



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY NOVEMBER 4, 2019 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

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

**Please note:** *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.*

**AGENDA**

**A. Call to Order**

**B. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

**G. Roll Call**

**D. Guest Speaker, Presentations and Proclamations**

1. Update regarding the National Able Network and their Senior Community Service Employment Program (SCSEP) – Presented by Eric West, Career Services Coach.
2. Update regarding the Capital Improvement Reserve Levy – Presented by Redmond Jones II, City Administrator.
3. West Branch Public Library 2019 Annual Report - Presented by Nick Shimmin, Public Library / IT Director.

**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.*

**F. Approve Agenda / Consent Agenda / Move to Action**

*Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion.*

*"Turning Vision into Reality is our Business"*

1. **Motion to Approve** Meeting Minutes for City Council Meeting October 21, 2019.
2. **Motion to Approve** the Claims Report.

**G. Public Hearing / Non-Consent Agenda**

1. **Second Reading of Ordinance 768** Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”.
2. **Second Reading of Ordinance 769** Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”.
3. **First Reading of Ordinance 770** Amending Title “Animal Protection and Control” Chapter 55.22 “Licensing”.
4. **Discussion Item:** Regarding Shared Purchase of a Batwing Mower between the City of West Branch and the West Branch Community School District.
5. **Discussion Item:** Regarding Debt Financing for the remaining non-participating portions of College Street Bridge.
6. **Motion to Set a Date** for City Council Goal and Objective Setting Meeting.
7. **Discussion Item:** Strategy for Incremental Sewer Rate Increase over the next 3 years in preparation for the new wastewater treatment process.

**H. Reports**

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

**I. Comments from Mayor and Council Members**

**J. Adjournment**

*"Turning Vision into Reality is our Business"*



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Presentation Item:</b> Update regarding the National Able Network and their Senior Community Service Employment Program (SCSEP).
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Eric West, Career Services Coach with SCSEP
<b>DATE:</b>	October 29, 2019

**BACKGROUND:**

The Senior Community Service Employment Program (SCSEP) is a community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed seniors looking to re-enter the workforce.

SCSEP participants gain work experience in a variety of community service activities at non-profit and public facilities, including schools, hospitals, day-care centers, government agencies and senior centers. The program provides community service hours to public and non-profit agencies, allowing them to enhance and provide needed services. Participants work 20 hours a week and are paid state or local minimum wage with State and Federal funds- making this opportunity FREE and of no cost to you. This training serves as a bridge to unsubsidized employment opportunities for participants.

We are looking to expand our partnerships within the community to be able to maximize training opportunities for seniors in your communities. Applicants come with valuable experience, determination and dedication. I am reaching out to you in hopes that we are able to form a partnership that may assist you in providing the necessary staff to your organization, and job skills training to a senior that is looking to return to the work force. Making it a win-win situation for all! Please consider the program and feel free to contact me at your convenience.

*The City hopes to train a program participant to help out in the Administration Office.*

<b>STAFF RECOMMENDATION:</b>	Accept / Discuss the Presentation – No Action Needed
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



# ATTENTION SENIORS

Are you 55 years old or better?

Do you want to earn while you learn  
working at an agency near your home?

Are you willing to improve your  
job skills and learn new ones?

**SCSEP CAN HELP!**

**Contact your local representative directly!**  
**Eric West | 563.459.9374**

**SCSEP**

SENIOR COMMUNITY SERVICE  
EMPLOYMENT PROGRAM

TOLL FREE: **855.994.8300**

**able!**

National Able Network®

[www.nationalable.org](http://www.nationalable.org)



The Senior Community Service Employment Program is funded by a U.S. Department of Labor Grant administered by National Able Network, Inc. We follow the principles of Equal Employment Opportunity in all aspects of employment, including recruitment and hiring, compensation, benefits, training, promotion, discipline, and all other terms and conditions of employment. It is the intent of Able to follow the letter and spirit of local, state, and federal laws governing Equal Employment Opportunity. Auxiliary aids and services are available upon request to individuals with disabilities.



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Presentation Item:</b> Considering placing a public measure on the November Ballot to establish a Capital Improvement Reserve Levy (intended to maintain overall tax rate).
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

As presented in Iowa State Code 384.7 entitled “Capital Improvement Fund”; A City may establish a capital improvement reserve fund, and may certify taxes not to exceed sixty-seven and one-half cents per thousand dollars of taxable value each year to be levied for the fund for the purpose of accumulating moneys for the financing of specified capital improvements, or carrying out a specific capital improvement plan.

With the heavy investment the city has made with regard to its parks and infrastructure it has reached high levels in our overall debt capacity. The city has been aggressively pursuing retiring this debt. Establishing a Capital Improvement Reserve Levy would allow the city to maintain state allowable levy levels that are currently servicing today’s debt levels, and accumulate a portion of the levy not consumed by our debt service in a capital improvement reserve. As we pay down our debt levels we could maintain our current overall debt service levels and apply the levy not directly applied for debt service needs into a Capital Improvement Reserve.

In the long run this will give the city the benefit to fund smaller capital improvement project (such as downtown streetscaping, trails and/or sidewalk projects) without going out for expensive financing or bond issues that could have restrictions as to the use of funds. In time, this measure could allow capital equipment replacements (such as Police, Parks, and Public Works vehicle replacement) without placing demands on general fund which could result in peaks and valleys in the city’s tax rate. In other words, this ability would be a stabilizing factor that would assist an even or stable tax rate.

<b>STAFF RECOMMENDATION:</b>	Accept / Discuss the Presentation – No Action Needed
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



## FACT SHEET

### *1. What will the ballot say (November 5<sup>th</sup>)?*

City of West Branch

Public Measure

“Shall the City of West Branch, Iowa, establish a perpetual capital improvement fund levy in an amount not to exceed sixty-seven and one-half cents per thousand dollars of taxable value per year of the purpose of funding specific capital improvement projects, or other expenditures as allowed by law, to be designed from time to time by the City Council of the City of West Branch, Iowa as provided by Iowa Code Section 384.7”.

### *2. If the City of West Branch Implements a Capital Improvement Levy; how will it be used?*

Per Iowa Code Section 384.7, the levy can only be used for the purpose of accumulating moneys for the financing of specified capital improvements, or carrying out a specific capital improvement plan.

### *3. Ballot Vote Requires 50% + 1 majority to be implemented and the Levy can be Adjusted each Year during “Budget” by the City Council.*

### *4. A Petition can be filed to remove the Levy if no Longer Wanted.*

### *5. The Levy would allow the City to decrease the debt service levy over time by selling less general obligation bonds contributing to relatively stable tax rates.*

### *6. West Branch has practiced prudent financial restraint over recent years. At a Tax Rate of **13.08686** West Branch has one of the lowest City Tax rates in the state among cities of similar population.*

See cities of 2,100 – 2,500

Postville (15.47549)

**Hudson (11.40019)**

Jesup (14.42513)

West Union (15.20468)

**Bellevue (11.99056)**

**Mitchellville (9.4547)**

**Hull (11.98396)**

Lake Mills (13.55026)

Wilton (14.20697)

Audubon (22.71926)

La Porte City (15.88688)

Lamoni (16.64803)

Ida Grove (13.42649)

**FairFax (8.10000)**

Sac City (19.71405)

Toledo (17.33236)

Belmond (17.11978)

Durant (14.67377)

Belle Plaine (16.38748)

Madrid (19.39631)

Cascade (9.00070)

Marengo (15.92734)

Rock Rapids (16.66248)

Hawarden (14.59156)

**Kalona (10.72373)**

West Liberty (15.31415)

*"Turning Vision into Reality is our Business"*

# What You Need To Know About the Capital Improvement Reserve Levy

*“City asking voters to hold tax rate steady”*



- West Branch Times August 8, 2019

**Will this levy increase my tax rate?**

No. Right now, the city’s tax rate is \$13.09 per 1,000 of taxable value and it is intended to continue at this rate.

The Capital Improvement Reserve Levy would allow the City to keep the tax rate steady, even if it would

normally decrease over time while the city pays of debt.

The money previously paid for debt service would now go into a Capital Improvement Fund.

This Fund would be used like a savings account that could pay for things like

sidewalks, road repairs or downtown improvements.

**How do I know the City will use the funds for capital Improvements?**

Per Iowa Code Section 384.7 the levy can only be used for the purpose

of accumulating moneys for the financing of capital improvements, or carrying out projects specified in the City’s Capital improvement Plan.

**Can the levy be adjusted?**

Yes. Each year during the Budget process.

## What will the ballot Say?

City of West Branch

Public Measure

“Shall the City of West Branch, Iowa, establish a perpetual capital improvement fund levy in an amount not to exceed sixty-seven and one-half cents per thousand dollars of taxable value per year of the purpose of funding specific capital improvement projects, or other expenditures as allowed by law, to be designed from time to time by the City Council of the City of West Branch, Iowa as provided by Iowa Code Section 384.7”.

“The levy would allow the City to decrease its need for expensive general obligation bonding for capital projects. Avoiding, finance charges, attorney fees, and the financial advisor expenses related to selling general obligation bonds. Instead we would plan, approve, and use funds from our own reserve fund.”

- City Administrator, Redmond Jones II



110 N. Poplar St., P.O. Box 218  
West Branch, IA 52358

US Postage

Address

Should you have further questions, please feel free to call City Administration at (319) 643-5888 x15.



**REQUEST FOR COUNCIL CONSIDERATION**

**MEETING DATE:** November 4, 2019

<b>AGENDA ITEM:</b>	<b>Presentation Item:</b> of the West Branch Public Library FY2019 Annual Report
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Nick Shimmin, Library/IT Director
<b>DATE:</b>	August 25, 2017

**BACKGROUND:**

According to chapter 22.09 of the code of ordinances, the library is required to provide annually a report which contains statements as to the condition of the library, number of items added, circulation, and finances. I will be providing our annual report to the council at the meeting both in terms of the physical document created for this purpose but also with additional information that doesn't generally fit easily into the document as a whole.

**STAFF RECOMMENDATION:** Discussion and Feedback – No Action Needed

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

*"Turning Vision into Reality is our Business"*



# ANNUAL REPORT

West Branch Public Library Annual Report for Fiscal Year 2019

October 2019

## Welcome

Welcome to the Annual Report of the West Branch Public Library for 2019 fiscal year. This past year saw a lot of interesting activities and changes, most of which stemming from the input received from our community as part of creating the library's new strategic plan, the main points of which are included on the right.

To provide a welcoming place, the library became fine-free, largely removed borrowing restrictions, allowed people to use library computer and internet more easily, and made several major building improvements to help make sure it was cleaner and more accessible.

The library has been working to expand a wide variety of programming topics for all ages to satisfy the curiosity of all ages. In the past year, there have been crafting events and classes, authors, ghost hunters, paint-alongs, and community gathering events. We will continue to expand on this throughout the coming years!

To help connect people to the community, in the past year, the library has taken its programming and services outward into the community, working more with other groups and businesses more, published the first of many community newsletters, and have been present at community activities like Farmer's Markets and community celebrations.

We plan to continue further work on the plan and will have more changes coming over the next two years!

## SATISFY YOUR CURIOSITY



- Learn, grown, and have fun at the library
- Understand more about your money and finances

## KNOW YOUR COMMUNITY



- Know more about what goes on in with local groups, service groups, and activities
- Get non-biased information on local issues
- See a positive image of our community

## VISIT A COMFORTABLE PLACE



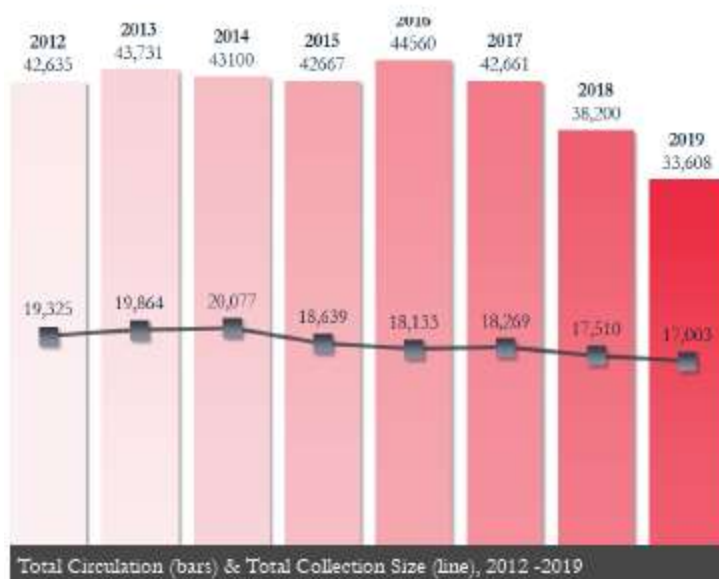
- Experience positive interactions and a barrier-free environment
- Find welcoming spaces for all your library uses
- Enjoy outdoor amenities and green spaces



Summer Reading Kicks off with a party and we paint along with the PBS guru.

## In the Report

Welcome	1
Circulation & Collection Size	2
Ebooks	2
Summer Library Program	3
Programming	3
Financial Information	4
Library Visits	4
About this Report	4

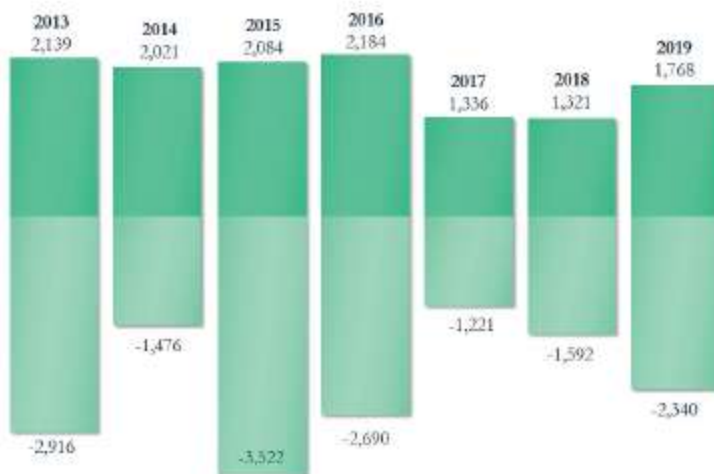


Total Circulation (bars) & Total Collection Size (line), 2012 -2019

### Circulation & Collection Size

2019 saw an additional move away from the library's physical collection towards other library services. Electronic books, detailed to the right, continue to make an impact on library collections. For many years, a booming circulation in DVDs also served to grow circulation which has dropped off due to the rise in popularity of streaming services.

As outlined in the prior page, the library's focus continues to shift from primarily being a provider of reading material to be a place for people to gather, for people to find help and information, and for a place to help provide entertainment and a variety of learning opportunities, and to bring one another together.



Numbers of items added and removed from the collection, 2013-2019

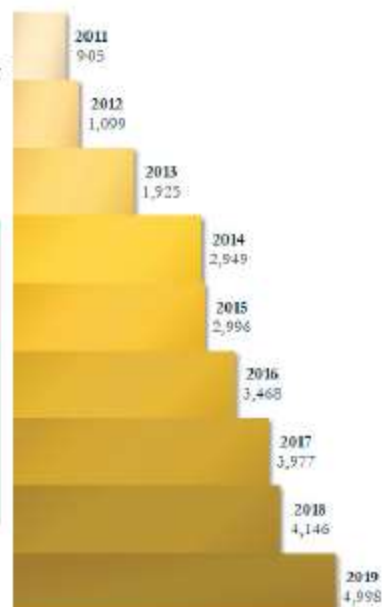
### Electronic Items

Members of the West Branch Community continue to use more and more of the library's electronic items through Bridges, the state-wide ebook and electronic audiobook consortium.

The electronic collection now holds almost 50,000 electronic books and 22,000 downloadable audiobooks. Even so, these titles are so popular that many items have extensive waiting lists to use them.

As the electronic collection is able to be so broad and unrestrained by library hours, the use of electronic items has continued to jump an additional 21% this year and now make up over 15% of the library's total circulation.

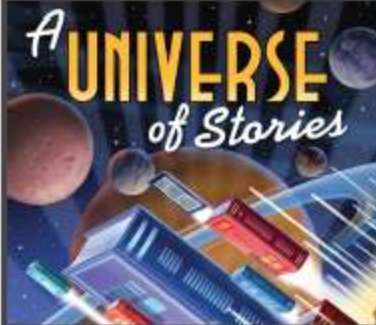
Effects of this shift include the library needing fewer physical copies and funding being shifted towards electronic items. The electronic editions often cost significantly more than their physical counterparts, though don't suffer from the wear that physical copies are subject to.



eBook & eAudiobook use, 2011 - 2019



**Summer Library Program**  
 The 2019 Summer Library Program was entitled, "A Universe of Stories" which gave us the fun of tour through the solar system and beyond!



Special events in 2019 included making galaxy slime, launching model rockets, learning about using senses to explore the universe with the Iowa Library for the Blind and Physically Handicapped, and experience making, holding, and hearing comets!

This year, the library returned to offering coins for prizes, a popular offering in past years that had been swapped for bingo cards. In the effort to teach financial literacy to youth, prize coins returned, allowing youth to save up for bigger prizes or spend now for smaller, but immediate rewards. Adults and teens continued to learn a variety of new, space-themed topics to complete bingo cards and win rewards!

We hope to see you in 2020 for legends, fantasy, mythology, and fairy tales through "Imagine Your Story."



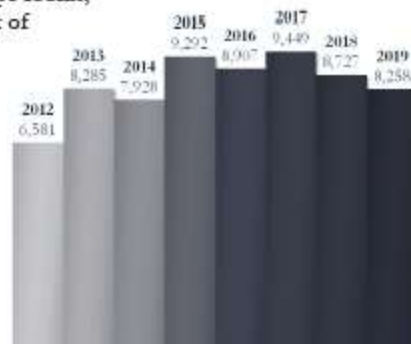
Summer Registrations, 2013 - 2019



Youth of all ages enjoy building with the library Legos!

**Programming**

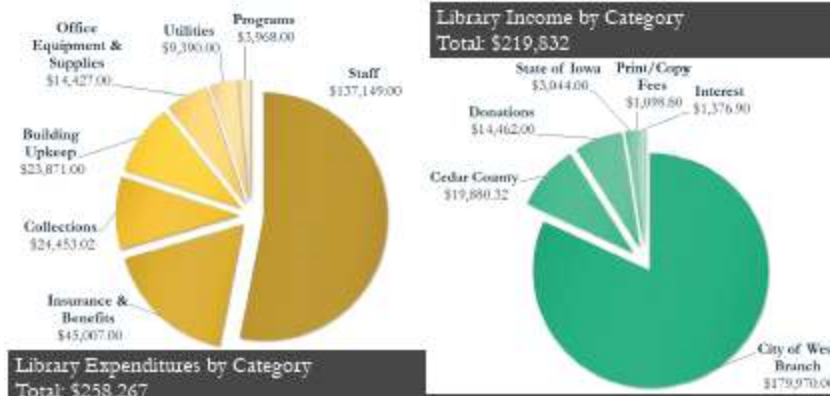
Events and programs at the library continue to be one of the most sought-after services provided at the library. The community has expressed direct interest in library programming by selecting "Learn, grow, and have fun at the library" as part of the new strategic plan. Through the year, the library held 368 programs or events, more than one per day. Youth continue to be a strong focus with afterschool events on Wednesdays during school, storytimes on Tuesdays and Fridays, movie nights, and special presenters. Teens have held book discussions, played games, completed escape rooms, and completed a huge number of crafts. We also never want to forget the adult population who gather at the library to watch movies, play games, create home decor, and learn new skills. While overall program attendance dipped slightly, the WBPL still has an astounding turnout which is around 400% larger than other libraries of a relatively similar size.



Programming attendance, 2012 - 2019

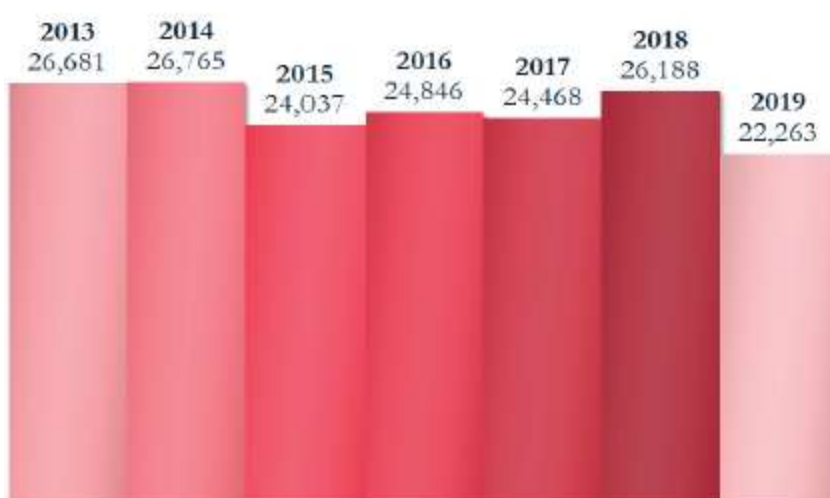
**Financial Information**

The general overview for the library's finances through the fiscal year are below. This year, the library received several memorials increasing the cost of "Building Upkeep" expenditures as well as "Donations" income. This year, the library became fine free so no income is included as fines. Donations received for late items is included in the donations category. Otherwise, there is little of note with financial details as they have remained similar for several years. It is also important to note that total income and expenditures are not intended to match as some expenditures are paid from non-library funds and various grant or donation projects cross multiple years.



**Library Visits**

As indicated below, the total number of visitors to the library was lower than over the past few years. This tends to result from several different areas. After-school crowds tend to be smaller than in past years which is one of the largest sources of routine visitors and thus the smaller overall visitors. There were a few less program attendees which also directly drops the visitor count by that many people. Lastly, electronic books are far more convenient for their availability outside of the library and library hours, but the rise in their use does in some small amount, create a decrease in overall library visits.



**About this Report**

The library's annual report has been prepared by Nick Shimmin  
Library Director  
PO Box 460  
West Branch, IA 52358  
(319)643-2633

staff@wbpl.org

visit us on the web at  
wbpl.org

The library would like to thank all of the people that make the West Branch Public Library possible in FY2019:

Library Board of Trustees

- Monica Tylee
- Michael Sexton
- Kristin Nalan
- Karina Krall
- Lizabeth Osborne
- Jim Farmer
- Jan Jacobson

Friends of the Library Board

- Sarah Hetrick
- Jennie Embree
- Liz Hernandez
- Shari Heick
- Lisa Nelson
- Kim Linn

Staff

- Nick Shimmin
- Jessica Schafer
- Isolda Page
- Katrina Korsmo

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

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**October 21, 2019  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Jordan Ellyson were present. Brian Pierce was absent. Laughlin welcomed the audience and the following City staff: Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Public Works Director Matt Goodale, Police Chief Mike Horihan, City Attorney Kevin Olson and City Engineer Dave Schechinger,

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

Safety Committee Update (Jose Gongora) – presented current and past activities of the Safety Committee which consists of City staff and fire department personnel. Gongora said a new topic is discussed each month and safety protocols are put into place for all areas identified where improvements can be made. Gongora also mentioned that since the safety program had started, the City’s workman’s compensation premiums have gone down each year and stated the program would continue indefinitely.

**PUBLIC COMMENT**

Mary McGee, West Branch resident informed the Council of personal safety issues she is experiencing. Police Chief Horihan said he was investigating her allegations.

Horihan provided additional updates to the Council regarding golf cart operation, Halloween safety tips and recent phone scams. Horihan said communication has been placed on the West Branch Police Department website as well as in the West Branch Times. Horihan also reported on a recent high-speed chase through Cedar County which again closed I-80 and directed traffic through West Branch. Horihan said he would be taking with IDOT to see if something could be done to re-route traffic away from Main Street.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION**

- Motion to approve the minutes for City Council Meeting October 7, 2019
- Resolution 1845 – Resolution of Support and Financial Commitment for the Main Street Program
- Motion to approve Pay Estimate # 6 for the College Street Bridge Project
- Motion to approve the Claims Report

October claims paid and September revenue

EXPENDITURES	10/21/2019	
AERO RENTAL INC	EQUIPMENT RENTAL	627.00
ALLIANT ENERGY	ALLIANT ENERGY	12,595.56
ALTORFER INC	VEHICLE REPAIR PARTS	6.85
AMAZON	BOOKS, OFFICE & MAINT SUPPLIES	829.39
BAKER & TAYLOR INC.	BOOKS	1,006.06
BANKERS ADVERTISING COMPANY	OFFICE SUPPLIES	20.58
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	34.05
BEAN & BEAN	GRAVE OPENINGS	2,200.00
BRICK, LESLIE	MILEAGE	85.08
CAJ ENTERPRISES INC	ROCK	241.29
CEDAR COUNTY RECORDER	RECORDING FEES	48.00
CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	18.54
CONLEY & JENNA NASH	BUILDING INCENTIVE PAYMENT	1,064.80
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	23.20
CY'S TREE SERVICE	TREE TRIMMING	2,575.00
D&R PEST CONTROL	PEST CONTROL	70.00
DAN'S OVERHEAD DOORS & MOR	BUILDING MAINTENANCE	493.75
DEWEYS JACK & JILL	LIB & PARK PROGRAM SUPPLIES	59.56

ENVIRONMENTAL MANAGEMENT SERVICES	ASBESTOS REMOVAL	890.00
FEHR GRAHAM	308 PV PARK CONST SERVICES	1,908.00
FELD FIRE EQUIPMENT CO. INC	SUPPLIES & UNIFORMS	1,728.00
HARRY'S CUSTOM TROPHIES LT	PARTICIPANT RIBBONS	180.00
HD CLINE COMPANY	LAWN MOWER BAGGER	3,581.48
HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	503.08
HOLLYWOOD GRAPHICS	JERSEYS	1,887.00
HOSPERS & BROTHER PRINTERS	OFFICE SUPPLIES	202.25
ICAD GROUP	DUES	2,750.00
IOWA CODIFICATION INC	CODIFICATION SERVICES-PHASE 1	1,500.00
IOWA DEPARTMENT OF NATURAL	2020 ANNUAL WATER USE FEE	95.00
JOHNSON COUNTY REFUSE INC.	RECYCLING SEPTEMBER	4,018.50
KIECK'S CAREER APPAREL & UNIFORMS	UNIFORMS	119.05
LINN COUNTY R.E.C.	STREET LIGHTS	148.12
LYNCH, RYAN OR LINDSEY	BUILDING INCENTIVE PAYMENT	1,917.47
MARTIN P GILLESPIE	BUILDING INCENTIVE PROGRAM	847.03
MENARDS	SUPPLIES	138.45
MIDLAND GIS SOLUTIONS, LLC	INTEGRITY GIS WEBSITE HOSTING	3,600.00
MISCELLANEOUS VENDOR	VIRTUAL ADV STUDIOS: VENDOR REFUND	50.00
OASIS ELECTRIC LLC	BUILDING MAINTENANCE	563.68
OLSON, KEVIN D	LEGAL SERVICES - OCTOBER, 2019	1,500.00
PITNEY BOWES PURCHASE POWER	PITNEY BOWES PURCHASE POWER	500.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	90.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	970.00
QUILL CORP	OFFICE SUPPLIES	246.35
RIVER PRODUCTS COMPANY INC	ROADSTONE	319.42
SEYDEL, RANDY AND LINDSAY	BUILDING INCENTIVE PAYMENT	2,777.96
SHIMMIN, NICK	REGISTRATION	45.00
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
UPS	SHIPPING	22.82
US BANK EQUIPMENT FINANCE	COPIER LEASE PAYMENT	106.25
WALMART COMMUNITY/RFCSELLC	DVDS, PROGRAM SUPPLIES	301.71
WATER SOLUTIONS UNLIMITED	CHEMICALS	1,956.06
WEST BRANCH COMMUNITY SCHOOL	TRANSPORTATION-PARK & REC PROGRAMS	1,982.47
WEST BRANCH FORD	VEHICLE REPAIR	1,190.49
WEST BRANCH TIMES	LEGAL PUBLICATIONS & ADVERTISIG	456.86
WEX BANK	VEHICLE FUEL	1,851.30
TOTAL		62,968.51
PAYROLL	10/18/2019	55,107.29
<u>PAID BETWEEN MEETINGS</u>		
UPS	SHIPPING	22.82
WESTGARD WOODWORKS	DEPOSIT ON DOOR INSTALLATION	2,200.00
TOTAL		2,222.82
GRAND TOTAL EXPENDITURES		120,298.62
FUND TOTALS		
001 GENERAL FUND	54,203.70	
022 CIVIC CENTER	3,278.03	
031 LIBRARY	10,201.45	
110 ROAD USE TAX	6,555.46	
112 TRUST AND AGENCY	12,185.80	
308 PARK IMP - PEDERSEN VALLEY	5,408.00	
312 DOWNTOWN EAST REDEVELOPMENT	890.00	
600 WATER FUND	15,137.07	
610 SEWER FUND	12,439.11	
GRAND TOTAL	120,298.62	
REVENUE-FISCAL YEAR 2020		
FUND SEPTEMBER		
001 GENERAL FUND	133,278.92	
022 CIVIC CENTER	1,637.90	
031 LIBRARY	607.98	
036 TORT LIABILITY	4,416.91	
110 ROAD USE TAX	33,362.33	



112 TRUST & AGENCY	25,191.47
119 EMERGENCY TAX FUND	3,545.91
121 LOCAL OPTION SALES TAX	18,301.74
125 TIF	22,874.92
226 DEBT SERVICE	30,941.93
310 COLLEGE ST BRIDGE REPLACEMENT	266,182.82
500 CEMETERY PERPETUAL FUND	586.25
501 KROUTH PRINCIPAL FUND	383.18
502 KROUTH INTEREST FUND	88.64
600 WATER FUND	53,069.91
610 SEWER FUND	37,889.52
740 STORM WATER UTILITY	5,202.10
TOTAL	637,562.43

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

### **PUBLIC HEARING / NON-CONSENT AGENDA**

#### Discussion: Hoover's Hometown Days 2019 and 2020.

Laughlin said the planning committee had met to review this year's event and it was noted that attendance was down from previous years and said they felt that the event lacked advertising. Laughlin suggested that advertising budget dollars be considered. Others comments were suggestions of moving the Main Street stage closer to the Fire Station and compacting the event to help with the number of road closures and crowd control. Laughlin said the committee welcomes and ideas for 2020. Stoolman suggested that the event incorporate new activities and events to keep the event 'fresh'. Ellyson supported the idea changing the layout.

#### Resolution 1846 – Approving Change Order #5 in the amount of \$2,424.00 for the College Street Bridge Replacement Project. / Move to action.

Schechinger explained that an additional storm sewer and intake was required to provide adequate drainage on the Fobian property which is the result of this change order. The Council had no objections.

Motion by Miller, second by Goodweiler to approve the Resolution 1846. AYES: Miller, Goodweiler, Ellyson, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

#### Resolution 1847 – Approving Change Order #6 in the amount of \$11,738.98 for the College Street Bridge Replacement Project. / Move to action.

Schechinger explained that the change order includes a relocation of a water service due to a conflict with a storm intake along East College Street, an air release valve required to ensure there is not a hammer lock affect in the 12" water main that is routed over the 24" storm sewer and that soil beneath the roadway had been found to be unsuitable to reach compaction specifications. The Council had no objections for the change order.

Motion by Miller, second by Goodweiler to approve the Resolution 1847. AYES: Miller, Goodweiler, Stoolman, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

#### First Reading of Ordinance 768 Amending Title "Traffic and Vehicles" Chapter 65 "Stop or Yield Required". / Move to action.

Horihan had previously addressed his concerns to the Council regarding the need for stop signs and new streets in The Meadows, Part 4A. This ordinance includes adding stop signs at the south end of Dawson Drive where it intersects with West Main Street and adds a four-way stop to the intersection of Dawson Drive and West Orange Street.

Motion by Goodweiler, second by Stoolman to approve the first reading of Ordinance 768. AYES: Goodweiler, Stoolman, Miller, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

#### First Reading of Ordinance 769 Amending Title "Traffic and Vehicles" Chapter 69 "Parking Regulations". / Move to action.

Horihan had previously addressed resident concerns with parking along the curve of Hilltop Drive. This ordinance will limit parking along this stretch of Hilltop Drive to provide additional sight and safety concerns. Motion by Goodweiler, second by Stoolman to approve the first reading of Ordinance 769. AYES: Goodweiler, Stoolman, Ellyson, Miller. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1848 – Approving the Submission of the City of West Branch 2018 -2019 Annual Finance Report to the State Auditor’s Office. / Move to action.

Motion by Miller, second by Ellyson to approve the Resolution 1848. AYES: Miller, Ellyson, Stoolman, Goodweiler. Absent: Pierce. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT**

Absent.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

Edgar said he is working with a couple of brokers for health insurance quotes. Goodale asked who would be winterizing Cubby Park if

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said he attended a Lower Cedar Watershed Association meeting and learned that the group recently received a one hundred thousand dollar grant from the DNR. The grant monies will be used to create a website and educational materials along with hiring a consultant. Laughlin said this group also solicits donations from cities to fund grants for other cities. Laughlin also reported that the newly formed Nuisance Committee met to discuss next steps for addressing nuisances within the City. Laughlin said he was not pleased with the weeds and lack of grass at Cubby Park. Goodale stated that if the park was not accepted at the next City Council meeting, then Needham would need to be responsible for winterizing the concession stand, restrooms and irrigation system.

Goodweiler questioned if the Gaskill family was contacted again regarding the property needed for flood mitigation. Schechinger said he did meet with the family and shared the USGS report and said he felt the Gaskill’s showed interest in the project.

**ADJOURNMENT**

Motion to adjourn by Ellyson, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:44 p.m.

---

Colton Miller, Mayor Pro Tem

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> November 4, 2019
---------------------------------------

<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

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

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

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

## EXPENDITURES

11/4/2019

BROWN'S WEST BRANCH	VEHICLE REPAIR	269.23
CASEYS GENERAL STORE	TIF REBATE BALANCE DUE	8,241.62
CATHERINE STEEN	UNIFORMS	149.85
CEDAR COUNTY PUBLIC HEALTH	FLU SHOT	30.00
CJ COOPER & ASSOCIATES	DRUG TESTING	35.00
CROELL, INC.	CONCRETE-DOWNEY SIDEWALK	1,367.25
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	50.15
HAWKINS INC	CHEMICALS	655.50
HD CLINE COMPANY	MOWER BLADES	162.96
HOLIDAY INN DES MOINES AIR	LODGING	201.60
IMWCA	IMWCA	2,097.00
IOWA NARCOTICS OFFICERS' A	MEMBERSHIP DUES	25.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	110.70
JOHN DEERE FINANCIAL	TRUCK MOD, MINOR EQUIP, UNIFOR	2,137.37
JOHNSON COUNTY REFUSE INC.	LANDFILL-FALL CLEANUP	631.10
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,291.98
LYNCH'S EXCAVATING INC	REPLACE FIRE HYD AT FIRE STATI	13,328.65
LYNCH'S PLUMBING INC	BUILDING MAINTENANCE	667.85
MENARDS	SUPPLIES	773.29
MISCELLANEOUS VENDOR	TRAVIS SPRAT:REFUND E SPRATT	55.00
MOORE'S WELDING INC	TRUCK MODIFICATIONS	773.95
PLUNKETT'S PEST CONTROL IN	PEST CONTROL CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE-CEMETERY	90.00
QUILL CORP	OFFICE SUPPLIES	55.98
SCOTT M THOMA	BUILDING INCENTIVE PAYMENT	1,132.60
SENSUS USA	SOFTWARE SUPPORT	1,949.94
SHRED-IT USA	DOCUMENT DESTRUCTION	53.69
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
STOP STICK LTD	SUPPLIES	223.00
TOYNES IA. FIRE TRK.SERV	MAINTENANCE SERVICE	1,379.00
USA BLUE BOOK	SUPPLIES	286.14
VEENSTRA & KIMM INC.	ZONING MAP UPDATES	25,686.97
WENDLING QUARRIES INC	ROCK	588.40
WEST BRANCH REPAIRS	VEHICLE REPAIR	630.32
<b>TOTAL</b>		<b>65,470.27</b>
<b>PAYROLL</b>	<b>SICK TIME PAY OUT 10/18/2019</b>	<b>2,691.22</b>
<b>PAYROLL</b>	<b>11/4/2019</b>	<b>43,367.14</b>

**PAID BETWEEN MEETINGS**

BOWERS CUSTOM SERVICES	DIRT, ROCK & HAULING	1,240.00
TAYLOR CONSTRUCTION INC	COLLEGE ST BRIDGE & RELATED WORK	214,380.09
WEST BRANCH REPAIRS	VEHICLE REPAIR	134.95
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
MEDIACOM	CABLE SERVICE	41.90
US BANK CORPORATE CARD	SUPPLIES, TRAINING, LODGING	1,467.09
VERIZON WIRELESS	WIRELESS SERVICE	832.88
SPRINGDALE AGENCY	PROPERTY INSURANCE	14,598.00
LESLIE BRICK	TRAVEL EXPENSE	183.50
CEDAR COUNTY COOP	VEHICLE FUEL	1,472.52

**TOTAL** **234,450.93**

**GRAND TOTAL EXPENDITURES** **345,979.56**

**FUND TOTALS**

001 GENERAL FUND	37,526.06
022 CIVIC CENTER	144.08
031 LIBRARY	6,180.31
036 TORT LIABILITY	16,575.09
110 ROAD USE TAX	8,085.67
112 TRUST AND AGENCY	4,960.06
125 T I F	8,241.62
310 COLLEGE STREET BRIDGE	175,666.82
318 COLLEGE ST & 2ND ST IMPROEMENTS	56,956.48
319 RELOCATING WATER & SEWER	1,740.00
600 WATER FUND	23,175.73
610 SEWER FUND	6,727.64

**GRAND TOTAL** **345,979.56**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT			
POLICE OPERATION	GENERAL FUND	LYNCH'S PLUMBING INC CATHERINE STEEN BROWN'S WEST BRANCH  STOP STICK LTD LIBERTY COMMUNICATIONS CJ COOPER & ASSOCIATES IOWA NARCOTICS OFFICERS' ASSOCIATION	BUILDING MAINTENANCE	333.93			
			UNIFORMS	149.85			
			VEHICLE REPAIR	159.42			
			VEHICLE REPAIR	49.69			
			SUPPLIES	223.00			
			TELEPHONE SERVICE	248.66			
			DRUG TESTING	35.00			
			MEMBERSHIP DUES	25.00			
			TOTAL:	1,224.55			
			FIRE OPERATION	GENERAL FUND	TOYNES IA. FIRE TRK.SERV LYNCH'S PLUMBING INC WEST BRANCH REPAIRS CEDAR COUNTY PUBLIC HEALTH LIBERTY COMMUNICATIONS CULLIGAN WATER TECHNOLOGIES	MAINTENANCE SERVICE	1,379.00
						BUILDING MAINTENANCE	333.92
VEHICLE REPAIR	630.32						
FLU SHOT	30.00						
TELEPHONE SERVICE	101.48						
WATER SOFTENER SERVICE	50.15						
TOTAL:	2,524.87						
ROADS AND STREETS	GENERAL FUND	CROELL, INC.  WENDLING QUARRIES INC				CONCRETE-DOWNEY SIDEWALK	899.25
			CONCRETE-DOWNEY SIDEWALK	468.00			
			ROCK	136.90			
			TOTAL:	1,504.15			
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC. LIBERTY COMMUNICATIONS MISCELLANEOUS V TRAVIS SPRAT STACY BURNETT	SERVICE-CEMETERY	90.00			
			TELEPHONE SERVICE	155.27			
			TRAVIS SPRAT:REFUND E SPRA	35.00			
			STACY BURNETT:REFUND M BUR	20.00			
			TOTAL:	300.27			
CEMETERY	GENERAL FUND	HD CLINE COMPANY	MOWER BLADES	162.96			
			TOTAL:	162.96			
ECONOMIC DEVELOPMENT	GENERAL FUND	SCOTT M THOMA	BUILDING INCENTIVE PAYMENT	1,132.60			
			TOTAL:	1,132.60			
CLERK & TREASURER	GENERAL FUND	QUILL CORP  HOLIDAY INN DES MOINES AIRPORT PLUNKETT'S PEST CONTROL INC LIBERTY COMMUNICATIONS SHRED-IT USA	OFFICE SUPPLIES	33.49			
			SUPPLIES	22.49			
			LODGING	201.60			
			PEST CONTROL CITY OFFICE	47.59			
			TELEPHONE SERVICE	337.69			
			DOCUMENT DESTRUCTION	53.69			
			TOTAL:	696.55			
			SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	LANDFILL-FALL CLEANUP	631.10
TOTAL:	631.10						
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95			
			TOTAL:	64.95			
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	ZONING MAP UPDATES	880.00			
			GOLF COURSE DEVELOPMENT RE	1,052.22			
			P & E LOT SITE PLAN REVIEW	176.00			
			MEADOW 3 & 4 CONST REVIEW	1,530.94			
			TOTAL:	3,639.16			
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL - TOWN HALL	47.59			



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	44.05
			TOTAL:	91.64
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	184.03
			TOTAL:	184.03
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	556.24
			TOTAL:	556.24
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	746.88
			TOTAL:	746.88
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	20.13
			TOTAL:	20.13
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	358.75
			TOTAL:	358.75
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	20.75
			TOTAL:	20.75
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	142.32
			TOTAL:	142.32
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	84.87
			TOTAL:	84.87
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	47.15
			TOTAL:	47.15
ROADS & STREETS	ROAD USE TAX	MENARDS	SUPPLIES	773.29
		JOHN DEERE FINANCIAL	TRUCK MOD, MINOR EQUIP, UN	9.59
			TRUCK MOD, MINOR EQUIP, UN	268.98
			TRUCK MOD, MINOR EQUIP, UN	1,518.85
		BROWN'S WEST BRANCH	VEHICLE REPAIR	60.12
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.95
		WENDLING QUARRIES INC	ROCK	451.50
		MOORE'S WELDING INC	TRUCK MODIFICATIONS	773.95
			TOTAL:	3,908.23
TIF DEBT SERVICE	T I F	CASEYS GENERAL STORE	TIF REBATE BALANCE DUE	8,241.62
			TOTAL:	8,241.62
INVALID DEPARTMENT	COLLEGE STREET BRI	VEENSTRA & KIMM INC.	310 COLL ST BRIDGE BID & C	16,466.21
			TOTAL:	16,466.21
INVALID DEPARTMENT	COLLEGE ST & 2ND S	VEENSTRA & KIMM INC.	318 COLL ST & 2ND ST IMPRO	805.00
			318 COLL ST & 2ND ST IMP P	972.00
			TOTAL:	1,777.00
INVALID DEPARTMENT	RELOCATING WATER &	VEENSTRA & KIMM INC.	319 UTIL RELOCATE & I 80	1,740.00
			TOTAL:	1,740.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	55.35
		LYNCH'S EXCAVATING INC	REPLACE FIRE HYD AT FIRE S	10,731.15
			REPAIR LEAK - FIRE STATION	1,717.75

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SENSUS USA	SOFTWARE SUPPORT	1,949.94
		HAWKINS INC	CHEMICALS	655.50
		INWCA	WORK COMP - WATER	85.09
		VEENSTRA & KIMM INC.	COLL ST WATER MAIN - 4TH T	2,064.60
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.95
		WSA BLUE BOOK	SUPPLIES	286.14
			TOTAL:	17,597.47
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	55.35
		LYNCH'S EXCAVATING INC	SEWER REPAIR-OLIPHANT ST	879.75
		INWCA	WORK COMP - SEWER	34.82
		JOHN DEERE FINANCIAL	TRUCK MOD, MINOR EQUIP, UN	339.95
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.95
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
			TOTAL:	1,605.82

----- FUND TOTALS -----		
001	GENERAL FUND	11,881.16
022	CIVIC CENTER	91.64
031	LIBRARY	184.03
036	TORT LIABILITY	1,977.09
110	ROAD USE TAX	3,908.23
125	T I F	8,241.62
310	COLLEGE STREET BRIDGE	16,466.21
318	COLLEGE ST & 2ND ST IMPRO	1,777.00
319	RELOCATING WATER & SEWER	1,740.00
600	WATER FUND	17,597.47
610	SEWER FUND	1,605.82
GRAND TOTAL:		65,470.27



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Second Reading of Ordinance 768</b> Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Mike Horihan, Police Chief
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

*Recommend a Stop Sign to be Place on Dawson Drive*

The Police Department would like a stop sign to be placed on Dawson Drive (south bound) where is intersects with West Main St. Main Street already carries a significant amount of vehicle traffic. When Dawson Drive opens up that also will carry a significant amount of traffic.

Code 65.02 Stop Required

Every Driver of a vehicle shall stop before entering an intersection as required herein:  
On Dawson Street where it intersects with West Main St.

The police department would like to request a stop sign to be place on Dawson Street where it intersects with West Orange Street, north and south approach. Would like to have a stop sign on West Orange Street where it intersects with Dawson Street, both the east and west approach. Like to make an addition to code 65.02 Stop Required

Code 65.02 Stop Required

Every Driver of a vehicle shall stop before entering an intersection as required herein:  
Dawson Street where it intersects with West Orange Street, north and south approach.  
West Orange Street where it intersects with Dawson Street, both the east and west approach.

*Please note: A required stop for Sullivan Street where it intersects with Ridge View Drive has been added for the second reading.*

<b>STAFF RECOMMENDATION:</b>	Approve the Second Reading/ Feedback from City Council
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

**ORDINANCE 768**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".**

**WHEREAS**, the West Branch City Council finds it in the best interest of the residents of West Branch to have a stop sign installed on Dawson Drive (south bound) where it intersects with West Main Street and a four-way stop on Dawson Drive where it intersects with West Orange Street (North, South, East and West approach) in order to provide for the safety of the West Branch Community.

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

**Section 1. Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

- 57. The south bound lane of Dawson Drive to its intersection with West Main Street.
- 58. Dawson Drive on both the north and south approach to its intersection with West Orange Street.
- 59. West Orange Street on both the east and west approach to its intersection with Dawson Drive.
- 60. Sullivan Street where it intersects with Ridge View Drive.

**Section 2. Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

**Section 3. 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.

**Section 4. Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

\* \* \* \* \*

**Passed and approved this 18th day of November, 2019.**

First Reading:           October 21, 2019  
 Second Reading:       November 4, 2019  
 Third Reading:         November 18, 2019

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

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Second Reading of Ordinance 769</b> Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Mike Horihan, Police Chief
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

*Recommend No Parking on the Northside of Hilltop Dr. 300 ft. from Pedersen Street.*

The police department is getting several complaints of people parking on or near the curve towards the top of the hill (North side of the Road). This would be the north side of Hilltop Dr, just west of Pedersen Street. The Hill and curve cause a blind spot as people try to go around the parked cars. Recommend a no parking sign between signs in the curve, on the north side of the road. The South side already has no parking.

Recommending an ordinance addition to 69.08: no parking between signs on the north side of Hilltop Drive, 150 feet west from Pedersen St. to 280 feet west of Pedersen St.

<b>STAFF RECOMMENDATION:</b>	Approve the Second Reading/ Feedback from City Council
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

**ORDINANCE 769**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 69 "PARKING REGULATIONS".**

**WHEREAS**, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and

**WHEREAS**, No Parking Zones shall mean, so stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and

**WHEREAS**, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

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

**Section 1. Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

68. The North side of Hilltop Dr., 150 feet West of Pedersen Street and 280 feet West of Pedersen Street. This includes the hill and curve on Hilltop Drive.

**Section 2. Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

**Section 3. 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.

**Section 4. Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

\* \* \* \* \*

**Passed and approved this 18th day of November, 2019.**

First Reading: October 21, 2019  
Second Reading: November 4, 2019  
Third Reading: November 18, 2019

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

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk





**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>First Reading Ordinance 770</b> Amending Title “Animal Protection and Control” Chapter 55.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

Earlier this year, the city website was enhanced to accept pet registrations online for added convenience for our residents and to increase the number of pets registered. The online option includes pet registration, purchasing dog park tags and accepting payments for these services. The online registrations are captured on a Google spreadsheet that is shared with the West Branch Police Department and provides the owner’s contact information as well as pet information for identification purposes and is available 24/365.

In addition, the current registration process requires pet owners to register their pets annually and receive a new city tag each year. Each year many un-sold tags are discarded creating unnecessary waste. Current processes were reviewed and a suggestion was made to the Animal Control Commission about issuing a lifetime tag for each registered pet. Tags can be issued for one, two, or three years coinciding with the rabies expiration date, eliminating the annual tag. This will add additional convenience for pet owner avoiding the annual registration process and less waste to the city for unused tags. Pet owners will continue to receive a reminder 30 days prior to the expiration of their city tag via U.S. mail.

The Animal Control Commission approved this recommendation at their March 12, 2019 meeting.

<b>STAFF RECOMMENDATION:</b>	Approve First Reading Ordinance 770 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

**ORDINANCE NO. 770**

**AN ORDINANCE AMENDING TITLE CHAPTER 55 “ANIMAL PROTECTION AND CONTROL”**

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 55 “ANIMAL PROTECTION AND CONTROL” of the Code of West Branch, Iowa is hereby amended by making the following changes:
  - A. Add Section 55.22.3.C:

**New animal registrations and renewals can be made in person or online via the City’s website providing all required information is provided. City tags will be issued for new pets upon receipt of payment.**
  - B. Delete Section 55.22.5.B and insert in lieu thereof:

**City tags will be issued once for the life of the animal. Tags can be issued for up to three (3) years coinciding with the rabies expiration date.**
2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

\*\*\*\*\*

**Passed and approved this 4th day of November, 2019.**

First Reading: November 4, 2019  
Second Reading: November 18, 2019  
Third Reading: December 2, 2019

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

Attest:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Regarding Shared Purchase of a Batwing Mower between the City of West Branch and the West Branch Community School District.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

The Public Works Department is tasked with mowing approximately 80-90 acres (that will grow to around 114 acres this coming year) owned by the City each week. Over the previous 9 years we have worked on efficiencies of this task and have switched to zero turn mowers over the lawn tractors that were previously utilized. This has allowed us to complete the mowing in less time with less employees even with the increase in acreage over that time period. We have also been considering adding a batwing finish mower to the equipment in hopes of maximizing our efficiency especially on the large open areas where a mower of this size would be useful.

The WBCSD is also currently looking at taking on some of their maintenance necessities in-house and we have been discussing the possibility of sharing equipment with them to help in the transition for them and give us the benefit of having a cost share agreement for the equipment. The City owns a tractor that would be used to pull the mower and the mower would be housed at the Public Works Shop. General maintenance would be performed by the WBCSD and any major repairs or purchases would be a cost share. A 28E would follow this discussion containing all of the details and if Council was agreeable to this the purchase of this would occur before the next mowing season.

<b>STAFF RECOMMENDATION:</b>	Seeking Direction / Feedback for– Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



110 N Columbus St  
West Liberty, IA 52776  
319-627-2011

102 Cedar St  
Tipton, IA 52720  
563-886-6175

4179 Naples Ave  
Iowa City, IA 52240  
319-354-6220

10/21/2019

Woods 12 Ft Turf Batwing Model TBW144- 540 PTO, 15x6x6 gauge tires, only requires 1 rear remote, 1-5 inch cutting range, 6 year limited gear box warranty, 3 year limited spindle warranty.

List Price	\$20,285
Your Price	\$13,200

They are in stock 1-2 weeks delivery



# WOODS

## Turf Batwing Mowers



TBW180

Our flexible wing finish mowers feature Woods' proven cutting deck in a three-gang configuration mounted to a heavy-duty trailer.

- Carrier bearing on the CV (constant velocity) input driveline provides support, making it easier to attach to the tractor and allowing tighter turns (not available on TBW150C)
- Superior cutting capabilities are combined with contoured wing decks to let you quickly cut large, uneven areas of turf without sacrificing cut quality
- Rounded front, tapered rear deck design allows mowing close to objects without damage
- Round skid rod glides deck bottom over roots and uneven turf — adding strength to the deck skirt
- Standard six-year gearbox limited warranty and three-year spindle warranty (not available on TBW150C)
- Floating hitch design flexes to allow the mower to follow the terrain with less stress and wear on the tractor drawbar. Adjustable to allow better fit on multiple tractor drawbar heights. Standard on the TBW144, TBW180 and TBW204



## Transport Latching System

The transport latching system automatically engages when the decks are raised into transport position. Simply pull the release rope or engage the optional hydraulic latch release to lower the decks into the operating position with minimum effort.

# WOODS

## Turf Batwing® Mowers

Tractor PTO Range:  
30 – 80 hp

### Commercial Models

Woods commercial Turf Batwing® finish mowers are designed for outstanding cut quality and built for a long, durable life.

#### Models

<b>TBW144</b>	12-foot cutting width
<b>TBW180</b>	15-foot cutting width
<b>TBW204</b>	17-foot cutting width

- Blade tip speeds: 18,000 fpm
- Optional mulching kit available on the TBW180 and TBW204; highway light kit and anti-scalp roller options available on all three models
- Ten large caster wheels provide even cut on rough ground

### Durable Sheaves, Bushings and Spindles

Cast-iron belt sheaves with taper lock bushings and tapered roller bearings in cast-iron spindles offer exceptional strength and performance. Spindles carry a 3-year warranty.

### Automatic Idler Corrects Belt Tension

Spring loaded idler automatically maintains the correct belt tension for significantly increased belt life.

### Hydraulic Latch Release

The optional hydraulic cylinder releases the transport lock to lower the decks into mowing position.





Specifications	TBW150C	TBW144	TBW180	TBW204
Tractor PTO HP	25–60 hp	30–80 hp	35–80 hp	40–80 hp
Hitch Adjustment	floating clevis, multi-position			
Cutting Width	12.5 ft	12 ft	15 ft	17 ft
Cutting Height Range	1" to 4.5"	1" to 5"		
Wing Deck Cutting Width	54"	48.5"	60"	72"
Deck Overlap	6"	6.5"	6"	6"
Overall Width	151"	146"	182"	206"
Transport Width	93"	96"	100"	114"
Maximum Overall Length	135"	173"	183"	
Transport Length	126"	158"	161"	
Splitter Gearbox HP	100 hp			
Blade Tip Speed	16,200 fpm	18,000 fpm		
Drive Type	gearbox over v-belt			
Input Driveline	Cat 3 (constant velocity)	Cat 4 (constant velocity)		
Wing Drivelines	Cat 3			
Transport Tires	(2) 20" x 8"	(2) 20.5" x 8"-10"		
Caster Wheel Bearings	power metal bushing	tapered roller bearings		
Caster Wheels	(10) 4" x 10" solid	(10) 15" x 6-6" pneumatic	(10) 18" x 9.5-8" pneumatic	
Deck Thickness	10 gauge steel plate	8 gauge		
Wing Deck Lift Cylinders	3" x 10" single acting	3.5" x 10" single acting		
Center Deck Lift Cylinders	3" x 8" single acting			
Trailer Frame Construction	.25" wall tubing			
Blade Spindles Bearings	greasable ball bearings	greasable tapered roller		
Blade Dimensions	(9) .25" x 2.5"	(7) .25" x 2.5"	(9) .25" x 2.5"	
Blade Spindles	(9) cast iron	(7) cast iron	(9) cast iron	
Cutting Height Adjustment	spacer on caster			
Belts	B-section, Kevlar®			
Belt Adjustment	spring-loaded idler			
Cutting Area Shielding	optional chain shielding	standard chain shielding		
	Estate		Commercial	



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Regarding Debt Financing for the Remaining Non-Participating Portions of College Street Bridge.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

This discussion is regarding the funding strategy for the non-participating portions of the College Street Bridge project. The city has made the necessary urban renewal adjustments in order to potentially use TIF as a funding source. This approach comes with cost and benefits. Potentially, selling General Obligation Bonds is the other approach that can be taken. This approach would be a slight setback in our efforts to reduce our debt levels.

<b>STAFF RECOMMENDATION:</b> Seeking Direction / Feedback – No Action Needed
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

*"Turning Vision into Reality is our Business"*



City of West Branch, Cedar County, Iowa

**General Obligation Debt Capacity**

Column:	#1	#2	#3	#4	#5	#6
Assessed Valuation(100%)/GO Bond Capacity	FY 17-18 1/1/2016	FY 18-19 1/1/2017	FY 19-20 1/1/2018	FY 20-21 1/1/2019	FY 21-22 1/1/2020	FY 22-23 1/1/2021
Property Valuation @ (100%)(Actual/Projected)	\$202,291,560	\$216,865,596	\$225,095,748	\$230,723,142	\$236,491,220	\$242,403,501
Statutory GO Debt Limit @ 5% of 100% Value	\$10,114,578	\$10,843,280	\$11,254,787	\$11,536,157	\$11,824,561	\$12,120,175
<b>Bonds Outstanding (Beginning Fiscal Year)</b>						
GO Bonds (Outstanding - Maturities)	\$ 4,700,757.00	\$ 8,366,673.00	\$ 7,507,416.00	\$ 6,672,000.00	\$ 5,828,000.00	\$ 4,950,000.00
TIF Revenue Bonds Outstanding (Principal Only)						
TIF Rebate Agreements (Annual Appropriations)		25,154.00	\$ 26,709.51	26,709.51	26,709.51	26,709.51
Other Debt Outstanding (Principal Only)						
<b>Bonds Paid (During Fiscal Year)</b>						
GO Debt (Principal Only) (Paid)	\$ 534,084.00	\$ 859,257.00	\$ 835,416.00	\$ 844,000.00	\$ 860,000.00	\$ 884,000.00
GO Debt Refunded (Principal Only) (Paid)						
TIF Rebate Agreements (Paid) (Annual Appropriation)		\$ 25,154.00	26,709.51	26,709.51	26,709.51	26,709.51
Other Debt (Principal Only) (Paid)						
<b>Bonds Issued (During Fiscal Year)</b>						
GO Bonds (Principal Only) (Issued)	\$ 4,200,000.00					
TIF Rebate Agreements (Annual Appropriations)						
TIF Rebate Agreements (Issued)						
Other Debt (Principal Only) (Issued)						
Remaining GO Debt Capacity (Not Obligated)	\$1,747,905	\$3,335,864	\$4,582,787	\$5,708,157	\$6,865,561	\$8,045,175
Percent of Capacity Remaining	17.28%	30.76%	40.72%	49.48%	58.06%	66.38%
<b>Capacity level</b>	<b>82.72%</b>	<b>69.24%</b>	<b>59.28%</b>	<b>50.52%</b>	<b>41.94%</b>	<b>33.62%</b>
GO Contingency Reserve (% of GO Capacity)	20%					
	\$2,022,916	\$2,168,656	\$2,250,957	\$2,307,231	\$2,364,912	\$2,424,035
<b>Total GO Capacity - Less Contingency Reserve</b>	<b>(\$275,011)</b>	<b>\$1,167,208</b>	<b>\$2,331,830</b>	<b>\$3,400,926</b>	<b>\$4,500,649</b>	<b>\$5,621,140</b>
Percent of Capacity Remaining	-2.72%	10.76%	20.72%	29.48%	38.06%	46.38%
Percent Increase for Property Valuation Projection	7.204%	2.500%	2.500%	2.500%	2.500%	2.500%



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Motion to Set a Date</b> for the City Council Goal and Objective Setting Meeting.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

**Goal setting** is the process of deciding what you want to accomplish and devising a plan to achieve the result you desire. ... For effective **goal setting**, you need to do more than just decide what you want to do; you also have to work at accomplishing whatever **goal** you have set.

Before actually preparing a budget, the city needs to set some goals. Goal-setting starts with visualization. Close your eyes. What does your ideal city look like? Perhaps you see a hustling bustling metro, or a Mayberry like sleepy town. The point of this exercise is to imagine what you want your future to be like. Once you have finished imagining, you should take the time to put your goals on paper. Review these goals and be prepared to present them at our goal and objective setting session.

As the budget process progress, staff will present strategies and budget options that lend themselves to achieving the goals that have the majority support of City Council. Based on the city financial situation, these goals may not be immediately achievable. Or, not make the Top, High, or Moderate list of objective in coming fiscal year. At times goal / objectives may be achieved by improving production efficiency, or other non-financial means.

<b>STAFF RECOMMENDATION:</b> Seeking Direction / Feedback – No Action Needed
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

*"Turning Vision into Reality is our Business"*



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	November 4, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Strategy for Incremental Sewer Rate Increase over the next 3 years in preparation for the new wastewater treatment process.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	October 30, 2019

**BACKGROUND:**

The Public Works Department Sewer Utility division will be required to implement new wastewater compliance regulations which will affect the current rate structure. In the past, the sanitary sewer rate has been generated on the volume of water a property consumed; however, a potential incremental step increase rate system will have to take into account a large portion of the cost of the City’s sewer structure will be attributed to the infrastructure upgrades needed due to the aforementioned compliance regulations (unfunded mandates).

The attached memorandum is an explanation of the assumptions made to estimate the potential incremental step increase sewer rate system. As per our last discussion on this item, staff has requested review / analysis from Speer Financial (which is attached with this item).

State Revolving Fund (SRF) is our best choice to finance the design and construction of our potential wastewater infrastructure. Based on our early meetings with program coordinators we will need to bring in our financial advisors and bond counsel. Therefore, our numbers are open to change and should be considered for planning purposes at this time. The attached data, review notes, and memorandum is an explanation of the assumptions made to estimate the potential incremental step increase sewer rate system.

Options:

- City Staff Option (previously presented) - We would need to increase rates \$2.49 per 1000 gallons a year for the next three years. In addition, West Branch Village would be billed \$20,554.80 annually for three years.
- Speer Financial (Option 1) – Flat rate of \$30.00 a month for each rate payer.
- Speer Financial (Option 2) – A blended rate of \$15.00 a month for each rate payer.

<b>STAFF RECOMMENDATION:</b> Seeking Direction / Feedback– No Action Needed
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

*"Turning Vision into Reality is our Business"*



## M E M O R A N D U M

TO: Mayor and City Council  
 FROM: Redmond Jones II, City Administrator  
 DATE: August 19<sup>th</sup>, 2019  
 RE: Sewer Rate Increase Strategy (Due to Infrastructure Investment)

Based on the following assumptions, staff would recommend three annual \$2.49 rate increases in preparation for the revenue needed for debt service payment related to a new wastewater treatment facility.

Assumptions For Staff Estimate:

- Currently our rate is \$7.79 per 1000 gallons
- Our actual Sewer Revenue for the past three years are listed below.

Sewer Revenues for the past 3 fiscal years (actuals)		
FY 2018 - 2019	FY 2017 -2018	FY 2016 - 2017
\$378,871	\$386,315	\$363,163

- In order to determine a unit value (which would equate to each additional \$1.00 added to our current rate), we used our last year’s revenue actual of \$378,871 divided it by our current sewer rate of \$7.79 per 1000. This gave us a unit value (equivalent) of \$48,635 of revenue generated for every \$1.00 billed per 1000 gallons.
- \$1.00 per 1000 gallons  $\approx$  \$48,635
- Based on construction cost of the SAGR wastewater treatment facility at \$6,312,000. Principal only would require a debt service of \$315,600 annually over the next 20 year period.
- This expense does not include \$954,000 expected operational and management (O&M) expense that Veenstra & Kimm engineering anticipates with this project. If we add an additional 20 year amortization for O&M that would be another principle only amount of \$47,700. This amount may or may not be allowed to be financed with capital expense.

- Debt Service \$315,600 added with additional annual O&M expense \$47,700 totals an annual need of \$363,300 a year once the project comes on line in 2022.
- Dividing \$363,300 by a three year incremental rate increase process, we would need to increase rates to equate to \$121,100 in revenues additionally each year for the next three years in preparation of operational expenses and our first debt service payment in 2022.
- Using our unit value assumption of \$48,635 per \$1.00 additional dollar of sewer rate increase. We would need to increase rates \$2.49 per 1000 gallons a year for the next three years.
- This would make our overall sewer rate \$15.26 per 1000 at the end of the three year period. With the 1700 gallon minimum, the rate payer who uses the 1700 minimum gallons would pay \$26.00 a month on sewer.

These calculation do not include interest rates and the third year of the step increase strategy may need to include an adjustment for this variable. However, our assumptions used conservative revenue actuals which should give some insulation from unforeseen interest rate hikes. For example, budget planning purposes this year we used \$390,000 as an estimate for Sewer Revenue projection, and with additional new residents this number should increase during the 3 year design and construction period.

As a reference of how our current rates compare; please see below (please note: that the West Branch row reflects \$7.79 rate and the 1700 gallons minimum requirement. That would be a calculation of  $7.79 \times 1700 = 13.25$  rounded):

### Peer Cities.

It is useful to compare West Branch property tax levies and city utility rates with peer cities to identify any key differences. In addition, these cities may be useful resources for city administration to share ideas and perhaps resources. During this analysis, it was identified that the City of Roland is also exploring options to expand their wastewater treatment facility due to DNR compliance requirements. As demonstrated in Table 8.5. below, West Branch continues to have one of the lowest property tax levies among its peer cities.

	Water Greater of Charge per 1,000 Gallons or Minimum Charge	Sewer Greater of Charge per 1,000 Gallons or Minimum Charge	Stormwater Utility Charge	City Property Tax Levy	School Property Tax Levy	Consolidated Property Tax Levy	Garbage	Recycling
Durant	\$ 18.54	\$ 45.09	NA	\$14.77977	\$10.65976	\$ 32.87573	\$19.00 Large \$17.00 Small	Free
Earlham	\$ 24.21	\$ 19.09	\$ 3.00	\$12.99288	\$16.74933	\$ 39.70000	\$ 16.83	Free
Mitchellville	\$ 19.15	\$ 10.57	NA	\$13.83465	\$19.48372	\$ 41.80005	\$ 10.10	\$ 3.00
Roland	\$ 13.70	\$ 19.78	NA	\$11.01829	\$14.27149	\$ 32.08326	\$ 18.00	NA
Tiffin	\$ 12.50	\$ 24.25	\$3 Residents \$5 Businesses	\$11.80205	\$16.95949	\$ 36.61639	\$13.50 Large \$11.50 Small	\$ 5.50
Tipton	\$ 18.16	\$ 18.16	\$ 5.00	\$13.71054	\$12.12238	\$ 32.31184	\$22.25 Large \$18.25 Small	Free
Wilton	\$ 15.51	\$ 22.57	NA	\$14.24170	\$14.81696	\$ 37.73289	\$ 13.00	Free
West Branch	\$ 13.25	\$ 13.25	\$ 3.00	\$13.09246	\$13.75022	\$ 32.10178	Sticker System*	\$ 4.75

Note: Water, Sewer, Stormwater, Garbage, and Recycling charges are all collected monthly. Property tax levies are all annual based on January 1st property valuation.  
\*Residents purchase stickers for weekly garbage collection. Each sticker cost \$1.25. A 20 gallon bag requires one sticker while a 35 gallon can requires two stickers.

Reference: is from the West Branch draft Comprehensive Plan



5 year consumption data

Account Number - 01-60900-00 HAMES HOMES Service Address: 36 HOOVER BLVD

Service: 100 WAC WA - COMMERCIAL Meter: 74564899

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2019 Total 4									
Apr	04/05/2019	20044000	20347000	303000			Regular	Service Order	00
Mar	03/19/2019	19514000	20044000	530000			Regular	FlexNet	00
Feb	02/19/2019	18907000	19514000	607000			Regular	FlexNet	00
Jan	01/17/2019	18368000	18907000	539000			Regular	FlexNet	00
Year : 2018 Total 12									
Dec	12/20/2018	17818000	18368000	550000			Regular	FlexNet	00
Nov	11/20/2018	17273000	17818000	545000			Regular	FlexNet	00
Oct	10/18/2018	16824000	17273000	449000			Regular	FlexNet	00
Sep	09/20/2018	16283000	16824000	541000			Regular	FlexNet	00
Aug	08/20/2018	15720000	16283000	563000			Regular	FlexNet	00
Jul	07/19/2018	15227000	15720000	493000			Regular	FlexNet	00
Jun	06/20/2018	14716000	15227000	511000			Regular	Hand Held	00
May	05/21/2018	14233000	14716000	483000			Regular	Hand Held	00
Apr	04/20/2018	13728000	14233000	505000			Regular	Hand Held	00
Mar	03/20/2018	13273000	13728000	455000			Regular	Hand Held	00
Feb	02/20/2018	12661000	13273000	612000			Regular	Hand Held	00
Jan	01/18/2018	12124000	12661000	537000			Regular	Hand Held	00
Year : 2017 Total 12									
Dec	12/19/2017	11652000	12124000	472000			Regular	Hand Held	00
Nov	11/20/2017	11144000	11652000	508000			Regular	Hand Held	00
Oct	10/19/2017	10677000	11144000	467000			Regular	Hand Held	00
Sep	09/21/2017	10139000	10677000	538000			Regular	Hand Held	00
Aug	08/22/2017	9499000	10139000	640000			Regular	Hand Held	00
Jul	07/20/2017	8653000	9499000	846000			Regular	Hand Held	00
Jun	06/20/2017	7644000	8653000	1009000			Regular	Hand Held	00
May	05/18/2017	6894000	7644000	750000			Regular	Hand Held	00
Apr	04/20/2017	6169000	6894000	725000			Regular	Hand Held	00
Mar	03/20/2017	5539000	6169000	630000			Regular	Hand Held	00
Feb	02/21/2017	4849000	5539000	690000			Regular	Hand Held	00
Jan	01/19/2017	4159000	4849000	690000			Regular	Hand Held	00
Year : 2016 Total 12									
Dec	12/20/2016	3509000	4159000	650000			Regular	Hand Held	00
Nov	11/21/2016	2787000	3509000	722000			Regular	Hand Held	00
Oct	10/21/2016	1913000	2787000	874000			Regular	Hand Held	00
Sep	09/22/2016	1127000	1913000	786000			Regular	Hand Held	00
Aug	08/23/2016	264000	1127000	863000			Regular	Hand Held	00
Jul	07/21/2016	0	264000	264000			Regular	Hand Held	00
Jun	06/20/2016	44132000	44936000	804000			Regular	Hand Held	00
May	05/20/2016	43339000	44132000	793000			Regular	Hand Held	00
Apr	04/20/2016	42649000	43339000	690000			Regular	Hand Held	00
Mar	03/22/2016	41936000	42649000	713000			Regular	Hand Held	00
Feb	02/19/2016	41273000	41936000	663000			Regular	Hand Held	00
Jan	01/20/2016	40580000	41273000	693000			Regular	Hand Held	00
Year : 2015 Total 12									
Dec	12/21/2015	39843000	40580000	737000			Regular	Hand Held	00
Nov	11/20/2015	39204000	39843000	639000			Regular	Hand Held	00
Oct	10/21/2015	38594000	39204000	610000			Regular	Hand Held	00
Sep	09/22/2015	37884000	38594000	710000			Regular	Hand Held	00
Aug	08/21/2015	37062000	37884000	822000			Regular	Hand Held	00
Jul	07/20/2015	36317000	37062000	745000			Regular	Hand Held	00
Jun	06/19/2015	35562000	36317000	755000			Regular	Hand Held	00
May	05/20/2015	34851000	35562000	711000			Regular	Hand Held	00
Apr	04/20/2015	34142000	34851000	709000			Regular	Hand Held	00
Mar	03/19/2015	33488000	34142000	654000			Regular	Hand Held	00

Account Number - 01-60900-00 HAMES HOMES Service Address: 36 HOOVER BLVD									
Service: 100 WAC WA - COMMERCIAL Meter: 74564899									
Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Feb	02/20/2015	32753000	33486000	735000			Regular	Hand Held	00
Jan	01/21/2015	31731000	32753000	1022000			Regular	Hand Held	00
Year: 2014 Total 12									
Dec	12/18/2014	30945000	31731000	786000			Regular	Hand Held	00
Nov	11/20/2014	30102000	30945000	843000			Regular	Hand Held	00
Oct	10/20/2014	29232000	30102000	870000			Regular	Hand Held	00
Sep	09/18/2014	28511000	29232000	721000			Regular	Hand Held	00
Aug	08/20/2014	27708000	28511000	803000			Regular	Hand Held	00
Jul	07/21/2014	26904000	27708000	804000			Regular	Hand Held	00
Jun	06/19/2014	26178000	26904000	726000			Regular	Hand Held	00
May	05/20/2014	25338000	26178000	842000			Regular	Hand Held	00
Apr	04/21/2014	24343000	25338000	993000			Regular	Hand Held	00
Mar	03/20/2014	23411000	24343000	932000			Regular	Hand Held	00
Feb	02/20/2014	22343000	23411000	1068000			Regular	Hand Held	00
Jan	01/21/2014	21257000	22343000	1086000			Regular	Hand Held	00
				Avg 687906					

- over a five year period the water consumption 687,906 gallons is the avg. per month.

$$- \frac{687,906}{1,000} = 687.91 \text{ avg gallon used a month} = 687.91 \text{ unit to be charged}$$

$$- 687.91 \times \$2.49 = 1,712.90 \text{ month}$$

estimated rate increase (city wide)

$$- \$1,712.90 \times 12 = \$20,554.80 \text{ west Branch Village annual fee}$$

This represents an increment of the eventual sewer rate since there is no current sewer service, a calculation was devised. Based on 162 units approximately \$10.57 a unit. Once the new waste water treatment process is on-line a flow meter will calculate future sewer expense.

west branch Village (162 units)

**Speer Financial, Inc.**

City of West Branch, Cedar and Johnson Counties, Iowa

Sewer		Net Income Summary and Debt Service Coverage										Proposed		Page 1				
		Series 2021 \$6,312,000 Sewer Revenue SRF Loan \$30 Flat Fee																
Fiscal Year		2018		2019		2020		2021		2022		2023		2024		2025		
Accounts		971		971		971		971		971		971		971		971		
Operating Revenue:																		
Sewer charges for service	\$	393,777	\$	378,870	\$	378,870	\$	378,870	\$	378,870	\$	378,870	\$	378,870	\$	378,870	\$	378,870
Misc. Revenue				9,978		9,000		9,000		9,000		9,000		9,000		9,000		9,000
Infrastructure Fee \$30/mo/971 accounts				-		-		349,560		349,560		349,560		349,560		349,560		349,560
<b>Net Operating Revenue</b>	<b>\$</b>	<b>393,777</b>	<b>\$</b>	<b>388,848</b>	<b>\$</b>	<b>387,870</b>	<b>\$</b>	<b>737,430</b>	<b>\$</b>	<b>737,430</b>	<b>\$</b>	<b>737,430</b>	<b>\$</b>	<b>737,430</b>	<b>\$</b>	<b>737,430</b>	<b>\$</b>	<b>737,430</b>
		Annual Increase in O/M																
		2%																
Operating Expense:																		
Operation and Maintenance	\$	219,433	\$	232,094	\$	236,736	\$	241,471	\$	246,300	\$	251,226	\$	256,251	\$	261,376		
Misc. Expenses				-		-		-		-		-		-		-		-
<b>Operating Expense:</b>	<b>\$</b>	<b>219,433</b>	<b>\$</b>	<b>232,094</b>	<b>\$</b>	<b>236,736</b>	<b>\$</b>	<b>241,471</b>	<b>\$</b>	<b>246,300</b>	<b>\$</b>	<b>251,226</b>	<b>\$</b>	<b>256,251</b>	<b>\$</b>	<b>261,376</b>		
<b>Net Operating Income:</b>	<b>\$</b>	<b>174,344</b>	<b>\$</b>	<b>156,754</b>	<b>\$</b>	<b>151,134</b>	<b>\$</b>	<b>495,959</b>	<b>\$</b>	<b>491,130</b>	<b>\$</b>	<b>486,204</b>	<b>\$</b>	<b>481,179</b>	<b>\$</b>	<b>476,054</b>		
Calculation of Debt Service Coverage:																		
Minus: Transfer to Savings																		
<b>Income Available For Debt Service</b>	<b>\$</b>	<b>174,344</b>	<b>\$</b>	<b>156,754</b>	<b>\$</b>	<b>151,134</b>	<b>\$</b>	<b>495,959</b>	<b>\$</b>	<b>491,130</b>	<b>\$</b>	<b>486,204</b>	<b>\$</b>	<b>481,179</b>	<b>\$</b>	<b>476,054</b>		
Series 2021 \$6,312,000 Sewer Revenue SRF Loan																		
								\$	1,904	\$	53,972	\$	377,301	\$	386,040	\$	385,740	
<b>Total Debt Payment</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,904</b>	<b>\$</b>	<b>53,972</b>	<b>\$</b>	<b>377,301</b>	<b>\$</b>	<b>386,040</b>	<b>\$</b>	<b>385,740</b>		
<b>Debt Service Coverage</b>																		
<b>Cash Available</b>	<b>\$</b>	<b>174,344</b>	<b>\$</b>	<b>156,754</b>	<b>\$</b>	<b>151,134</b>	<b>\$</b>	<b>494,055</b>	<b>\$</b>	<b>437,158</b>	<b>\$</b>	<b>108,903</b>	<b>\$</b>	<b>95,139</b>	<b>\$</b>	<b>90,314</b>		
Cash Balance (Beginning of Year)			\$	83,204	\$	117,359	\$	176,446	\$	579,433	\$	926,608	\$	941,719	\$	944,453		
Cash Less GO Sewer Debt																		
Series 2013 \$1,400,000 GO Bonds - Sewer Portion	\$	88,575	\$	87,860	\$	92,048	\$	91,068	\$	89,983	\$	93,793	\$	92,405	\$	95,905		
<b>Ending Cash Balance</b>	<b>\$</b>	<b>83,204</b>	<b>\$</b>	<b>117,359</b>	<b>\$</b>	<b>176,446</b>	<b>\$</b>	<b>579,433</b>	<b>\$</b>	<b>926,608</b>	<b>\$</b>	<b>941,719</b>	<b>\$</b>	<b>944,453</b>	<b>\$</b>	<b>938,862</b>		
Speer Financial, Inc.																		
08/Oct/19																		
<b>AVG MONTHLY BILL</b>		\$33.79		\$33.37		\$33.29		\$63.29		\$63.29		\$63.29		\$63.29		\$63.29		\$63.29
% increase in avg bill				-1.3%		-0.3%		90.1%		0.0%		0.0%		0.0%		0.0%		0.0%
fiscal year		2018		2019		2020		2021		2022		2023		2024		2025		
<b>Avg Mo. Bill Based On Revs / by # of Accounts</b>	<b>\$</b>	<b>33.79</b>	<b>\$</b>	<b>33.37</b>	<b>\$</b>	<b>33.29</b>	<b>\$</b>	<b>63.29</b>	<b>\$</b>	<b>63.29</b>	<b>\$</b>	<b>63.29</b>	<b>\$</b>	<b>63.29</b>	<b>\$</b>	<b>63.29</b>		

Speer Financial (Approach 1) This would create \$30 a month “Wastewater Treatment” surcharge.

**\$30 Flat Fee**

- For this analysis, Speer Financial analyst looked for what is the maximum annual debt service (FY2029 - \$386,460). Because the SRF has a minimum requirement of 1.10x coverage (operating revenue - operating expenses = net income divided by annual debt service - must equal 1.10x), I took the \$386,460 and multiplied that amount by 1.10, then I divided that amount by the number of accounts (971) and divided by 12 to get the monthly increase that would be needed to ensure the City would meet the 1.10x coverage for the maximum annual debt service (\$386,460 x 1.10 = \$425,106 / 971 = 437.80 / 12 = \$36.48). Because this was producing more than what was needed, I was able to round this number down to \$30 per month and still meet the 1.10x coverage until about FY2035, at which time there would need to be a small rate increase of about 2%.



City of West Branch, Cedar and Johnson Counties, Iowa

Net Income Summary and Debt Service Coverage													
Series 2021 \$6,312,000 Sewer Revenue SRF Loan \$30 Flat Fee													
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	2.0%	2.0%
2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037		
971	971	971	971	971	971	971	971	971	971	971	971	971	971
\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 378,870	\$ 386,447	\$ 394,176	\$ 402,060
9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
349,560	349,560	349,560	349,560	349,560	349,560	349,560	349,560	349,560	349,560	349,560	349,560	349,560	349,560
\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 737,430	\$ 745,007	\$ 752,736	\$ 760,620
2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
\$ 266,603	\$ 271,935	\$ 277,374	\$ 282,921	\$ 288,580	\$ 294,351	\$ 300,238	\$ 306,243	\$ 312,368	\$ 318,615	\$ 324,988	\$ 331,487	\$ 331,487	\$ 331,487
-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 266,603	\$ 271,935	\$ 277,374	\$ 282,921	\$ 288,580	\$ 294,351	\$ 300,238	\$ 306,243	\$ 312,368	\$ 318,615	\$ 324,988	\$ 331,487	\$ 331,487	\$ 331,487
\$ 470,827	\$ 465,495	\$ 460,056	\$ 454,509	\$ 448,850	\$ 443,079	\$ 437,192	\$ 431,187	\$ 425,062	\$ 426,392	\$ 427,749	\$ 429,132	\$ 429,132	\$ 429,132
\$ 470,827	\$ 465,495	\$ 460,056	\$ 454,509	\$ 448,850	\$ 443,079	\$ 437,192	\$ 431,187	\$ 425,062	\$ 426,392	\$ 427,749	\$ 429,132	\$ 429,132	\$ 429,132
\$ 386,340	\$ 385,820	\$ 386,200	\$ 386,460	\$ 385,600	\$ 385,640	\$ 385,560	\$ 386,360	\$ 386,020	\$ 385,560	\$ 385,980	\$ 386,260	\$ 386,260	\$ 386,260
\$ 386,340	\$ 385,820	\$ 386,200	\$ 386,460	\$ 385,600	\$ 385,640	\$ 385,560	\$ 386,360	\$ 386,020	\$ 385,560	\$ 385,980	\$ 386,260	\$ 386,260	\$ 386,260
1.22x	1.21x	1.19x	1.18x	1.16x	1.15x	1.13x	1.12x	1.10x	1.11x	1.11x	1.11x	1.11x	1.11x
\$ 84,487	\$ 79,675	\$ 73,856	\$ 68,049	\$ 63,250	\$ 57,439	\$ 51,632	\$ 44,827	\$ 39,042	\$ 40,832	\$ 41,769	\$ 42,872	\$ 42,872	\$ 42,872
\$ 938,862	\$ 929,284	\$ 916,734	\$ 895,365	\$ 870,314	\$ 838,014	\$ 797,603	\$ 849,235	\$ 894,062	\$ 933,104	\$ 973,936	\$ 1,015,705	\$ 1,015,705	\$ 1,015,705
\$ 94,065	\$ 92,225	\$ 95,225	\$ 93,100	\$ 95,550	\$ 97,850	\$ 97,850	\$ 97,850	\$ 97,850	\$ 97,850	\$ 97,850	\$ 97,850	\$ 97,850	\$ 97,850
\$ 929,284	\$ 916,734	\$ 895,365	\$ 870,314	\$ 838,014	\$ 797,603	\$ 849,235	\$ 894,062	\$ 933,104	\$ 973,936	\$ 1,015,705	\$ 1,058,577	\$ 1,058,577	\$ 1,058,577
\$63.29	\$63.29	\$63.29	\$63.29	\$63.29	\$63.29	\$63.29	\$63.29	\$63.29	\$63.29	\$63.94	\$64.60	\$65.28	\$65.28
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%	1.0%	1.0%
2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.29	\$ 63.94	\$ 64.60	\$ 65.28	\$ 65.28

Speer Financial (Approach 2) This would create \$15 a month “Wastewater Treatment” surcharge.

**Blended**

- For this analysis, what I did was look at cutting the monthly debt fee in half to \$15 per month/per account and then see what percentage increases the City need to enact on **ALL Levels of Rates for Service** in order to meet the required 1.10x coverage. Due to this being a large capital project and the SRF working on a reimbursement basis (usually takes 7-10 days to be reimbursed), I thought it would be important for the City to begin to increase their Ending Cash Balances (Yellow Colored Line second from bottom) sooner rather than later to accommodate the large invoices that will come due. This will ensure that the City has enough liquidity to meet current operational expenses as well as pay the invoices from the construction project. In doing this, I tried to keep the rate increases as smooth and level as possible. For instance, in FY2021, you will see you greatly exceed the required coverage, but you will also notice that your ending cash balance increases from a projected \$176,466 to \$442,540 in the years that construction is anticipated to be ramping up. Another side note with having healthy cash balances is that as the project finishes up, the City can choose to use their cash to pay the invoices and NOT submit those invoices for reimbursement from the SRF, thus lowering your total borrowing amounts.