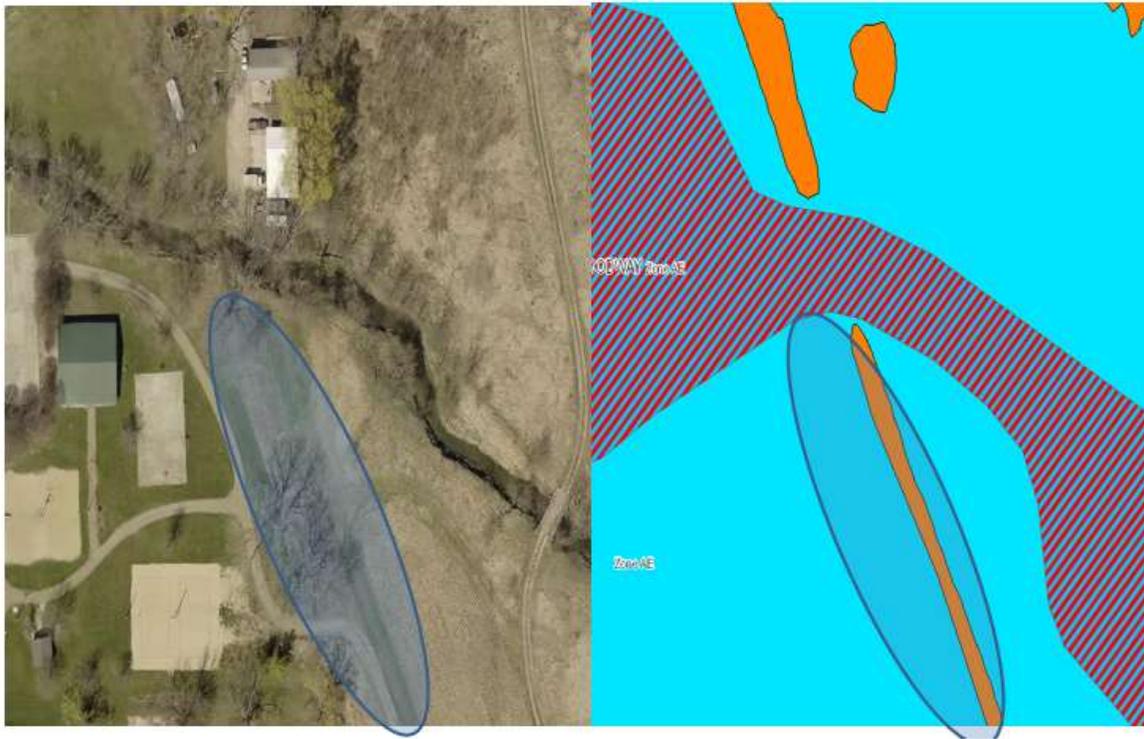


Lets take a look at old plans to address new challenges.

**Using Land Sculpting
to embrace waterways and
protect in flood conditions**



"The Berm"



Thoughts and Recommendations

- Take A Comprehensive Storm Water / Flash Flood Approach.
- Look for upstream opportunities for basins
- Clear and Maintain established waterways through town.
- Shave berm east of Beranek Park
- Use, incentivize, and promote Green Infrastructure Development (including dual purpose recreation developments)
- Expand public outreach and engagement to ensure more residents are aware of the City's efforts to implement green infrastructure.



"Turning Vision into Reality is our Business"

(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

October 1, 2018
7:00 p.m.

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Council members: Colton Miller, Jodee Stoolman, Brian Pierce and Nick Goodweiler were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

There were no guest speakers.

PUBLIC COMMENT

There was no public comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve City Council minutes from the September 17, 2018 meeting.

Motion to Approve the Claims Report.

EXPENDITURES	10/1/2018	
AERO RENTAL INC	BERANEK PARK SHLETER	478.50
AMAZON	BOOKS	89.94
BAKER & TAYLOR INC.	BOOKS	468.16
BROWN'S WEST BRANCH	VEHICLE REPAIR	184.19
CAJ ENTERPRISES INC	ROCK	261.20
CROELL, INC.	BERANEK PARK SHELTER	3,740.75
D&R PEST CONTROL	PEST CONTROL	70.00
FEHR GRAHAM	308-CONST SERVICE	6,634.50
GIERKE-ROBINSON COMPANY INC	TOOLS & REBAR	793.51
GREAT AMERICAN BUSINESS PR	PET WASTE BAGS	982.74
HAWKINS INC	AZONE 15	840.50
HOLLYWOOD GRAPHICS	TEAM SHIRTS	688.55
IOWA DEPARTMENT OF NATURAL	2019 ANNUAL WATER USE FEE	67,634.00
IOWA NARCOTICS OFFICERS' A	MEMBERSHIP DUES	25.00
IOWA ONE CALL	LOCATION SERVICE	117.00
IOWA RURAL WATER ASSOC.	TRAINING	150.00
ISOLDA PAGE	TRAVEL EXPENSE	60.07
JESSICA SCHAFER	TRAVEL EXPENSE	8.39
JOHN DEERE FINANCIAL	MAINTANCE SUPPLIES	279.98
KATRINA KORSMO	PROGRAM SUPPLIES	16.99
KOCH OFFICE GROUP	COPIER MAINTENANCE	299.51
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,286.32
METROPOLITAN COMPOUNDS INC	SUPPLIES	697.40
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL IN	PEST CONTROL	170.18
QUILL CORP	OFFICE SUPPLES	191.97
RANDY'S CARPETS	LIBRARY CARPET	5,394.14
RIVER PRODUCTS COMPANY INC	ROADSTONE & BALLAST	370.63
SHIMMIN, NICK	TRAVEL EXPENSES	635.77
SHRED-IT USA	DOCUMENT DESTRUCTION	45.00
VEENSTRA & KIMM INC.	P&Z - GOLF COURSE DEV REVIEW	86.00
VEENSTRA & KIMM INC.	ENGINEERING SERVICES PV MULTI FAMILY	86.00
VEENSTRA & KIMM INC.	MEADOWS PART 4 CONCEPT REVIEW	430.00
VEENSTRA & KIMM INC.	RESIDENTIAL LOT SITE PLAN REVIEW	602.00
VEENSTRA & KIMM INC.	CROELL SITE RETRACEMENT SURVEY	2,765.00
TOTAL		96,763.89

PAYROLL	9/21/2018	57,790.03
PAID BETWEEN MEETINGS		
CHERYL HOLLICH	BUILDING INCENTIVE REIMBURSEMENT	14.01
PATRICK HYDE	BUILDING INCENTIVE REIMBURSEMENT	30.90
REBECCA KNOCHE	BUILDING INCENTIVE REIMBURSEMENT/VIDEOG	972.21
JULIA HIME	VIDEOGRAPHY SERVICES	150.00
MARK ADAMS	BUILDING INCENTIVE REIMBURSEMENT	37.08
MEDIACOM	CABLE SERVICE	40.90
NEEDHAM EXCAVATING	308 PV PARK CONSTRUCTION	189,204.44
KEVIN STOOLMAN	MILEAGE	313.51
US BANK CORPORATE CARD	TRAVEL, ADULT SPORTS, SUPPLIES	4,155.76
VERIZON WIRELESS	WIRELESS SERVICE	873.16
TOTAL		195,791.97
GRAND TOTAL EXPENDITURES		350,345.89
FUND TOTALS		
001 GENERAL FUND	36,125.54	
022 CIVIC CENTER	210.76	
031 LIBRARY	12,161.93	
110 ROAD USE TAX	5,485.70	
112 TRUST AND AGENCY	13,746.63	
301 REAP GRANT PROJECT	67,500.00	
308 PARK IMP - PEDERSEN VALLEY	195,838.94	
312 DOWNTOWN EAST REDEVELOPMENT	2,765.00	
600 WATER FUND	9,149.49	
610 SEWER FUND	7361.9	
GRAND TOTAL	350,345.89	

Motion by Miller, second by Goodweiler to approve agenda/consent agenda items. AYES: Miller, Goodweiler, Pierce, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading, Ordinance 759 – Amending Chapter 122 – Peddlers, Solicitors and Transient Merchants. /Move to action.

ORDINANCE NO. 759

AN ORDINANCE AMENDING CHAPTER 122 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Administration has been updating the City's rates and fees that have remain unchanged for numerous years; and

WHEREAS, the City Clerk recommends changing the license fees for peddlers, solicitors and transient merchant to more reflect the actual costs of permit processing.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 122.04 of the Code of Ordinance is hereby adding the words "An application fee of ten dollars (\$10.00) shall be paid at the time of filing such application to cover the cost of investigating the facts stated therein.

2. Amendment. Section 122.05 of the Code of Ordinances is hereby deleting reference to "For one day (\$10.00)" and replacing it with the words "For one day (\$25.00)," and deleting reference to "For one week (\$25.00)" and replacing it with the words "For one week (\$50.00)."

3. Amendment. Add Section 122.19 RESIDENTIAL SIGNAGE.

In order, to enter upon any residential premises or to knock on the door, window or any other part of the residential structure, or ring the bell of any residential premises, or to do any other act calculated to attract the attention of anyone inside of the premises, where the owner, resident, occupant or person legally in charge of the premises has posted, at the entry, or any of the points of ingress to the premise, a sign with visible and legible letters at least three-fourths of an inch in height bearing the words "No Trespassers," "No Canvassers," "No Peddlers," "No Solicitors," or words of similar import. A sign containing any of these or similar phrases is deemed to prohibit all activities governed by this chapter.

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

5. 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.

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

First reading: September 4, 2018

Second reading: September 17, 2018

Third Reading: October 1, 2018

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk

Motion by Stoolman, second by Goodweiler to approve the third reading of Ordinance 759. AYES: Stoolman, Goodweiler, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

Public Hearing: Approval of a Development Agreement with The Meadows Development, Inc. and authorization of annual appropriation tax increment payments.

Laughlin opened the public hearing at 7:02 p.m. and introduced the agreement. There were no public comments. Laughlin closed the public hearing at 7:03 p.m.

Resolution 1743 – Approving a Development Agreement with The Meadows Development, Inc. / Move to action.

Motion by Goodweiler, second by Stoolman to approve Resolution 1743. AYES: Goodweiler, Stoolman, Pierce, Miller. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1744– Approving a 28E Agreement with the West Branch Community School District. / Move to action.

Horihan explained that the city and school had previously discussed and agreed to split the cost of a solar powered radar speed sign that would be installed near the high school this fall. Miller asked how the project was to be funded. Horihan said the police department budget would be used to fund the project.

Motion by Goodweiler, second by Stoolman to approve Resolution 1744. AYES: Goodweiler, Stoolman, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

Discussion - Consider adoption of a Property Maintenance Code for the City of West Branch

Goodweiler introduced the discussion and said that recent conversations on the challenges of enforcing current nuisance codes intrigued him to do some additional research on what other cities are doing to address this problem. City Attorney Olson provided a sample of a property maintenance code he helped write for the City of Washington and said the City could adopt a code that would address exterior issues which seems to be an issue in West Branch. Laughlin said two good models were provided and asked Jones to share the information with building inspector Goerdts for his review and comment.

Motion to approve - Keep Hoover’s Hometown Days Event on the first weekend of August. /Move to action.

Laughlin said he requested this agenda item and said he would like the council to vote tonight so Hoover’s Hometown Days planning could continue. Laughlin said he was in favor of keeping the event to the first full weekend in August to maintain consistency. Goodweiler and Pierce said they also had received the same feedback from residents they had discussed the proposed change with.

Motion by Miller, second by Pierce to approve the motion to keep the event date on the first full weekend of August. AYES: Miller, Pierce, Goodweiler, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1745 – Approve Partial Estimate Number 6 in the amount of \$604,543.90 to Needham Excavating for the Cubby Park Improvement Project. /Move to action.

Cody Beult, Fehr Graham explained that the pay estimate included some of the bigger ticket items for the concession stand, scoreboards, dugouts and lighting. Buelt also gave a brief update on remaining projects and said that weather was delaying the contractors from completing the trail and parking lots.

Motion by Goodweiler, second by Stoolman to approve Resolution 1745 AYES: Goodweiler, Stoolman, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

CITY ADMINISTRATOR REPORT

Jones gave a brief update on the College Street Bridge project and said that the project had entered the condemnation phase for a few residents that had not yet signed needed construction easements. Jones also provided a sample request for proposal (RFP) for utilizing a contractor to clean up nuisance properties instead of city staff. Jones reported that he also attended a meeting with the IDOT regarding the I-80 expansion project.

CITY ATTORNEY REPORT

Olson had no additional reports on city projects.

STAFF REPORTS

Russell reported that CDG’s Fall Festival was this weekend and gave a brief overview of the activities the Park & Recreation Department would be participating in. Russell said the full schedule could be found on the CDG website and Facebook page.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Laughlin reported that the City had received a payment request from Casey’s for their annual appropriation of tax rebates which is due each December. Laughlin requested Olson to contact Casey’s to get an update on the removal of the former Casey’s site at East Main Street. Laughlin stated that selling or demolishing the building was also part of the agreement which had not be completed yet. Olson said he would send a letter asking for an update and report back at the next meeting. Laughlin also reported on a meeting he had regarding possible grant funds for the Croell site clean-up which may include grants funds for a market analysis to help the city market the site to potential developers.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:13 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: October 15, 2018

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 Edgar, Finance Director
DATE:	October 11, 2018

BACKGROUND:

These are routine expenditures 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: Approve Claims Report – Move to Action

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

"Turning Vision into Reality is our Business"

EXPENDITURES

ALLIANT ENERGY
 BAKER & TAYLOR INC.
 CEDAR RAPIDS PHOTO COPY INC
 DEMCO
 DEWEYS JACK & JILL
 ECONO SIGNS LLC
 FEHR GRAHAM
 HARRY'S CUSTOM TROPHIES LT
 IMWCA
 LENOCH & CILEK
 LINN COUNTY R.E.C.
 LYNCH'S EXCAVATING INC
 MENARDS
 MIDLAND GIS SOLUTIONS, LLC
 MUNICIPAL SUPPLY INC.
 NEEDHAM EXCAVATING, INC.
 OLSON, KEVIN D
 ORIENTAL TRADING CO. INC.
 PITNEY BOWES PURCHASE POWER
 PORT 'O' JONNY INC.
 PRESS-CITIZEN MEDIA
 SECRETARY OF STATE
 SENSUS USA
 STATE HYGIENIC LAB
 SUPPLYWORKS
 UPS
 US BANK EQUIPMENT FINANCE
 USA BLUE BOOK
 BUSINESS RADIO SALES
 FELD FIRE EQUIPMENT COMPANY
 HEIMAN FIRE EQUIPMENT
 HOSPERS & BROTHER PRINTERS
 RAÇOM
 RELIANT FIRE APPARATUS, INC.
 WEST BRANCH REPAIRS

WATER TOWER 10,973.32
 BOOKS 747.01
 COPIER MAINTENANCE 54.07
 PROGRAM SUPPLIES 86.84
 SUPPLIES 32.20
 SIGNS 454.45
 308-CONST SERVICE 6,006.75
 MEDALS 165.00
 IMWCA 2,024.00
 SUPPLIES 107.96
 SIREN & LIGHTS 153.36
 WATER MAIN REPAIR 1ST STREET 5,166.60
 BERANEK PARK SHELTER 1,447.85
 WEBSITE DEVELOPMENT & HOSTING 6,600.00
 WATER METER SUPPLIES 437.50
 308 PV PARK CONST 604,543.90
 LEGAL SERVICES-OCTOBER, 2018 1,500.00
 PROGRAM SUPPLIES 156.85
 REPLENISH POSTAGE-LIBRARY 1,003.50
 SERVICE-WAPSI PARK 180.00
 HELP WANTED AD 208.36
 NOTARY APPOINTMENTS 60.00
 SOFTWARE SUPPORT 1,949.94
 LAB ANALYSIS 52.00
 SUPPLIES 47.67
 SHIPPING - SEWER 22.00
 COPIER LEASE-LIBRARY 212.50
 SUPPLIES 52.27
 REPAIRS-RADIOS 107.50
 SUPPLIES 807.00
 SUPPLIES 24.59
 OFFICE SUPPLIES 40.50
 SERVICE 285.00
 FIRE TRUCK CHANGE ORDERS 2,888.00
 SUPPLIES 248.43

10/15/2018**TOTAL****648,846.92****PAYROLL****10/5/2018 41,944.68**

PAID BETWEEN MEETINGS

WINNIKE, JOE	UTILITY REFUND	66.45
MUNDAY, CHELSEA	UTILITY REFUND	64.95
CROELL, INC	BERANEK PARK SHELTER	2,643.75
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	89.95
HD CLINE COMPANY	EQUIPMENT REPAIR	473.75
IOWA DEPT OF INSPECTIONS & APPEALS	GAMBLING LICENSE	150.00
KEVIN OLSON	LEGAL SERVICES	3,000.00
UPS	SHIPPING	21.82
TOTAL		6,510.67

GRAND TOTAL EXPENDITURES 697,302.27

FUND TOTALS

001 GENERAL FUND	38,420.73
022 CIVIC CENTER	1,104.58
031 LIBRARY	7,740.97
036 TORT LIABILITY	1,920.41
110 ROAD USE TAX	2753.89
112 TRUST AND AGENCY	4690.64
308 PARK IMP - PEDERSEN VALLEY	610,550.65
600 WATER FUND	19,177.22
610 SEWER FUND	10,943.18

GRAND TOTAL 697,302.27

**REVENUE-FISCAL YEAR 2019
FUND**

SEPTEMBER

001 GENERAL FUND	312,584.60
022 CIVIC CENTER	1,884.33
031 LIBRARY	904.76
036 TORT LIABILITY	5,371.45
110 ROAD USE TAX	33,699.44
112 TRUST & AGENCY	33,660.23
119 EMERGENCY TAX FUND	4,237.03
121 LOCAL OPTION SALES TAX	16,776.30
125 TIF	44,309.58
226 DEBT SERVICE	35,462.68
500 CEMETERY PERPETUAL FUND	572.31
501 KROUTH PRINCIPAL FUND	214.04
502 KROUTH INTEREST FUND	43.96
600 WATER FUND	49,477.45
610 SEWER FUND	37,753.89
740 STORM WATER UTILITY	4,667.10
TOTAL	581,619.15

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	ALLIANT ENERGY	SERVICES	267.08
			TOTAL:	267.08
FIRE OPERATION	GENERAL FUND	BUSINESS RADIO SALES	REPAIRS-RADIOS	107.50
		HEIMAN FIRE EQUIPMENT	SUPPLIES	24.59
		RACOM CORPORATION	SERVICE	285.00
		WEST BRANCH REPAIRS	SUPPLIES	95.76
			SUPPLIES	152.67
		FIELD FIRE EQUIPMENT CO. INC	SUPPLIES	340.00
			SUPPLIES	467.00
		ALLIANT ENERGY	SERVICES	801.24
		HOSPERS & BROTHER PRINTERS	OFFICE SUPPLIES	40.50
		RELIANT FIRE APPARATUS, INC.	FIRE TRUCK CHANGE ORDERS	2,888.00
			TOTAL:	5,202.26
STREET LIGHTING	GENERAL FUND	LIAN COUNTY R.E.C.	SIREN & LIGHTS	153.36
		ALLIANT ENERGY	SERVICES	2,193.37
			SERVICES	167.28
			TOTAL:	2,514.01
PARK & RECREATION	GENERAL FUND	HARRY'S CUSTOM TROPHIES LTD	MEDALS	165.00
		DEWEYS JACK & JILL	SUPPLIES	17.02
		LEMOCH & CILEK	SUPPLIES	107.96
		PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	90.00
		MENARDS	BERANEX PARK SHELTER	1,447.85
		ALLIANT ENERGY	LIGHTS LIONS FIELD	21.71
			LIGHTS 219 E GREEN	12.28
			SERVICES	99.35
		ORIENTAL TRADING CO. INC.	PROGRAM SUPPLIES	156.85
			TOTAL:	2,118.02
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE - CEMETERY	90.00
			TOTAL:	90.00
COMM & CULTURAL DEVEL.	GENERAL FUND	ALLIANT ENERGY	HHTD UTILITIES	17.49
			TOTAL:	17.49
CLERK & TREASURER	GENERAL FUND	PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	166.00
		ALLIANT ENERGY	SERVICES	242.18
			TOTAL:	408.18
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-OCTOBER, 20	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	1,104.58
			TOTAL:	1,104.58
LIBRARY	LIBRARY	CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	54.07
		DEMCO	PROGRAM SUPPLIES	86.84
		BAKER & TAYLOR INC.	BOOKS	267.73
			BOOKS	72.28
			BOOKS	407.00
		SECRETARY OF STATE	NOTARY APPOINTMENTS	60.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	503.50
		ALLIANT ENERGY	SERVICES	864.47
		SUPPLYWORKS	SUPPLIES	47.67
		US BANK EQUIPMENT FINANCE	COPIER LEASE-LIBRARY	212.50
			TOTAL:	2,576.06
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	531.47
			TOTAL:	531.47
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	699.34
			TOTAL:	699.34
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	12.43
			TOTAL:	12.43
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	402.27
			TOTAL:	402.27
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	20.57
			TOTAL:	20.57
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	166.16
			TOTAL:	166.16
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	35.46
			TOTAL:	35.46
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	52.71
			TOTAL:	52.71
ROADS & STREETS	ROAD USE TAX	DEWEYS JACK & JILL	SUPPLIES	15.18
		ALLIANT ENERGY	SERVICES	35.08
		ECONO SIGNS LLC	SIGNS	454.95
			TOTAL:	504.71
INVALID DEPARTMENT	PARK IMP - PEDERSE FEHR GRAHAM		308-CONST SERVICE	4,582.75
			308 PV PARK - ADD'L SERVIC	1,424.00
			308 PV PARK CONST	604,543.90
			TOTAL:	610,550.65
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER METER SUPPLIES	437.50
		LYNCH'S EXCAVATING INC	WATER MAIN REPAIR 1ST STRE	5,166.60
		STATE HYGIENIC LAB	LAB ANALYSIS	52.00
		SENSUS USA	SOFTWARE SUPPORT	1,949.94
		IMWCA	WORK COMP - WATER	84.95
		PRESS-CITIZEN MEDIA	HELP WANTED AD	104.18
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	WATER TOWER	64.97
		MIDLAND GIS SOLUTIONS, LLC.	SERVICES	3,233.66
		USA BLUE BOOK	WEBSITE DEVELOPMENT & HOST	2,376.00
			SUPPLIES	52.27
			TOTAL:	13,689.07
SEWER OPERATING	SEWER FUND	UPS	SHIPPING - SEWER	22.00
		IMWCA	WORK COMP - SEWER	18.64
		PRESS-CITIZEN MEDIA	HELP WANTED AD	104.18

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	1,748.58
		MIDLAND GIS SOLUTIONS, LLC.	WEBSITE DEVELOPMENT & HOST	4,224.00
			TOTAL:	6,284.40

----- FUND TOTALS -----	
001 GENERAL FUND	12,217.04
022 CIVIC CENTER	1,104.58
031 LIBRARY	2,576.06
036 TORT LIABILITY	1,920.41
110 ROAD USE TAX	504.71
308 PARK IMP - PEDERSEN VALLE	610,550.65
600 WATER FUND	13,685.07
610 SEWER FUND	6,284.40
GRAND TOTAL:	648,846.92



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 15, 2018
AGENDA ITEM:	Discussion Item: On the Potential Extension for Completion of the Cubby Park Improvement Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Nate Kass, Fehr Graham
DATE:	October 11, 2018

BACKGROUND:

The above-normal precipitation amounts and frequency since August have significantly impacted the contractor’s ability to make progress on the construction of Cubby Park. Over 20 inches of rain has fallen since the beginning of August, twice the average for that time span. Most of the trail was ready for paving but the rain has continually set it back, both due to rain during the working day and damage to the subbase due to silt and saturation that required rework.

The contractor plans to have all the paving completed before the completion date of November 16, so long as the weather allows. However, permanent seeding, tree plantings, parking lot striping, and pickle-ball court surfacing (the colored, rubbery surface) likely will not be completed due to the weather delays and cold temperatures. These items cannot be completed immediately because there is other work that needs to happen before those items can be done.

The contractor would like to request a contract change order to allow for an extension to complete the items that will be, or already are, past the recommended installation dates with completion in the spring. Prior to the official change order request, a list of any items that the council feels must be completed by November 16th would be helpful. This will set expectations to better and more clearly draft the change order language.

STAFF RECOMMENDATION: Seek City Council Direction
--

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

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 15, 2018
AGENDA ITEM:	Resolution 1746 – Approving the Submission of the City of West Branch 2017 – 2018 Annual Finance Report to the State Auditor’s Office.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon R. Edgar, Finance Director
DATE:	October 11, 2018

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, 2018 to be filed with the Office of Auditor of State by December 1, 2018. 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 2020 annual certified budget. Property **taxes will not** be levied for fiscal year 2020 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.

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

"Turning Vision into Reality is our Business"

STATE OF IOWA
2018
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2018
West Branch
CITY OF West Branch, IOWA
DUE: December 1, 2018

1620160060000
West Branch City
PO Box 218
West Branch, IA 52368-0218

(Please correct any error in name, address, and ZIP Code)

WHEN COMPLETED, PLEASE RETURN TO
Mary Moalman, CPA
Office of Auditor of State
Lucas State Office Building
321 E. 12th Street, 2nd Floor
Des Moines, IA 50319

NOTE - 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.

ALL FUNDS				
Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes levied on property	1,631,622		1,631,622	1,635,553
Less: Uncollected property taxes-levy year	0		0	0
Net current property taxes	1,631,622		1,631,622	1,635,553
Delinquent property taxes	0		0	0
TIF revenues	249,972		249,972	250,000
Other city taxes	246,156	0	246,156	195,308
Licenses and permits	34,538	0	34,538	41,607
Use of money and property	40,266	23,288	63,554	4,120
Intergovernmental	653,336	20,000	673,336	1,070,407
Charges for fees and service	122,607	973,302	1,095,909	1,082,074
Special assessments	0	0	0	0
Miscellaneous	122,293	40,855	172,119	40,910
Other financing sources, including transfers in	5,700,401	6,501	5,706,902	5,070,306
Total revenues and other sources	8,801,161	1,075,067	9,876,218	9,291,607
Expenditures and Other Financing Uses				
Public safety	1,294,638	0	1,294,638	1,322,284
Public works	395,374	0	395,374	479,776
Health and social services	0	0	0	0
Culture and recreation	643,394	0	643,394	676,552
Community and economic development	52,657	0	52,657	132,770
General government	200,911	0	200,911	208,457
Debt service	681,872	0	681,872	688,908
Capital projects	1,029,495	0	1,029,495	4,541,209
Total governmental activities expenditures	4,898,331	0	4,898,331	8,050,016
Business type activities	0	794,964	794,964	956,447
Total ALL expenditures	4,898,331	794,964	5,693,295	9,016,463
Other financing uses, including transfers out	1,085,330	381,040	1,466,370	627,781
Total ALL expenditures/And other financing uses	5,983,661	1,176,004	7,159,670	9,644,244
Excess revenues and other sources over (Under) Expenditures/And other financing uses	2,817,500	-100,937	2,716,548	-454,637
Beginning fund balance July 1, 2017	2,204,667	396,602	2,598,163	2,598,163
Ending fund balance June 30, 2018	5,019,161	295,665	5,314,711	2,143,526

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, 2018	Amount - Cents	Indebtedness at June 30, 2018	Amount - Cents
General obligation debt	\$ 8,355,873	Other long-term debt	\$ 0
Revenue debt	\$ 444,000	Short-term debt	\$ 236
TIF Revenue debt	\$ 0		
		General obligation debt limit	\$ 10,114,579

CERTIFICATION

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
Signature of Mayor or other City official (Name and Title)	Number	Extension
	Date signed	

PLEASE PUBLISH THIS PAGE ONLY

PART I		REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2019				CITY OF West Branch				SELECT ONLY ONE		
		<input type="checkbox"/> GAAP		<input checked="" type="checkbox"/> NON-GAAP = CASH BASIS		Indicate by entering an X in the appropriate box on this sheet ONLY.						
Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
1	Section A - TAXES											1
2	Taxes levied on property	1,114,084	267,222					1,631,622			1,631,622	2
3	Less: Uncollected property taxes - Levy year							0			0	3
4	Net current property taxes	1,114,084	267,222					1,631,622		T01	1,631,622	4
5	Delinquent property taxes							0		T01	0	5
6	Total property tax	1,114,084	267,222					1,631,622		T01	1,631,622	6
7	TIF revenues			249,972				249,972			249,972	7
8	Other city taxes											8
9	Utility tax replacement excise taxes	11,129	2,675					16,145		T15	16,145	8
10	Utility franchise tax (Chapter 384.2, Code of Iowa)	24,378						26,166		T15	26,166	9
11	Permit/fee/wager tax							0		C30	0	10
12	Gaming wager tax							0		C30	0	11
13	Mobile home tax	8,538	2,043					10,579		T19	10,579	12
14	Hotel/motel tax							0		T19	0	13
15	Other local option taxes		193,266					193,266		T09	193,266	14
16	TOTAL OTHER CITY TAXES	44,043	197,984					246,155			246,155	15
17	Section B - LICENSES AND PERMITS	34,338						34,338		T29	34,338	16
18	Section C - USE OF MONEY AND PROPERTY											17
19	Interest	28,334	160	14,179	-6,129		2,417	38,941	23,368	U20	62,309	18
20	Rents and royalties	1,325						1,325		U40	1,325	19
21	Other miscellaneous use of money and property							0		U20	0	20
22	TOTAL USE OF MONEY AND PROPERTY	29,639	160	14,179	-6,129		2,417	40,265	23,368		63,664	22
23	Section D - INTERGOVERNMENTAL											23
24	Federal grants and reimbursements											24
25	Community development block grants											25
26	Housing and urban development											26
27	Public assistance grants											27
28	Payment in lieu of taxes											28
29	Storm water utility reimbursement											29
30	Total Federal grants and reimbursements	0	0	0	0	0	0	0	20,000		20,000	30
31	Section E - MISCELLANEOUS											31
32	Other miscellaneous											32
33	Total Miscellaneous											33
34	TOTAL											34
35												35
36												36
37												37
38												38
39												39
40												40

CITY OF West Branch

GAAP NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code (i)	GRAND TOTAL (Sum of cols. (g) and (h)) (j)	Line No.
41	Section D - INTERGOVERNMENTAL - Continued											41
42												42
43	State shared revenues		306,264					306,264		C46	306,264	43
44	Road use taxes											44
45												45
46												46
47												47
48	Other state grants and reimbursements											48
49	State grants	150				73,800		73,950		C80	73,950	49
50	Iowa Department of Transportation							0		C89	0	50
51	Iowa Department of Natural Resources							0		C80	0	51
52	Iowa Economic Development Authority							0		C88	0	52
53	CEBA grants							0		C88	0	53
54	Commercial & Industrial Replacement Claim	62,091	14,625		13,081			90,077		C80	90,077	54
55	Library funding	3,226						3,226			3,226	55
56								0			0	56
57								0			0	57
58								0			0	58
59								0			0	59
60	Total state	65,467	311,889	0	33,061	73,800	3	483,517	0		483,517	60
61												61
62	Local grants and reimbursements											62
63	County contributions							0			0	63
64	Library service	19,219						19,219		D89	19,219	64
65	Township contributions	169,085						169,085		D89	169,085	65
66	Fire/EMT service							0		D89	0	66
67	Community foundation grant	1,518						1,518		D88	1,518	67
68								0			0	68
69								0			0	69
70	Total local grants and reimbursements	189,819	0	0	0	0	0	189,819	0		189,819	70
71	TOTAL INTERGOVERNMENTAL (Sum of lines 33, 60, and 70)	255,206	311,889	0	33,061	73,800	0	633,336	20,000		673,336	71
72	Section E - CHARGES FOR FEES AND SERVICE											72
73	Water							0	524,912	A91	524,912	73
74	Sewer							0	393,777	A80	393,777	74
75	Electric							0		A92	0	75
76	Gas							0		A93	0	76
77	Parking							0		A60	0	77
78	Airport							0		A81	0	78
79	Landfill/warpage	43,780						43,780		A81	43,780	79
80	Hospital							0		A30	0	80

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2018 - Continued

CITY OF West Branch

GAAP

NON-GAAP = CASH BASIS

Part I

Line No.	Item description	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	Code	GRAND TOTAL (g) and (h)	Line No.
Section E - CHARGES FOR FEES AND SERVICE - Continued												
81	Transit							0		A94	0	81
82	Cable TV							0		T15	0	82
83	Internet							0		A03	0	83
84	Telephone							0		A03	0	84
85	Housing authority							0		A50	0	85
86	Storm water						54,813	0		A80	54,813	86
87	Other							0				87
88	Nursing home							0		A89	0	88
89	Police service fees	2,818						0		A89	2,818	89
90	Prisoner care							0		A89	0	90
91	Fire service charges	450						0		A89	450	91
92	Ambulance charges							460		A89	460	92
93	Sidewalk street repair charges							0		A44	0	93
94	Housing and urban renewal charges							0		A58	0	94
95	River port and terminal fees							0		A87	0	95
96	Public scales							0		A89	0	96
97	Cemetery charges	7,175						0		A03	7,175	97
98	Library charges							7,175		A89	7,175	98
99	Park, recreation, and cultural charges	24,484						0		A81	24,484	99
100	Animal control charges							0		A89	0	100
101	Other charges - Specify							0			0	101
102	Subdivision & Sidewalk repair charges	22,326	13,562					0			35,888	102
103								0			0	103
104	TOTAL CHARGES FOR SERVICE	109,815	13,562	0	0	0	0	122,607	973,302		1,095,919	104
105												105
Section F - SPECIAL ASSESSMENTS												
106								0		U01	0	106
Section G - MISCELLANEOUS												
107	Contributions	28,243				25,000		53,243		U99	53,243	107
108	Deposits and sales/use tax refunds							0		U99	0	108
109	Sale of property and merchandise	2,055				1,140		3,195		U11	3,195	109
110	Fines	1,813						1,813		U30	1,813	110
111	Internal service charges							0		NR	0	111
112	Other miscellaneous - Specify							0			0	112
113	REBURSEMENTS	1,082	130			7,107		8,219	38,347		46,555	113
114	GARBAGE STICKERS	1,551						1,551			1,551	114
115	MISCELLANEOUS	53,581	-22					53,559	-130		53,429	115
116	METERS							0	11,629		11,629	116
117								0			0	117
118								0			0	118
119								0			0	119
120	TOTAL MISCELLANEOUS	88,511	95	0	0	32,107	1,140	122,253	49,858		172,118	120

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g) and (h))	Line No.
1	Section A — PUBLIC SAFETY											1
2	Police department/Crime prevention	388,364	93,618					480,012		E62	480,012	2
3	Jail							0		E04	0	3
4	Emergency management							0		E69	0	4
5	Flood control							0		E58	0	5
6	Fire department	787,791	2,701					800,492		E24	800,492	6
7	Ambulance							0		E32	0	7
8	Building inspections	10,010	1,660					11,670		E68	11,670	8
9	Miscellaneous protective services							0		E66	0	9
10	Animal control	2,464						2,464		E32	2,464	10
11	Other public safety							0		E69	0	11
12								0			0	12
13								0			0	13
14	TOTAL PUBLIC SAFETY	1,190,529	97,979		0	0	0	1,294,638			1,294,638	14
15												15
16	Section B — PUBLIC WORKS											
18	Roads, bridges, sidewalks	24,332	269,767					294,099		E44	294,099	18
17	Parking meter and off-street							0		E60	0	17
18	Street lighting	31,109						31,109		E44	31,109	18
19	Traffic control safety							0		E44	0	19
20	Snow removal		7,510					7,510		E44	7,510	20
21	Highway engineering							0		E44	0	21
22	Street cleaning							0		E61	0	22
23	Airport (if not an enterprise)							0		E01	0	23
24	Garbage (if not an enterprise)	62,656						62,656		E61	62,656	24
25	Other public works							0		E68	0	25
26	Public Works Administration							0			0	26
27	Engineering Management Services							0			0	27
28	TOTAL PUBLIC WORKS	116,007	277,277		0	0	0	395,374			395,374	28
29												29
30	Section C — HEALTH AND SOCIAL SERVICES											
30	Welfare assistance							0		E79	0	30
31	City hospital							0		E36	0	31
32	Payments to private hospitals							0		E38	0	32
33	Health regulation and inspections							0		E32	0	33
34	Water, air, and mosquito control							0		E32	0	34
35	Community mental health							0		E32	0	35
36	Other health and social services							0		E78	0	36
37								0			0	37
38								0			0	38
39	TOTAL HEALTH AND SOCIAL SERVICES	0	0		0	0	0	0			0	39
40	Section D — CULTURE AND RECREATION											
41	Library services	215,518	36,191					253,709		E52	253,709	41
42	Museum, band, theater							0		E61	0	42
43	Parks	102,388	17,815					120,201		E61	120,201	43
44	Recreation							0		E61	0	44
45	Cemetery	121,365	22,630					143,995		E03	143,995	45
46	Community center, zoo, marina, and auditorium	13,547						13,547		E61	13,547	46
47	Other culture and recreation	108,511	5,431					111,642		E61	111,642	47
48								0			0	48
49								0			0	49
50	TOTAL CULTURE AND RECREATION	559,327	84,067		0	0	0	643,394			643,394	50

GAAP NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of (g) and (h)) (i)	Line No.
51	Section E — COMMUNITY AND ECONOMIC DEVELOPMENT											51
52	Community beautification							0		E88	0	52
53	Economic development	42,983						42,983		E89	42,983	53
54	Housing and urban renewal							0		E50	0	54
55	Planning and zoning	6,094						6,094		E29	6,094	55
56	Other community and economic development							0		E88	0	56
57	TIF Rebates							0		E69	0	57
58								0			0	58
59	TOTAL COMMUNITY AND ECONOMIC DEVELOPMENT	52,057	0	0	0	0	0	52,057			52,057	59
60	Section F — GENERAL GOVERNMENT											60
61	Mayor, council and city manager	16,408	1,321					17,727		E29	17,727	61
62	Clerk, treasurer, financial administration	137,818	14,085					152,003		E73	152,003	62
63	Elections							0		E69	0	63
64	Legal services and city attorney	30,381						30,381		E25	30,381	64
65	City hall and general buildings							0		E31	0	65
66	Tort liability							0		E69	0	66
67	Other general government							0		E88	0	67
68								0			0	68
69								0			0	69
70	TOTAL GENERAL GOVERNMENT	194,635	16,306					200,911			200,911	70
71	Section G — DEBT SERVICE											71
72					681,872			681,872			681,872	72
73								0			0	73
74	TOTAL DEBT SERVICE	0	0	0	681,872	0	0	681,872			681,872	74
75	Section H — REGULAR CAPITAL PROJECTS — Specify											75
76	Reapp grt pro, 4th St Imp, Park Imp PV, Ph I Park Imp					613,195		613,195			613,195	76
77	Coll St Br, Cdn Red, Mn St S4, N 1st Imp, Mn St Wtr					616,290		616,290			616,290	77
78	Subtotal Regular Capital Projects	0	0	0	0	1,029,485	0	1,029,485			1,029,485	78
79	— TIF CAPITAL PROJECTS — Specify											79
80								0			0	80
81								0			0	81
82	Subtotal TIF Capital Projects	0	0	0	0	0	0	0			0	82
83	TOTAL CAPITAL PROJECTS	0	0	0	0	1,029,485	0	1,029,485			1,029,485	83
84	TOTAL GOVERNMENTAL ACTIVITIES EXPENDITURES	2,111,345	475,078	0	681,872	1,029,485	0	4,897,831			4,897,831	84
85	(Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)											85
86												86

TIF Rebates are excluded out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2019 - Continue

CITY OF West Branch

GAAP NON-GAAP = CASH BASIS

Line No.	Item description	(a) General	(b) Special revenue	(c) TIF Special revenue	(d) Debt service	(e) Capital projects	(f) Permanent Fund	(g) Total current governmental (Sum of cols. (a) through (f))	(h) Proprietary Code	(i) GRAND TOTAL (Sum of col. (h))	Line No.
87	Section 1 — BUSINESS TYPE ACTIVITIES										87
88	Water — Current operation								414,234	414,204	88
89	Capital outlay								G91	0	89
90	Debt Service								F81	58,385	90
91	Sewer and sewage disposal — Current operation								288,836	288,836	91
92	Capital outlay								G90	0	92
93	Debt Service								F80	0	93
94	Electric — Current operation								E92	0	94
95	Capital outlay								G92	0	95
96	Debt Service								F82	0	96
97	Gas Utility — Current operation								F93	0	97
98	Capital outlay								G93	0	98
99	Debt Service								F93	0	99
100	Parking — Current operation								E60	0	100
101	Capital outlay								G60	0	101
102	Debt Service								F60	0	102
103	Airport — Current operation								L01	0	103
104	Capital outlay								G01	0	104
105	Debt Service								F01	0	105
106	Landfill/Carbage — Current operation								E61	0	106
107	Capital outlay								G81	0	107
108	Debt Service								F81	0	108
109	Hospital — Current operation								E36	0	109
110	Capital outlay								G36	0	110
111	Debt Service								F36	0	111
112	Transit — Current operation								E94	0	112
113	Capital outlay								G94	0	113
114	Debt Service								F94	0	114
115	Cable TV, telephone, internet — Current operation								E03	0	115
116	Capital outlay								G03	0	116
117	Housing authority — Current operation								F50	0	117
118	Capital outlay								G50	0	118
119	Debt Service								F50	0	119
120	Storm water — Current operation								33,759	33,759	120
121	Capital outlay								G60	0	121
122	Debt Service								F60	0	122
123	Other business type — Current operation								E89	0	123
124	Capital outlay								G89	0	124
125	Debt Service								F89	0	125
126	Internal service funds — Specify										126
127											127
128											128
129	TOTAL BUSINESS TYPE ACTIVITIES								754,344	754,344	129

Part II INTERGOVERNMENTAL EXPENDITURES CITY OF West Branch
 Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount, and cents.

Purpose	Amount paid to other local governments
Corrections	MS5 \$
Health	MS2
Highways	MS8
Traffic subsidies	MS4
Libraries	MS2
Police protection	MS2
Sewerage	MS2
Sanitation	MS1
All other	MS3 \$

Purpose	Amount paid to State
Highways	1.44 \$
All other	1.82 \$

Part III SALARIES AND WAGES
 Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

Total salaries and wages paid	2018 \$	Amount - Credit assets
		1,006,430

Part IV DEBT OUTSTANDING, ISSUED, AND RETIRED

A. Long-term debt	Purpose	Debt outstanding JULY 1, 2017 (a)	Debt during the fiscal year		Debt Outstanding - JUNE 30, 2018				Interest paid this year (f)
			Issued (b)	Retired (c)	General obligation (d)	TIF revenue (e)	Revenue (f)	Other (g)	
1. Water utility	18U	\$ 482,000	\$	\$ 48,000	\$	\$	\$ 444,000	\$	\$ 19,265
2. Sewer utility	18U								\$ 0
3. Electric utility	18U								\$ 0
4. Gas utility	18U								\$ 0
5. Transit utility	18U								\$ 0
6. Industrial Revenue	18T								\$ 0
7. Mortgage revenue	18T								\$ 0
8. TIF revenue	18U								\$ 0
Other-Specialty	18U								\$ 0
8. Notes Payable	18U	485,000			485,000				19,088
GO REPUND & SENSR PROJ	18U	2,000,000		165,000	1,835,000				25,342
2010 PARKLAND	18U	80,750		39,264	41,486				2,720
GO SENSR	18U			65,000	65,000				14,428
GO SENSR	18U	1,480,000		83,000	1,563,000				24,000
GO SENSR	18U		4,200,000	165,000	4,365,000				81,076
Total long-term debt		5,187,750	4,700,000	393,264	5,280,734		444,000		195,714

B. Short-term debt	Outstanding as of JULY 1, 2017	OTV \$	Amount - Credit assets
			2,430
	Outstanding as of JUNE 30, 2018	OTV \$	230

Part V DEBT LIMITATION FOR GENERAL OBLIGATION BONDS
 Assessed Valuation by Levy Authority and County, AY2016/17/2018
 Actual valuation - January 1, 2018

Amount - Credit assets	Amount - Credit assets
\$	202,791,660
\$	10,114,573

Part VI CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2018

Type of asset	Amount - Credit assets				
	Bond and Interest funds (a)	Good construction funds (b)	Pension/retirement funds (c)	All other funds (d)	Total (e)
Cash and Investments - Include cash on hand, CDs, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	WB1	WB1	WB1		
	\$ 184,418	\$ 2,394,218		1,798,275	\$ 4,376,911
REMARKS:					

RESOLUTION 1746

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, 2018 to be filed with the Office of Auditor of State by December 1, 2018; and

WHEREAS, Property **taxes will not** be levied for fiscal year 2020 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 2017-2018 Annual Financial Report be approved and forwarded to the Iowa State Auditor's Office.

Passed and approved this 15th day of October, 2018.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones, City Administrator/Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 15, 2018
AGENDA ITEM:	Discussion Item: Seek Direction regarding the Installment of a Decal on the Panels at the Cubby Park Pavilion.
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, Park and Recreation Director
DATE:	October 11, 2018

BACKGROUND:

Michael LeClure, of Martin Gardner Architecture, presented at the Parks and Recreation Commission 3 options to hide obscure framing at the Cubby Park Pavilion. All the options below would provide additional costs. None of the costs shown below include markups from the various layers of contractors or consultants involved on a contractual level:

Option 1 – Install the decals on the exterior with image/silhouette printed before the panels are installed. This allows the decal installation to be done in Rapids Reproduction’s shop. The panels would need to be picked up/delivered both ways. To decal the front and ends would cost somewhere in the range of \$5,100 (approximately \$7 per square foot). There would be some remobilization costs likely from the panel installer. This also does not include creating the graphic image that would be printed on the decal which would be somewhere in the range of \$4,000. There is a disadvantage to the appearance for this option that the translucency will be fully lost when the material is in direct sunlight. When cloudy or in the evening, the lantern effect for the whole building should still be there.

Option 1A – Install the decals with the image on the interior that would be seen from the concessions and Men’s restroom.

Cost would be the same as option 1. This option would keep the translucency in direct sunlight but enhance the obscuring effect as desired, but any image/silhouette would not be visible from the exterior.

Option 2 – Wait to install the decals on the exterior with image/silhouette printed after the panels are installed. To Decal the front and ends would cost somewhere in the range of \$5,100 as before (approximately 7\$ per square foot) plus the \$4,000 to design the graphic

Rapids Reproductions would have to rent a lift at approximately \$1,600 per week.

The Parks and Recreation Commission recommends option 2. This option has a few timing and potential cost advantages, the biggest being that they can complete construction/installation of the panels as soon as feasible, so the building can be completed. The decals can be handled separately outside of the project later if necessary. This also allows the option to forgo installing a decal if the building looks acceptable when it is completed, and the decals are not seen as necessary.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 15, 2018
AGENDA ITEM:	Motion to Approve or Deny: A Request by the West Branch Farmers Market, to wave the \$10 dollars per hour fee for the use of the Town Hall.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Melissa Russell, Park and Recreation Director
DATE:	October 11, 2018

BACKGROUND:

**Farmers Market
West Branch, IA 52358**

To the Mayor of West Branch and

To all West Branch Council Members:

We as members of the West Branch Farmers Market, would like to request the use of the West Branch Town Hall on November 3rd, December 1st, February 2nd, March 2nd, and April 6th, 2019.

It is our understanding that there is a charge of \$10.00 per hour for the use of this facility. We would like to request a waiver of this fee. We are a small group but provide many items for the residents of West Branch to purchase locally rather than traveling away from the West Branch area.

Thank you for your consideration on this matter.

Cordially;

West Branch Farmers Market Members

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 15, 2018
AGENDA ITEM:	Motion to Set a Public Hearing: to dispose of Outlot A to Lynch Heights.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	October 11, 2018

BACKGROUND:

As West Branch continues to grow it has become a growing concern that the dedication of public park land or green space does not meet the needs of any comprehensive Parks, Recreation, and Open Space Master Plan. In fact, in many cases this type land dedication has increased the burden on the City’s Public Works crews due to maintenance and other concerns. Staff would like develop Land Dedication policy / code; which would allow the City Council the option to accept money as an alternative to the dedication of land, green space, or out lots.

Accepting money as an alternative should be considered for any of the following conditions:

- a. Where there is no public park required by the Comprehensive Plan;
- b. If the developer does not wish to establish private parks; or
- c. Where the subdivision is too small to dedicate park sites sufficiently large enough to be economically operated.

STAFF RECOMMENDATION: Approve Motion – Move to Action
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REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	October 15, 2018
AGENDA ITEM:	Discussion Item: Next Steps with the Casey’s Agreement.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	October 11, 2018

BACKGROUND:

I have received some information from Casey's and will be talking to her on Monday about the property. The property has just been reclassified from high risk to low to moderate risk by the EPA. This means they can now start to market the property for sale, however, they will have to have a right to enter the property to monitor, which probably means there will be monitoring wells on the Property for the time being, which is not unexpected to me.

That being said, she wanted to know if the city was indeed interested in the Property, maybe even as a donation. To that end, I don't think it would be a bad idea for the City to have that property, with the understanding that Casey's tear the building down themselves. Obviously any agreement would require Casey's to be responsible for the environmental contamination on the site.

STAFF RECOMMENDATION:	Seek City Council Direction
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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:	October 15, 2018
AGENDA ITEM:	Resolution 1747 – A Resolution Declaring West Branch an Emergency Disaster.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Roger Laughlin, Mayor
DATE:	October 11, 2018

BACKGROUND:

Disasters like the flash flooding that occurred last Friday October 5th and Saturday October 6th in West Branch demand that we come together as one united community. That’s what the City Team has done, “This storm caused damage and put some of our residents in crisis. Partnering with Cedar County and the State of Iowa, our declaration will allow residents effected to get the benefits of aid, assistance, and relief programs, including funds available from the State of Iowa. This is afforded under Iowa Civil Emergency Preparedness Act.

College and Second Street



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

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RESOLUTION 1747

RESOLUTION DECLARING WEST BRANCH AN EMERGENCY DISASTER

WHEREAS, (Municipality, West Branch Iowa) has suffered severe damage caused by a (Flash Food) on the 6 day of October, 2018; and

WHEREAS, extensive damage was caused to (public property, street City facilities, etc.) and to (damage to private business, inventory, facilities, homes land, agriculture, etc.); and,

WHEREAS, the damage has resulted in undue human suffering and hardship and threatens the safety, health, welfare, and well-being of citizens and economic function of (West Branch, Iowa); and,

WHEREAS, all locally available public and private resources and forces available to mitigate and alleviate the damage are deemed insufficient to cope with the resulting situation, initiate repairs, and meet restoration requirements;

NOW, THEREFORE; I, by virtue of the authority provided by Cedar County ESF-5 and by the Iowa Civil Emergency Preparedness Act (NMSA 1978, 12-10-01 to 12-10-11) do hereby declare (West Branch IA) to be an (emergency/disaster) area for the purpose of exercising necessary emergency powers and expenditure of available resources, and requesting aid, assistance, and relief programs, and funds available for the State of Iowa.

Passed and approved this 15th day of October, 2018.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones, City Administrator/Clerk