



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JANUARY 7, 2019 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

<b>Mayor</b>	<b>Roger Laughlin</b>	<a href="mailto:mayor@westbranchiowa.org">mayor@westbranchiowa.org</a>
<b>Mayor Pro Tem</b>	<b>Colton Miller</b>	<a href="mailto:mcolton@rocketmail.com">mcolton@rocketmail.com</a>
<b>Council Member</b>	<b>Jordan Ellyson</b>	<a href="mailto:Jordanellyson@gmail.com">Jordanellyson@gmail.com</a>
<b>Council Member</b>	<b>Brian Pierce</b>	<a href="mailto:brianapierce@outlook.com">brianapierce@outlook.com</a>
<b>Council Member</b>	<b>Jodee Stoolman</b>	<a href="mailto:j.stoolmanwbcc@yahoo.com">j.stoolmanwbcc@yahoo.com</a>
<b>Council Member</b>	<b>Nick Goodweiler</b>	<a href="mailto:nickgoodweilerwbcc@gmail.com">nickgoodweilerwbcc@gmail.com</a>
<b>City Administrator</b>	<b>Redmond Jones II</b>	<a href="mailto:rjonesii@westbranchiowa.org">rjonesii@westbranchiowa.org</a>
<b>City Attorney</b>	<b>Kevin Olson</b>	<a href="mailto:kevinolsonlaw@gmail.com">kevinolsonlaw@gmail.com</a>
<b>Deputy City Clerk</b>	<b>Leslie Brick</b>	<a href="mailto:leslie@westbranchiowa.org">leslie@westbranchiowa.org</a>

**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**

**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*

1. **Motion to Approve** Meeting Minutes for City Council Meeting December 17, 2018.
2. **Motion to Approve** Board & Commission Appointments / Reappointments.

*"Turning Vision into Reality is our Business"*

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.
6. **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.

**H. Reports**

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

**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](http://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 4<sup>th</sup> 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 22<sup>nd</sup> 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

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> Board & Commission Appointments / Reappointments.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	December 26, 2018

### 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).*

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

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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) [REDACTED] 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

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> Liquor License Renewal for Dewey's Jack & Jill at 119 E. Main Street, West Branch, Iowa.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	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.

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> LL Pelling Seal Coat Unit Pricing.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Matt Goodale, Public Works Director
<b>DATE:</b>	December 31, 2018

### 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.

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

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# 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

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> 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.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator / City Clerk
<b>DATE:</b>	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

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> January 7, 2019
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<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	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.

<b>STAFF RECOMMENDATION:</b> Approve Claims Report – Move to Action
---

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

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**EXPENDITURES**

**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/GECRB	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**

<b>PAYROLL</b>	<b>Regular</b>	<b>12/28/2018</b>	<b>55,041.08</b>
	<b>City Council</b>	<b>12/18/2018</b>	<b>10,226.96</b>
	<b>Payroll Adjustment</b>	<b>12/28/2018</b>	<b>535.50</b>

**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
<b>TOTAL</b>		<b>103,005.89</b>

**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:	299.48
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	80.00
			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:				91.99
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS ALPHA GRAPHICS	TELEPHONE SERVICE	186.62
			BANNER	72.08

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SUPPLYWORKS LOWES BUSINESS ACCT/USCAR	SUPPLYWORKS	39.88
			SUPPLIES	62.89
			TOTAL:	361.47
POLICE OPERATIONS	TORT LIABILITY	INWCA	WORK COMP - POLICE	531.47
			TOTAL:	531.47
FIRE OPERATION	TORT LIABILITY	INWCA	WORK COMP - FIRE	699.34
			TOTAL:	699.34
BUILDING INSPECTIONS	TORT LIABILITY	INWCA	WORK COMP - BLDG INSPECT	12.43
			TOTAL:	12.43
ROADS & STREETS	TORT LIABILITY	INWCA	WORK COMP - STREETS	402.27
			TOTAL:	402.27
LIBRARY	TORT LIABILITY	INWCA	WORK COMP - LIBRARY	20.57
			TOTAL:	20.57
PARK & RECREATION	TORT LIABILITY	INWCA	WORK COMP - PARK & REC	166.16
			TOTAL:	166.16
CEMETERY	TORT LIABILITY	INWCA	WORK COMP - CEMETERY	35.46
			TOTAL:	35.46
CLERK & TREASURER	TORT LIABILITY	INWCA	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

01-02-2019 05:13 PM

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Resolution 1772</b> – 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.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	December 31, 2018

### 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.

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

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

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

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

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

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## 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](mailto: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](mailto: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 7th day of January, 2019.**

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

ATTEST:

\_\_\_\_\_  
Leslie Brick, Deputy City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Public Hearing:</b> On the Proposed Amendment to the Amended and Restated West Branch Urban Renewal Plan.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Kevin Olson, City Attorney
<b>DATE:</b>	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 Monday, January 7<sup>th</sup>, 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.

*/s/ Redmond Jones II*  
Redmond Jones II, City Administrator/Clerk

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

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Resolution 1773</b> – A Resolution Approving an Amendment to the Amended and Restated West Branch Urban Renewal Plan.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Kevin Olson, City Attorney
<b>DATE:</b>	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.

<b>STAFF RECOMMENDATION:</b> Approve Resolution – Move to Action
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<b>REVIEWED BY CITY ADMINISTRATOR:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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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 7<sup>th</sup> day of January, 2019.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk





**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Initial General Fund Revenue Estimates.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director / Redmond Jones, City Administrator
<b>DATE:</b>	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.

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 7, 2019
<b>AGENDA ITEM:</b>	<b>Resolution 1774</b> – A Resolution Adopting a Policy Authorizing the City Clerk or Deputy City Clerk to Pay Certain Bills Prior to the City Council’s Approval.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	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.

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

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**RESOLUTION 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
- 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 7<sup>th</sup> day of January 2019.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk