



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. TUESDAY FEBRUARY 19, 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
3. In acknowledgement of President's Day we remember a quotation of our 31st President Herbert Hoover, in his words... ***"Our brother's care and welfare, instead of being our last concern, should become our first."***

G. Roll Call

D. Guest Speaker, Presentations and Proclamations

1. Presentation from West Branch Teacher Blake Shultice and 4th Grade Civics Students – Regarding Bike Helmets.

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

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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 February 4, 2019.
2. **Motion to Approve** Brick Arch Winery's Native Wine License Renewal – 116 W. Main Street, West Branch, Iowa.
3. **Motion to Approve** Board and Commission Appointments
4. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Discussion Item:** Recreation Facility, Park & Sports Field Use and Fee Policy.
2. **Resolution 1784** – A Resolution to Approve a Fund Balance Reserve Policy and to Approve Funding of \$72,089 toward an Eventual (3 month of operations) Fund Balance Goal of \$459,072.
3. **Resolution 1781** – A Resolution Accepting the Terms and Conditions of the Derelict Building Grant Program Should the City of West Branch Receive Award of the Grant.
4. **First Reading, Ordinance 763** – An Ordinance Amending the Zoning Code of the City of West Branch by adding several amendments regarding front yard, back yard, and zero-lot line requirements.
5. **Resolution 1782** – A Resolution Amending the City of West Branch Housing Incentive Program.
6. **Resolution 1783** – A Resolution Accepting the City Administrator's Recommended Budget and Ordering A Notice of Hearing for March 4, 2019 to Adopt the FY 2019-2020 Budget.

H. Reports

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

I. Comments from Mayor and Council Members

J. Adjournment

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The Hoover 4th graders propose the following ordinance:

All bike and scooter riders in West Branch aged 14 or younger must wear a helmet.



Photo courtesy of Jeff Moser on Flickr's Creative Commons

~~Enforcement~~ **Incentive:** police officers who notice young riders wearing helmets can give them a “safety ticket” that earns them a free ice cream cone or other small reward.

<p><u>Research data:</u> from helmets.org</p> <p><u>Cyclist Deaths in the United States</u></p> <ul style="list-style-type: none">• 2010 - 623• 2011 - 682• 2012 - 726• 2013 - 743• 2014 - 726• 2015 - 818 <p><u>New York City found that:</u></p> <ul style="list-style-type: none">• 74% of fatal bike crashes involved a head injury.• Nearly all bicyclists who died (97%) were not wearing a helmet. <p><u>Examples elsewhere:</u></p> <ul style="list-style-type: none">• More than a dozen states have helmet laws for youth, and many cities have ordinances similar to this.	<p><u>Public Surveys:</u></p> <p>We sent out surveys via email, Facebook, and to 4th grade parents, and support for this ordinance was strong. We could share the specific numbers with you at a city council meeting.</p> <p><u>Questions to discuss:</u></p> <ul style="list-style-type: none">• How would the ice cream tickets be paid for?• Could we offer low-cost helmets to purchase for families to reduce financial burden?• How could West Branch support other bike safety issues (bike safety class, for example?)• Should scooters be included in the ordinance?
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(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at www.westbranchiowa.org/government/council-videos. The minutes are not approved until the next regularly scheduled City Council meeting.)

West Branch, Iowa
Council Chambers

City Council Meeting

February 4, 2019
7:00 p.m.

Mayor Roger Laughlin called the West Branch regular City Council meeting to order at 7:01 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 and Nick Goodweiler were present. Jodee Stoolman was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, City Engineer Dave Schechinger and City Attorney Kevin Olson.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

None.

PUBLIC COMMENT

No comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting January 22, 2019.

Motion to Approve Liquor License Renewal for BP Amoco – 401 Parkside Drive, West Branch, Iowa.

Motion to Approve the Claims Report.

EXPENDITURES	2/4/2019	
AERO RENTAL INC	RECREATION SUPPLIES	13.20
BEAVER HEATING AND AIR CONDITIONING	FURNACE REPAIR	252.00
BOOKLIST	SUBSCRIPTION	169.50
CHIEF SUPPLY CORPORATION	SUPPLIES	43.90
CULLIGAN WATER TECHNOLOGIE	CULLIGAN WATER TECHNOLOGIES	63.11
GORDON HAMBLY	BUILDING INCENTIVE PAYMENT	154.57
IOWA RURAL WATER ASSOC.	DUES	275.00
JOHNSON COUNTY REFUSE INC.	RECYCLING DEC 2018	3,895.00
KIRKWOOD COMM. COLLEGE	TRAINING	500.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,279.63
LYNCH'S EXCAVATING INC	WATER STREET-WATER MAIN REPAIR	2,629.55
LYNCH'S PLUMBING INC	SUPPLIES	8.50
MOORE'S WELDING INC	SNOW PLOW CUTTING EDGES	1,261.82
NATIONAL ASSOCIATION OF SCHOOL		
RESOURCE OFFICERS	STEEN RENEWAL EXP 3-14-2020	40.00
OLSON, KEVIN D	LEGAL SERVICE-FEB 1, 2019	1,500.00
PHYSIO-CONTROL INC	MEDICAL SUPPLIES	172.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	192.00
QUILL CORP	OFFICE SUPPLIES	102.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
UNIFORM DEN INC.	UNIFORMS	202.52
UNITED LABORATORIES	SUPPLIES	521.84
VEENSTRA & KIMM INC.	WB GOLF COURSE DEV REVIEW	903.00
VEENSTRA & KIMM INC.	I-80 WIDENING COORDINATION	2,716.85
VEENSTRA & KIMM INC.	KOFRON PARCEL DEVELOPMENT CONSULTATION	361.40
VEENSTRA & KIMM INC.	COLLEGE ST BRIDGE REPLACEMENT ROW ACQUISITION	1,796.30
VEENSTRA & KIMM INC.	WW TREATMENT PLANT FACILITY STUDY	746.30
VEENSTRA & KIMM INC.	HS CONCESSION AND PRESS BOX SITE PLAN	172.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE SUBDIVISION PRELIM PLAT REVIEW	688.00
VERIZON WIRELESS	VERIZON WIRELESS	842.55
WEST BRANCH FORD	VEHICLE REPAIR	107.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE SUBDIVISION PRELIM PLAT REVIEW	688.00
VERIZON WIRELESS	VERIZON WIRELESS	842.55
WEST BRANCH FORD	VEHICLE REPAIR	107.00

TOTAL
21,853.92

PAYROLL

1/25/2019

57,049.86

PAID BETWEEN MEETINGS

BARRON MOTOR SUPP	SUPPLIES	138.48
CATHERINE STEEN	TRAVEL EXPENSE	119.32
CEDAR COUNTY COOP	FUEL	589.85
JOHN DEERE FINANCIAL	SUPPLIES	1,052.86
KNOCHE, REBECCA	VIDEOGRAPHY SERVICES	75.00
MEDIACOM	CABLE SERVICE	41.90
UPS	SHIPPING	21.82
VEENSTRA & KIMM	312 CROELL PROPERTY SURVEY	8,071.25
TOTAL		10,110.48
GRAND TOTAL EXPENDITURES		89,014.26

FUND	
001 GENERAL FUND	30,917.15
022 CIVIC CENTER	332.69
031 LIBRARY	5557.04
110 ROAD USE TAX	9,188.15
112 TRUST AND AGENCY	12,989.91
310 COLLEGE STREET BRIDGE	1,796.30
312 DOWNTOWN EAST REDEVELOPMENT	8,071.25
600 WATER FUND	11,202.69
610 SEWER FUND	8,959.08
GRAND TOTAL	89,014.26

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

Resolution 1776 – Approving a fund balance reserve policy and to approve funding of \$72,089 toward an eventual (3 months operations) fund balance goal of \$459,072. /Move to action.

Jones explained that purpose of establishing a fund balance reserve policy would help manage budget short falls, emergency projects and project overruns that the City has experienced in the past. He said the policy would have a goal of building a reserve of approximately three months of operating costs. Jones stated that he was expecting some unplanned expenses in the near future, citing the I-80 project (relocating water and sewer lines) as one of them and said that the City would most likely need to borrow money to pay for the project. The council agreed that the policy was needed but questioned that funding it now would not benefit the city if borrowing was also needed.

Motion by Goodweiler, second by Ellyson to approve Resolution 1776. AYES: Goodweiler, Pierce. NAYS: Miller, Ellyson. Absent: Stoolman. Motion FAILED.

Resolution 1778 – Approving an employee salary adjustment (market survey adjustment). /Move to action.

Motion by Ellyson, second by Goodweiler to approve Resolution 1778. AYES: Ellyson, Goodweiler, Miller, Pierce. NAYS: None. Absent: Stoolman. Motion carried.

Motion to approve salary plan intended to be incorporated in City Administrator’s recommended budget. /Move to action.

The salary plan incorporates the 2.8 percent COLA for all employees.

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

Discussion: Consider separating the building permit forgiveness from the Homeowner Rebate Program.

At the Council’s request, Deputy Clerk Brick prepared information on the current building incentive program to share with the Council to determine the program’s effectiveness and financial effects. Brick provided an overview of the original program that begin in May 2015 which included a reduced building permit fee for new single family homes, waiving of the water & sewer connection fees and a \$5000.00 rebate to the homeowner on the City portion of taxes paid for the first five years. In 2017, the program was revised to allow only the first fifty homes constructed and a deadline for homeowners to claim the rebate.

Brick presented a list of fifty nine eligible homes which revealed lost general funds and water/sewer revenues. Brick said that while the program has been successful, it was time to review the program as it is scheduled to sunset on June 30, 2019.

Brick presented four options for continuing or discontinuing the program. Option 1 – ending the program and reverting to the prior method (no incentive). Option 2 – increasing the permit fee to \$1,000 (from \$500), charging for the water & sewer connection fees (\$804) and increasing the cost of the water meter and reading device (\$300) to cover actual expenses (\$2104.00), continuing the rebate to the homeowner (\$5000.00). Option 3 – using a square footage approach to calculate permit fees, charging for connection fees, increasing water meter fees, continuing the rebate to the homeowner. Option 4 – keeping the program as is at a fee of \$750.00.

Laughlin spoke first and said changes were needed to the program. He felt the incentives were more than originally realized but still wanted both the builder and homeowner to have some incentive. The council discussed and decided that Option 2 would be a fair incentive to the builder, homeowner and the City. The Mayor directed staff to draft a resolution outlining the changes to the program and bring back for the Council's approval.

Motion to approve revenue estimates to be incorporated in the City Administrator's recommended budget. / Move to action.

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

Motion to approve department non-salary expenditures (city goals that will be funded). / Move to action.

Jones reviewed the City Council goals for FY20 and noted that several items were listed as 'funded' meaning that individual departments have them accounted for in their budgets. A few goals and capital projects did not have funding determined at this time and may need to be held off for a future budget year. Motion by Pierce, second by Goodweiler. AYES: Pierce, Goodweiler, Miller, Ellyson. NAYS: None. Absent: Stoolman. Motion carried.

Resolution 1777 – Accepting bids and awarding the construction contract for the College Street Bridge and Second Street Project. / Move to action.

City Engineer Dave Schechinger said that IDOT had accepted the low bid from Taylor Construction at \$1,666,025.10. He further said that the City would receive the full one million dollar grant for the participating part of the project. The non-participating part of the project, N. 2nd Street would be covered by the City. Schechinger said a ten percent contingency was built into the project cost.

Motion by Goodweiler, second by Pierce to approve Resolution 1777. AYES: Goodweiler, Pierce, Miller, Ellyson. NAYS: None. Absent: Stoolman. Motion carried.

Resolution 1779 – Establishing new capital funds to pay for capital projects (I-80 expansion and library parking lot improvement). / Move to action.

Jones said the resolution was revised to add two additional projects thus creating four new funds rather than two. Olson said the Council could amend their motion to approve the revised resolution.

Motion by Pierce, second by Ellyson to approve the revised Resolution 1779. AYES: Pierce, Ellyson, Miller, Goodweiler. NAYS: None. Absent: Stoolman. Motion carried.

Resolution 1780 – Authorizing the transfer of funds. / Move to action.

Motion by Goodweiler, second by Ellyson to approve Resolution 1780. AYES: Goodweiler, Ellyson, Miller, Pierce. NAYS: None. Absent: Stoolman. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported that the Planning & Zoning Commission meeting cancelled last week due to the extreme temperatures had been rescheduled to Tuesday, February 5th and said the City's first planned unit development (PUD) would be discussed.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No report.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Ellyson asked when the next joint City Council/School Board meeting was scheduled for. Jones said he would check Superintendent Jimmerson.

ADJOURNMENT

Motion to adjourn by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:03 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	Motion to Approve Brick Arch Winery's Native Wine License Renewal – 116 W. 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:	February 4, 2019

BACKGROUND:

Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery. Renewal Effective March 1, 2019 through February 29, 2020.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	Motion to Approve Board and Commission Appointments.
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:	February 8, 2019

BACKGROUND:

City Council Appointment/Reappointments:

Planning & Zoning Commission (4 years): Appointment, Brad Bower, term expires 12/31/2022

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

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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 Planning and Zoning Today's Date 2/8/19

(Please print)

Name: Bradley Bower Address: 209 Northridge Dr.

Phone: (home) ————— Phone: (cell) 319 631 0834

Email: BBower74@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? 21 yrs.

Occupation: Drywall Employer: Self Employed

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?

Familiar with construction industry, Fair + Open minded. Genuine interest in what is best for the City of West Branch.

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

I am an active member of the Community with a background in home building + remodeling.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: February 19, 2019
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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:	February 11, 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:

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EXPENDITURES

2/14/2019

BUSINESS RADIO SALES	SUPPLIES/SERVICE	276.60
CEDAR COUNTY COOPERATIVE	FUEL - PUBLIC WORKS	1,274.72
EAGLE ENGRAVING INC	SUPPLIES	381.02
FELD FIRE EQUIPMENT CO. IN	SUPPLIES	1,177.50
HOSPERS & BROTHER PRINTERS	PRINTING	291.50
IOWA ASSOCIATION OF WOMEN	STEEN TRAINING CONFERENCE	85.00
JOHNSON COUNTY MUTUAL AID	DUES	95.00
KELTEK INC	SERVICE	279.88
THOMAS HEATING & AIR LLC	SERVICE	345.00
TIPTON ELECTRIC MOTORS	SERVICE	163.39
WEST BRANCH REPAIRS	SERVICE	664.91
TOTAL		5,034.52
FUND TOTALS		
001 GENERAL FUND		3,759.80
110 ROAD USE TAX		1,274.72
GRAND TOTAL		5,034.52

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C O U N C I L R E P O R T

PAGE: 1

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA ASSOCIATION OF WOMEN POLICE	STEEN TRAINING CONFERENCE	85.00
			TOTAL:	85.00
FIRE OPERATION	GENERAL FUND	BUSINESS RADIO SALES	SUPPLIES/SERVICE	276.60
		THOMAS HEATING & AIR LLC	SERVICE	345.00
		WEST BRANCH REPAIRS	SERVICE	664.91
		JOHNSON COUNTY MUTUAL AID ASSOCIATION	DUES	95.00
		TIPTON ELECTRIC MOTORS	SERVICE	163.39
		FELD FIRE EQUIPMENT CO. INC	SUPPLIES	1,177.50
		EAGLE ENGRAVING INC	SUPPLIES	381.02
		KELTEK INC	SERVICE	279.88
		HOSPERS & BROTHER PRINTERS	ANNUAL REPORTS	291.50
			TOTAL:	3,674.80
ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY COOPERATIVE	FUEL - PUBLIC WORKS	1,274.72
			TOTAL:	1,274.72

----- FUND TOTALS -----	
001 GENERAL FUND	3,759.80
110 ROAD USE TAX	1,274.72
GRAND TOTAL:	5,034.52

TOTAL PAGES: 1

EXPENDITURES**2/19/2019**

AERO RENTAL INC	EQUIPMENT RENTAL	869.52
ALLIANT ENERGY	UTILITIES - WATER TOWER	10,155.12
ALTORFER INC	VEHICLE REPAIR PARTS	21.36
AXON ENTERPRISE, INC.	TASER SUPPLIES	1,056.00
BAKER & TAYLOR INC.	BOOKS	1,534.01
BARRON MOTOR SUPPLY	SUPPLIES	447.16
BP AMOCO	VEHICLE FUEL	704.95
CEDAR COUNTY RECORDER	RECORDING FEES	73.00
CITY TRACTOR CO	EQUIPMENT	331.90
CROELL, INC.	SAND	398.90
D&R PEST CONTROL	PEST CONTROL	70.00
DODGE STREET TIRE & AUTO I	TIRES	706.92
FARMERS SUPPLY SALES INC	REPAIR PARTS	160.57
FEHR GRAHAM	308 PV PARK CONST SERVICE	674.50
FRED'S FEED & SUPPLY LLC	REPAIR PARTS	22.04
HD CLINE COMPANY	VEHICLE REPAIR PARTS	213.00
IOWA LIBRARY ASSOCIATION	DUES SCHAFER 2019	195.00
JETCO ELECTRIC INC.	SERVICE CALL	1,186.50
JOHNSON COUNTY REFUSE INC.	RECYCLING JAN 2019	3,895.00
JOURNEYED COM INC	SOFTWARE	48.01
LINN COUNTY R.E.C.	STREET LIGHTS	153.90
MARTIN GILLESPIE	BUILDING INCENTIVE PAYMENT #1	47.31
MIDWEST FRAME & AXLE	REPAIR PARTS	167.82
MISCELLANEOUS VENDOR	DUMONT COMM LIBRARY:DVD	23.76
MUNICIPAL SUPPLY INC.	WATER METER ACCESSORIES	607.53
OVERDRIVE INC	AUDIO BOOKS	803.48
PITNEY BOWES PURCHASE POWE	PITNEY BOWES PURCHASE POWER	500.00
PYRAMID SERVICES INC.	REPAIR PARTS	41.88
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	913.00
QUILL CORP	OFFICE SUPPLIES	240.75
SHIMMIN, NICK	CIRCULATION ITEM	41.09
STATE HYGIENIC LAB	LAB ANALYSIS	841.50
SUPPLYWORKS	BATHROOM SUPPLIES	47.67
US BANK CORPORATE CARD	LAPTOP, TRAININGS & SUPLIES	1,350.52
US BANK EQUIPMENT FINANCE	COPIER LEASE LIBRARY	212.50
WALMART COMMUNITY/RFCSLLC	DVDS, SUPPLIES	272.83
WEST BRANCH FORD	VEHICLE REPAIR	214.19
WEST BRANCH REPAIRS	VEHICLE REPAIR	784.63
WEST BRANCH TIMES	SUBSCRIPTION	835.47
WEX BANK	VEHICLE FUEL	891.12
TOTAL		31,754.41

PAYROLL**2/8/2019 43,398.31****PAID BETWEEN MEETINGS**

ALLIANT ENERGY	LIGHTS - 219 E GREEN	12.49
DEMCO	OFFICE SUPPLIES	614.24
JULIA HIME	VIDEOGRAPHY SERVICES	50.00
ISOLDA PAGE	TRAVEL	68.38
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	44.92
UPS	SHIPPING	10.91
TOTAL		800.94

GRAND TOTAL EXPENDITURES	75,953.66
001 GENERAL FUND	34,806.81
022 CIVIC CENTER	662.06
031 LIBRARY	10,425.51
110 ROAD USE TAX	5,058.63
112 TRUST AND AGENCY	4,700.47
308 PARK IMP - PEDERSEN VALLEY	674.50
600 WATER FUND	11,734.82
610 SEWER FUND	7,890.86
GRAND TOTAL	75,953.66

**REVENUE-FISCAL YEAR 2019
FUND**

JANUARY

001 GENERAL FUND	82,651.07
022 CIVIC CENTER	860.35
031 LIBRARY	542.70
036 TORT LIABILITY	2,402.16
110 ROAD USE TAX	25,346.19
112 TRUST & AGENCY	15,052.77
119 EMERGENCY TAX FUND	1,894.71
121 LOCAL OPTION SALES TAX	17,276.09
125 TIF	16,216.47
226 DEBT SERVICE	15,483.33
308 PARK IMP - PEDERSEN VALLEY	27,790.96
500 CEMETERY PERPETUAL FUND	0.50
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	41,834.19
610 SEWER FUND	31,752.47
740 STORM WATER UTILITY	4,980.99
TOTAL	284,085.13

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	VEHICLE REPAIR	704.43
		QUILL CORP	OFFICE SUPPLIES	196.34
		WEX BANK	VEHICLE FUEL	748.89
		ALLIANT ENERGY	SERVICES	303.50
		BARRON MOTOR SUPPLY	SUPPLIES	20.54
		AXON ENTERPRISE, INC.	TASER SUPPLIES	1,056.00
		WEST BRANCH FORD	VEHICLE REPAIR	172.05
		DODGE STREET TIRE & AUTO INC	TIRKS	705.92
		TOTAL:		3,588.87
		FIRE OPERATION	GENERAL FUND	ALLIANT ENERGY
BARRON MOTOR SUPPLY	SUPPLIES			14.92
TOTAL:				625.43
STREET LIGHTING	GENERAL FUND	LINW COUNTY R.S.C.	STREET LIGHTS	153.90
		ALLIANT ENERGY	SERVICES	2,441.73
		SERVICES		270.04
		TOTAL:		2,865.67
PARK & RECREATION	GENERAL FUND	AERO RENTAL INC	EQUIPMENT RENTAL	869.52
		ALLIANT ENERGY	LIGHTS - LIONS FIELD	32.88
		SERVICES		28.88
		TOTAL:		931.28
CEMETERY	GENERAL FUND	PYRAMID SERVICES INC.	REPAIR PARTS	41.88
		CITY TRACTOR CO	EQUIPMENT	331.90
		TOTAL:		373.78
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	UTILITIES HERITAGE PARK GA	125.93
		TOTAL:		125.93
ECONOMIC DEVELOPMENT	GENERAL FUND	MARTIN GILLESPIE	BUILDING INCENTIVE PAYMENT	47.31
		TOTAL:		47.31
CLERK & TREASURER	GENERAL FUND	US BANK CORPORATE CARD	LAPTOP, TRAININGS & SUPPLIE	139.00
			LAPTOP, TRAININGS & SUPPLIE	350.00
		PITNEY BOWES PURCHASE POWER	REFRESH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	206.42
		TOTAL:		862.42
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING, LEGAL PUBLICA	775.47
		CEDAR COUNTY RECORDER	RECORDING FEES	73.00
		TOTAL:		848.47
SOLID WASTE	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING, LEGAL PUBLICA	30.00
		JOHNSON COUNTY REPOSE INC.	RECYCLING JAN 2019	3,895.00
		TOTAL:		3,925.00
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
		TOTAL:		100.00
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	662.06
		TOTAL:		662.06
LIBRARY	LIBRARY	OVERSHIVE INC	AUDIO BOOKS	378.49
			AUDIO BOOKS	229.99

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
		WEST BRANCH TIMES	AUDIO BOOKS	195.00	
		WALMART COMMUNITY/EPC/LLC	SUBSCRIPTION	30.00	
			DVDS, SUPPLIES	75.60	
			DVDS, SUPPLIES	14.32	
			DVDS, SUPPLIES	64.14	
			DVDS, SUPPLIES	118.77	
			CIRCULATION ITEM	37.09	
			PROGRAM SUPPLIES	4.00	
			QUILL CORP	OFFICE SUPPLIES	16.23
			IOWA LIBRARY ASSOCIATION	DUES SCHAFER 2019	90.00
				DUES SHIMMIN 2019	105.00
			BAKER & TAYLOR INC.	BOOKS	90.27
				BOOKS	139.17
				BOOKS	375.93
				BOOKS	175.46
				BOOKS	83.07
				BOOKS	234.82
				BOOKS	121.87
				BOOKS	313.42
			US BANK CORPORATE CARD	LAPTOP, TRAININGS & SUPPLIE	810.84
				LAPTOP, TRAININGS & SUPPLIE	2.11
				LAPTOP, TRAININGS & SUPPLIE	48.57
			D&R PEST CONTROL	PEST CONTROL	70.00
			ALLIANT ENERGY	SERVICES	501.48
			SUPPLYWORKS	BATHROOM SUPPLIES	47.67
			US BANK EQUIPMENT FINANCE	COPIER LEASE LIBRARY	212.50
			JOBREYED COM INC	SOFTWARE	48.01
			MISCELLANEOUS V DORRONT COMM LIBRARY	MONTMONT COMM LIBRARY: DVD	23.76
				TOTAL:	4,657.58

ROADS & STREETS	ROAD USE TAX	BP AMOCO ALFORFER INC
		RD CLINE COMPANY
		FRED'S FEED & SUPPLY LLC FARMERS SUPPLY SALES INC WEX BANK CROELL, INC. ALLIANT ENERGY BARSON MOTOR SUPPLY WEST BRANCH FORD NORTHWEST FRAME & AXLE

VEHICLE FUEL	234.98
VEHICLE REPAIR PARTS	260.22
VEHICLE REPAIR PARTS	21.36
VEHICLE REPAIR PARTS	260.22
REPAIR PARTS	260.22
REPAIR PARTS	260.22
VEHICLE REPAIR PARTS	83.00
REPAIR PARTS	130.00
REPAIR PARTS	22.04
REPAIR PARTS	160.57
VEHICLE FUEL	46.94
GAS	398.90
SERVICES	500.83
SUPPLIES	411.70
VEHICLE REPAIR	42.14
REPAIR PARTS	128.01
VEHICLE REPAIR PARTS	39.01
TOTAL:	<u>2,220.28</u>

INVALID DEPARTMENT	PARK IMP - PEDERSEN FENE GRAM
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308 PV PARK CONST SERVICE	582.50
308 PARK ADDITIONAL SERVIC	52.00
TOTAL:	<u>674.50</u>

WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC. STATE HYGIENIC LAB BP AMOCO
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WATER METER ACCESSORIES	607.53
LAB ANALYSIS	841.50
VEHICLE FUEL	234.98

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		JETCO ELECTRIC INC.	SERVICE CALL	1,186.50
		QUILL CORP	OFFICE SUPPLIES	28.18
		WEX BANK	VEHICLE FUEL	46.94
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	UTILITIES - WATER TOWER	164.51
			SERVICES	2,660.14
			TOTAL:	<u>5,937.28</u>
SEWER OPERATING	SEWER FUND	BP AMOCO	VEHICLE FUEL	234.99
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	913.00
		WEX BANK	VEHICLE FUEL	48.35
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	166.00
		ALLIANT ENERGY	BILLING ADJUSTMENT	229.63
			SERVICES	1,016.58
			TOTAL:	<u>2,608.55</u>

----- FUND TOTALS -----	
001 GENERAL FUND	14,994.16
022 CIVIC CENTER	662.06
031 LIBRARY	4,657.58
110 ROAD USE TAX	2,220.28
308 PARK IMP - PEDERSEN VALLE	674.50
600 WATER FUND	5,937.28
610 SEWER FUND	2,608.55
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GRAND TOTAL:	<u>31,754.41</u>
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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	Discussion Item: Recreation Facility, Park & Sport Field Use & Fee Policy.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	February 8, 2019

BACKGROUND:

It is the policy of the West Branch Parks Department and Recreation Department to control the use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

This policy is intended to enhance the recreation opportunities and events available to the citizens of West Branch; to facilitate City and non-City use and scheduling of recreational venues; to offer recreation programming for participants and spectators and to adequately reimburse the City for expenses related to providing this use.

Field rental fees recommendations are based on the fees in other communities and what would be appropriate for the West Branch community. The West Branch Parks and Recreation Commission discussed the fees at the January 10, 2019 meeting and the February 14, 2019.

Please see attached:

- Field Rental Rates Comparison
- West Branch Parks and Recreation Field Use Request Form
- Recreation Facility, Park and Sports Field Use and Fee Policy

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

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Field Rental Rates Comparison

Resident	West Branch	Solon (non-park and rec fees)	West Liberty
Practice 1 1/2 hours	\$ 5.00	NA	NA
Game-2 hours dragged not lined	\$ 10.00	\$ 12.50	\$ 5.00
Tournament 1 field 1 day	\$ 75.00	\$ 125.00	\$ 40.00
Tournament 1 fields 2 days	\$ 125.00	\$ 250.00	\$ 80.00
Tournament 2 fields 1 day	\$ 125.00	\$ 200.00	\$ 80.00
Tournament 2 fields 2 days	\$ 175.00	\$ 400.00	\$ 160.00
Tournament 3 fields 1 day	\$ 150.00	\$ 275.00	\$ 120.00
Tournament 3 fields 2 days	\$ 225.00	\$ 550.00	\$ 240.00
Non-resident	West Branch	Solon (non-park and rec fees)	West Liberty
Practice 1 1/2 hours	\$ 10.00	NA	NA
Game-2 hours lined field	\$ 15.00	\$ 12.50	\$ 5.00
Tournament 1 field 1 day	\$ 125.00	\$ 125.00	\$ 60.00
Tournament 1 fields 2 days	\$ 200.00	\$ 250.00	\$ 120.00
Tournament 2 fields 1 day	\$ 150.00	\$ 200.00	\$ 120.00
Tournament 2 fields 2 days	\$ 250.00	\$ 400.00	\$ 240.00
Tournament 3 fields 1 day	\$ 200.00	\$ 275.00	\$ 180.00
Tournament 3 fields 2 days	\$ 325.00	\$ 550.00	\$ 360.00



**West Branch Parks and Recreation
Field Use Request Form**

Name of Organization or Group _____

Person in Charge of Supervision _____

Contact Information: _____

(cell phone) (home phone) (e-mail)

Field(s) Requested (check):

Summer League Diamond 1 _____ Summer League Diamond 2 _____
 Cubby Park Diamond 1 _____ Cubby Park Diamond 2 _____ Cubby Park Diamond 3 _____
 Lions Soccer Field 1 _____ Lions Soccer Field 2 _____
 Sand Volleyball Court 1 _____ Sand Volleyball Court 2 _____ Sand Volleyball Court 3 _____ Sand Volleyball Court 4 _____

Day of the week requested (please list 1st, 2nd, and 3rd choice): M _____, T _____, W _____, TH _____, F _____ Sat _____, Sun _____

Dates requested: _____ Time slot requested (please list 1st, 2nd, and 3rd choice):

8:00am-12:00pm _____ 12:00pm-5:00pm _____ 5:00pm-9:00pm _____ Pitching distance _____ Base distance _____

Diamonds will be dragged and chalked one time. If you feel you will need lines chalked more than once, you may chalk the fields. You may use the field equipment (line marker, rakes, hand drags, etc.). NO motorized equipment is allowed on the fields without the permission of the Parks and Recreation Director.

Rental Fees

Non-Parks and Rec Practice and game for WB resident and team (at least 1 team player must reside in West Branch City limits) at Cubby Park or Summer League Fields:

1.5-hour practice per diamond (not lined only dragged)-\$5

2-hour game (not lined only dragged)-\$10

Non-Parks and Rec Practice and game for non-WB resident at Cubby Park or Summer League Fields:

1.5-hour practice per diamond (not lined only dragged)-\$10

2-hour game per diamond (not lined only dragged)-\$15

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for WB Resident and team

1 diamond or soccer field - \$75 per day \$50 for 2nd day of 2-day tournament
2 diamonds - \$100 per day \$75 for 2nd day of 2-day tournament
3 diamonds - \$125 per day \$100 for 2nd day of a 2-day tournament

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for non-WB Resident and team

1 diamond or soccer field - \$125 per day \$75 for 2nd day of 2-day tournament
2 diamonds - \$150 per day \$100 for 2nd day of 2-day tournament
3 diamonds - \$200 per day \$125 for 2nd day of 2-day tournament

Insurance Waiver: We, the undersigned, understand the City of West Branch provides no insurance coverage for medical costs and other damages arising out of any participation while using the City of West Branch. Any insurance coverage, while on the City's property, will not be provided by the City of West Branch. We do hereby give authorization and consent for the undersigned to use the designated fields during the days and times listed above.



West Branch Parks and Recreation

113 N 1st Street • PO Box 218 • West Branch, Iowa 52358
(319) 930-0393 • Fax (319) 643-2305 • www.westbranchiowa.org • melissa@westbranchiowa.org

Recreation Facility, Park & Sport Field Use & Fee Policy

It is the policy of the West Branch Parks Department and Recreation Department to control the use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

Purpose

This policy is intended to enhance the recreation opportunities and events available to the citizens of West Branch; to facilitate City and non-City use and scheduling of recreational venues; to offer recreation programming for participants and spectators and to adequately reimburse the City for expenses related to providing this use.

User Groups

The City recognizes the following categories of users and user groups:

- City or West Branch Programs
- West Branch School District
- Community-based (organizations organized in and operated from West Branch), volunteer-operated recreation organizations
- Organizations providing competitive, accelerated or super league programming
- Adult recreation leagues or programs
- Privately owned and operated program providers
- Corporate, commercial, business, church or family groups

Prioritization of Users

The West Branch Parks and Recreation Departments reserve the right to schedule activities and events on facilities, parks and sport fields on an "as available" basis. The following priority applies to all scheduling for use of facilities:

1. West Branch Parks and Recreation programs
2. West Branch Community School District
3. West Branch community-based recreation organizations

4. West Branch non-profit competitive, accelerated or super league youth programs
5. West Branch non-profit adult recreation leagues or programs
6. All others

Guidelines

1. West Branch Parks and Recreation reserves the right to schedule activities and events on facilities and parks on an "as available" basis. West Branch Parks and Recreation reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies.
2. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited, without prior approval by the City.
3. The recreation facilities, parks and sport field use fees will be paid in advance of use and before the event is scheduled on the calendar for a single use event. Regular weekly practices, games, or events will be billed at the end of the month based on the reservation calendar. Teams, team members, or individuals that do not pay the fee by the deadline will have all future reservations deleted until the previous bill is up to date.
4. Cancellation of an event due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible, or refunded. Playability of fields will be determined by the Sport Site Supervisor or Parks Supervisor and Recreation Director
5. Cancellation of an event due to user failing to comply with this policy or City Code and policies, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the user from future use of or scheduling of the facilities.
6. No fireworks, weapons or other dangerous devices are permitted in park or facility areas. Camping, archery or amplified sound equipment must be approved through the City's special event policy.
7. Alcohol is not allowed at Heritage Square, Lions Field, or Wapsi Park without West Branch City Council authorization.
8. User shall release, indemnify and hold harmless the City of West Branch, its elected and appointed officials, officers, employees and volunteers from any and all claims, damages, lawsuits, losses and expenses (including attorney fees) arising out of or resulting from User's performance or failure to perform this agreement and all of User's activities conducted on City's facilities/property.
9. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The User is responsible for any maintenance or cleanup cost incurred through the negligence of the User of any area or facility.
10. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, has administered its programs in such a way to cause discredit to the City or has not paid all fees due or past due.

11. The City assumes no financial responsibility for the user's group, programs or any of their constituents.
12. Users shall abide by sport or event-specific rules and field usage rules. All tournaments, games and practice games need to be scheduled through West Branch Parks and Recreation. A game is defined by any one of the following criteria:
 - a. If there is more than one team present.
 - b. If there are officials present, certified or not, or coaches acting as officials.
 - c. If players are in uniform.
 - d. If one of the teams travels to game site from another city or location.
13. All games and programs must end by 9:45 p.m., unless approved by the Parks and Recreation Director at least 48 hours in advance. All lights must be turned off by 10:00 p.m.
14. No painting or altering of fields is allowed. Moving of bleachers, tables or other equipment owned, maintained or managed by the City is not allowed.
15. Concessions will be maintained and operated by the City of West Branch unless specifically directed otherwise by the Parks and Recreation Director.
16. Users are allowed to charge a gate fee to spectators of the event, however the park patrons will not be charged the fee.

Fees

Non-Parks and Rec Practice and game for WB resident and team (at least 1 team player must reside in West Branch City limits) at Cubby Park or Summer League Fields:

- 1.5-hour practice per diamond** (not lined only dragged)-\$5
- 2-hour game** (not lined only dragged)-\$10

Non-Parks and Rec Practice and game for non-WB resident at Cubby Park or Summer League Fields:

- 1.5-hour practice per diamond** (not lined only dragged)-\$10
- 2-hour game per diamond** (not lined only dragged)-\$15

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for WB Resident and team

- | | |
|---|---|
| 1 diamond or soccer field - \$75 per day | \$50 for 2 nd day of 2-day tournament |
| 2 diamonds - \$100 per day | \$75 for 2 nd day of 2-day tournament |
| 3 diamonds - \$125 per day | \$100 for 2 nd day of a 2-day tournament |

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for non-WB Resident and team

- | | |
|--|---|
| 1 diamond or soccer field - \$125 per day | \$75 for 2 nd day of 2-day tournament |
| 2 diamonds - \$150 per day | \$100 for 2 nd day of 2-day tournament |
| 3 diamonds - \$200 per day | \$125 for 2 nd day of 2-day tournament |



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	Resolution 1784 – A Resolution to Approve a Fund Balance Reserve Policy and to Approve Setting up a New Fund with Funding of \$72,089 toward an Eventual (3month of operations) Fund Balance Goal of \$459,072.
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 10, 2019

BACKGROUND:

This item is back on the agenda at the request of Councilperson Stoolman, who was absent from the last meeting (due to family emergency). After much discussion this item failed due to a tied vote of City Council. Again, this item was a “Top” priority reflected in the 2018 – 2019 City Council Goal Setting Process. The goal of this item is 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.

Using the analogy of personal finances this would equate to the importance of having a savings account despite also owing debt on a mortgage. I would argue the flexibility of a savings account allows a family liquidity (the ability to access cash) without losing the ability to reduce the principle of their mortgage should they choose to (by using savings for additional principle payments). Additionally, a savings account allows the family a source money to deal with any unexpected expenses.

The \$72,089 funding request is derived from the emergency levies of FY 2018-19 and FY 2019-20.

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

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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 (FY 2018-19) \$35,525

Emergency Revenue Levy (FY 2019-20) \$36,564

Additional Unrestricted Fund Balance funding may be appropriated by City Council during the city’s annual budget process.



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

RESOLUTION 1784

RESOLUTION TO APPROVE A FUND BALANCE RESERVE POLICY AND TO APPROVE SETTING UP A NEW FUND WITH FUNDING OF \$72,089 TOWARD AN EVENTUAL (3 MONTH OF OPERATIONS) FUND BALANCE GOAL OF \$459,072.

WHEREAS, this policy was reflected in the 2018 – 2019 City Council Goal Setting Process in November of 2017; and

WHEREAS, 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 an unexpected temporary crisis or emergency; and

WHEREAS, this policy is also intended to document the appropriate revenue level to protect the City’s credit worthiness and provide adequate cash flow based upon the traditional operating cycle of the city; and

WHEREAS, the funding for this reserve will derived from the emergency revenue levy of Fiscal Year 2018-19 and Fiscal Year 2019-20 in the amount of \$72,089; and

WHEREAS, future funding levels is to be considered during the annual budget process, and the emergency revenue levy is expected to be included in any funding consideration; 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 is to be established and funded as prescribed herein; is hereby approved. Further, the City Administrator is directed to execute this policy.

Passed and approved this 19th day of February, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	Resolution 1781 – A Resolution Accepting the Terms and Conditions of the Derelict Building Grant Program Should the City of West Branch Receive Award of the Grant.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones II, City Administrator / City Clerk
DATE:	February 11, 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. This item is an attempt to find cost effective ways to prep this site for redevelopment.

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"

RESOLUTION 1781

**A RESOLUTION ACCEPTING THE TERMS AND CONDITIONS OF THE
DERELICT BUILDING GRANT PROGRAM SHOULD THE CITY OF WEST
BRANCH RECEIVE AWARD OF THE GRANT**

WHEREAS, the City Council of the City of West Branch, Iowa wishes to apply through the Iowa Department of Natural Resources Derelict Building Grant Program for a deconstruction project; and

WHEREAS, the City Council has solicited estimate for project costs from contractors for each portion of work; and

WHEREAS, the Derelict Building Grant Program provides reimbursement funding for 100% of the asbestos removal expenses up to \$10,000 and 50% cost share for asbestos removal costs exceeding \$10,000 and 50% of the deconstruction expenses not to exceed \$50,000; and

WHEREAS, the City Council wishes to pledge the Cash Match toward the activities identified in the Derelict Building Grant Program application.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of West Branch, Iowa accepts the authority and responsibilities of their offices, approves the proposed Derelict Building Grant Program application, authorizes the Mayor to sign the application, and pledges the required Cash Match as identified in the application and any amount not identified in the budget of an executed agreement or subsequent amended budget.

* * * * *

Passed and approved this 19th day of February 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones, City Administrator



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	First Reading, Ordinance 763 – An Ordinance Amending the Zoning Code of the City of West Branch by adding several amendments regarding front yard, back yard, and zero-lot line requirements.
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:	February 8, 2019

BACKGROUND:

The Planning & Zoning Commission approved Ordinance 747 in 2017 adding language to Chapter 165.27(R-1) and 165.28(R-2) for zero-lot line requirements. As an oversight, language was added to section 165.27 (R-1) which does not allow for zero-lots.

The Planning & Zoning Commission met on February 5, 2019 and reviewed Ordinance 747 and approved removing all updates that allow zero-lots in the R-1 district.

Ordinance 763 corrects this error, a copy of Ordinance 747 is attached indicating the corrections necessary.

It is now necessary to approve Ordinance 763 that corrects the former **Ordinance 747**.

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

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ORDINANCE 747

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

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

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

NOW, THEREFORE, BE IT ORDAINED:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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

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

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

ORDINANCE 763

AN ORDINANCE AMENDING THE ZONING CODE OF THE CITY OF WEST BRANCH BY ADDING SEVERAL AMENDMENTS REGARDING FRONT YARD, BACK YARD, AND ZERO-LOT LINE REQUIREMENTS.

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

WHEREAS, a public hearing on said zoning revisions was previously held as required by law.

WHEREAS, this Ordinance replaces Ordinance 747, passed and approved December 4, 2017; and

NOW, THEREFORE, BE IT ORDAINED:

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

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

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

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

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

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

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

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

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

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

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

7. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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

First reading: February 19, 2019

Second reading:

Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	Resolution 1782 – A Resolution Amending the City of West Branch Housing Incentive Program.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	February 10, 2019

BACKGROUND:

The City Council approved the West Branch Building Incentive Program in May of 2015 in an effort to attract new residents to West Branch. The incentive program includes discounted building permit fees, free water and sewer connection fees as well as a \$5000.00 rebate to the property owner. The program is scheduled to sunset on June 30, 2019.

The program has been successful with attracting several new residents which includes a total of 59 new homes since its inception.

While the program has proven successful, it is time to review its effect on the General Fund and Water & Sewer Funds. City Council has discussed this item and reached a general understanding that reflects amending the program to r

Option 2 – *(valuation doesn't matter)*

Increase Permit fee to Builder, collect water & sewer connection fees, increase water meter fees to cover actual costs

Permit Fee*	\$1,000.00
Water & Sewer Connection	\$804.00
Water Meter & Reading Device	\$300.00
Total Permit Fee	<u>\$2,104.00</u>

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

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Building Incentive Participants / Eligible Homes

Date Issued	Name	Address	Project Description	Est. Project Cost	Normal Permit Fee	Incentive Permit Fee	Loss of Water & Sewer	Loss of GF Revenues	Tax Rebate (GF loss)
5/11/2015	Jerry Sexton	700 Sullivan St	single family dwelling	\$180,000.00	\$2,495.75	\$750.00	\$804.00	\$941.75	\$ 5,000.00
7/17/2015	Mente Construction	803 W Orange St	single family dwelling	\$195,000.00	2579.75	\$750.00	\$804.00	\$1,025.75	\$ 5,000.00
7/17/2015	Mente Construction	803 W Orange St	single family dwelling	\$195,000.00	2579.75	\$750.00	\$804.00	\$1,025.75	\$ 5,000.00
10/23/2015	Kevin Hochstedler	205 Ridge View Drive	single family dwelling	\$213,000.00	2120.55	\$750.00	\$804.00	\$566.55	\$ 5,000.00
11/2/2015	Becky & Kevin Knoche	232 Fawcett Drive	single family dwelling	\$300,000.00	3167.75	\$750.00	\$804.00	\$1,613.75	\$ 5,000.00
3/9/2016	Hochstedler Building & Dev	206 Ridge View Drive	single family dwelling	\$223,000.00	2736.55	\$750.00	\$804.00	\$1,182.55	\$ 5,000.00
3/14/2016	B & H Builders	405 & 407 S. 2nd Street	condo / duplex	\$500,000.00	4287.75	\$1,500.00	\$804.00	\$1,983.75	\$ 10,000.00
3/14/2016	B & H Builders	216 Cookson Drive	single family dwelling	\$250,000.00	2887.75	\$750.00	\$804.00	\$1,333.75	\$ 5,000.00
3/21/2016	Skogman Homes	805 W Orange St	single family dwelling	\$305,000.00	3195.75	\$750.00	\$804.00	\$1,641.75	\$ 5,000.00
5/16/2016	Randy & Lindsay Seydel	807 W Orange St	single family dwelling	\$300,000.00	3307.75	\$750.00	\$804.00	\$1,753.75	\$ 5,000.00
5/31/2016	B & H Builders	406 S 2nd St	single family dwelling	\$250,000.00	2887.75	\$750.00	\$804.00	\$1,333.75	\$ 5,000.00
9/12/2016	IWS Properties	610 Sullivan St	single family dwelling	\$260,000.00	2943.75	\$750.00	\$804.00	\$1,389.75	\$ 5,000.00
9/26/2016	Legacy Homes Inc	602 Sullivan St	single family dwelling	\$180,000.00	2495.75	\$750.00	\$804.00	\$941.75	\$ 5,000.00
10/6/2016	IWS Properties	604 Sullivan St	single family dwelling	\$260,000.00	2943.75	\$750.00	\$804.00	\$1,389.75	\$ 5,000.00
10/10/2016	Mente Construction	207 Ridge View Drive	single family dwelling	\$265,000.00	2971.75	\$750.00	\$804.00	\$1,417.75	\$ 5,000.00
2/1/2017	Platinum Construction	808 W. Orange St	single family dwelling	\$265,000.00	2971.75	\$750.00	\$804.00	\$1,417.75	\$ 5,000.00
4/7/2017	Coohey Construction	608 W Orange St	single family dwelling	\$150,000.00	2327.75	\$750.00	\$804.00	\$773.75	\$ 5,000.00
4/7/2017	Coohey Construction	706 Sullivan St	single family dwelling	\$150,000.00	2327.75	\$750.00	\$804.00	\$773.75	\$ 5,000.00
9/6/2017	Coohey Construction	113, 115, 117 Pedersen St	3 unit town home	\$360,000.00	2943.75	\$2,250.00	\$804.00	(\$110.25)	\$ 15,000.00
6/13/2017	IWS Properties	165 & 167 Hilltop Drive	condo / duplex	\$375,000.00	3027.75	\$1,500.00	\$804.00	\$723.75	\$ 10,000.00
9/29/2017	Ryan Hansen - Platinum Construction	180 Hilltop Drive	single family dwelling	\$265,000.00	2971.75	\$750.00	\$804.00	\$1,417.75	\$ 5,000.00
10/11/2017	Mente Construction	134 Ohrt St (Lot 10)	zero lot	\$450,000.00	4007.75	\$1,500.00	\$1,608.00	\$899.75	\$ 5,000.00
10/11/2017	Mente Construction	136 Ohrt St (Lot 10)	zero lot		0	\$0.00	\$0.00	\$0.00	\$ 5,000.00
10/13/2017	Mark Thomas -General - Roger Laughlin	153 Ohrt St (Lot 5)	single family dwelling	\$250,000.00	2887.75	\$750.00	\$804.00	\$1,333.75	\$ 5,000.00
12/19/2017	Advantage Custom Builders	308 Ridgeview Dr (Lot 29)	single family dwelling	\$206,418.34	2641.35	\$750.00	\$804.00	\$1,087.35	\$ 5,000.00
3/2/2018	IWB LLC	169 & 171 Hilltop	condo / duplex	\$350,000.00	3447.75	\$1,500.00	\$804.00	\$1,143.75	\$ 10,000.00
3/2/2018	IWB LLC	173 & 175 Hilltop	condo / duplex	\$350,000.00	3477.75	\$1,500.00	\$804.00	\$1,173.75	\$ 10,000.00
3/22/2018	High Craft Homes	128 Ohrt St (Lot 12)	single family home	\$250,000.00	2775.75	\$750.00	\$804.00	\$1,221.75	\$ 5,000.00
3/28/2018	Bryant Robertson (contractor)	144 Ohrt St (Lot 8)	single family home	\$310,000.00	3223.75	\$750.00	\$804.00	\$1,669.75	\$ 5,000.00
3/28/2018	Laughlin Design	328 N. Downey St	single family home	\$198,000.00	2596.55	\$750.00	\$804.00	\$1,042.55	\$ 5,000.00
4/25/2018	Sharp Investment Properties	717 Sullivan St (Lot 35)	zero lot	\$360,000.00	2943.75	\$1,500.00	\$1,608.00	(\$164.25)	\$ 5,000.00
4/25/2018	Sharp Investment Properties	719 Sullivan St (Lot 35)	zero lot		0	\$0.00	\$0.00	\$0.00	\$ 5,000.00
5/11/2018	Platinum Construction	715 Sullivan St (Lot 36)	single family dwelling	\$270,000.00	2999.75	\$750.00	\$804.00	\$1,445.75	\$ 5,000.00
5/7/2018	Kruse Constuction - (owner G Lynch)	132 Ohrt St (Lot 11)	single family dwelling	\$210,000.00	2663.75	\$750.00	\$804.00	\$1,109.75	\$ 5,000.00
6/5/2018	Legacy Homes	600 Sullivan St	single family dwelling	\$200,000.00	2607.75	\$750.00	\$804.00	\$1,053.75	\$ 5,000.00
7/11/2018	Sharp Investment Properties	711 Sullivan St	single family dwelling	\$197,000.00	2590.75	\$750.00	\$804.00	\$1,036.75	\$ 5,000.00
7/30/2018	MLS Construction	212 Cookson Drive (Lot	single family dwelling	\$ 330,000.00	2775.75	\$750.00	\$804.00	\$1,221.75	\$ 5,000.00
7/25/2018	Sharp Investment Properties	404 Ridge View Dr (Lot 31) south	zero lot	\$360,000.00	2943.75	\$1,500.00	\$1,608.00	(\$164.25)	\$ 5,000.00
7/25/2018	Sharp Investment Properties	406 Ridge View Dr (Lot 31) north	zero lot		0	\$0.00	\$0.00	\$0.00	\$ 5,000.00
8/3/2018	Sharp Investment Properties	714 Sullivan St	single family dwelling	\$203,000.00	2624.55	\$750.00	\$804.00	\$1,070.55	\$ 5,000.00
9/10/2018	Jay & Dana Shultz	305 Ridge View Dr (Lot 25)	single family dwelling	\$350,000.00	3447.75	\$750.00	\$804.00	\$1,893.75	\$ 5,000.00
9/12/2018	RW Speers	612 W. Orange St (Lot 88)	single family dwelling	\$225,000.00	2747.75	\$750.00	\$804.00	\$1,193.75	\$ 5,000.00
9/17/2018	Tracy Hansen Construction	601 Sullivan St	single family dwelling	\$308,000.00	2652.55	\$750.00	\$804.00	\$1,098.55	\$ 5,000.00
9/4/2018	Andy & Jenny Mundell / Laughlin Design	408 Ridge View Drive (Lot 32)	single family dwelling	\$427,000.00	3878.95	\$750.00	\$804.00	\$2,324.95	\$ 5,000.00
9/24/2018	Jaylee Homes	303 Ridge View Dr (Lot 26)	single family dwelling	\$300,000.00	3307.75	\$750.00	\$804.00	\$1,753.75	\$ 5,000.00
10/16/2018	Rob Rushton / RSM Investments	124 Ohrt St (Lot 13)	single family dwelling	\$450,000.00	4007.75	\$750.00	\$804.00	\$2,453.75	\$ 5,000.00
11/5/2018	RSM Investments	401 Ridge View (Lot 34) south	zero lot	\$ 400,000.00	3727.75	\$1,500.00	\$1,608.00	\$619.75	\$ 5,000.00
11/5/2018	RSM Investments	403 Ridge View (Lot 34) north	zero lot		0	\$0.00	\$0.00	\$0.00	\$ 5,000.00
10/10/2018	Sharp Investment Properties	400 Ridge View (Lot 30) south	zero lot	\$ 360,000.00	2943.75	\$1,500.00	\$1,608.00	(\$164.25)	\$ 5,000.00
10/10/2018	Sharp Investment Properties	402 Ridge View (Lot 30) north	zero lot		0	\$0.00	\$0.00	\$0.00	\$ 5,000.00
11/9/2018	Sona Homes LLC	405 Ridge View Dr	zero lot	\$ 340,000.00	3391.75	\$1,500.00	\$1,608.00	\$283.75	\$ 5,000.00
11/9/2018	Sona Homes LLC	407 Ridge View Dr	zero lot		0	\$0.00	\$0.00	\$0.00	\$ 5,000.00
11/9/2018	B & H Builders LLC	208 Cookson Dr	single family dwelling	\$ 250,000.00	2887.75	\$750.00	\$804.00	\$1,333.75	\$ 5,000.00
					\$140,374.05	\$44,250.00	\$42,612.00	\$51,512.05	\$ 295,000.00

Options for restructuring Building Permit /Incentive Fees

Option 1 - based on \$250,000 valuation

No Incentive to builder - revert back to original method

Project Valuation Fee* (includes inspection fees)	\$1,833.75	
Water & Sewer Connection	\$804.00	Increase price to cover actual costs - verify with Matt G
Water Meter & Reading Device	<u>\$250.00</u>	
Total Permit Fee	\$2,887.75	

Option 2 - valuation doesn't matter

Increase Permit fee to Builder, collect water & sewer connection fees, increase water meter fees to cover actual costs

Permit Fee*	\$1,000.00	
Water & Sewer Connection	\$804.00	Need to get these fees back, no longer should waive
Water Meter & Reading Device	<u>\$300.00</u>	Increase price to cover actual costs – verify with Matt G
Total Permit Fee	\$2,104.00	

Option 3 - valuation based on finished square footage

Base permit fee on square footage vs. estimated valuation

Total Square Footage*	\$??????	(Still researching)
Water & Sewer Connection	\$804.00	Need to get these fees back, no longer should waive
Water Meter & Reading Device	<u>\$300.00</u>	Increase price to cover actual costs – verify with Matt G
Total Permit Fee	\$TBD	

*Inspection Fees are included in permit fee

Option 4 -

Current Incentive Program

Permit Fee (inspection fees are waived)	\$500.00	
Water & Sewer Connection (fees are waived)	\$ 0.00	(\$804 value)
Water Meter & Reading Device	<u>\$250.00</u>	
Total Permit Fee*	\$750.00	

In the event of an emergency the Superintendent may make temporary rules for the protection of the system until due consideration by the Council may be had.

(Code of Iowa, Sec. 372.13[4])

90.03 MANDATORY CONNECTIONS. The owner of any house, building or property used for human occupancy, employment, recreation or other purposes, situated within the City and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public water main of the City, is hereby required at the owner's expense to install suitable water connections therein, and to connect such facilities directly with the proper public water in accordance with the provisions of this chapter ninety (90) days after date of official notice to do so, provided that said public water main is within 200 feet of the property line.

90.04 ABANDONED CONNECTIONS. When an existing water service is abandoned or a service is renewed with a new tap in the main, all abandoned connections with the mains shall be turned off at the corporation stop and made absolutely watertight.

90.05 PERMIT. Before any person makes a connection with the public water system, a written permit must be obtained from the City. The application for the permit shall include a legal description of the property, the name of the property owner, the name and address of the person who will do the work, and the general uses of the water. If the proposed work meets all the requirements of this chapter and if all fees required under this chapter have been paid, the permit shall be issued. Work under any permit must be completed within sixty (60) days after the permit is issued, except that when such time period is inequitable or unfair due to conditions beyond the control of person making the application, an extension of time within which to complete the work may be granted. The permit may be revoked at any time for any violation of these chapters.

90.06 FEE FOR PERMIT. Before any permit is issued, the person who makes the application shall pay the following fee for permit to the Superintendent: \$331.00 effective July 1, 2012; \$348.00 effective July 1, 2013; \$365.00 effective July 1, 2014; \$383.00 effective July 1, 2015; \$402.00 effective July 1, 2016. *(Ord. 686 – Feb. 13 Supp.)*

(Code of Iowa, Sec. 384.84)

90.07 COMPLIANCE WITH PLUMBING CODE. The installation of any water service pipe and any connection with the water system shall comply with all pertinent and applicable provisions, whether regulatory, procedural or

CHAPTER 96

BUILDING SEWERS AND CONNECTIONS

96.01 Permit	96.06 Interceptors Required
96.02 Connection Charge	96.07 Sewer Tap
96.03 Plumber Required	96.08 Inspection Required
96.04 Excavations	96.09 Property Owner's Responsibility
96.05 Connection Requirements	96.10 Abatement of Violations

96.01 PERMIT. No unauthorized person shall uncover, make any connection with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the City. The application for the permit shall set forth the location and description of the property to be connected with the sewer system and the purpose for which the sewer is to be used, and shall be supplemented by any plans, specifications, or other information considered pertinent. The permit shall require the owner to complete construction and connection of the building sewer to the public sewer within sixty (60) days after the issuance of the permit, except that when a property owner makes sufficient showing that due to conditions beyond the owner's control or peculiar hardship, such time period is inequitable or unfair, an extension of time within which to comply with the provisions herein may be granted. Any sewer connection permit may be revoked at any time for a violation of these chapters.

96.02 CONNECTION CHARGE. Before any permit is issued, the person who makes application shall pay the following fee for permit to the Superintendent: \$331.00 effective July 1, 2012; \$348.00 effective July 1, 2013; \$365.00 effective July 1, 2014; \$383.00 effective July 1, 2015; \$402.00 effective July 1, 2016. *(Ord. 687 –Feb. 13 Supp.)*

96.03 PLUMBER REQUIRED. All installations of building sewers and connections to the public sewer shall be made by a plumber approved by the City.

96.04 EXCAVATIONS. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the City. Pipe laying and backfill shall be performed in accordance with A.S.T.M. Specification C-12, except that no backfill shall be placed until the work has been inspected. The excavations shall be made in accordance with the provisions of Chapter 135 where applicable.

CHAPTER 100

WASTEWATER LIFT STATION CONNECTION FEE DISTRICT

100.01 Creation of District	100.05 Other Costs
100.02 District Description	100.06 Nonpayment
100.03 Wastewater System Utility Connection Fee	100.07 Use of Proceeds
100.04 Private Systems	100.08 Interpretation

100.01 CREATION OF DISTRICT. A Wastewater Lift Station Connection Fee District (the “District”) is hereby established for the purpose of collection within said District of a fee from those property owners who shall make application to connect their properties to the Municipal Wastewater System of the City of West Branch.

100.02 DISTRICT DESCRIPTION. The areas and properties included within the District shall be the properties legally described as:

All unconnected properties located within the corporate limits of the City of West Branch that are located north of Interstate 80.

100.03 WASTEWATER SYSTEM UTILITY CONNECTION FEE. A connection fee is hereby imposed for each connection made to the Municipal Water System Utility within the boundaries of the District which is legally described in Section 100.02 above. The proposed improvements are known as the “Wastewater Lift Station Connection Fee District” (hereinafter the “Project Improvements”) and consist generally of the construction of a wastewater lift station to serve the properties within the City of West Branch located generally north of Interstate 80 which have yet to connect to the City’s wastewater system. The Project Improvements will be constructed in one Project to be let by the City in accordance with Chapter 26 of the Code of Iowa. The Project Improvements will serve approximately INSERT NUMBER acres within said District. The Executive Summary provided by Veenstra & Kimm Engineers states that the total project costs are \$750,000. The connection fee payable by a property owner whose property will be served by the Project Improvements will be calculated and imposed based upon the proposed use as listed on Exhibit “B” on file at City Hall. The connection fee will be payable in full at the earlier of (i) the time of submission by the property owner to the City of the subdivision plat for the area for signature and recording by the City, or (ii) the time of submission by the property owner to the City Engineer of construction plans for the construction of improvements on any portion of the owner’s property to be served by the connection to the Public Improvements. For properties located

north of Interstate 80 currently located outside of the City limits, the connection fee will become due and payable in accordance with this chapter upon annexation and platting or connection to the wastewater system as provided above. As of June 1, 2011, the connection fee payable for each specific use is described on Exhibit "B" on file at City Hall. Said connection fee will be adjusted annually based upon the interest rate the City is paying for Series INSERT BOND NUMBER AND SERIES LETTER bonds to fund the Project Improvements. Said adjusted connection fee shall be kept on file for public inspection by the City Clerk.

100.04 PRIVATE SYSTEMS. Property owners within the District are not mandated to connect to the Wastewater System Utility if they currently have a properly operating private wastewater system. If a property owner's private wastewater system fails as determined by guidelines previously established by the City Engineer and the public wastewater system is located within 200 feet of said property, then the property owner will be required to connect to the City Water System.

100.05 OTHER COSTS. The connection fee imposed by this chapter is in addition to, and not in lieu of, any other fees for connection required under the other provisions of this Code of Ordinances. The property owner paying a connection fee will be responsible for the full cost of providing any necessary sanitary sewer main extensions or service lines from private property improvements or buildings to the public mains and extensions being constructed as part of the Public Improvements.

100.06 NONPAYMENT. In the event a connection is made to the Municipal Wastewater System without payment of the connection fee set forth in this chapter, the City shall disconnect such service until such times as the property owner has paid the required connection fee. In addition, the City may pursue any additional remedy provided by law.

100.07 USE OF PROCEEDS. The connection fees collected by the City under this chapter shall be used only for the purpose of operating the Municipal Wastewater System Utility, or paying the debt service on obligations issued to finance the Public Improvements.

100.08 INTERPRETATION. The provisions of this chapter are intended and shall be construed so as to fully implement the provisions of Section 384.84(3) of the Code of Iowa. In the event that any provision of this chapter is determined to be contrary to law, it shall not affect other provisions or application of this chapter which shall at all times be construed to fully invoke

the provisions of Section 384.84(3) of the Code of Iowa with reference to the assessment and collection of the connection fees provided herein.

(Chapter 100 – Ord. 680 – Feb. 13 Supp.)

EXHIBIT A

City of West Branch
Building Incentive Program
Effective May 4, 2015
Amended May 1, 2017 and April 1, 2019

1. Eligible Homes – Single Family (R-1) or Zero Lot (R-2) homes built after May 4, 2015. Multi-family homes (R-3) are not eligible for the incentive.
2. **Building Permit Fees Include:**
 - a. Plan Review, Inspections, Issuance \$1000.00
 - b. Water & Sewer Connection Fee \$804.00
 - c. Water meter & reading device \$300.00

\$2104.00 **
3. Homeowners: upon issuance of a Certificate of Occupancy permit, homeowners are eligible to receive a 100% rebate on the City of West Branch’s general fund tax levy (this does not include property taxes for other taxable entities). The rebate will be payable semi-annually when the homeowner provides a receipt to the City of West Branch’s Finance Officer for verification of taxes paid. The rebate will be available for five calendar years from the date of the Certificate of Occupancy. The total rebate may not exceed \$5000. Rebates are transferrable to the new owner if within the applicable rebate timeframe.
4. The receipt provided to the City of West Branch for rebate must be received by the City within one year of paying the property taxes along with a copy of your tax statement form Cedar County.
5. The incentives above are provided only to the **first thirty (30) qualifying** homes built in a calendar year.

**Recording fees and engineer site plan review fees will be billed as incurred.

RESOLUTION 1782

RESOLUTION AMENDING THE CITY OF WEST BRANCH HOUSING INCENTIVE PROGRAM.

WHEREAS, the City of West Branch approved the Housing Incentive Program with the passage of Resolution 1300 on May 4, 2015 which expired as of June 30, 2017; and

WHEREAS, the City of West Branch amended the Housing Incentive Program with the passage of Resolution 1606 on May 1st, 2017 which is now set to expire on June 30, 2019.

WHEREAS, the City Council of West Branch has deemed it desirable to continue attracting residents to construct new homes in the City of West Branch; and

WHEREAS, the City Council wishes to amend and extend the Housing Incentive Program to homeowners/entities whose new homes qualify under the program until June 30, 2021; and

WHEREAS, the City Council of West Branch has deemed that the program is to be amended to include the following conditions listed on Exhibit A;

WHEREAS, it is now necessary to approve said amendments to the program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Branch, Iowa, that the “City of West Branch Housing Incentive Program”, approved on May 4, 2015 is hereby amended by the approval of Exhibit A effective April 1, 2019:

BE IT FURTHER RESOLVED, that the Housing Incentive program is hereby amended and extended to June 30, 2021.

Passed and approved this 19th day of February, 2019.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	February 19, 2019
AGENDA ITEM:	Resolution 1783 – A Resolution Accepting the City Administrator’s Recommended Budget and Ordering A Notice of Hearing for March 4, 2019 to Adopt the FY 2019-2020 Budget.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon R. Edgar, Finance Director
DATE:	January 27, 2019

BACKGROUND:

Staff has prepared a proposed operating budget for the 2019-2020 fiscal that begins on July 1st. The proposed budget includes a property tax levy of \$13.087 per \$1,000 of taxable valuation, which is slightly less than last year’s levy of \$13.092.

The required process for adopting the Annual Budget requires publication of the proposed Budget and a Public Hearing to be held prior to its adoption. The Resolution calls for the Public Hearing to be held at a City Council Meeting on March 4th, 2019. Adoption of the Budget would also take place at that meeting, consistent with the State deadline of March 15th.

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

"Turning Vision into Reality is our Business"

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2019 - ENDING JUNE 30, 2020

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at 110 N. Poplar St., West Branch, IA

on 3/4/2019 at 7:00 p.m.

(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 13.08686

The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

319-643-5888

phone number

Redmond Jones II

City Clerk/Finance Officer's NAME

		Budget FY 2020	Re-estimated FY 2019	Actual FY 2018
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,795,597	1,738,000	1,631,622
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,795,597	1,738,000	1,631,622
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	461,222	406,058	249,972
Other City Taxes	6	255,907	217,000	246,156
Licenses & Permits	7	35,500	45,000	34,538
Use of Money and Property	8	29,150	32,000	63,664
Intergovernmental	9	1,100,951	1,036,753	673,336
Charges for Fees & Service	10	1,110,620	1,093,000	1,095,909
Special Assessments	11	0	0	0
Miscellaneous	12	43,900	32,000	172,119
Other Financing Sources	13	500,000	165,000	4,242,527
Transfers In	14	1,253,936	1,020,642	1,466,375
Total Revenues and Other Sources	15	6,586,783	5,785,453	9,876,218
Expenditures & Other Financing Uses				
Public Safety	16	837,894	755,700	1,294,638
Public Works	17	422,219	403,000	395,374
Health and Social Services	18	0	0	0
Culture and Recreation	19	677,375	654,700	643,394
Community and Economic Development	20	132,978	67,000	52,657
General Government	21	188,286	188,000	200,911
Debt Service	22	1,000,885	1,072,500	681,872
Capital Projects	23	1,969,360	3,098,826	1,629,485
Total Government Activities Expenditures	24	5,228,997	6,239,726	4,898,331
Business Type / Enterprises	25	775,005	754,000	794,964
Total ALL Expenditures	26	6,004,002	6,993,726	5,693,295
Transfers Out	27	1,253,936	1,020,642	1,466,375
Total ALL Expenditures/Transfers Out	28	7,257,938	8,014,368	7,159,670
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-671,155	-2,228,915	2,716,548
Beginning Fund Balance July 1	30	3,085,796	5,314,711	2,598,163
Ending Fund Balance June 30	31	2,414,641	3,085,796	5,314,711

RESOLUTION 1783

**A RESOLUTION ACCEPTING THE CITY ADMINISTRATOR'S
RECOMMENDED BUDGET AND ORDERING A NOTICE OF HEARING FOR
MARCH 4, 2019 TO ADOPT THE FY 2019-2020 BUDGET.**

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

The proposed fiscal year 2019-2020 annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is accepted and a public hearing is set for March 4, 2019.

Passed and approved the 19th day of February 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk