



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JANUARY 22, 2019 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

G. Roll Call

D. Guest Speaker, Presentations and Proclamations

1. Impact 7G – Doug Ongie, Environmental Planner; will be presenting a summary regarding the planning project for Downtown East Redevelopment site.

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 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

"Turning Vision into Reality is our Business"

1. **Motion to Approve** Meeting Minutes for City Council Meeting December 17, 2018.
2. **Motion to Approve** Board & Commission Appointments / Reappointments.
3. **Motion to Approve** Liquor License Renewal for Dewey's Jack & Jill at 119 E. Main Street, West Branch, Iowa.
4. **Motion to Approve** LL Pelling Seal Coat Unit Pricing.
5. **Motion to Approve** the Annual Mayoral Appointments. These Appointments are: Mayor Pro Tem – Colton Miller; Official City Newspaper – West Branch Times; Animal Control Facility – West Branch Clinic; City Engineer – Dave Schechinger, Veenstra & Kimm, Inc; Public Health Officer - Dr. Thomas Novak.
6. **Motion to Approve** the Destruction of Certain Records with Shred-it Services Listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
7. **Resolution 1775** – A Resolution to Authorize a Contract with East Central Intergovernmental Association (ECIA) in the amount of \$750.00 with a not to exceed cost of \$1000 for Grant Writing Services Related to Removing Derelict Building(s) on the Former Croell Ready-mix Site.
8. **Motion to Approve** Fire Department Appointments.
9. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Resolution 1772** – Approving A Joint Funding Agreement In The Amount Of \$8,640.00 Between The City Of West Branch And The United States Geologic Survey (USGS) Iowa Water Science Center For Stormwater Monitoring.
2. **Public Hearing:** On the Proposed Amendment to the Amended and Restated West Branch Urban Renewal Plan.
3. **Resolution 1773** – A Resolution Approving an Amendment to the Amended and Restated West Branch Urban Renewal Plan.
4. **Discussion Item:** Initial General Fund Revenue Estimates.
5. **Resolution 1774** – A Resolution Adopting a Policy Authorizing the City Clerk on Deputy City Clerk to Pay Certain Bills Prior to the City Council's Approval.
6. **Discussion Item:** Fund Balance Reserve Policy.
7. **Discussion Item:** To include an "Across the Board" 2.8% Cost of Living Adjustment for City Employee's be reflected in the City Administrator's Recommended Budget.
8. **Discussion Item:** Receive Presentation / Explanation Regarding Cubby Park Deliverables and Timeline from (Prime Contractor) Needham Excavating Inc.

H. Reports

1. City Administrator's Report
2. City Attorney Report

I. Comments from Mayor and Council Members

J. Adjournment

"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

December 17, 2018
7:00 p.m.

Mayor Roger Laughlin called the West Branch regular 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, Jordan Ellyson, Brian Pierce, Jodee Stoolman and Nick Goodweiler were present. 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, Fire Chief Kevin Stoolman, Police Chief Mike Horihan and City Attorney Kevin Olson.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Jon Nania, Deputy Director, USGS gave a brief background on the stream gauge project and said they have been working with the City since 2015. Nania stated that data is being collected at all times and once every six weeks, USGS does a site visit to inspect the stream gauge located at the College Street Bridge. Nania also said that USGS visits the site during flood events as they occur.

During the last three years, data has been collected that measures the flow and height of the west branch of the Wapsininoc Creek. Nania said there have been three or four significant rises in recent months. The flooding that occurred in October showed that the College Street Bridge flowed more than 900 cubic feet per second, surpassing the 800 cubic feet per second levels that the National Park Service had registered in over 17 years of stream monitoring.

Michael LeClaire, Impact 7G gave an update to the Croell Redevelopment site charrette exercise. LeClaire said that approximately 28 residents attended the December 4th public input meeting. He explained that attendees participated in three exercises to assess what they were looking for in West Branch. The first exercise consisted in several images of objects from homes, businesses, trails, parks, parking, etc. and they were to choose images that represented West Branch. The next exercise reviewed what was preferred and ranked according to popularity. This exercise resulted that a mix of residential, business and park space was preferred for this site. The last exercise was site specific and participants brainstormed layout of the different uses. LeClaire said the purpose of this exercise gives potential developers community intent and allows developers opportunity to successfully construct something the residents would support. LeClaire said the next step of the project was to provide a final report to the City and is expected to do so in February 2019.

PUBLIC COMMENT

There was no public comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting December 3, 2018.

Motion to Approve the Liquor License for “Herb N’ Lou’s”, located at 105 North Downey St, West Branch, Iowa.

Motion to Approve the Claims Report.

December Claims and November Revenue Totals

| EXPENDITURES | 12/17/2018 | |
|---------------------------|-----------------------|-----------|
| ALLIANT ENERGY | UTILITIES-WATER TOWER | 10,431.98 |
| AMAZON | BOOKS | 493.04 |
| BAKER & TAYLOR INC. | BOOKS | 1,574.22 |
| BARRON MOTOR SUPPLY | SUPPLIES | 1,163.15 |
| BIG TEN UNIVERSITY TOWING | SERVICE CALL | 427.00 |
| BP AMOCO | FUEL | 336.49 |
| BRET F STOUT | REPAIR | 1,275.00 |

| | | | | |
|----------------------------|-------------------------------------|------------|-----------|------------|
| BROWN'S WEST BRANCH | VEHICLE REPAIR | | 1,299.59 | |
| BUSINESS RADIO SALES | PAGERS & PAGER REPAIR | | 981.12 | |
| CEDAR COUNTY RECORDER | RECORDING FEES | | 62.00 | |
| CROELL, INC. | SAND | | 1,024.50 | |
| CULLIGAN WATER TECHNOLOGIE | WATER SOFTENER SERVICE | | 54.12 | |
| DEWEYS JACK & JILL | SUPPLIES | | 102.25 | |
| EAST CENT INTERGOVT ASN. | DUES | | 766.26 | |
| FEHR GRAHAM | 308-CONSTRUCTION SERVICE | | 5,303.50 | |
| HANNA, JOHN | FUEL-NARCOTICS DISPLAY VEHICLE | | 48.50 | |
| HAWKINS INC | CHEMICALS-AZONE | | 767.45 | |
| IOWA ASSN. MUN. UTILITIES | SAFETY TRAINING | | 593.16 | |
| IOWA ONE CALL | LOCATION NOTIFICATION SERVICE | | 116.10 | |
| IOWA POLICE CHIEFS ASSOCIA | MEMBERSHIP DUES | | 125.00 | |
| JOHNSON COUNTY REFUSE INC. | GARBAGE STICKERS | | 600.00 | |
| LINN COUNTY R.E.C. | SECURITY LIGHTS & SIREN | | 154.60 | |
| LYNCH'S PLUMBING INC | SUPPLIES | | 9.00 | |
| MATT PARROTT/STOREY KENWOR | LASER UTILITY BILLS | | 600.00 | |
| MISCELLANEOUS VENDOR | IOWA ATTORNEY GEN-PATC: MANUALS | | 165.00 | |
| OASIS ELECTRIC LLC | STREET LIGHT REPAIRS | | 1,760.39 | |
| ORIENTAL TRADING CO. INC. | SUPPLIES | | 179.90 | |
| PITNEY BOWES GLOBAL FINANC | LIBRARY - POSTAGE | | 102.39 | |
| | | | | |
| PITNEY BOWES INC | SHIPPING /POSTAGE SUPPLIES | | 56.52 | |
| PITNEY BOWES PURCHASE POWE | REPLENISH POSTAGE METER | | 1,003.50 | |
| PLAY IT AGAIN SPORTS | SUPPLIES | | 39.95 | |
| PLUNKETT'S PEST CONTROL IN | PEST CONTROL SERVICE | | 126.92 | |
| QUILL CORP | OFFICE SUPPLIES | | 6.19 | |
| RACOM CORPORATION | INSTALL SPEAKER & ANTENNAS | | 1,605.70 | |
| STATE HYGIENIC LAB | LAB ANALYSIS | | 26.00 | |
| SUPPLYWORKS | CHANGING TABLE | | 273.41 | |
| SWIFT & SWIFT LLC | NUISANCE ABATEMENT | | 1,576.00 | |
| U.S. POSTAL SERVICE | PO BOX RENT | | 78.00 | |
| ULINE | JANITORIAL SUPPLIES | | 120.65 | |
| UPS | SEWER-SHIPPING | | 43.64 | |
| USA BLUE BOOK | SUPPLIES | | 477.58 | |
| VEENSTRA & KIMM INC. | NPS STORMWATER CONSULTATION | | 2,182.70 | |
| WATER SOLUTIONS UNLIMITED | PHOSPHATE | | 2,576.06 | |
| WEST BRANCH FIREFIGHTERS | SUPPLIES | | 500.28 | |
| WEST BRANCH REPAIRS | VEHICLE REPAIR | | 133.95 | |
| WEST BRANCH TIMES | NOV LEGAL PUBLICATION & ADVERTISING | | 1,198.47 | |
| | | | | |
| TOTAL | | | | 42,541.23 |
| | | | | |
| PAYROLL | Regular | 12/14/2018 | | 43,137.87 |
| Fire Department | | 12/14/2018 | 38,521.05 | |
| | | | | |
| PAID BETWEEN MEETINGS | | | | |
| | | | | |
| COMMUNITY STATE BANK | INTEREST | | 8,043.75 | |
| IOWA ONE CALL | UTILITY LOCATION SERVICE | | 62.10 | |
| JOHN DEERE FINANCIAL | CLOTHING ALLOWANCE, SUPPLIES | | 558.68 | |
| USA BLUE BOOK | SUPPLIES | | 120.00 | |
| STEVE HAGAR | UTILITY REFUND | | 38.20 | |
| BRICK, LESLIE | SUPPLIES | | 18.99 | |
| GALVAN, REUBEN | CLEANING SERVICE, FLOOR MAINTENANCE | | 1,463.00 | |
| MEADOWS DEVELOPMENT INC | STREET REPAIR | | 15,607.00 | |
| UPS | SHIPPING | | 45.85 | |
| JOHNSON COUNTY REFUSE INC | RECYCLING NOVEMBER 2018 | | 3,904.50 | |
| | | | | |
| TOTAL | | | | 29,862.07 |
| | | | | |
| GRAND TOTAL EXPENDITURES | | | | 154,062.22 |
| | | | | |
| FUND TOTALS | | | | |
| 001 GENERAL FUND | | 77,884.99 | | |

| | |
|--------------------------------|------------|
| 022 CIVIC CENTER | 1,476.71 |
| 031 LIBRARY | 9,060.35 |
| 110 ROAD USE TAX | 21,619.77 |
| 112 TRUST AND AGENCY | 7,641.87 |
| 226 GO DEBT SERVICE | 8,043.75 |
| 308 PARK IMP - PEDERSEN VALLEY | 5,303.50 |
| 310 COLLEGE STREET BRIDGE | - |
| 600 WATER FUND | 14,530.46 |
| 610 SEWER FUND | 8,242.82 |
| 740 STORM WATER UTILITY | 258.00 |
| GRAND TOTAL | 154,062.22 |

REVENUE-FISCAL YEAR 2019
FUND NOVEMBER

| | |
|--------------------------------|------------|
| 001 GENERAL FUND | 128,562.15 |
| 022 CIVIC CENTER | 1,025.74 |
| 031 LIBRARY | 4,115.53 |
| 036 TORT LIABILITY | 1,729.80 |
| 110 ROAD USE TAX | 26,050.70 |
| 112 TRUST & AGENCY | 10,839.76 |
| 119 EMERGENCY TAX FUND | 1,364.38 |
| 121 LOCAL OPTION SALES TAX | 30,891.09 |
| 125 TIF | 20,492.89 |
| 226 DEBT SERVICE | 11,786.39 |
| 308 PARK IMP - PEDERSEN VALLEY | 5,000.00 |
| 500 CEMETERY PERPETUAL FUND | 0.48 |
| 501 KROUTH PRINCIPAL FUND | 135.50 |
| 502 KROUTH INTEREST FUND | 27.89 |
| 600 WATER FUND | 55,098.38 |
| 610 SEWER FUND | 32,556.02 |
| 740 STORM WATER UTILITY | 4,732.54 |
| TOTAL | 334,409.24 |

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

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion – Consider entering into a joint funding agreement for the operation and maintenance of one streamflow gauge station on the Wapsinonoc Creek at College Street in the amount of \$8,640.00 for the period of January 1, 2019 to December 31, 2019.

Miller suggested that with the recent flood events, future creek clean-up and the upcoming reconstruction of the College Street Bridge project, that the City continue monitoring the stream gauges to see how those improvements affect the stream flow. The other Council members agreed that this was an important piece of the puzzle. This item will be brought back to the Council in January for a vote.

Third Reading, Ordinance 760 – Rezoning that certain parcel of real property located at the Meadows, Part 4 from R-1 Residence District to R-1 and R-2 Residence Districts. /Move to action.

ORDINANCE NO. 760

AN ORDINANCE RE-ZONING THAT CERTAIN PARCEL OF REAL PROPERTY LOCATED AT THE MEADOWS, PART 4 FROM R-1 RESIDENCE DISTRICT TO R-1 AND R-2 RESIDENCE DISTRICTS.

WHEREAS, KLM Investments, Inc. ("KLM") has petitioned the City of West Branch for a zoning district amendment for properties located in the Meadows Subdivisions, said parcel being legally described as:

THE MEADOWS SUBDIVISION PART 4, BEING PART OF PARCEL G, AS RECORDED IN PLAT BOOK I, PAGE 103 OF THE CEDAR COUNTY RECORDER'S OFFICE, IN THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) AND THE NORTHWEST FRACTIONAL QUARTER (NW ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) OF SECTION 6, TOWNSHIP 89 NORTH, RANGE 4 WEST, IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS: BEGINNING AT THE NORTHWEST CORNER OF LOT 32 OF

THE MEADOWS SUBDIVISION PART II, AN OFFICIAL PLAT NOW IN THE CITY OF WEST BRANCH, THENCE N18°59'30"W, 119.27 FEET; THENCE N86°38'50"E, 14.10 FEET; THENCE N3°21'11"W, 138.68 FEET; THENCE N3°10'34"W, 60.00; THENCE S86°46'30"W, 19.31 FEET; THENCE N3°20'32"W, 135.00 FEET TO THE NORTH LINE OF SAID PARCEL G; THENCE ALONG SAID NORTH LINE S86°46'30"W, 758.80 FEET TO THE EAST RIGHT OF WAY LINE OF CEDAR JOHNSON ROAD; THENCE ALONG SAID EAST RIGHT OF WAY LINE S01°19'13"E, 165.54 FEET; THENCE N86°40'45"E, 347.57 FEET; THENCE S03°21'10"E, 57.06 FEET; THENCE 120.05 FEET ALONG A 182.99 FOOT RADIUS CURVE CONCAVE EAST (CHORD BEARING S22°08'48"E, 117.91 FEET); THENCE S40°55'59"E, 635.23 FEET; THENCE N49°03'28"W, 215.06 FEET TO THE WEST LINE OF SAID MEADOWS SUBDIVISION PART II, THENCE ALONG SAID WEST LINE OF SAID PLAT N32°16'00"W, 292.73 FEET TO THE POINT OF BEGINNING (the "Parcel).

WHEREAS, KLM has requested that a portion of the Parcel be rezoned to be located in an R-2 Residence District, in place of an R-1 Residence District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of West Branch, Iowa :

Section 1. That the zoning map for the City of West Branch is hereby amended to show that a portion of the Parcel being located in a R-2 Residence District in place of R-1 Residence District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 17th day of December, 2018.

First Reading: November 19, 2018

Second Reading: December 3, 2018

Third Reading: December 17, 2018

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

Motion by Goodweiler, second by Ellyson to approve the third reading of Ordinance 760. AYES: Goodweiler, Ellyson, Stoolman, Pierce, Miller. NAYS: None. Motion carried.

Third Reading, Ordinance 761 – Rezoning that certain parcel of real property located in Pedersen Valley, Part 4 from R-1 Residence District to R-2 Residence District. /Move to action.

Motion by Goodweiler, second by Miller to approve the third reading of Ordinance 761. AYES: Goodweiler, Miller, Stoolman, Pierce, Ellyson. NAYS: None. Motion carried.

ORDINANCE NO. 761

AN ORDINANCE RE-ZONING THAT CERTAIN PARCEL OF REAL PROPERTY LOCATED AT PEDERSEN VALLEY, PART 4 FROM R-1 TO R-2 RESIDENCE DISTRICT.

WHEREAS, IWB, LLC ("IWB") has petitioned the City of West Branch for a zoning district amendment for properties located in the Pederson Valley subdivision, said parcel being legally described as:

BEING THAT PART OF LOT B IN THE SOUTHWEST QUARTER ¼ (SW ¼) OF SECTION 6, TOWNSHIP 79, RANGE 4 WEST LYING NORTH OF PEDERSEN VALLEY PART 4 AND SOUTH OF CEDARS EDGE GOLF COURSE, AND PART OF THE SOUTHEAST QUARTER (SE ¼), ALL IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS: BEGINNING AT THE NORTHWEST CORNER OF LOT 82 OF PEDERSEN VALLEY PART 4, AN OFFICIAL PLAT IN THE CITY OF WEST BRANCH, THENCE N00° 51' 11"E, 331.84 FEET TO THE SOUTH LINE OF GREEN VIEW ESTATES, AN OFFICIAL PLAT IN THE CITY OF WEST BRANCH, THENCE ALONG SAID SOUTH LINE N86° 39' 40"E, 1083.46 FEET; THENCE S01° 19' 16"E, 319.75 FEET TO THE NORTHEAST CORNER OF SAID PEDERSEN VALLEY PART 4, THENCE ALONG SAID NORTH LINE S88° 40' 44"W, 180.00 FEET; THENCE ALONG SAID NORTH LINE S01° 19' 16"E, 50.00 FEET; THENCE ALONG SAID NORTH LINE S88° 40' 44"W, 915.38 FEET TO THE POINT OF BEGINNING. DESCRIBED PARCEL CONTAINS 8.56 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD (the "Parcel").

WHEREAS, IWB has requested that the Parcel be rezoned to be located in an R-2 Residence District, in place of an R-1 Residence District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of West Branch, Iowa :

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a R-2 Residence District in place of R-1 Residence District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 17th day of December, 2018.

First Reading: November 19, 2018
Second Reading: December 3, 2018
Third Reading: December 17, 2018

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

Resolution 1769 – Approving the Preliminary Plat of Loethen Ridge Estates, West Branch, Iowa. / Move to action.

Brick noted that the developer extended Greenview Drive to the north property line between lots 21 and 22 based on feedback from the Planning & Zoning Commission in order to get the Greenview connection closer to completion. The developer will then only grade for the ‘future’ park road entrance (north of lot 13). Pierce questioned where the storm water from the development would be directed. Mike Welch, Axiom Consultants explained that a berm would be constructed at the rear property line of lots 5 through 10 and would direct storm water to Outlot A, a dry bottom basin that will be maintained by a homeowners association. A berm would also be constructed at the rear property line of lots 1 through 4. A new catch basin outlet would be added between lots 1 and 2, drain to the storm sewer between lots 81 and 82 of the adjacent development and drain to Lions Field. Pierce, who lives on lot 82 said the prior developer placed the easement between lots 80 and 81 where the storm water line is. Welch made that note and said the new storm outlet would be moved to 3 to align with the existing storm water easement between lots 80 and 81.

Motion by Goodweiler, second by Miller to approve Resolution 1769. AYES: Goodweiler, Miller, Ellyson, Stoolman, Pierce. NAYS: None. Motion carried.

Third Reading, Ordinance 762 – Rezoning that certain parcel of real property located at Cedar’s Edge Golf Course from A-1 Agricultural District to R-1 and R-2 Residence Districts. /Move to action.

ORDINANCE NO. 762

AN ORDINANCE RE-ZONING THAT CERTAIN PARCEL OF REAL PROPERTY LOCATED AT CEDAR’S EDGE GOLF COURSE FROM A-1 AGRICULTURAL DISTRICT TO R-1 AND R-2 RESIDENCE DISTRICTS.

WHEREAS, Sexton Construction (“Sexton”) have petitioned the City of West Branch for a zoning district amendment for properties adjacent to Cedar’s Edge Golf Course, said parcels being legally described as:

R-1 REZONING: BEING PART OF THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHWEST QUARTER (NW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST OF THE 5TH P.M, CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS: BEGINNING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER (NW ¼) THENCE ALONG THE WEST LINE OF SAID NORTHWEST QUARTER N01°02’17”W, 644.68 FEET; THENCE N88°57’43”E, 158.00 FEET; THENCE S01°02’17”E, 445.44 FEET; THENCE N88°57’43”E, 24.74 FEET; THENCE N43°02’35”E, 277.14 FEET; THENCE N88°57’43”E, 141.44 FEET; THENCE S55°39’59”E, 149.13 FEET; THENCE S20°07’32”E, 153.79 FEET; THENCE S69°52’29”W, 348.32 FEET; THENCE S03°13’20”E, 79.95 FEET; THENCE S86°43’55”W, 193.71 FEET; THENCE S03°09’26”E, 40.96 FEET; THENCE S86°42’09”W, 439.64 FEET TO THE POINT OF BEGINNING. DESCRIBED PARCEL CONTAINS 5.76 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD. (PARCEL #1)
AND

R-2 REZONING: BEING PART OF THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHWEST QUARTER (NW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST OF THE 5TH P.M, CITY OF WEST BRANCH, CEDAR COUNTY IOWA DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER (NW ¼) THENCE ALONG THE WEST LINE OF SAID NORTHWEST QUARTER N01°02’17”W, 644.68 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N01°02’17”W, 495.00 FEET; THENCE N88°57’43”W, 343.00 FEET; THENCE S01°02’17”E, 495.00 FEET; THENCE S88°57’43”W, 343.00 FEET TO THE POINT OF BEGINNING. DESCRIBED PARCEL CONTAINS 3.90 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD. (PARCEL #2)

WHEREAS, Sexton has requested that the Parcel #1 be rezoned to be located in an R-1 Residence District, in place of an A-1 Agricultural District; and

WHEREAS, Sexton has requested that Parcel #2 be rezoned to be located in an R-2 Residence District, in place of an A-1 Agricultural District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of West Branch, Iowa :

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel #1 being located in a R-1 Residence District in place of A-1 Agricultural District and Parcel #2 being located in an R-2 Residence District in place of A-1 Agricultural District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 17th day of December, 2018.

First Reading: November 19, 2018

Second Reading: December 3, 2018

Third Reading: December 17, 2018

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

Motion by Goodweiler, second by Miller to approve the third reading of Ordinance 762. AYES: Goodweiler, Miller, Stoolman, Pierce, Ellyson. NAYS: None. Motion carried.

Resolution 1770 – Approving the Preliminary Plat of Cedar’s Edge, West Branch, Iowa. / Move to action.

Dave Schechinger, City Engineer said the developer requested for a variance on the grade on Ember Lane to Johnson-Cedar because of future improvements to Johnson-Cedar and also noting that Birdie Drive would only be graded at this time. Schechinger also suggested that the developer’s agreement have some language added for emergency vehicle access on Lot 26 to be able turn around large vehicles.

Motion by Goodweiler, second by Pierce to approve Resolution 1770. AYES: Goodweiler, Pierce, Stoolman, Ellyson, Miller. NAYS: None. Motion carried.

Discussion - Consider naming the public safety building after former Fire Chief Dick Stoolman. Laughlin stated that this item would be tabled indefinitely by the request of the Stoolman family.

Motion to accept the City of West Branch, Iowa FY 2019-2020 Budget Timeline. / Move to action.

Jones presented the budget timeline similar to years past but added that department managers would be preparing their budgets in a different format in an effort to provide some year to year history of expenditures and competed projects. Laughlin said he would like to see the budget process streamlined with less, extra meetings.

The Council approved the timeline and Jones encouraged each member to ask questions and schedule one on one meetings with himself and Finance Officer Edgar.

Motion by Goodweiler, second by Stoolman. AYES: Goodweiler, Stoolman, Ellyson, Miller, Pierce. NAYS: None. Motion carried.

Resolution 1771 – Approving partial pay estimate #8 in the amount of \$90,951.57 to Needham Excavating Inc. for the Cubby Park Improvements Project. /Move to action.

Cody Buelt, Fehr Graham said the current pay estimate was for bleachers, lighting and playground equipment. Buelt gave an update on the recent progress and said it was slow going but was unable to explain why. Buelt said that December 22nd was the date for liquidated damages to start. He said the contractor (Needham Excavating) has had some recent employee issues and has requested to attend the January 7, 2019 City Council meeting to address the issues. Council person Miller said that until Needham could explain the continuous delays, he did not feel comfortable approving additional pay estimates until issues are resolved.

Motion by Goodweiler, second by Ellyson to approve Resolution 1771. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones that IDOT will be in the City Office tomorrow performing an audit for a Right of Way file review on the College Street Bridge. He also reported on the Green Street nuisance abatement and said the clean-up has been complete and that a bill had been sent to the property owner. Jones also reported that the Great Places grant the County applied for was denied.

CITY ATTORNEY REPORT

Olson said he has a meeting scheduled with Casey's for the first week in January to discuss the demolition of the building timeline and the parking lot surface.

STAFF REPORTS

Deputy Clerk Brick provided information on options for trash collections services with Johnson County Refuse, the City's current provider. She stated that the current provider is moving away from manual collection to automate services and that other surrounding cities have made the change as well. She said the provider had dropped off 3 can sizes for display and encouraged the Council to take a look at the option. Brick said the provider has also offered a ten year contract that would lock in the price if the City choose to make the change. Jones suggested that other providers be researched to see what services and fees would be to provide some comparisons. Miller commented that there is an issue with people illegally dumping trash in City and privately owned dumpsters and this may help curb that problem. Brick said she would request a contract from Johnson County Refuse for Council consideration.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

There were comments.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:00 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Motion to Approve Board & Commission Appointments / Reappointments. |
| 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: | January 14, 2019 |

BACKGROUND:

Mayor (with Council approval) Appointment/Reappointments:

Park & Recreation Commission (3 years): Reappointment, James Ellyson, term expires 12/31/2021

Park & Recreation Commission (3 years): Reappointment, Douglas Klein, term expires 12/31/2021

Park & Recreation Commission: Appointment, Kristopher Slutts, term expires 12/31/2021 (to fill Liz Seydel's vacancy)

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

Historic Preservation Commission (3 years): Appointment, Dana Gafeller, term expires 12/31/2021

Zoning Board of Adjustment (5 years): Reappointment, Wayne Frauenholtz, term expires 12/31/2023

Please see attached applications for new appointments (reappointment applications are not attached).

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

"Turning Vision into Reality is our Business"



Advisory Board/Commission
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Historic Preservation Today's Date 12/12/17

(Please print)

Name: Dana Gafeller Address: [REDACTED]

Phone: (home) -- Phone: (cell) [REDACTED]

Email: danalu50@yahoo.com

Do you live within the corporate city limits of West Branch? Yes No

How long have you been a resident of West Branch? 35+ years

Occupation: Accountant Employer: University of Iowa

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

As a downtown business owner (marg's) & lifetime resident I'm invested in preserving the historic feel of West Branch.

What contributions do you feel you can make to this board / commission?

I have an accounting background & am diligent & organized. Not to mention I love this town. ☺

Thank you for your interest! We will contact you after your application has been reviewed.



RECEIVED
1/2/2019

Advisory Board/Commission
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Parks and Recreation Today's Date 1/2/2019

(Please print)

Name: Kristopher Slatts Address [REDACTED]

Phone: (home) _____ Phone: (cell) [REDACTED]

Email: krisk613@gmail.com

Do you live within the corporate city limits of West Branch? Yes No

How long have you been a resident of West Branch? 3 months

Occupation: Park Technician Employer: Cedar County Conservation

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?
4 year degree from Mount Mercy University in Outdoor Conservation.
Worked for Cedar County Conservation for 6.5 years, 7 years in March.
Active on daily basis in park maintenance and operations.

What contributions do you feel you can make to this board / commission?
Bring current conservation and parks industry knowledge. Am
able to work with other organizations to realize goals.

Thank you for your interest! We will contact you after your application has been reviewed.



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Motion to Approve Liquor License Renewal for Dewey's Jack & Jill at 119 E. Main Street, West Branch, Iowa. |
| 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: | January 3, 2019 |

BACKGROUND:

Approve Class E liquor license, including carryout beer; carryout wine, and Sunday sales privileges for Fisher's Market Nauvoo, IL DBA Dewey's Jack & Jill. Renewal effective February 1, 2019 through January 31, 2020.

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

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|--|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Motion to Approve LL Pelling Seal Coat Unit Pricing. |
| CITY GOAL: | Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district. |
| PREPARED BY: | Matt Goodale, Public Works Director |
| DATE: | January 14, 2019 |

BACKGROUND:

LL Pelling gives us a unit price quote yearly for seal coat work. This price is what is used to determine cost on any seal coat work we hire LL Pelling for during this year. The price this year has no change from last year.

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

"Turning Vision into Reality is our Business"

PROPOSAL

City of West Branch (PG)
P.O. Box 218
West Branch, IA 52358-0218



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

RE: 2019 Sealcoat Work

November, 2018

Description of Work:

Type A Work (Option 1)

Unit Price

A. Base repair and single seal coat consisting of:

Scarify and pulverize existing street surface

Furnish water as required for compaction, reshape and recompact.

Furnish and apply single seal coat of MC-3000 asphalt

Furnish, spread and roll ~~3/8" chips~~ PEA ROCK

\$ 3.45 SY

OR

Type B Work (Option 2)

B. Single seal coat consisting of:

Power broom streets

Furnish and apply single seal coat of MC-3000 asphalt

Furnish, spread and roll ~~3/8" chips~~ PEA ROCK

\$ 2.35 SY

Cold Mix Patch Material (15 tons or less)

\$ 200.00 TON

NOTES:

1. Billing on final units completed.

2. Cold Mix Patching amount is an *estimated* quantity. Invoice will be on actual tons placed.

*Is this project tax exempt? Yes No . If you checked yes, please send the Iowa Construction Sales Tax Form with your signed proposal.

Authorized
Signature

Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

"Committed to Excellence since 1948"



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|--|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Motion to Approve the Annual Mayoral Appointments. These Appointments are: Mayor Pro Tem – Colton Miller; Official City Newspaper – West Branch Times; Animal Control Facility – West Branch Animal Clinic; City Engineer – Dave Schechinger, Veenstra & Kimm, Inc. |
| CITY GOAL: | Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization. |
| PREPARED BY: | Redmond Jones, City Administrator / City Clerk |
| DATE: | January 4, 2019 |

BACKGROUND:

Mayor Pro Tem – Colton Miller
Official City Newspaper – West Branch Times
Animal Control Facility – West Branch Animal Clinic
City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.
Public Health Officer – Dr. Thomas Novak

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

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REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|--|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Motion to Approve the Destruction of Certain Records with Shred-it Services Listed on Records Destruction Form per the Record Retention Manual for Iowa Cities. |
| CITY GOAL: | Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization. |
| PREPARED BY: | Leslie Brick, Deputy City Clerk |
| DATE: | January 2, 2019 |

BACKGROUND:

See Records Destruction Form.

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

"Turning Vision into Reality is our Business"

**City of West Branch
RECORDS DESTRUCTION FORM**

Page 1 of 1

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

| | |
|--|---|
| Departmental Destruction | |
| Date of Records Destruction: 1/22/2019 Department Name: Administration | <input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied. <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied. |
| Destruction Method: Shredding _____ Discard _____ Outside Vendor <u> x </u> | |
| Destruction Witness: Deputy City Clerk Leslie Brick | |
| Signature: _____ | |

| Description of Records The contents of each box should be listed separately | Inclusive Dates | Retention Period | Record Type |
|--|-----------------|------------------|------------------------|
| Utility Billing Reconciliation & Cash Collection reports | FY13 | 5 years | Water Utility Records |
| Payroll – W2's, 941, IPERS, State Withholding, State Unemployment | 2013 | 5 years | Payroll |
| Payroll – Employee timesheets and pay stubs | 2013 | 5 years | Payroll |
| Receipt Books | 2013 | 5 years | Administrative Records |
| Cancelled and Voided Checks | 2011 thru 2013 | 5 years | Financial |
| Journal Entries, Receipts and Bank Records | FY07 | 10 years | Financial |
| Journal Entries, Receipts and Bank Records | FY08 | 10 years | Financial |
| Accounts Payable – Claims | FY12 | 5 years | Financial |
| Accounts Payable – Claims | FY13 | 5 years | Financial |

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

1. Fill in the department name and date.
2. Locate a description of your records in the Records Retention Schedule and record.
3. Enter the description of the records in the "Description of Records" column.
4. Fill in the "Inclusive Dates" of the records. Please include month and year.
5. Fill in the "Retention Period" listed for the records in the Records Retention Schedule.
6. Fill in the "Record Type" of the records (for example, P= Paper, E=Electronic, etc.).
7. The completed *original* Records Destruction form must be maintained as a permanent record at the City Office.



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Resolution 1775 – A Resolution to Authorize a Contract with East Central Intergovernmental Association (ECIA) in the amount of \$750.00 with a not to exceed cost of \$1000 for Grant Writing Services Related to Removing Derelict Building(s) on the Former Croell Ready-mix Site. |
| 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: | January 16, 2019 |

BACKGROUND:

The City of West Branch has interest in preparing the Downtown East Redevelopment AKA the Former Croell Ready-mix site for qualified developers (individuals or firms) interested in presenting a viable design and development concept for a mixed – use development on this 3.450 acres of real estate located in Downtown. This item will assist in this effort.

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

"Turning Vision into Reality is our Business"

East Central Intergovernmental Association
a regional response to local needs



January 22, 2019

Mayor Laughlin and the City Council
City of West Branch
110 North Poplar St
P.O. Box 218
West Branch, IA 52358

Dear Mayor Laughlin and City Council:

Thank you for approving grant writing services for ECIA to write an Iowa Department of Natural Resources Derelict Building Grant and administer if awarded. ECIA staff will provide grant writing services based on our ECIA approved billable hourly rates. This service will cost between \$750.00 with a not to exceed cost of \$1,000. Nicole Turpin, Community Services Manager will be the lead on this project.

Scope of work to be performed by ECIA could include:

- Derelict Building Grant Writing
- Obtaining 3 cost estimates for Grant
- Grant Administration, if awarded
- Grant re-write next year if not awarded
- Grant Submission

If the above scope of work is acceptable, please sign and date as indicated below. Keep one copy for your files and return one original to ECIA for our files. If you would like me to change anything, don't hesitate to call me at 563-690-5700.

We look forward to working with the West Branch! Please contact me if you have any questions.

Sincerely,

Kelley Hutton Deutmeyer, Executive Director
cc: Nicole Turpin, Community Services Manager

Signed:

City of West Branch Authorized Official

Date

Attest

Date

RESOLUTION 1775

A RESOLUTION TO AUTHORIZE A CONTRACT WITH EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION (ECIA) IN THE AMOUNT OF \$750.00 WITH A NOT TO EXCEED COST OF \$1000 FOR GRANT WRITING SERVICES RELATED TO REMOVING DERELICT BUILDING(S) ON THE FORMER CROELL READY-MIX SITE.

WHEREAS, The City of West Branch has interest in preparing the Downtown East Redevelopment AKA the Former Croell Ready-mix site for qualified developers; and

WHEREAS, the Iowa Department of Natural Resources is offering in a Derelict Building Grant through a competitive application process; and

WHEREAS, the Downtown East Redevelopment site currently has several derelict building on the site; and

WHEREAS, ECIA have experience providing grant writing services with successful outcomes; and

WHEREAS, ECIA can provide grant writing services to the City of West Branch for the purposes of applying for the Derelict Building Grant; and

WHEREAS, the cost to the City of West Branch will be between \$750.00 with a not to exceed cost of \$1000; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned funding agreement of \$750.00 not to exceed \$1000 between the City of West Branch and East Central Intergovernmental Association is approved. Further, the City Administrator is directed to execute the agreement on behalf of the City.

Passed and approved this 22nd day of January, 2019.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Motion to Approve Fire Department Appointments |
| 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: | January 10, 2019 |

BACKGROUND:

Motion to approve appointment of:

Levi Kleinmeyer- Firefighter (effective 1/26/2019)

Jayden Robb – Cadet – effective immediately

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

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| 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: | January 2, 2019 |

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

1/7/2019

| | | |
|----------------------------|--------------------------------|------------------|
| AERO RENTAL INC | EQUIPMENT RENTAL | 1,595.00 |
| ALPHA GRAPHICS | BANNER | 72.08 |
| AMERICAN WATER WORKS ASSOC | DUES GOODALE 2-01-19/1/31/20 | 90.00 |
| AMY S BOELK | ZUMBA INSTRUCTION | 300.00 |
| ASCAP | MUSIC LICENSE FEE | 357.00 |
| CHAUNCEY BUTLER POST 514 | FLAGS | 148.00 |
| CHIEF SUPPLY CORPORATION | UNIFORMS | 107.95 |
| CJ COOPER & ASSOCIATES | DRUG TESTING | 137.30 |
| COMPASS MINERALS AMERICA I | HIGHWAY SALT | 4,306.88 |
| CULLIGAN WATER TECHNOLOGIE | WATER SOFTENER SERVICE | 23.20 |
| IMWCA | IMWCA | 2,024.00 |
| JETCO ELECTRIC INC. | SERVICE CALL | 1,603.25 |
| KNOCHE, REBECCA | VIDEOGRAPHY SERVICES | 75.00 |
| KOCH OFFICE GROUP | COPIER MAINTENANCE | 442.28 |
| LIBERTY COMMUNICATIONS | LIBERTY COMMUNICATIONS | 1,275.33 |
| LOWES BUSINESS ACCT/GEGRB | SUPPLIES | 62.89 |
| LYNCH'S PLUMBING INC | SERVICE CALL & REPAIRS | 119.00 |
| MID-STATES ORGANIZED CRIME | MEMBERSHIP DUES | 100.00 |
| MIDWEST FRAME & AXLE | VEHICLE REPAIR | 72.46 |
| MOORE'S WELDING INC | VEHICLE REPAIR | 1,109.65 |
| OLSON, KEVIN D | LEGAL SERVICES-JANUARY 2019 | 1,500.00 |
| OMNISITE | WIRELESS SERVICE-LIFT SITE | 360.00 |
| PORT 'O' JONNY INC. | SERVICE-WAPSI PARK | 192.00 |
| QUILL CORP | WALL CLOCK | 18.55 |
| REDMOND JONES II | TRAVEL EXPENSE | 48.16 |
| SHRED-IT USA | DOCUMENT DESTRUCTION | 45.00 |
| SMITH FERTILIZER GRAIN | SUPPLIES | 674.66 |
| STATE INDUSTRIAL PRODUCTS | CHEMICALS | 732.00 |
| SUPPLYWORKS | SUPPLYWORKS | 39.88 |
| VEENSTRA & KIMM INC. | WB GOLF COURSE DEV REVIEW | 516.00 |
| WEST BRANCH TIMES/WOODWARD | WEST BRANCH TIMES/WOODWARD COM | 515.45 |
| TOTAL | | 18,662.97 |

PAYROLL

| | | |
|---------------------------|-------------------|------------------|
| Regular | 12/28/2018 | 55,041.08 |
| City Council | 12/18/2018 | 10,226.96 |
| Payroll Adjustment | 12/28/2018 | 535.50 |

PAID BETWEEN MEETINGS

| | | |
|---|---------------------------|-------------------|
| JOHNSON COUNTY REFUSE INC. | RECYCLING-NOVEMBER | 3,904.50 |
| NEEDHAM EXCAVATING INC. | 308 PV PARK CONSTRUCTION | 90,951.57 |
| QUALITY ENGRAVED SIGNS | OFFICE SUPPLIES | 62.95 |
| UPS | SEWER-SHIPPIING | 21.82 |
| US BANK EQUIPMENT FINANCE | LIBRARY COPIER LEASE | 106.25 |
| WEST BRANCH COMMUNITY DEVELOPMENT GROUP | CHRISTMAS PAST SUPPORT | 3,000.00 |
| WEX BANK | VEHICLE FUEL | 1,062.34 |
| BAKER & TAYLOR INC. | BOOKS | 128.13 |
| HARRY'S CUSTOM TROPHIES | SPORTS MEDALS | 195.00 |
| JULIA HIME | VIDEOGRAPHY SERVICES | 50.00 |
| MEDIACOM | CABLE SERVICE | 41.90 |
| PITNEY BOWES INC. | POSTAGE METER RENTAL | 180.00 |
| QC ANALYTICAL SERVICES LLC | LAB ANALYSIS | 651.00 |
| QUILL CORP | OFFICE SUPPLIES | 55.54 |
| US BANK CORPORATE CARD | UNIFORMS, OFFICE SUPPLIES | 1,597.51 |
| VERIZON WIRELESS | WIRELESS SERVICE | 842.29 |
| WALMART | DVDS, SUPPLIES | 155.09 |
| TOTAL | | 103,005.89 |

GRAND TOTAL EXPENDITURES**187,472.40****FUND TOTALS**

| | |
|----------------------|------------|
| 001 GENERAL FUND | 136,926.30 |
| 022 CIVIC CENTER | 91.99 |
| 031 LIBRARY | 6,215.27 |
| 036 TORT LIABILITY | 1,920.41 |
| 110 ROAD USE TAX | 11,052.97 |
| 112 TRUST AND AGENCY | 13,689.57 |
| 600 WATER FUND | 9,109.02 |
| 610 SEWER FUND | 8,466.87 |

GRAND TOTAL**187,472.40**

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|-----------------------|--------------|---|----------------------------|----------|
| POLICE OPERATION | GENERAL FUND | LYNCH'S PLUMBING INC CHIEF SUPPLY CORPORATION LIBERTY COMMUNICATIONS MID-STATES ORGANIZED CRIME INFORMATION | SERVICE CALL & REPAIRS | 119.00 |
| | | | UNIFORMS | 107.95 |
| | | | TELEPHONE SERVICE | 248.87 |
| | | | MEMBERSHIP DUES | 100.00 |
| | | | TOTAL: | 575.82 |
| FIRE OPERATION | GENERAL FUND | LIBERTY COMMUNICATIONS CJ COOPER & ASSOCIATES CHAUNCEY BUTLER POST 514 CULLIGAN WATER TECHNOLOGIES | TELEPHONE SERVICE | 100.98 |
| | | | DRUG TESTING | 137.30 |
| | | | FLAGS | 38.00 |
| | | | WATER SOFTENER SERVICE | 23.70 |
| | | | TOTAL: | 299.98 |
| PARK & RECREATION | GENERAL FUND | PORT 'O' JOHNY INC. LIBERTY COMMUNICATIONS AMY S BOELE | SERVICE-WAPSI PARK | 96.00 |
| | | | TELEPHONE SERVICE | 153.38 |
| | | | WOMBA INSTRUCTION | 300.00 |
| | | | TOTAL: | 549.38 |
| CEMETERY | GENERAL FUND | PORT 'O' JOHNY INC. | SERVICE-CEMETERY | 96.00 |
| TOTAL: | 96.00 | | | |
| COMM & CULTURAL DEVEL | GENERAL FUND | ASCAP CHAUNCEY BUTLER POST 514 | MUSIC LICENSE FEE | 357.00 |
| | | | FLAGS | 86.00 |
| | | | TOTAL: | 437.00 |
| ECONOMIC DEVELOPMENT | GENERAL FUND | WEST BRANCH TIMES/WOODWARD COMMUNICATI | ADVERTISING | 150.00 |
| | | | TOTAL: | 150.00 |
| CLERK & TREASURER | GENERAL FUND | WEST BRANCH TIMES/WOODWARD COMMUNICATI KOCZ OFFICE GROUP LIBERTY COMMUNICATIONS REDMOND JONES II SHRED-IT USA | ADVERTISING | 80.00 |
| | | | COPIER MAINTENANCE | 442.28 |
| | | | TELEPHONE SERVICE | 322.92 |
| | | | TRAVEL EXPENSE | 48.16 |
| | | | DOCUMENT DESTRUCTION | 45.00 |
| | | | TOTAL: | 938.36 |
| LEGAL SERVICES | GENERAL FUND | WEST BRANCH TIMES/WOODWARD COMMUNICATI OLSON, KEVIN D | LEGAL PUBLICATIONS | 205.45 |
| | | | LEGAL SERVICES-JANUARY 201 | 1,500.00 |
| | | | TOTAL: | 1,705.45 |
| SOLID WASTE | GENERAL FUND | WEST BRANCH TIMES/WOODWARD COMMUNICATI | ADVERTISING | 30.00 |
| | | | TOTAL: | 30.00 |
| LOCAL CABLE ACCESS | GENERAL FUND | EPOCSE, REBECCA LIBERTY COMMUNICATIONS | VIDEOGRAPHY SERVICES | 75.00 |
| | | | TELEPHONE SERVICE | 64.95 |
| | | | TOTAL: | 139.95 |
| COMMISSION | GENERAL FUND | VEENSTRA & KIMM INC. | WB GOLF COURSE DEV REVIEW | 344.00 |
| TOTAL: | | | | 344.00 |
| TOWN HALL | CIVIC CENTER | QUILL CORP LIBERTY COMMUNICATIONS CHAUNCEY BUTLER POST 514 | WALL CLOCK | 13.75 |
| | | | SIGN | 4.79 |
| | | | TELEPHONE SERVICE | 63.44 |
| | | | FLAGS | 30.00 |
| | | | TOTAL: | 111.98 |
| LIBRARY | LIBRARY | LIBERTY COMMUNICATIONS ALPHA GRAPHICS | TELEPHONE SERVICE | 106.62 |
| | | | BANNER | 72.08 |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|----------------------|----------------|--|--------------------------|--------|
| | | SUPPLYWORKS LOWES BUSINESS ACCT/USCAR | SUPPLYWORKS | 39.88 |
| | | | SUPPLIES | 62.89 |
| | | | TOTAL: | 102.77 |
| POLICE OPERATIONS | TORT LIABILITY | IWCA | WORK COMP - POLICE | 531.47 |
| | | | TOTAL: | 531.47 |
| FIRE OPERATION | TORT LIABILITY | IWCA | WORK COMP - FIRE | 699.34 |
| | | | TOTAL: | 699.34 |
| BUILDING INSPECTIONS | TORT LIABILITY | IWCA | WORK COMP - BLDG INSPECT | 12.43 |
| | | | TOTAL: | 12.43 |
| ROADS & STREETS | TORT LIABILITY | IWCA | WORK COMP - STREETS | 402.27 |
| | | | TOTAL: | 402.27 |
| LIBRARY | TORT LIABILITY | IWCA | WORK COMP - LIBRARY | 20.57 |
| | | | TOTAL: | 20.57 |
| PARK & RECREATION | TORT LIABILITY | IWCA | WORK COMP - PARK & REC | 166.16 |
| | | | TOTAL: | 166.16 |
| CEMETERY | TORT LIABILITY | IWCA | WORK COMP - CEMETERY | 35.46 |
| | | | TOTAL: | 35.46 |
| CLERK & TREASURER | TORT LIABILITY | IWCA | WORK COMP - ADMIN | 52.71 |
| | | | TOTAL: | 52.71 |

| | | | |
|-----------------|--------------|--|---|
| ROADS & STREETS | ROAD USE TAX | WEST BRANCH TIMES/WOODWARD COMMUNICATI AERO RENTAL INC VRENSONA & KING INC. SMITH FERTILIZER GRAIN LIBERTY COMMUNICATIONS COMPASS MINERALS AMERICA INC MOORE'S WELDING INC MIDWEST FRAME & AXLE | ADVERTISING 50.00 EQUIPMENT RENTAL 1,595.00 1-80 WIDENING COORDINATION 172.00 SUPPLIES 674.66 TELEPHONE SERVICE 51.39 HIGHWAY SALT 4,306.88 VEHICLE REPAIR 674.25 CUTTING EDGES FOR SNOW PLO 435.40 VEHICLE REPAIR 72.46 TOTAL: 8,032.04 |
| WATER OPERATING | WATER FUND | JETCO ELECTRIC INC. IMMCA AMERICAN WATER WORKS ASSOCIATION LIBERTY COMMUNICATIONS | SERVICE CALL 1,603.25 WORK COMP - WATER 84.95 DUNS GOODALE 2-01-19/1/31/ 90.00 TELEPHONE SERVICE 51.39 TOTAL: 1,829.59 |
| SEWER OPERATING | SEWER FUND | IMMCA ONHSITE LIBERTY COMMUNICATIONS STATE INDUSTRIAL PRODUCTS | WORK COMP - SEWER 18.64 WIRELESS SERVICE-LIFT SITE 360.00 TELEPHONE SERVICE 51.39 CHEMICALS 244.00 CHEMICALS 244.00 TOTAL: 1,162.03 |

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COUNCIL REPORT

PAGE: 3

| DEPARTMENT | FUND | VEHICLE NAME | DESCRIPTION | AMOUNT |
|-------------------------|----------------|--------------|-------------|-----------|
| ----- FUND TOTALS ----- | | | | |
| 001 | GENERAL FUND | | | 5,265.44 |
| 022 | CIVIC CENTER | | | 91.99 |
| 031 | LIBRARY | | | 361.47 |
| 036 | TORT LIABILITY | | | 3,920.41 |
| 110 | ROAD USE TAX | | | 8,032.04 |
| 600 | WATER FUND | | | 1,829.59 |
| 610 | SEWER FUND | | | 1,162.03 |
| GRAND TOTAL: | | | | 18,662.97 |

TOTAL PAGES: 3

EXPENDITURES**1/22/2019**

| | | |
|---|------------------------------|-----------|
| AERO RENTAL INC | LIFT RENTAL | 425.25 |
| ALLIANT ENERGY | UTILITIES-WATER TOWER | 10,059.35 |
| AMAZON | BOOKS AND SUPPLIES | 278.46 |
| AWE ACQUISITION INC. | LITERACY STATION | 2,669.00 |
| BAKER & TAYLOR INC. | BOOKS | 314.55 |
| BMI | MUSIC LICENSE FEE | 358.00 |
| BP AMOCO | VEHICLE FUEL | 211.19 |
| CCEDCO | GRANT WRITING SERVICE | 417.00 |
| CEDAR COUNTY RECORDER | RECORDING FEES | 430.00 |
| CHIEF SUPPLY CORPORATION | SUPPLIES | 84.40 |
| D&R PEST CONTROL | PEST CONTROL | 70.00 |
| DEWEYS JACK & JILL | PROGRAM SUP/CHRISTMAS PAST | 139.37 |
| ELITE HOLDING COMPANY | SAFETY CLOTHING | 613.63 |
| EMERGENCY MEDICAL PRODUCT | MEDICAL SUPPLIES | 275.89 |
| FEHR GRAHAM | 308 CONSTRUCTION SERVICE | 1,793.50 |
| FRED'S FEED & SUPPLY LLC | REPAIR SUPPLIES | 61.20 |
| LINN COUNTY R.E.C. | STREET LIGHTS | 154.20 |
| LYNCH'S PLUMBING INC | SERVICE CALL | 110.00 |
| MENARDS | EQUIPMENT | 707.97 |
| MOZY INC | ADMIN SERVER BACKUP | 296.78 |
| OASIS ELECTRIC LLC | REPAIR STREET LIGHT | 145.00 |
| PITNEY BOWES PURCHASE POWE | PITNEY BOWES PURCHASE POWER | 500.00 |
| PYRAMID SERVICES INC. | SUPPLIES | 697.28 |
| QC ANALYTICAL SERVICES LLC | LAB ANALYSIS | 759.00 |
| QUILL CORP | OFFICE SUPPLIES | 49.52 |
| RAPIDS REPRODUCTIONS INC. | VINYL - PAVILION PANELS | 7,168.00 |
| SANDY HEICK | TRAINING | 10.00 |
| SPEER FINANCIAL INC | FINANCIAL CONSULTING SERVICE | 375.00 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 26.00 |
| TISINGER, MATT | EXAM FEE | 120.00 |
| TRANS-IOWA EQUIPMENT INC | MAINTENANCE SUPPLIES | 530.18 |
| UPS | SEWER-SHIPPING | 21.37 |
| US BANK CORPORATE CARD | SUPPLIES | 136.74 |
| WALMART COMMUNITY/RFC5LLC | DVDS AND SUPPLIES | 445.92 |
| WEST BRANCH COMMUNITY DEVELOPMENT GROUP | FINANCIAL SUPPORT | 10,000.00 |
| WEST BRANCH FORD | VEHICLE REPAIR | 281.39 |
| WEST BRANCH REPAIRS | VEHICLE REPAIR | 2,560.25 |
| WEX BANK | WEX BANK | 1,064.56 |

TOTAL 44,359.95**PAYROLL 1/11/2019 43,157.47****PAID BETWEEN MEETINGS**

| | | |
|----------------------|----------------------|-----------------|
| REUBEN GALVAN | CLEANING SERVICE | 766.00 |
| QUILL CORP | MAINTENANCE SUPPLIES | 31.70 |
| UPS | SHIPPING | 43.64 |
| ALLIANT ENERGY | LIGHTS 219 E GREEN | 12.33 |
| BEAN & BEAN | GRAVE OPENING | 550.00 |
| LESLIE BRICK | MILEAGE | 32.64 |
| JOHN DEERE FINANCIAL | SUPPLIES | 478.16 |
| TOTAL | | 1,914.47 |

GRAND TOTAL EXPENDITURES 89,431.89**FUND TOTALS**

| | |
|--------------------------------|-----------|
| 001 GENERAL FUND | 41,115.68 |
| 022 CIVIC CENTER | 917.26 |
| 031 LIBRARY | 9,881.21 |
| 110 ROAD USE TAX | 5,239.18 |
| 112 TRUST AND AGENCY | 4,751.84 |
| 308 PARK IMP - PEDERSEN VALLEY | 9,321.50 |
| 600 WATER FUND | 8,614.08 |
| 610 SEWER FUND | 9,591.14 |

GRAND TOTAL 89,431.89

**REVENUE-FISCAL YEAR 2019
FUND**

DECEMBER

| | |
|-----------------------------|-------------------|
| 001 GENERAL FUND | 68,344.10 |
| 022 CIVIC CENTER | 550.59 |
| 031 LIBRARY | 626.87 |
| 036 TORT LIABILITY | 206.77 |
| 110 ROAD USE TAX | 26,368.53 |
| 112 TRUST & AGENCY | 1,295.77 |
| 119 EMERGENCY TAX FUND | 163.08 |
| 121 LOCAL OPTION SALES TAX | 17,276.07 |
| 125 TIF | 2,585.11 |
| 226 DEBT SERVICE | 1,299.33 |
| 500 CEMETERY PERPETUAL FUND | 575.91 |
| 501 KROUTH PRINCIPAL FUND | 139.20 |
| 502 KROUTH INTEREST FUND | 32.37 |
| 600 WATER FUND | 44,449.17 |
| 610 SEWER FUND | 34,164.68 |
| 740 STORM WATER UTILITY | 4,982.22 |
| TOTAL | 203,059.77 |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT | |
|-----------------------|--------------|---|---------------------------------|----------------------------|--------|
| POLICE OPERATION | GENERAL FUND | CHIEF SUPPLY CORPORATION | SUPPLIES | 48.44 | |
| | | | SUPPLIES | 35.96 | |
| | | WEX BANK ALLIANT ENERGY WEST BRANCH FORD | VEHICLE FUEL | 742.14 | |
| | | | SERVICES | 238.79 | |
| | | | VEHICLE REPAIR | 281.39 | |
| TOTAL: | 1,336.72 | | | | |
| FIRE OPERATION | GENERAL FUND | BP AMOCO | VEHICLE FUEL | 51.23 | |
| | | | REPLACE RADIATOR | 1,600.96 | |
| | | WEST BRANCH REPAIRS | VEHICLE REPAIR | 343.80 | |
| | | | SANDY KRICK | TRAINING | 10.00 |
| | | | TYSINGER, MATT | EXAM FEE | 120.00 |
| | | ALLIANT ENERGY | SERVICES | 686.37 | |
| | | | EMERGENCY MEDICAL PRODUCTS INC. | MEDICAL SUPPLIES | 275.89 |
| TOTAL: | 3,088.25 | | | | |
| STREET LIGHTING | GENERAL FUND | LINN COUNTY R.E.C. | STREET LIGHTS | 154.20 | |
| | | | REPAIR STREET LIGHT | 145.00 | |
| | | ORISIS ELECTRIC LLC ALLIANT ENERGY | SERVICES | 2,197.80 | |
| | | | SERVICES | 209.22 | |
| TOTAL: | 2,706.22 | | | | |
| PARK & RECREATION | GENERAL FUND | DEWEYS JACK & JILL | PROGRAM SUP/CHRISTMAS PAST | 9.35 | |
| | | | PROGRAM SUP/CHRISTMAS PAST | 116.21 | |
| | | ALLIANT ENERGY | UTILITIES-LIONS FIELD | 31.83 | |
| | | | SERVICES | 24.42 | |
| TOTAL: | 181.81 | | | | |
| CEMETERY | GENERAL FUND | WEX BANK | VEHICLE FUEL | 31.74 | |
| TOTAL: | | | | 31.74 | |
| COMM & CULTURAL DEVEL | GENERAL FUND | AERO RENTAL INC | LIFT RENTAL | 425.25 | |
| | | | SUPPLIES | 20.17 | |
| | | US BANK CORPORATE CARD SMI ALLIANT ENERGY | MUSIC LICENSES FEE | 350.00 | |
| | | | HWYD UTILITIES | 32.26 | |
| TOTAL: | 835.68 | | | | |
| ECONOMIC DEVELOPMENT | GENERAL FUND | CCEDCO | GRANT WRITING SERVICE | 417.00 | |
| | | | FINANCIAL SUPPORT | 10,000.00 | |
| | | TOTAL: | 10,417.00 | | |
| CLERK & TREASURER | GENERAL FUND | MOZY INC | ADMIN SERVER BACKUP | 296.78 | |
| | | | OFFICE SUPPLIES | 49.52 | |
| | | QUILL CORP MENARDS | SUPPLIES | 99.99 | |
| | | | PITNEY BOWES PURCHASE POWER | 166.00 | |
| | | ALLIANT ENERGY | SERVICES | 313.10 | |
| | | | SPEED FINANCIAL INC | FINANCIAL CONSULTING SERVI | 375.00 |
| | | TOTAL: | 1,300.39 | | |
| LEGAL SERVICES | GENERAL FUND | CEDAR COUNTY RECORDER | RECORDING FEES | 14.00 | |
| | | | TOTAL: | 14.00 | |
| LOCAL CABLE ACCESS | GENERAL FUND | ALLIANT ENERGY | SERVICES | 100.00 | |
| | | | TOTAL: | 100.00 | |
| COMMISSION | GENERAL FUND | CEDAR COUNTY RECORDER | RECORDING FEES | 56.00 | |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|--------------------------|---------------------|---------------------------|----------------------------|----------|
| | | | TOTAL: | 56.00 |
| TOWN HALL | CIVIC CENTER | LYNCH'S PLUMBING INC | SERVICE CALL | 110.00 |
| | | | SERVICES | 645.25 |
| | | ALLIANT ENERGY | TOTAL: | 755.26 |
| LIBRARY | LIBRARY | DEWEYS JACK & JILL | PROGRAM SUP/CHRISTMAS PAST | 8.95 |
| | | | DUSS AND SUPPLIES | 165.52 |
| | | WALDMAR COMMUNITY/RPCSLLC | DUSS AND SUPPLIES | 280.40 |
| | | | BOOKS | 57.79 |
| | | | BOOKS | 110.33 |
| | | BAKER & TAYLOR INC. | BOOKS | 47.90 |
| | | | BOOKS | 98.53 |
| | | US BANK CORPORATE CARD | SUPPLIES | 2.11 |
| | | | SUPPLIES | 114.46 |
| | | D&H PEST CONTROL | PEST CONTROL | 70.00 |
| | | | SERVICES | 557.94 |
| | | ALLIANT ENERGY | LITERACY STATION | 2,669.00 |
| | | | BOOKS AND SUPPLIES | 200.48 |
| | | AME ACQUISITION INC | BOOKS AND SUPPLIES | 77.98 |
| | | | TOTAL: | 4,461.39 |
| ROADS & STREETS | ROAD USE TAX | BP AMOCO | VEHICLE FUEL | 53.32 |
| | | | SUPPLIES | 697.28 |
| | | PYRAMID SERVICES INC. | VEHICLE REPAIR | 615.49 |
| | | | REPAIR SUPPLIES | 61.20 |
| | | WEST BRANCH REPAIRS | VEHICLE FUEL | 95.92 |
| | | | SERVICES | 349.37 |
| | | FRED'S FRED & SUPPLY LLC | MAINTENANCE SUPPLIES | 530.18 |
| | | WEX BANK | TOTAL: | 2,402.76 |
| ALLIANT ENERGY | | | | |
| TRANS-IOWA EQUIPMENT INC | | | | |
| INVALID DEPARTMENT | PARK IMP - FREDERIS | CEDAR COUNTY RECORDER | RECORDING FEES | 360.00 |
| | | FRAN GRAMM | 308 CONSTRUCTION SERVICE | 1,237.25 |
| | | | 308 ADD'L SERVICE | 556.25 |
| | | RAPIDS REPRODUCTIONS INC | VINYL - PAVILION PANELS | 7,168.00 |
| | | | TOTAL: | 9,321.50 |

| | | | | |
|-----------------|------------|--|--|--|
| WATER OPERATING | WATER FUND | DEWEYS JACK & JILL STATE HYGIENIC LAB BP AMOCO MEX BANK FITNEY BOWES PURCHASE POWER ALLIANT ENERGY | PROGRAM SUP/CHRISTMAS PARTY LAB ANALYSIS VEHICLE FUEL VEHICLE FUEL REPLENISH POSTAGE UTILITIES-WATER TOWER SERVICES | 4.86 26.00 53.32 95.92 167.00 120.98 2,705.94 |
| | | | TOTAL: | 3,174.02 |
| SEWER OPERATING | SEWER FUND | BP AMOCO UPS QC ANALYTICAL SERVICES LLC MKWARDS MEX BANK FITNEY BOWES PURCHASE POWER ALLIANT ENERGY ELITE HOLDING COMPANY | VEHICLE FUEL SEWER-SHIPPIING LAB ANALYSIS EQUIPMENT EQUIPMENT VEHICLE FUEL REPLENISH POSTAGE SERVICES SAFETY CLOTHING SAFETY CLOTHING | 53.32 21.37 755.00 684.96 76.98 98.84 167.00 1,856.07 493.63 120.00 |
| | | | TOTAL: | 4,177.21 |

01-16-2019 01:22 PM

COUNCIL REPORT

PAGE: 3

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|-------------------------|------|---------------------------|-------------|-----------|
| ----- FUND TOTALS ----- | | | | |
| | 001 | GENERAL FUND | | 20,067.81 |
| | 022 | CIVIC CENTER | | 755.26 |
| | 031 | LIBRARY | | 4,461.39 |
| | 110 | ROAD USE TAX | | 2,402.76 |
| | 308 | PARK IMP - PEDERSEN VALLE | | 9,321.30 |
| | 600 | WATER FUND | | 3,174.02 |
| | 610 | SEWER FUND | | 4,177.21 |
| | | GRAND TOTAL: | | 44,359.95 |

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|--|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Resolution 1772 – Approving A Joint Funding Agreement In The Amount Of \$8,640.00 Between The City Of West Branch And The United States Geologic Survey (USGS) Iowa Water Science Center For Stormwater Monitoring. |
| CITY GOAL: | Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district. |
| PREPARED BY: | Leslie Brick, Deputy City Clerk |
| DATE: | January 14, 2019 |

BACKGROUND:

The USGS proposes to continue collecting stream gage data at the College Street Bridge. This location is most beneficial in future flood inundation map development. This site will also provide a multitude of other benefits to the City such as real-time rain and water level information, increased flood preparedness, various water-quality data, and general public awareness for the watershed.

The agreement is anticipated to be accepted once the Federal Government Shut-down has concluded.

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

"Turning Vision into Reality is our Business"



United States Department of the Interior

U.S. GEOLOGICAL SURVEY

CENTRAL MIDWEST WATER SCIENCE CENTER

MISSOURI

ILLINOIS

IOWA

1400 Independence Rd. MS100 405 N. Goodwin Ave. 400 S. Clinton St. Rm 269
Rolla, MO 65401 Urbana, IL 61801 Iowa City, IA 52240

January 7, 2019

Mr. Redmond Jones
City Administrator
City of West Branch
PO Box 218 110 N. Poplar St
West Branch, IA 52358

Dear Mr. Jones:

Enclosed are two signed originals of our standard joint-funding agreement for the operation and maintenance of one streamflow-gaging station on the west branch of the Wapsinonoc Creek at College St. in West Branch, IA, during the period January 1, 2019 through December 31, 2019 in the amount of \$8,640 from your agency. U.S. Geological Survey contributions for this agreement are \$5,760 for a combined total of \$14,400. Please sign and return one fully-executed original to Aaron Huse at the Iowa address above.

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement by January 1, 2019. If, for any reason, the agreement cannot be signed and returned by the date shown above, please contact Jon Nania by phone number (319) 358-3655 or email jfnania@usgs.gov to make alternative arrangements.

This is a fixed cost agreement to be billed annually via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. For any concerns regarding your invoice(s), please contact Aaron Huse at phone number (319) 358-3656 or email at ahuse@usgs.gov.

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Jon F. Nania
Deputy Director, Central Midwest WSC

Enclosure
19NEJFA126 (2)

Form 9-1366
(May 2018)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 600004586
Agreement #: 19NEJFA126
Project #: NE009KT 001IC
TIN #: 42-6005357

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of the January 1, 2019, by the U.S. GEOLOGICAL SURVEY, Central Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of West Branch party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Water Resource Investigations (per attachment), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$5,760 by the party of the first part during the period
January 1, 2019 to December 31, 2019
- (b) \$8,640 by the party of the second part during the period
January 1, 2019 to December 31, 2019
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0
Description of the USGS regional/national program:
- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www2.usgs.gov/fsp/>).

Form 9-1366
(May 2018)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000004586
Agreement #: 19NEJFA126
Project #: NE009KT 0011C
TIN #: 42-6005357

9. Billing for this agreement will be rendered annually in July of 2019. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Jon Nania
Deputy Director
Address: 400 S. Clinton St. Rm 269
Iowa City, IA 52240
Telephone: (319) 358-3655
Fax: (319) 358-3606
Email: jfnania@usgs.gov

USGS Billing Point of Contact

Name: Aaron Huse
Budget Technician
Address: 400 S Clinton St Rm 269
Iowa City, IA 52240
Telephone: (319) 358-3656
Fax: (319) 358-3606
Email: ahuse@usgs.gov

U.S. Geological Survey
United States
Department of Interior

Signature

By _____ Date: _____
Name: Amy Beussink
Title: Director, Central Midwest WSC

Customer Technical Point of Contact

Name: Redmond Jones
City Administrator
Address: PO Box 218 110 N. Poplar St
West Branch, IA 52358
Telephone: (319) 643-5888
Fax:
Email: rjonesli@westbranchiowa.org

Customer Billing Point of Contact

Name: Redmond Jones
City Administrator
Address: PO Box 218 110 N. Poplar St
West Branch, IA 52358
Telephone: (319) 643-5888
Fax:
Email: rjonesli@westbranchiowa.org

City of West Branch

Signatures

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

City of West Branch

Attachment for 19NEJFA126
1/1/2019 to 12/31/2019

SURFACE WATER

| SITE NUMBER & DESCRIPTION | FUNDS | | | |
|---|--------------|---------|----------|----------|
| | USGS | COOP | TOTAL | |
| 0546494170 WB Wapsinonoc Cr at College St at West Branch, IA Full Range Streamflow Station | \$5,760 | \$8,640 | \$14,400 | |
| | Total: | \$5,760 | \$8,640 | \$14,400 |
| | GRAND TOTAL: | \$5,760 | \$8,640 | \$14,400 |

RESOLUTION 1772

RESOLUTION APPROVING A JOINT FUNDING AGREEMENT IN THE AMOUNT OF \$8,640.00 BETWEEN THE CITY OF WEST BRANCH AND THE UNITED STATES GEOLOGIC SURVEY (USGS) IOWA WATER SCIENCE CENTER FOR STORMWATER MONITORING.

WHEREAS, the USGS Iowa Water Science Center proposes to continue streamgage monitoring in the Wapsinoc Creek watershed at the College Street Bridge; and

WHEREAS, the streamgage provides real-time information, allowing city officials and residents to view current levels in the creek to be better prepared for the possibility of flooding; and

WHEREAS, these gages are intended to provide data that can be used for future flood inundation modeling; and

WHEREAS, the monitoring location will continue to assist city officials in implementing flood mitigation practices; and

WHEREAS, a joint funding agreement for monitoring has been provided to the City of West Branch by the USGS Iowa Water Science Center; and

WHEREAS, the City of West Branch would pay \$8,640 annually for the services under this agreement; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned joint funding agreement between the City of West Branch and the United States Geologic Survey (USGS) Iowa Water Science Center for stormwater monitoring is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 22nd day of January, 2019.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Public Hearing: On the Proposed Amendment to the Amended and Restated West Branch Urban Renewal Plan. |
| 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: | January 2, 2019 |

BACKGROUND:

NOTICE OF PUBLIC HEARING
ON THE PROPOSED AMENDMENT TO THE
AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL PLAN.

PLEASE BE ALSO ADVISED that a public hearing on said proposed Amendment to the Amended and Restated West Branch Urban Renewal Plan will be held at 7:00 p.m. on Tuesday, January 22, 2019 in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. At that time, the City Council will receive comments for or against said Amendment. In addition, written comments can be forwarded to the City Clerk at the above address.


Redmond Jones II, City Administrator/Clerk

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| STAFF RECOMMENDATION: Open and Close the Public Hearing – Move to Action |
| REVIEWED BY CITY ADMINISTRATOR: |
| COUNCIL ACTION: |
| MOTION BY: |
| SECOND BY: |

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REQUEST FOR COUNCIL CONSIDERATION

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|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Resolution 1773 – A Resolution Approving an Amendment to the Amended and Restated West Branch Urban Renewal Plan. |
| 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: | January 2, 2019 |

BACKGROUND:

The purpose of the West Branch Urban Renewal Plan is to encourage the continued stability and vitality of the economic well-being of the City of West Branch through economic development.

The primary goals of the plan are to stimulate, through public action and commitments, private investments and developments within the area, including, but not limited to: commercial, industrial and retail activities and surrounding municipal facilities. In order to achieve the objectives of the West Branch Urban Renewal Plan. The City of West Branch undertakes the urban renewal actions as specified in the Plan, pursuant to the powers granted to it under chapter 403 of the Iowa Code, entitled: Urban Renewal Law, and Chapter 15A of the Iowa Code.

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

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RESOLUTION 1773

RESOLUTION APPROVING AND ADOPTING AN AMENDMENT TO THE AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, City Staff has caused there to be prepared an amendment to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area, a copy of which has been placed on file for public inspection in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to specifically outline projects to be constructed or which the City will cause to be constructed in said West Branch Urban Renewal Area; and

WHEREAS, it is desirable that these areas be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, adoption of the amendment to the Amended and Restated Plan for the West Branch Urban Renewal Area is in conformity with the general plan for development of the City as a whole; and

WHEREAS, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area and the division of revenue described therein, and that notice of said consultation and a copy of the proposed amendment to the Amended and Restated Plan be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice, the consultation was duly ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in this report of the City Administrator filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution, this Council also set a public hearing on the adoption of the amendment to the Amended and Restated Plan for the West Branch Urban Renewal Area for this meeting of the Council, and due and proper notice of said public hearing was given, as provided by law, by timely publication in the West Branch Times, which notice set forth the time and place for this hearing and nature and purpose thereof; and

WHEREAS, in accordance with said notice, all persons or organizations desiring to be heard on said proposed Amended and Restated Urban Renewal Plan, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and said public hearing has been closed.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA:

Section 1. That the findings and conclusions set forth or contained in Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area concerning the area of the City of West Branch, Iowa described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of the Council for this area.

Section 2. This Council further finds:

- a. That the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, conform to the general plan for the development of the City as a whole; and
- b. As to those areas of open land to be included within the West Branch Urban Renewal Area to be acquired by the City:
 - i. With reference to the portions thereof which are to be developed for residential uses, the City Council hereby determines that such residential uses is necessary to encourage the retention and relocation of commercial and industrial uses in the City and throughout the State; and
 - ii. With reference to those portions thereof which are to be developed for non-residential uses, the City Council hereby determines that such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 3. That the amendment to the Amended and Restated Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, be and the same is hereby approved and adopted and said amendment to the Amended and Restated Urban Renewal Plan is hereby in all respects approved.

Section 4. That the amendment to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area shall be in full force and effect from the date of this Resolution until the later of the date of termination set forth in the Plan as so amended, or the date on which payment of all obligations issued or advances made to carry out the purposes thereof shall be fully provided for. Said Amended and Restated Urban Renewal Plan shall be forthwith certified by the City Clerk, along with a copy of this resolution, to the Recorder for Cedar County, Iowa, to be filed and recorded in the manner provided by law.

* * * * *

Passed and approved this 22nd day of January, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Discussion Item: Initial General Fund Revenue Estimates. |
| CITY GOAL: | Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district. |
| PREPARED BY: | Gordon Edgar, Finance Director / Redmond Jones, City Administrator |
| DATE: | January 2, 2019 |

BACKGROUND:

Overview

The State of Iowa shares revenues from several sources with counties, cities, and towns across our state. The City of West Branch is one of these communities. These revenues come from a variety of sources and are often distributed on a per capita basis, although some shared revenues are distributed according to other criteria.

This discussion item will review and report these revenues and offer options on other potential revenue streams to assist our organization develop budget forecasts.

Topics of note:

- Strategy for City Commitment of Stormwater Match
- Strategy for Building Permits / Rebate Incentive
- Strategy for Future Capital Improvements (Reserve Levy FY 2020-2021)

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| STAFF RECOMMENDATION: Informative Seek any Mayor / City Council Feedback |
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| REVIEWED BY CITY ADMINISTRATOR: |
| COUNCIL ACTION: |
| MOTION BY: |
| SECOND BY: |

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REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Resolution 1774 – A Resolution Adopting a Policy Authorizing the City Clerk or Deputy City Clerk to Pay Certain Bills Prior to the City Council’s Approval. |
| CITY GOAL: | Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization. |
| PREPARED BY: | Redmond Jones, City Administrator |
| DATE: | January 4, 2019 |

BACKGROUND:

This a routine item that is approved once a year it allows staff to take care of financial items that relate to City Council approved items and/or other day to day operational disclosures.

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

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RESOLUTION 1774

A RESOLUTION ADOPTING A POLICY AUTHORIZING THE CITY CLERK OR DEPUTY CITY CLERK TO PAY CERTAIN BILLS PRIOR TO THE CITY COUNCIL'S APPROVAL.

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa:

Section 1. The City Council hereby establishes the following policy authorizing the City Clerk or Deputy City Clerk to pay the following bills prior to the City Council's approval:

- Utility Deposit Refunds
- Payroll o Payroll taxes and other checks relative to the Payroll (such as garnishments, insurance, etc.)
- Postage
- Library Bills approved by the Library Board of Trustees
- Recycling Contract
- Conferences o Registration fees, mileage, meals, books and lodging
- Claims between Meetings
- Employee Reimbursements
- Recording and Filing Fees
- Loan and Bond Payments
- Authorize the City Clerk or Deputy City Clerk to issue checks for immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late fee or additional interest cost.

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

PASSED AND APPROVED, this 22nd day of January 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: January 22, 2019 |
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| AGENDA ITEM: Discussion Item: Fund Balance Reserve Policy. |
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| CITY GOAL: Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization. |
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| PREPARED BY: Redmond Jones, City Administrator |
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| DATE: January 10, 2019 |
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BACKGROUND:

As reflected in the 2018 – 2019 City Council Goal Setting Process. The City of West Branch desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the City's credit worthiness and provide adequate cash flow based upon the traditional operating cycle. Reserves are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities to minimize the cost associated with short-term cash borrowing. The International City / County Management Association's analysis recommends the establishment of a formal reserve policy because they "minimize political concerns and considerations of adequate reserve levels and keep the organization more focused on providing structural balance in their operations.

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| STAFF RECOMMENDATION: Seek Direction from the City Council |
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| REVIEWED BY CITY ADMINISTRATOR: |
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Fund Balance / Reserve Policy

Purpose

As reflected in the 2018 – 2019 City Council Goal Setting Process. The City of West Branch desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the City’s credit worthiness and provide adequate cash flow based upon the traditional operating cycle. Reserves are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities to minimize the cost associated with short-term cash borrowing. The International City / County Management Association’s analysis recommends the establishment of a formal reserve policy because they “minimize political concerns and considerations of adequate reserve levels and keep the organization more focused on providing structural balance in their operations.

Authority

The West Branch City Council is responsible for the approval of financial policies which establish and direct the operations of the City of West Branch. The City Administrator is responsible for carrying out the policy directives of the City Council and managing to the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the City Administrator by the Director of Finance.

Monitoring Performance

The City will measure its compliance with the policy on an annual basis during the City’s budgeting process. During the course of the fiscal year the Director of Finance shall closely monitor the City’s revenues and expenditures to ensure Revenues are not used beyond any planned usage. If the target level of Reserves is not met at fiscal year-end or is not likely to be met at any point within a ten-year time horizon, then during the annual budget process a plan to replenish the Reserve levels will be developed by collaboration among affected funds and department budgets based on the requirements outlined in this policy.

Funding the Reserves

Funding of Reserve targets will generally first come from excess revenues over fund balance expenditures or one-time budgeted general fund investments.

Excess of Reserves

In the event Reserves exceed the minimum balance requirements, at the end of each fiscal year, any excess reserves may be used in the following ways:

1. Fund accrued liabilities, including but not limited to debt service, and other budget needs or financial operating pressures in future periods;
2. Appropriate for purposes of lower or lowering the amount of bonds;
3. Increase the pay-as-you-go contributions needed to fund capital projects in the City's Capital Improvement Plan;
4. One-time expenditure that do not increase recurring operating cost that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce operating costs; or
5. Start-up expenditures for new programs, provided that such action is approved by the City Council and is considered in the context of multi-year projections of revenue and expenditures as prepared by the City Administrator's Office / Finance Department.

References / Sources / Justification

In an article, entitled "A Risk-Based Analysis of General Fund Reserve Requirements", dated May 2013, and published by The Government Finance Officers Association (GFOA); local governments are vulnerable in the situations of extreme events (e.g., natural disasters). It is critical in these circumstances, public safety functions are funded, and the federal and state programs that would help ensure proper funding may take time to get assistance for local governments who are likely to have resources stretched thin. For example, reimbursement from the Federal Emergency Management Agency (FEMA) does not always occur right away, so it is important to have reserves to absorb the cost in the meantime, and FEMA does not necessarily reimburse 100 percent of the cost of responding to an event.

The GFOA also recommends, at a minimum, that general purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. GFOA acknowledges that a government's particular situation may require a level unrestricted fund balance in the general fund significantly in excess of recommended minimum level. The City of West Branch's goal is to established a higher 3 month minimum balance based upon: (1) the exposure to significant one-time outlays, such as natural disasters; (2) potential impact on the City's bonding or lending rating and capacity; and (3) the city's lack of history of having any similar type of fund that would protect from having to potentially drain general fund resources for emergencies, capital improvements, or other unforeseen situations; There are several examples sophisticated reserve programs that segregate reserves into operating reserves, debt reserves, capital facility reserves, and replacement reserves; However, at this time the City of West Branch is recommending only one reserve fund established at average 3 month of operational period.

Three Month Operation Goal

With the unusual austerity measures involved in Fiscal Year 2017 -2018 budget, it was determined that actual budget of Fiscal Year 2016 – 2017 would be a better determining factor in establishing a reserve fund balance goal.

| Operational Expenditure based on 2016 – 2017 (Annual Actual) | |
|---|--------------------------------------|
| Police | \$ 329,963 |
| Fire | \$ 103,344 |
| Public Works | |
| Water | \$ 398,346 |
| Roads | \$ 270,531 |
| Sewer | \$ 205,397 |
| Cemetery | \$ 100,000 |
| Administration | \$ 139,465 |
| Library | \$ 197,198 |
| Parks and Recreation | \$ 92,044 |
| Annual Operation Estimate Total | \$ 1,836,288 |
| Monthly Operation Estimate | \$ 153,024 = (1,836,288 / 12) |
| Fund Balance Reserve Goal | \$ 459,072 = (153,024 x 3) |

Recommended Targeted Revenues

Emergency Revenue Levy.....
 \$35,183 (last year’s amount)
 Unrestricted Fund Balance.....
 \$??? (TBD)



Mon 1/14/2019 4:48 PM

Maggie Burger <mburger@speerfinancial.com>

RE: DRAFT Fund Balance Reserve Policy

To Redmond Jones

Cc 'Gordon Edgar'

Redmond,

I should have mentioned on the phone, I don't have any questions or comments on this document, looks like a well thought out plan, I like the reference to GFOA, they are a great source for these types of procedures.

Maggie Burger, Sr. Vice President, CIPMA

Speer Financial, Inc.

531 Commercial St., Ste. 608

Waterloo, IA 50701

(319) 291-2077 Phone

(319) 291-8628 Fax

mburger@speerfinancial.com

Speer Financial, Inc.

A federally registered municipal advisor and charter member of the National Association of Municipal Advisors "NAMA" f.k.a. National Association of Independent Public Financial Advisors "NAIPFA".



Maggie,

Please review this draft policy. I have left my funding recommendation open to be flexible with our current budget realities. However, I do want to at least recommend the Funds from our emergency levy for both current FY 2018-2019 and proposed 2019-2020.

I also would like to have discussion item on the January 22nd City Council meeting. So if I can get your feedback as soon as possible that would allow me time to make any adjustments and have a reviewed draft in front of City Council by the 22nd.

Thank you for your assistance in this matter.

Redmond Jones II

City Administrator

City of West Branch

110 N. Poplar St., P.O. Box 218

West Branch, Iowa 52358

(319) 643-5888 x 13

(319) 643-2305 fax

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REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Discussion Item: To include an “Across the Board” 2.8% Cost of Living Adjustment for City Employees be reflected in the City Administrator’s Recommended Budget. |
| 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: | January 16, 2019 |

BACKGROUND:

The purpose of the Annual Cost of Living Adjustments (COLA) is to ensure that the purchase power of the Social Security and Supplemental Security Income benefits is not eroded by inflation. COLA’s are typically tied to the Consumer Price Index as determined by the Department of Labor’s Bureau of Labor Statistics. This year the adjustment 2.8%. For the same reasons of protecting workers public and private organizations use the Federal Social Security Administrations COLA announcement as an indicator to declare adjustment in their own salary schedules.

Past COLA Rates

| | | |
|---------------------|------------------------------------|---------------------|
| July 1975 – 8.0% | January 1998 - 2.1% | January 2019 – 2.8% |
| July 1976 - 6.4% | January 1999 - 1.3% | |
| July 1977 - 5.9% | January 2000 - 2.5% ⁽¹⁾ | |
| July 1978 - 6.5% | January 2001 - 3.5% | |
| July 1979 - 9.9% | January 2002 – 2.6% | |
| July 1980 - 14.3% | January 2003 – 1.4% | |
| July 1981 - 11.2% | January 2004 – 2.1% | |
| July 1982 - 7.4% | January 2005 – 2.7% | |
| January 1984 - 3.5% | January 2006 – 4.1% | |
| January 1985 - 3.5% | January 2007 – 3.3% | |
| January 1986 - 3.1% | January 2008 – 2.3% | |
| January 1987 - 1.3% | January 2009 – 5.8% | |
| January 1988 - 4.2% | January 2010 – 0.0% | |
| January 1989 - 4.0% | January 2011 – 0.0% | |
| January 1990 - 4.7% | January 2012 – 3.6% | |
| January 1991 - 5.4% | January 2013 – 1.7% | |
| January 1992 - 3.7% | January 2014 – 1.5% | |
| January 1993 - 3.0% | January 2015 – 1.7% | |
| January 1994 - 2.6% | January 2016 – 0.0% | |
| January 1995 - 2.8% | January 2017 – 0.3% | |
| January 1996 - 2.6% | January 2018 – 2.0% | |
| January 1997 - 2.9% | | |

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

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Press Release

Thursday, October 11, 2018
For Immediate Release



Mark Hinkle, Acting Press Officer
press.office@ssa.gov

News Release

SOCIAL SECURITY

Social Security Announces 2.8 Percent Benefit Increase for 2019

Social Security and Supplemental Security Income (SSI) benefits for more than 67 million Americans will increase 2.8 percent in 2019, the Social Security Administration announced today.


The 2.8 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 62 million Social Security beneficiaries in January 2019. Increased payments to more than 8 million SSI beneficiaries will begin on December 31, 2018. (Note: some people receive both Social Security and SSI benefits). The Social Security Act ties the annual COLA to the increase in the Consumer Price Index as determined by the Department of Labor's Bureau of Labor Statistics.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$132,900 from \$128,400.

Social Security and SSI beneficiaries are normally notified by mail in early December about their new benefit amount. This year, for the first time, most people who receive Social Security payments will be able to view their COLA notice online through their [my Social Security](#) account. People may create or access their [my Social Security](#) account online at www.socialsecurity.gov/myaccount.

Information about Medicare changes for 2019, when announced, will be available at www.medicare.gov. For Social Security beneficiaries receiving Medicare, Social Security will not be able to compute their new benefit amount until after the Medicare premium amounts for 2019 are announced. Final 2019 benefit amounts will be communicated to beneficiaries in December through the mailed COLA notice and [my Social Security](#) Message Center.

The Social Security Act provides for how the COLA is calculated. To read more, please visit www.socialsecurity.gov/cola.

NOTE TO CORRESPONDENTS: Attached is a [fact sheet](#)  showing the effect of the various automatic adjustments.

To get more Social Security news, follow the Press Office on Twitter [@SSAPress](#).



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | January 22, 2019 |
| AGENDA ITEM: | Discussion Item: Receive Presentation / Explanation Regarding Cubby Park Deliverables and Timeline from (Prime Contractor) Needham Excavating Inc. |
| CITY GOAL: | Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results. |
| PREPARED BY: | Nick Needham, Needham Excavating |
| DATE: | January 16, 2019 |

BACKGROUND:

Discuss the progress of the project as a whole. Would also like to discuss the possibility of extending portions (concrete paving, final grading and seeding) of the contract or waiving liquidated damages. Since last extension, weather limited concrete paving to only a few days where concrete contractor was on site working on fine grading, work had to be halted when freezing temperatures started in early November. Concrete work was discussed between the Mayor and Streb Concrete about what was best for the City and longevity of the concrete paving, Mayor agreed that it would be best to halt all work till spring. Concrete paving will resume immediately this spring when weather is fit. Once paving is complete, remaining backfill and seeding of the site will follow immediately. Streb concrete is on board to be onsite immediately once the weather and ground is fit for construction.

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

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