



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JANUARY 6, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

Mayor	Roger Laughlin	<a href="mailto:mayor@westbranchiowa.org">mayor@westbranchiowa.org</a>
Mayor Pro Tem	Colton Miller	<a href="mailto:mcolton@rocketmail.com">mcolton@rocketmail.com</a>
Council Member	Jodee Stoolman	<a href="mailto:j.stoolmanwbcc@yahoo.com">j.stoolmanwbcc@yahoo.com</a>
Council Member	Nick Goodweiler	<a href="mailto:nickgoodweilerwbcc@gmail.com">nickgoodweilerwbcc@gmail.com</a>
Council Member	Tom Dean	<a href="mailto:tdiowa@hotmail.com">tdiowa@hotmail.com</a>
Council Member	Jerry Sexton	<a href="mailto:jerrysextonwb@gmail.com">jerrysextonwb@gmail.com</a>
City Administrator	Redmond Jones II	<a href="mailto:rjonesii@westbranchiowa.org">rjonesii@westbranchiowa.org</a>
City Attorney	Kevin Olson	<a href="mailto:kevinolsonlaw@gmail.com">kevinolsonlaw@gmail.com</a>
Deputy City Clerk	Leslie Brick	<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. Roll Call**

**C. Call to Order**

**D. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

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

1. Department Presentations (Budget)
  - a. Library
  - b. Police Department

**F. 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.*

**G. 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.*

1. **Motion to Approve** Meeting Minutes for City Council Meeting December 16, 2019.

*"Turning Vision into Reality is our Business"*

2. **Motion to Approve** the Annual Mayoral Appointments. These Appointments are Mayor Pro Tem – Colton Miller; Official City Newspaper – West Branch Times; Animal Control Facility – West Branch Clinic; City Engineer – Dave Schechinger of Veenstra & Kimm, Inc.; Public Health Officer – Dr. Thomas Novak.
3. **Motion to Approve** the appointment of Craig Walker to the Library Board.
4. **Motion to Approve** the Liquor License Renewal for Aj’s Jack & Jill Store (ownership changed for FY20).
5. **Motion to Approve** the Cigarette Permit for Anisha LLC dba Jack & Jill Store (ownership change for FY20).
6. **Motion to Approve** the Claims Report.

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

1. **Resolution 1866** – A Resolution Directing Changes to the Existing Street Lighting System.
2. **Resolution 1867** – A Resolution Adopting a Policy Authorizing the City Clerk or Deputy City Clerk to Pay Certain Bills Prior to the City Council’s Approval.
3. **Resolution 1868** – A Resolution Setting a Public Hearing Considering the Maximum Levy That Can Be Passed.
4. **Resolution 1869** – A Resolution Approving the Continuation of the Sludge Reduction Plan by Baldrige Environmental Inc. for an annual fee of \$20,000.
5. **Resolution 1870** – A Resolution to Authorize a Contract with East Central Intergovernmental Association (ECIA) in the amount of \$750.00 with a not to exceed cost of \$1000 for Grant Writing Services Related to the \$100,000 Catalyst Grant intended for the Former Croell Ready-mix site.
6. **Discussion Item:** Initial General Fund Revenue Estimates.
7. **Discussion Item:** Regarding the Park and Recreation Commission’s Recommendation to Allow the Consumption of Alcohol in Certain Parks.

**I. Reports**

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

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

**K. Adjournment**

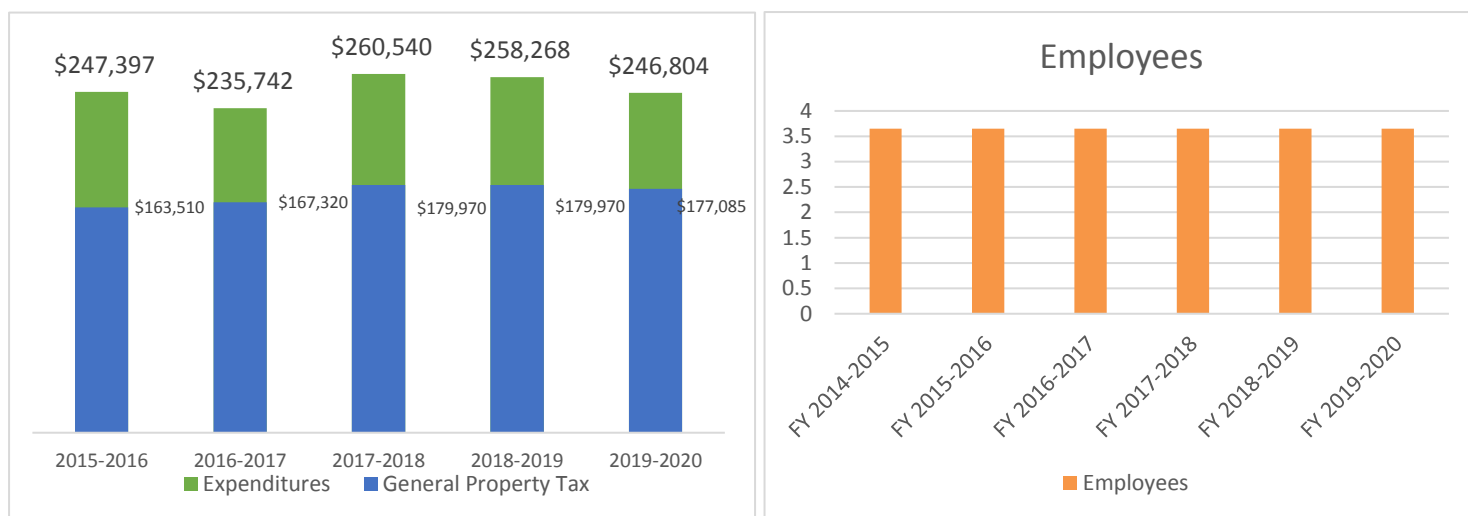
*"Turning Vision into Reality is our Business"*



## 2020 – 2021 Proposed Budget

### Library

#### Five Year History of Budget and Position Authorities



#### Summary of FY 2019 – 2020 Mid-Year Achievements

- The library continues to heavily work towards the goals set out in the Strategic Plan. During this half-year, the primary goals include:
  - Implemented several learning opportunities for older library users including speakers on the Amish, Wills and Trusts, Haunted Locations, and several home décor crafts.
  - Summarily finished the repurposing of a small room to serve as a teen space and secondary meeting room when not in use by teens.
  - Published two editions of a community newsletter.
  - Continued work towards improving outdoor aesthetics and have planned out an outdoor seating space to be paid for through grant and gifting opportunities (non-budget request).

## Summary of FY 2020 – 2021 Requested Changes Based on City Council Goals and Objectives

- There are relatively few changes recommended for the library budget. While expenditure lines change to greater extent, the expected additional request from city funding is approximately \$350, following a suggested reduction of \$2,300 last year.

Line items that change are primarily small and due to observed and inherent use. Changes to the library outlined within the library's Strategic Plan will be conducted with grant funding or within existing line items.

### Department Budget Highlights

- Travel/Conference
  - Budgeted in FY 19/20 \$ 2,778.00
  - Requested in FY 20/21 \$ 3,728.00
    - The Association for Small and Rural Libraries conference will be again within driving distance and we would like to send two people to it. This includes travel, lodging, and conference registration.
- Building Maintenance
  - Budgeted in FY 19/20 \$ 5,945.00
  - Requested in FY 20/21 \$ 6,545.00
    - As the building gets older, there are just more things that need fixing and the average costs for maintenance just go up. As example, this year the fire alarm panel broke which cost around \$9,000 for service, equipment, and installation.
- Building Supplies
  - Budgeted in FY 19/20 \$ 1,000.00
  - Requested in FY 20/21 \$ 1,500.00
    - Building supplies covers a lot of the required items to operate the building like cleaning supplies, toiletries, florescent bulbs, etc. Much of this is based on use – how much people use – and purchasing costs. The averages for this area have just increased over the years prompting a budgetary line increase.
- Utilities
  - Budgeted in FY 19/20 \$ 7,200.00
  - Requested in FY 20/21 \$ 8,200.00
    - Like the building line items above, this increase is based primarily on use and increases in external costs. Over time, we're looking at replacing our existing florescent tubes with LED tubes which should help to bring down some utilities costs.
- Postage and Shipping
  - Budgeted in FY 19/20 \$ 2,970.00
  - Requested in FY 20/21 \$ 1,969.65

- The State Library of Iowa has just begun a statewide delivery service of items lent and borrowed between public libraries in the state. This cost goes directly through the state library so is not included in our expenditures. They are suggesting not eliminating much from the postage line until the program has been operating for a while, but it should bring down costs considerably. We hope that this will decrease further in FY2022.

## Budget Detail

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CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: NOVEMBER 30TH, 2019

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DEPARTMENTAL REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- 2019-2020 -----)		(----- 2020-2021 -----)	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<b>ANIMAL CONTROL</b>						
=====						
TOTAL ANIMAL CONTROL	0	0	0	0		
<b>ROADS AND STREETS</b>						
=====						
<b>001-GENERAL FUND</b>						
001-4-2-210-1-4550MISC REV SIDEWALK REPA	5,084	755	0	250		
001-4-2-210-2-4445IOWA DOT GRANTS/REIMBU	0	0	0	0		
001-4-2-210-2-4710REIMB-GF STREETS	875	0	0	0		
001-4-2-210-4-4821BANK LOAN	0	0	0	0		
TOTAL 001-GENERAL FUND	5,959	755	0	250		
<b>110-ROAD USE TAX</b>						
110-4-2-210-2-4430ROAD USE TAX PAYMENTS	296,264	299,969	300,000	145,219		
110-4-2-210-2-4445IOWA DOT GRANTS/REIMBU	0	0	0	0		
110-4-2-210-2-4710REIMBURSEMENTS	120	0	0	0		
110-4-2-210-2-4821BANK LOAN	0	0	0	0		
TOTAL 110-ROAD USE TAX	296,384	299,969	300,000	145,219		
TOTAL ROADS AND STREETS	302,343	300,724	300,000	145,469		
<b>STREET LIGHTING</b>						
=====						
<b>001-GENERAL FUND</b>						
001-4-2-230-2-4710REIMBURSEMENTS	30	0	0	0		
TOTAL 001-GENERAL FUND	30	0	0	0		
TOTAL STREET LIGHTING	30	0	0	0		
<b>LIBRARY</b>						
=====						
<b>031-LIBRARY</b>						
031-4-4-410-1-4461STATE LIBRARY FUNDING	3,226	1,289	3,250	2,846	3,000	
031-4-4-410-1-4765FINES	1,266	696	900	229	420	
031-4-4-410-2-4470RURAL LIBRARY ASSISTAN	19,219	19,880	19,980	9,901	19,801	
031-4-4-410-2-4705PRIVATE CONTRIBUTIONS	3,935	15,522	2,000	435	2,000	
031-4-4-410-4-4000GENERAL PROPERTY TAX	179,970	89,985	177,085	88,543	180,312	
031-4-4-410-4-4300INTEREST INCOME	824	1,099	0	342	0	
031-4-4-410-4-4799MISC. REVENUES	1,784	1,099	1,500	674	1,500	
TOTAL 031-LIBRARY	210,225	129,569	204,715	102,969		

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CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: NOVEMBER 30TH, 2019

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DEPARTMENTAL REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020		2020-2021	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<b>502-KROUTH INTEREST FUND</b>						
502-4-4-410-2-4715REFUNDS	0	0	0	0		
502-4-4-410-4-4300INTEREST INCOME	160	278	0	145		
502-4-4-410-4-4799MISC. REVENUES	0	0	0	0		
TOTAL 502-KROUTH INTEREST FUND	160	278	0	145		
<b>TOTAL LIBRARY</b>	<b>210,385</b>	<b>129,847</b>	<b>204,715</b>	<b>103,114</b>		
<b>PARK &amp; RECREATION</b>						
<b>001-GENERAL FUND</b>						
001-4-4-430-1-4550FITNESS	0	1,254	0	0		
001-4-4-430-1-4551ADULT SPORTS	3,210	3,725	2,500	0		
001-4-4-430-1-4552SWIMMING	540	550	500	0		
001-4-4-430-1-4554VOLLEYBALL	0	0	0	0		
001-4-4-430-1-4555RECREATION ACTIVITIES	7,334	10,154	0	3,286		
001-4-4-430-1-4556SUMMER LEAGUE	0	0	0	0		
001-4-4-430-1-4557CAMP	0	0	9,600	0		
001-4-4-430-1-4558YOUTH SPORTS	13,380	11,985	11,400	4,920		
001-4-4-430-1-4755CONCESSION SALES	2,098	0	2,000	0		
001-4-4-430-2-4311FIELD RENTAL	0	0	1,000	0		
001-4-4-430-4-4800SALE OF REAL PROPERTY	0	3,500	0	0		
001-4-4-430-4-4821BANK LOAN	0	0	0	0		
TOTAL 001-GENERAL FUND	26,562	31,168	27,000	8,206		
<b>TOTAL PARK &amp; RECREATION</b>	<b>26,562</b>	<b>31,168</b>	<b>27,000</b>	<b>8,206</b>		
<b>CEMETERY</b>						
<b>001-GENERAL FUND</b>						
001-4-4-450-1-4559GRAVE OPENINGS	7,175	5,525	3,000	3,350		
001-4-4-450-1-4741SALE OF CEMETERY LOTS	760	800	800	600		
TOTAL 001-GENERAL FUND	7,935	6,325	3,800	3,950		
<b>027-MEMORIAL GARDEN PROJECT</b>						
027-4-4-450-2-4705PRIVATE CONTRIBUTIONS	0	0	0	0		
TOTAL 027-MEMORIAL GARDEN PROJECT	0	0	0	0		
<b>500-CEMETERY PERPETUAL FUND</b>						
500-4-4-450-1-4740SALE OF CEMETERY LOTS	1,140	1,200	1,200	900		
500-4-4-450-2-4705PRIVATE CONTRIBUTIONS	0	0	0	0		
500-4-4-450-4-4300INTEREST INCOME	1,637	2,296	1,150	587		
TOTAL 500-CEMETERY PERPETUAL FUND	2,777	3,496	2,350	1,487		
<b>TOTAL CEMETERY</b>	<b>10,712</b>	<b>9,821</b>	<b>6,150</b>	<b>5,437</b>		

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CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: NOVEMBER 30TH, 2019

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DEPARTMENTAL EXPENDITURES			(----- 2019-2020 -----)		(----- 2020-2021 -----)	
	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<b>STREET LIGHTING</b>						
<b>001-GENERAL FUND</b>						
001-5-2-230-6371 UTILITY SERVICES/GAS,	31,109	34,060	40,000	13,383		
TOTAL 001-GENERAL FUND	31,109	34,060	40,000	13,383		
TOTAL STREET LIGHTING	31,109	34,060	40,000	13,383		
<b>LIBRARY</b>						
<b>031-LIBRARY</b>						
031-5-4-410-6010 SALARIES AND WAGES	136,694	134,425	135,597	61,237		
031-5-4-410-6210 DUES, MEMBERSHIP	324	577	410	98	435	
031-5-4-410-6230 TRAINING AND EDUCATION	154	24	100	15	100	
031-5-4-410-6240 TRAVEL AND CONFERENCE	404	1,517	2,711	56	3,728	
031-5-4-410-6310 BUILDING MAINTENANCE	9,476	19,784	5,945	7,746	6,545	
031-5-4-410-6320 BLDG/GROUNDS OPERATION	3,089	1,251	1,000	954	1,500	
031-5-4-410-6371 UTILITY SERVICES/GAS,	7,242	7,152	7,200	4,239	8,200	
031-5-4-410-6373 TELEPHONE/OPERATIONS	2,278	2,238	2,244	747	2,244	
031-5-4-410-6409 JANITORIAL EXPENSE	6,324	2,836	4,264	0	4,009	
031-5-4-410-6414 ADVERTISEMENT & LEGAL	215	269	500	230	500	
031-5-4-410-6419 TECHNOLOGY SERVICES	5,578	5,233	2,788	5,130	3,195	
031-5-4-410-6490 CONSULTANT AND PROF. F	488	338	0	0	0	
031-5-4-410-6498 CONTRACT PAYMENTS	1,910	2,287	2,434	2,161	2,434	
031-5-4-410-6499 RETIRE BY FRIENDS OF L	1,145	0	0	0	0	
031-5-4-410-6506 OFFICE SUPPLIES	1,795	2,346	2,300	1,301	2,500	
031-5-4-410-6508 POSTAGE AND SHIPPING	2,989	3,118	2,970	1,669	1,969	
031-5-4-410-6599 MISC. SUPPLIES	8,279	3,698	6,154	3,237	6,154	
031-5-4-410-6725 OFFICE EQUIPMENT	1,575	1,445	1,558	929	1,575	
031-5-4-410-6770 COLLECTIONS	24,481	24,453	26,637	11,743	26,448	
TOTAL 031-LIBRARY	212,149	212,993	204,812	101,491		
<b>036-TORT LIABILITY</b>						
036-5-4-410-6160 WORKMENS COMP.	( 339)	202	211	150		
036-5-4-410-64081 LIABILITY INSURANCE	3,708	3,905	4,101	3,401		
TOTAL 036-TORT LIABILITY	3,369	4,107	4,312	3,551		
<b>112-TRUST AND AGENCY</b>						
112-5-4-410-6110 FICA	10,457	10,284	10,373	4,685		
112-5-4-410-6130 IPERS	11,824	12,437	12,800	5,425		
112-5-4-410-6150 GROUP INSURANCE	15,910	18,228	17,594	3,687		
112-5-4-410-6199 WELLNESS BENEFIT	0	0	0	0		
TOTAL 112-TRUST AND AGENCY	38,191	40,948	40,767	13,796		



<b>West Branch Public Library</b>				
<b>Expenditures</b>				
Type	FY2020	Proposal	Difference	Description
Salaries	\$ 135,597.00	\$ 135,597.00	\$ -	In Salaries Tab
Dues/Memberships	\$ 410.00	\$ 435.00	\$ 25.00	In Details Sheet
Training/Education	\$ 100.00		\$ (100.00)	This is to handle any training that requires cost.
Travel/Conference	\$ 2,711.00	\$ 3,728.00	\$ 1,017.00	In Details Sheet
Building Maintenance	\$ 5,945.00	\$ 6,545.00	\$ 600.00	In Details Sheet
Building Supplies	\$ 1,000.00	\$ 1,500.00	\$ 500.00	Estimate from past year's projection.
Utilities	\$ 7,200.00	\$ 8,200.00	\$ 1,000.00	Based on Prior Years
Telephone	\$ 2,244.00	\$ 2,244.00	\$ -	Approximately \$187 per month
Janitorial Expense	\$ 4,264.00	\$ 4,009.20	\$ (254.80)	\$41/cleaning, twice per week
Advertisement/Legal	\$ 500.00	\$ 500.00	\$ -	Amount based off of prior years.
Technology Services	\$ 2,788.00	\$ 3,194.68	\$ 406.68	In Details Sheet
Contract Payments	\$ 2,434.00	\$ 2,434.00	\$ -	In Details Sheet
Office Supplies	\$ 2,300.00	\$ 2,500.00	\$ 200.00	Estimate - past years sporadic from \$770 - \$2450
Postage and Shipping	\$ 2,970.00	\$ 1,969.65	\$ (1,000.35)	In Details Sheet
Programs	\$ 6,154.00	\$ 6,154.00	\$ -	In Details Sheet
Office Equipment	\$ 1,558.00	\$ 1,575.00	\$ 17.00	In Details Sheet
Materials	\$ 26,637.00	\$ 26,448.00	\$ (189.00)	In Details Sheet
<i>Library Account Spending</i>	<i>\$ 204,812.00</i>	<i>\$ 207,033.53</i>	<i>\$ 2,221.53</i>	<i>This is the goal to be matched by income below</i>
Salaries - Cable	\$ 15,840.50	\$ 15,840.50	\$ -	Portion of Director's salary paid from Cable
<i>Salaries total</i>	<i>\$ 151,437.50</i>	<i>\$ 151,437.50</i>	<i>\$ -</i>	
Group Insurance	\$ 15,053.00	\$ 15,053.00	\$ -	Handled by city office staff
Workman's Comp	\$ -	\$ -	\$ -	Handled by city office staff
FICA	\$ 10,366.00	\$ 10,366.00	\$ -	7.65% of Salaries
IPERS	\$ 12,791.00	\$ 12,791.00	\$ -	8.93% of Salaries
Liability Insurance	\$ 3,782.00	\$ 3,782.00	\$ -	Handled by city office staff
<i>General Fund Total</i>	<i>\$ 41,992.00</i>	<i>\$ 41,992.00</i>	<i>\$ -</i>	
			\$ -	
<b>Library Total Expenditures</b>	<b>\$262,644.50</b>	<b>\$ 264,866.03</b>	<b>\$ 2,221.53</b>	
<b>Income</b>				
Type	FY2020	Proposal	Difference	Description
General Property Tax	\$ 179,970.00	\$ 180,312.53	\$ 342.53	Reflects amount needed after accounting for other
Interest Income	\$ -		\$ -	
Rural Library Assistance	\$ 19,980.00	\$ 19,801.00	\$ (179.00)	Changed to reflect FY2019
State Library Funding	\$ 3,250.00	\$ 3,000.00	\$ (250.00)	Based on FY2019 amount
Private Contributions	\$ 2,000.00	\$ 2,000.00	\$ -	Based on how much is donated in prior FY's
Fines	\$ 900.00	\$ 420.00	\$ (480.00)	Based on prior years' income
Misc Revenues	\$ 1,500.00	\$ 1,500.00	\$ -	Based on prior years' income
Transfer	\$ -	\$ -	\$ -	
Krouth Transfers	\$ -	\$ -	\$ -	
			\$ -	
<i>Library Total Income</i>	<i>\$ 207,600.00</i>	<i>\$ 207,033.53</i>	<i>\$ (566.47)</i>	
<i>General Fund Contribution</i>	<i>\$ 41,992.00</i>	<i>\$ 41,992.00</i>	<i>\$ -</i>	
<b>Total Revenue Line</b>	<b>\$249,592.00</b>	<b>\$ 249,025.53</b>	<b>\$ (566.47)</b>	



DETAILS

DETAILS				
<b><u>Dues/Memberships</u></b>			<b>Proposed</b>	
ILA membership	Director		\$ 105.00	
	Adult Services Librarian		\$ 90.00	
	Youth Services Librarian		\$ 90.00	
ARSL Memberships	3 Staff @ \$50 each		\$ 150.00	
	<b>Total</b>		<b>\$ 435.00</b>	
<b><u>Travel/Conference</u></b>			<b>Proposed</b>	
ILA Conference	Registration		\$ 180.00	2 registrants at \$90 per person - will eat meals outside of conference due to cost
	Travel		\$ 90.00	Travel to and from Dubuque
	Lodging		\$ 480.00	Lodging for 2 room
	Meals		\$ 200.00	City reimbursement max \$40 per day for 2 people for 2 days plus one meal for 2 people for 1 day.
	<b>Total</b>		<b>\$ 950.00</b>	
ILA Conference	Registration		\$ 550.00	2 registrants @ \$275 per person
	Travel		\$ 548.00	Travel to Witcheta KS and back
	Lodging		\$ 480.00	Lodging for 2 rooms
	Meals		\$ 200.00	
	<b>Total</b>		<b>\$ 1,778.00</b>	
Other travel			\$ 1,000.00	For other program travel
	<b>Total</b>		<b>\$ 3,728.00</b>	
<b><u>Building Maintenance</u></b>			<b>Proposed</b>	
	Simplex/Grinnell Annual Service		\$ 1,050.00	estimate 5% increase
	General Pest Control (\$70 bimonthly)		\$ 420.00	
	Fire extinguisher		\$ 75.00	
	Carpet Cleaning		\$ 600.00	One cleaning is 600
	Grounds Care (planted area maintenance)		\$ 600.00	
	General Maintenance		\$ 3,800.00	FY2019 \$5500 FY2018 \$3359, FY2017 \$2853, FY2016 \$4920, FY2015 \$1800,
	<b>Total</b>		<b>\$ 6,545.00</b>	
<b><u>Technology Services</u></b>			<b>Proposed</b>	
Software Renewal Maintenance			\$ 494.68	
	Regular PC repair		\$ 600.00	Repair/replacement of broken hardware
	Computer Replacement		\$ 2,100.00	Replacing server and circ desk PC (\$1,200 & \$900 respectively)
	<b>Total</b>		<b>\$ 3,194.68</b>	
<b><u>Contract Payments</u></b>			<b>Proposed</b>	
Apollo			\$ 1,950.00	Circulation system software renewal
CASSIE			\$ 320.00	Public Use Computer management renewal
Gale Database			\$ 164.00	State funded information database renewal
	<b>Total</b>		<b>\$ 2,434.00</b>	

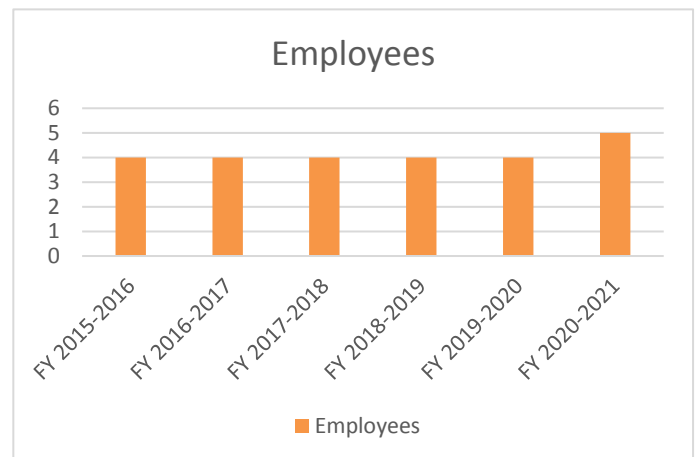
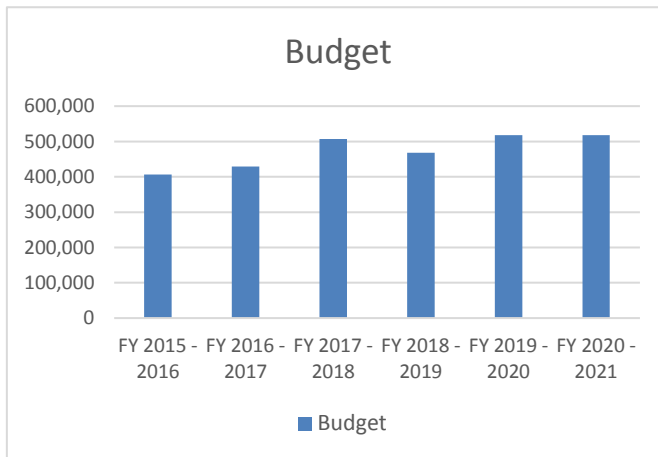
		<b>Proposed</b>		
<b><u>Postage &amp; Shipping</u></b>	<b>Postage Meter</b>	Lease	\$ 409.65	\$102 quarterly
		Postage & Supplies	\$ 1,500.00	Reduced from \$2,500 due to statewide delivery
	<b>Total</b>		<b>\$ 1,909.65</b>	
	<b>Postal box</b>	Annual renewal	\$ 60.00	
	<b>Total</b>		<b>\$ 1,969.65</b>	
<b><u>Programs</u></b>		<b>Proposed</b>		
	<b>Program Materials</b>	Estimate	\$ 3,454.00	There are approximately 25 programs per month for 10 non-SRP months - average ~12 per program, up from 10
	<b>Summer Programming</b>	Program Supplies	\$ 1,000.00	Individual program supplies - materials, snacks, etc.
		Initial Materials	\$ 700.00	These include banners, posters, some themed prizes, stickers and sticker sheets
		Special Performers	\$ 1,000.00	These are invited performers which need payment - includes ~3 performers (increased \$200 from current year)
	<b>Total</b>		<b>\$ 6,154.00</b>	
<b><u>Office Equipment</u></b>		<b>Proposed</b>		
	<b>Printer/Copier</b>	US Bank (copier lease)	\$ 1,575.00	\$106.25 monthly plus \$300 additional for newsletters
	<b>Total</b>		<b>\$ 1,575.00</b>	
<b><u>Materials</u></b>		<b>Proposed</b>		
	<b>Periodicals</b>	Magazines	\$ 700.00	- annual subscriptions - all magazines
		Booklist	\$ 170.00	- annual subscription - item reviews
		Tipton Conservative	\$ 38.00	- annual subscription
		West Branch Times	\$ 30.00	- annual subscription
		Iowa City Press Citizen	\$ 220.00	- annual subscription
		Cedar Rapids Gazette	\$ 380.00	- annual subscription
		USA Today	\$ 300.00	- annual subscription
		<b>Total</b>		<b>\$ 1,838.00</b>
	<b>Electronic</b>	Bridges	\$ 610.00	- annual subscription
		<b>Total</b>		<b>\$ 610.00</b>
		Books/Movies/CDs	\$ 24,000.00	If possible, Would add additional audio and ebook purchases to meet demand
	<b>Total</b>		<b>\$ 26,448.00</b>	



## 2020-2021 Proposed Budget

### Police Department

#### Five Year History of Budget and Position Authorities



#### Summary of FY 2019-2020 Mid-Year Achievements

*This will be an opportunity to give an update as to the previous year goals as the new budget process starts mid-year of the previous budget.*

*Upgraded server at the Cedar County Sherriff's Department to accommodate the reporting software for the West Branch new reporting software.*

*Install new Shieldware reporting software. This gives the West Branch Police the ability better to better track and to provide statics of calls for service and incident reporting. It improves and updates necessary reporting to state and federal UCR reports. (Aide in grants) Cedar County Sherriff's Departments case numbers now match the West Branch Police Department which makes it easier to track cases that may involve other police officers in Cedar County. The software can better inform the city and the citizens of the type of work and service that is provided by the West Branch Police Department.*

*The West Branch Police Department has ordered a 2020 SSV Crew Cab 4 X4, Dodge Pickup Patrol vehicle to replace the 2013 Police Ford Sedan.*

*The West Branch Police Department has posted its own web site. This will help to provide public safety information, public service announcements and list the monthly calls of service.*

**Summary of FY 2020-2021 Requested Changes Based on City Council Goals,  
Departments Needs and Department Objectives.**

- Request Police Department set aside for the future purchase of a police squad car. This has increase by \$5,000 from past years. This is due to the increased cost of the vehicle, installation of vehicle recording equipment and cost of multi-band P25 Police radios.
- Update the server at the police department. This would provide better cyber security, provide additional storage and replace an older server. This server is used to store video files and some other additional files that are not included in the reporting software.
- Purchase 4-5 additional body cameras that would inter operate with the current squad car recording video cameras. This would cost an estimated \$5,000.
- The West Branch Police Department would like to install a 3 door access control system that would provide better security to the police department, its computer and its computer servers. The estimated cost would be \$7,000.
- The police department would like to install a video camera system that would provide video surveillance and security to the West Branch Town Hall garage. This is where two squad cars are stored, the evidence is stored, where misc. equipment and vehicle equipment are stored. This is also a voting location. The cost for this should be about \$3,000 at the most. The police department might try to do this project under this year's budget.

**Department Budget Highlights**

• 6332 Repair/Maintenance Vehicle	Budgeted in FY19/20,	\$5,000
	Requesting in FY 20/21,	\$ 7,000
• 6498 Contract Payments	Budgeted in FY19/20,	\$4300
	Requesting in FY 20/21,	\$5000
• 6723 Vehicle Set Aside	Budgeted in FY 19/20,	\$50,000
	Requesting in FY 20/21	\$30,000
• 6727 Equipment	Budgeted in FY 19/20,	\$20,000
	Requesting in FY 20/21	\$20,000

**Department Budget Opportunities**

The department is working with its partners the School District and the National Park Service to enhance police services that could result higher levels and/or enhance levels of service for the entire community.

## Budget Detail

CITY OF WEST BRANCH  
APPROVED BUDGET  
AS OF: NOVEMBER 30TH, 2019

PAGE: 1

DEPARTM	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020		2020-2021	
			CURRENT BUDGET	YEAR-TO-DATE ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<b>POLICE OPERATION</b>						
<b>001-GENERAL FUND</b>						
001-5-1-110-6010	SALARIES AND WAGES	273,800	277,187	288,969	122,420	
001-5-1-110-6210	DUES, MEMBERSHIP	5,321	4,466	4,500	4,479	4500
001-5-1-110-6230	TRAINING AND EDUCATION	449	7,880	2,000	616	2000
001-5-1-110-6240	TRAVEL AND CONFERENCE	620	323	2,000	434	2000
001-5-1-110-6310	BUILDING MAINTENANCE	0	2,018	0	334	0
001-5-1-110-6320	BLDG/GROUNDS OPERATION	1,639	610	1,000	38	1000
001-5-1-110-6331	MOTOR OPERATION FUEL	9,927	10,189	15,000	4,906	15000
001-5-1-110-6332	REPAIR/MAINTENANCE-VEH	4,829	5,765	5,000	5,547	7000
001-5-1-110-6350	EQUIPMENT REPAIR/MAINT	0	245	0	0	0
001-5-1-110-63501	REPAIRS-RADIOS	176	70	1,000	0	1000
001-5-1-110-6371	UTILITY SERVICES/GAS	3,290	3,224	3,000	1,428	3250
001-5-1-110-6373	TELEPHONE/OPERATIONS	6,859	6,747	8,000	2,573	8000
001-5-1-110-6399	OTHER MAINTENANCE & RE	377	0	0	0	0
001-5-1-110-6411	LEGAL FEES	42	0	1,000	0	1000
001-5-1-110-6414	ADVERTISEMENT & LEGAL	25	55	250	142	250
001-5-1-110-6490	CONSULTANT AND PROF. F	488	488	0	55	0
001-5-1-110-6491	RESERVE OFFICERS	0	0	1,500	0	1500
001-5-1-110-6498	CONTRACT PAYMENTS	1,327	1,444	4,300	1,682	4500
001-5-1-110-6504	MINOR EQUIPMENT	200	627	3,000	696	3000
001-5-1-110-6506	OFFICE SUPPLIES	945	868	1,000	241	1000
001-5-1-110-6508	POSTAGE AND SHIPPING	0	0	200	11	200
001-5-1-110-6510	SAFETY EQUIPMENT	0	44	0	0	0
001-5-1-110-6513	AMMUNITION	590	769	1,150	0	1150
001-5-1-110-6521	MOTOR VEHICLE MAINT. S	0	0	1,000	0	1000
001-5-1-110-6529	UNIFORMS	641	1,991	2,000	1,281	2000
001-5-1-110-6599	MISC. SUPPLIES	1,412	4,621	3,000	987	3000
001-5-1-110-6723	VEHICLE SET ASIDE	48,308	0	50,000	0	50000
001-5-1-110-6725	OFFICE EQUIPMENT	2,800	380	6,500	0	6500
001-5-1-110-6727	EQUIPMENT	3,068	14,265	20,000	14,801	20000
TOTAL 001-GENERAL FUND		367,134	344,473	425,369	162,668	
<b>036-TORT LIABILITY</b>						
036-5-1-110-6160	WORKMENS COMP.	13,259	4,793	5,457	3,731	
036-5-1-110-64081	LIABILITY INSURANCE	6,001	6,455	6,778	6,014	
TOTAL 036-TORT LIABILITY		19,260	11,248	12,235	9,745	
<b>112-TRUST AND AGENCY</b>						
112-5-1-110-6110	FICA	19,856	20,076	22,106	8,896	
112-5-1-110-6130	IPERS	26,924	28,059	28,637	12,042	
112-5-1-110-6150	GROUP INSURANCE	45,839	48,683	48,509	20,218	
TOTAL 112-TRUST AND AGENCY		93,619	96,817	99,252	41,156	
TOTAL POLICE OPERATION		480,012	452,538	536,856	213,570	

*(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  
Regular Meeting**

**December 16, 2019  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Roll call: Council members: Jodee Stoolman, Nick Goodweiler, Jordan Ellyson, Brian Pierce and Jodee Stoolman were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, City Attorney Kevin Olson, City Engineer Dave Schechinger, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and Fire Chief Kevin Stoolman.

### **GUEST SPEAKER AND PRESENTATIONS**

Todd Baldrige, Baldrige Environmental presented the results of the pilot project that started in the spring of 2019 to reduce the amount of sludge and to improve the health of the current lagoon system. Baldrige reminded the Council of the primary challenges West Branch faced prior to starting the project. The lagoon system had limited capacity due to high amounts of sludge in both cells which in turn create high levels of ammonia, which put the city above DNR regulations. Baldrige recapped the process for addressing the issue. Enzymes (known as ‘bugs’) were added to the lagoons to ‘eat’ the sludge and digest it. Baldrige’s team monitored the wastewater process for several months as signs of sludge break-down were exhibited. He said the lagoons are ten feet deep and at the start of the project, the sludge was approximately eight feet deep. Since adding the enzymes, over two feet of sludge have been eliminated and ammonia levels are now in compliance with DNR requirements. Baldrige said there is more work needed to further reduce the remaining sludge, but that levels were headed in the right direction and that the data collected thus far will give the City Engineer the information and tools they needed to make good decisions for the City on what direction to go as they move forward. Jones said this was the ‘hail Mary’ they had all been hopeful for but that the DNR needed to be convinced that this process works and is helping the City meet DNR state required levels. Baldrige provided a verbal quote to continue the process for another year. The Council was pleased with the results and Laughlin asked Baldrige to prepare a formal quote for the Council to consider.

Laughlin read a proclamation of service to the outgoing Council members Jordan Ellyson and Brian Pierce. The proclamation thanked them for their public service, time and commitment to the citizens of West Branch. Ellyson has served on the Council since 2012 and Pierce since 2014.

Laughlin performed the oath of office for incoming new Council persons Tom Dean and Jerry Sexton and incumbent Council person Colton Miller.

### **PUBLIC COMMENT**

No comment.

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

Motion to Approve Minutes for City Council Meeting December 2, 2019.

Motion to Approve Herb & Lou’s Liquor License Renewal.

Motion to Approve Appointments/Reappointments to the various Boards & Commissions.

Motion to Approve the West Branch Fire Department Officers for 2019 – 2020.

Motion to Approve the West Branch Fire Volunteer Fire & Rescue Revised Constitution and Bylaws.

Motion to Approve Pay Estimate Number 8 for the College Street Bridge Replacement Project.

Motion to Approve the Claims Report.

### **December claims paid and November Revenues**

#### **EXPENDITURES**

12/16/2019

ALLIANT ENERGY  
AMAZON  
BAKER & TAYLOR INC.

ALLIANT ENERGY  
BOOKS AND SUPPLIES  
BOOKS

9,819.33  
596.61  
1,569.81



BARRON MOTOR SUPPLY		BARRON MOTOR SUPPLY	28.92
CEDAR COUNTY AUDITOR		ELECTION SERVICES	1,544.69
CEDAR COUNTY RECORDER		RECORDING FEES	101.00
CJ COOPER & ASSOCIATES		ANNUAL ADMINISTRATIVE FEE	120.00
CULLIGAN WATER TECHNOLOGIE		WATER SOFTENER SERVICE	23.20
D&R PEST CONTROL		PEST CONTROL SERVICE	70.00
DEMCO		FURNITURE	3,552.33
DEWEYS JACK & JILL		CLEANING SUPPLIES	37.90
EAST CENT INTERGOVT ASN.		DUES 01-01-20 TO 6-30-20	789.48
ELECTRIC PUMP INC		SERVICE CALL	918.40
IMWCA		IMWCA	2,097.00
IOWA ASSN. MUN. UTILITIES		SAFETY TRAINING	655.37
JOHN DEERE FINANCIAL		SUPPLIES & CLOTHING ALLOWANCE	428.22
JOHNSON COUNTY REFUSE INC.		RECYCLING - NOVEMBER 2019	4,042.25
OLSON, KEVIN D		LEGAL SERVICES-DECEMBER 2019	1,500.00
OVERDRIVE INC		EBOOK	1.19
PITNEY BOWES GLOBAL FINANC		POSTAGE METER LEASE	102.39
PITNEY BOWES INC		SHIPPING SUPPLIES	56.52
PITNEY BOWES PURCHASE POWE		PITNEY BOWES PURCHASE POWER	500.00
QUILL CORP		OFFICE SUPPLIES	225.47
SHIMMIN, NICK		DVD	17.99
THE LIBRARY STORE INC		OFFICE SUPPLIES	38.93
TRUCK EQUIPMENT INC		REPAIR PARTS	30.00
U.S. POSTAL SERVICE		LIBRARY ANNUAL PO BOX RENT	82.00
USA TODAY		SUBSCRIPTION	340.14
WEX BANK		WEX BANK	993.19
TOTAL			30,282.33
FIRE DEPARTMENT PAYROLL	12/13/2019		39,157.00
PAID BETWEEN MEETINGS			
IOWA FINANCE AUTHORITY		INTEREST	3,660.00
UMB BANK N.A.		INTEREST - GO BOND 2013	16,737.50
UMB BANK N.A.		INTEREST - GO BOND 2015	5,935.00
UMB BANK N.A.		INTEREST - GO BOND 2016A	7,073.75
UMB BANK N.A.		INTEREST - GO BOND 2016B	3,773.75
UMB BANK N.A.		INTEREST - GO BOND 2017	47,236.25
MIZEJEWSKI, SARA		UTILITY REFUND	45.61
BERNHARD, DRAKE & SHANNON		UTILITY REFUND	64.95
FREIHAMMER, ALICIA		UTILITY REFUND	64.95
NEEDHAM EXCAVATING, INC.		308 PV PARK CONSTRUCTION	3,143.12
TOTAL			87,734.88
GRAND TOTAL EXPENDITURES			157,174.21
FUND TOTALS			
001 GENERAL FUND	49,322.39		
022 CIVIC CENTER	332.04		
031 LIBRARY	6,966.06		
036 TORT LIABILITY	1,977.09		
110 ROAD USE TAX	518.60		
112 TRUST AND AGENCY	2,964.00		
226 GO DEBT SERVICE	80,756.25		
308 PEDERSEN VALLEY PARK CONSTRUCTION	3,143.12		
600 WATER FUND	3,962.70		
603 WATER SINKING FUND	3,660.00		
610 SEWER FUND	3,571.96		
GRAND TOTAL	157,174.21		
EXPENDITURES		12/12/2019	
BARRON MOTOR SUPPLY		SHOP SUPPLIES	94.50
BROWN'S WEST BRANCH		BROWN'S WEST BRANCH	96.80
CJ COOPER & ASSOCIATES		CJ COOPER & ASSOCIATES	24.75
FASTENAL		EQUIPMENT REPAIR	110.81
FEHR GRAHAM		308 PV CONST SERVICE	1,475.75
FELD FIRE EQUIPMENT CO, INC.		EQUIPMENT REPAIR	320.66

HAWKINS INC	CHEMICALS-AZONE	743.50
LIBERTY DOORS INC	BUILDING MAINTENANCE	862.00
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
LYNCH'S PLUMBING INC	SHOP SUPPLIES	26.00
RACOM CORPORATION	RACOM CORPORATION	41.00
RELIANT FIRE APPARATUS, INC.	VEHICLE REPAIR	246.38
RUSSELL, MELISSA	RECREATION SUPPLIES	202.37
SIRCHIE	SUPPLIES	119.95
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
THOMAS HEATING & AIR LLC	REPAIR PARTS	150.00
UPS	SHIPPING	22.82
WEST BRANCH FIREFIGHTERS FUND	UNIFORMS	774.17
WEST BRANCH REPAIRS	BATTERIES	301.60
TOTAL		5,788.06
STAFF PAYROLL	12/13/2019	43,830.15
COUNCIL PAYROLL	12/13/2019	9,190.93
GRAND TOTAL EXPENDITURES		58,809.14

FUND TOTALS		
001 GENERAL FUND		31,528.00
022 CIVIC CENTER		205.72
031 LIBRARY		5,473.46
110 ROAD USE TAX		3,278.99
112 TRUST AND AGENCY		5,521.44
308 PEDERSEN VALLEY PARK CONSTRUCTION		1,475.75
600 WATER FUND		6,251.71
610 SEWER FUND		5,074.07
GRAND TOTAL		58,809.14

NOVEMBER REVENUE-FISCAL YEAR 2020  
FUND

001 GENERAL FUND		146,654.02
022 CIVIC CENTER		1,012.49
031 LIBRARY		11,165.68
036 TORT LIABILITY		1,389.01
110 ROAD USE TAX		25,471.87
112 TRUST & AGENCY	7,922.06	
119 EMERGENCY TAX FUND		1,115.07
121 LOCAL OPTION SALES TAX		12,951.72
125 TIF		24,405.24
226 DEBT SERVICE		11,095.02
500 CEMETERY PERPETUAL FUND		600.10
501 KROUTH PRINCIPAL FUND		243.35
502 KROUTH INTEREST FUND		56.31
600 WATER FUND		51,186.74
610 SEWER FUND		37,681.56
740 STORM WATER UTILITY		5,187.12
TOTAL		338,137.36

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

Third (final) reading of Ordinance 771 Amending Title “Sewer Service Charges” Chapter 99.02 “Rates” / Move to action.

**ORDINANCE 771**

**AN ORDINANCE AMENDING TITLE “SEWER SERVICE CHARGES” CHAPTER 99.02 “RATE”.**

1. **BE IT ENACTED** by the City Council of West Branch, Iowa, that Chapter 99.02 “RATE” of the Code of West Branch, Iowa is hereby amended by making the following changes:
2. **ADD SECTION 99.02:**  
Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system based upon the amount of water consumed as follows:  
\$7.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective July 01, 2016.  
\$10.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2020.  
\$12.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2021.  
\$15.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2022.
3. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
5. 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 16th day of December, 2019.**

First Reading:	November 18, 2019
Second Reading:	December 2, 2019
Third Reading:	December 16, 2019

\_\_\_\_\_  
Roger Laughlin, Mayor  
Attest:

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

Incoming Councilperson Tom Dean questioned what the sewer increase would be used for and stated that when he was on the City Council in 2008, the City raised rates for a new sewer plant and wanted to know what that money was used for. Staff confirmed that a five year water and sewer rate increase was instituted in 2013 to cover expenses for water and sewer costs and projects. Under previous administration, it was decided that water and sewer should pay for itself instead of using general fund dollars as was done historically and that was the reason for the rate increase at that time. Edgar said the City was working on paying off old General Obligation loans related to the waste water lift station and water tower number two, but would need to do more research on Dean’s question. City Attorney Olson stated that the City would be seeking an SRF loan for financing this wastewater project and that the loan has very specific rules regarding the use of the extra monies collected to pay back the loan. The Council confirmed with Finance Officer Edgar that those additional funds would be set aside each month in a separate fund account for any borrowings for the project. Jones mentioned that with the encouraging news from the Baldrige Environmental project, there will still be some expenses the City will incur which include adding a third lagoon to the current system for the future growth of the city. Jones said expenses will be closely monitored and if the DNR approves the Baldrige project current results that the ordinance could be repealed or changed in the future.

Motion by Ellyson, second by Miller to approve the third reading of Ordinance 771. AYES: Ellyson, Miller, Stoolman, Goodweiler, Pierce. NAYS: None. Motion carried.

Public Hearing: Regarding Amending the Current Budget for the Fiscal Year Ending June 31, 2020.

Laughlin opened the public hearing at 7:56 p.m. There were no public comments. Laughlin closed the public hearing at 7:57 p.m.

Resolution 1862 – Approving a Budget Amendment and Certification. / Move to action.

Edgar reminded the Council of the purpose of the budget amendment was due to projects budgeted in FY19 that were started but not complete until FY20. This is an accounting function of moving money from one fiscal year to the next to pay the claims and for auditing purposes.

Motion by Goodweiler, second by Pierce to approve Resolution 1862. AYES: Goodweiler, Pierce, Stoolman, Miller, Ellyson. NAYS: None. Motion carried.

Resolution 1863 – Approving annual insurance renewal Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance. / Move to action.

Edgar said the Wellmark rates reflect an eleven percent decrease from last year's premium. Edgar informed the Council that he had also obtained quotes from three insurance brokers for additional life insurance, short term disability and long term disability. Edgar said that although the City provides sick leave for its employees, it does not adequately cover an employee for a catastrophic illness or injury. Edgar said the quote for long term disability was around two thousand dollars per year, which seemed affordable for the extra coverage it would provide. The Council seemed receptive to the cost and requested solid numbers be given to them for budget consideration.

Motion by Miller, second by Ellyson to approve Resolution 1863. AYES: Miller, Ellyson, Goodweiler, Stoolman, Pierce. NAYS: None. Motion carried.

Resolution 1864 – Approving the continuation of United States Geological Survey (USGS) Streamflow-gauging on the Wapsinonoc Creek at College Street for an annual fee of \$8,640. / Move to action.

John Nania, USGS stated that the city partnered with USGS in 2015 and has collected five years' worth of data so far. Nania said that another five years of data would be ideal as that provides the opportunity for better overall flood insurance rates. Nania explained that current program costs are \$14,400 per year with USGS paying \$5760 of the annual cost. Nania said if the program was discontinued and restarted in the future that there would be re-installation fees as well as the loss of the USGS cost sharing as they no longer offer that. Miller said he recalled that last year the Council decided to continue with the monitoring while the College Street Bridge was being constructed to see how the project affected the flow of the creek. Miller said the continued monitoring would also tell them how future city projects are affecting the flow when downstream creek widening occurs. Miller also asked if additional data collected would be desirable for grants. Schechinger agreed that it would be looked at favorably. Pierce agreed and said it would be silly not to continue the program.

Motion by Goodweiler, second by Ellyson to approve Resolution 1864. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

Motion accepting the City of West Branch, Iowa Fiscal Year 2020-2021 Budget Timeline. / Move to action.

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

Resolution 1865 – Accepting the addition of a New Drug and Alcohol Policy for CDL Drivers to the Overall Employee Drug and Alcohol Policy. / Move to action.

Edgar said that due to federal changes, the City needed to adopt additional requirements for CDL drivers. The policy change identifies Edgar as the Designated Employee Representative for receiving communication from service agents of any drug or alcohol violations of its CDL drivers.

Motion by Goodweiler, second by Ellyson to approve Resolution 1865. AYES: Goodweiler, Ellyson, Pierce, Stoolman, Miller. NAYS: None. Motion carried.

## **CITY ADMINISTRATOR REPORT**

Jones reported on the ECIA Catalyst Grant and said that the Downtown East Redevelopment site may qualify for it. He also reported that he attended a Cedar County Great Places meeting and the concept of the community kiosks were discussed but the idea was not overly accepted by some of the smaller communities. Jones then informed the Council that he had been invited to give the Martin Luther King Jr. key note speech at St. Ambrose University's Rogalski Center on January 20, 2020.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

Horihan informed the Council that the 2020 Dodge Charger he had ordered had been cancelled by the manufacturer and will no longer be available for purchase. Horihan said the next less expensive option is a 2020 Dodge Ram 1500 pickup. He said the 2013 Ford Explorer will be traded in and with the equipment transferring the total cost will be \$46,497.16.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Pierce thanked the city staff for all their work and said his experience as a Council person was rewarding and challenging at the same time. He said he enjoyed his time on the Council and wished the new Council persons good luck.

Ellyson also thanked the staff and mentioned that most residents have no idea what it takes to run a city and she was very appreciative. She said her time on the Council was educational and a good learning experience.

Miller personally thanked Pierce and Ellyson for their service on the Council and noted that they had been through a lot together.

**ADJOURNMENT**

Motion to adjourn by Pierce, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:39 p.m.

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Roger Laughlin, Mayor

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Annual Mayoral Appointments. These Appointments are Mayor Pro Tem – Colton Miller; Official City Newspaper – West Branch Times; Animal Control Facility – West Branch Clinic; City Engineer – Dave Schechinger of Veenstra & Kimm, Inc.; Public Health Officer – Dr. Thomas Novak.
<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>	December 18, 2019

### BACKGROUND:

#### Annual Mayoral Appointments

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

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Appointment of Craig Walker to the West Branch Public Library Board of Trustees.
<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>	December 30, 2019

### BACKGROUND:

Attached is the board application form for Craig Walker. He has been an active member of other city commissions and has shown dedication to improving the city government as a whole.

The library board includes a vacancy left from an unfilled expiration this past July.

The term would expire on June 30, 2022.

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

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Advisory Board/Commission  
Application Form

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

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

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

Board or Commission LIBRARY Today's Date 12-9-19

(Please print)

Name: CRAIG WALKER Address: 158 HILLTOP DR.

Phone: (home) \_\_\_\_\_ Phone: (cell) [REDACTED]

Email: WALKERC244@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? 10 YEARS

Occupation: RETIRED Employer: \_\_\_\_\_

*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?

BACKGROUND IN EDUCATION SECTOR WITH 35+ YEARS  
INCLUDING: CONTRACT ADMIN, OPERATIONAL PROJECT MGT,  
SYSTEMS DEVELOPMENT, CUSTOMER SERVICE AND  
TRAINING. FORMER CHAIR-BOARD OF ADJUSTMENT.

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

BROAD BACKGROUND THAT I BELIEVE WILL  
ENABLE ME TO PARTICIPATE/CONTRIBUTE  
ON THE LIBRARY BOARD.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> a Class E Liquor License for Aj's Jack & Jill (ownership change effective 1/15/2020).
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	December 27, 2019

### BACKGROUND:

Approve Class E Liquor License for Aj's Jack & Jill with the following privileges;

- Class B Wine
- Class C Beer (carryout)
- Class E Liquor
- Sunday sales

Effective January 15, 2020 to January 14, 2021.

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Cigarette Permit for Anisha LLC dba Jack & Jill Store (ownership change for FY20).
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	December 18, 2019

### BACKGROUND:

Approve FY20 Cigarette Permit for Anisha LLC. d.b.a Jack & Jill with the following  
Over the counter sales:

Cigarettes, tobacco, alternative nicotine and vapor products

Effective January 15, 2020 to June 30, 2020.

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> January 6, 2020
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<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	January 2, 2020

### 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>

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**EXPENDITURES****1/6/2020**

BALDRIDGE ENVIRONMENTAL	SEWAGE LAGOON ENZYMES	5,000.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	50.15
FASTENAL	REPAIR SUPPLIES	29.30
IMWCA	WORKER'S COMPENSATION INSURANCE	2,097.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	26.10
IOWA RURAL WATER ASSOC.	DUES 1-1-20 TO 12-31-20	275.00
JOHNSON COUNTY AUDITOR	ELECTION SERVICE FEE	283.56
JOHNSON COUNTY EMERGENCY MANAGEMENT	FY 2020 HAZ MAT TEAM 28E AGREE	47.50
JOHNSON COUNTY REFUSE INC.	LANDFILL-SPRING CLEANUP	1,453.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	285.45
L. L. PELLING CO. INC	PARKING LOT & DRIVEWAY REPLACE	12,880.50
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,292.60
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR	3,413.50
MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDWEST FRAME & AXLE	VEHICLE REPAIR	4,310.77
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	136,284.60
OLSON, KEVIN D	LEGAL SERVICES-JANUARY, 2020	1,500.00
OMNISITE	WIRELESS SERVICE-LIFT SITE	360.00
PRINTING HOUSE	NOTIFICATION POST CARDS	167.75
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUALITY ENGRAVED SIGNS	NAME PLATES	108.00
QUILL CORP	QUILL CORP	52.26
SPEER FINANCIAL INC	CONSULTING SERVICE	375.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	RESTROOM SUPPLIES	47.67
TYLER TECHNOLOGIES	OFFICE SUPPLIES	85.00
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	22,442.46
WEST BRANCH FORD	VEHICLE REPAIR	294.31
ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	49.45

**TOTAL 194,313.93****PAYROLL****12/27/2019****56,384.14****PAID BETWEEN MEETINGS**

FOX APPARATUS REPAIR & MAINTENANCE	VEHICLE REPAIR	220.29
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
TAYLOR CONSTRUCTION	COLLEGE ST BRIDGE & RELATED WORK	166,181.66
UPS	SHIPPING	22.82
US BANK EQUIPMENT LEASE	LIBRARY COPIER LEASE	106.25
WALMART	DVDS, MAINTENANCE & PROGRAM SUPPLIES	270.05
WEST BRANCH TIMES	LEGAL PUBLICATIONS & ADVERTISING	627.78
HARRY'S CUSTOM TROPHIES	PARTICIPATION RIBBONS	151.25
JOHN DEERE FINANCIAL	SUPPLIES & SAFETY EQUIPMENT	1,552.45
MEDIACOM	CABLE SERVICE	41.90
MENARDS	CHRISTMAS PAST SUPPLIES	169.69
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL	PEST CONTROL SERVICE	126.92
US BANK CORPORATE CARD	TRAINING & SUPPLIES	1,921.41
VERIZON WIRELESS	WIRELESS SERVICE	802.88

**TOTAL 172,475.35****GRAND TOTAL EXPENDITURES****423,173.42**



**FUND TOTALS**

001	GENERAL FUND	41,245.63
022	CIVIC CENTER	371.93
031	LIBRARY	7,056.77
036	TORT LIABILITY	1,977.09
110	ROAD USE TAX	10,493.84
112	TRUST AND AGENCY	12,383.13
308	PARK IMP - PEDERSEN VALLEY	136,284.60
310	COLLEGE STREET BRIDGE	152,641.89
318	COLLEGE ST & 2ND ST IMPROVEMNTS	35,945.57
600	WATER FUND	11,258.57
610	SEWER FUND	13,162.40
740	STORM WATER UTILITY	352.00
		-
	<b>GRAND TOTAL</b>	<b>423,173.42</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	244.06	
		MID-STATES ORGANIZED CRIME INFORMATION	MEMBERSHIP DUES	100.00	
		WEST BRANCH FORD	VEHICLE REPAIR	294.31	
			TOTAL:	638.37	
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	100.61	
		JOHNSON COUNTY EMERGENCY MANAGEMENT AG	FY 2020 HAZ MAT TEAM 28E A	47.50	
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	50.15	
			TOTAL:	198.26	
ANIMAL CONTROL	GENERAL FUND	PRINTING HOUSE	NOTIFICATION POST CARDS	167.75	
			TOTAL:	167.75	
PARK & RECREATION	GENERAL FUND	L. L. PELLING CO. INC	PARKING LOT & DRIVEWAY REP	10,827.70	
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	153.68	
			TOTAL:	10,981.38	
CEMETERY	GENERAL FUND	ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	9.89	
			TOTAL:	9.89	
CLERK & TREASURER	GENERAL FUND	TYLER TECHNOLOGIES	OFFICE SUPPLIES	85.00	
		QUILL CORP	QUILL CORP	52.26	
		QUALITY ENGRAVED SIGNS	NAME PLATES	84.00	
			NAME PLATES	24.00	
		KOCH OFFICE GROUP	COPIER MAINTENANCE	285.45	
		VEENSTRA & KIMM INC.	PRE APP & SITE PLAN APPROV	352.00	
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	348.22	
		JOHNSON COUNTY AUDITOR	ELECTION SERVICE FEE	283.56	
		SPEER FINANCIAL INC	CONSULTING SERVICE	375.00	
		ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	9.89	
			TOTAL:	1,899.38	
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-JANUARY, 20	1,500.00	
			TOTAL:	1,500.00	
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	LANDFILL-SPRING CLEANUP	853.00	
			GARBAGE STICKERS	600.00	
			TOTAL:	1,453.00	
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95	
			TOTAL:	64.95	
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT RE	849.46	
			HS CONCESSION & PB SITE PL	176.00	
			MEADOWS 3 & 4 CONST REVIEW	360.00	
			TOTAL:	1,385.46	
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.59	
			TOTAL:	43.59	
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	182.91	
			THE HOME DEPOT PRO	RESTROOM SUPPLIES	47.67
			TOTAL:	230.58	
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	556.24	
			TOTAL:	556.24	

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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	FASTENAL	REPAIR SUPPLIES	29.30
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.53
		MIDWEST FRAME & AXLE	VEHICLE REPAIR	431.82
			VEHICLE REPAIR	3,878.95
		ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	9.89
			TOTAL:	4,401.49
INVALID DEPARTMENT	PARK IMP - PEDERSE	NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	136,284.60
			TOTAL:	136,284.60
INVALID DEPARTMENT	COLLEGE STREET BRI	VEENSTRA & KIMM INC.	310-COLL ST BRIDGE BID & C	8,187.00
			TOTAL:	8,187.00
INVALID DEPARTMENT	COLLEGE ST & 2ND S	L. L. PELLING CO. INC	PARKING LOT & DRIVEWAY REP	2,052.80
		VEENSTRA & KIMM INC.	318 COLL ST & 2ND ST IMPRO	805.00
			318 COLL ST & 2ND ST IMP-R	11,361.00
			TOTAL:	14,218.80
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	13.05
		LYNCH'S EXCAVATING INC	WATER MAIN REPAIR	3,413.50
		IOWA RURAL WATER ASSOC.	DUES 1-1-20 TO 12-31-20	275.00
		IMWCA	WORK COMP - WATER	85.09
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.53
		ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	9.89
			TOTAL:	3,848.06
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	13.05
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
		IMWCA	WORK COMP - SEWER	34.82
		OMNISITE	WIRELESS SERVICE-LIFT SITE	360.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.52
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
		BALDRIDGE ENVIRONMENTAL SERVICES	SEWAGE LAGOON ENZYMES	5,000.00
		ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	9.89
			TOTAL:	6,472.28

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
STORM WATER UTILITY	STORM WATER UTILIT	VEENSTRA & KIMM INC.	CHANNEL WIDENING-FLOOD IMP	352.00
			TOTAL:	352.00

===== FUND TOTALS =====

001	GENERAL FUND	18,298.44
022	CIVIC CENTER	43.59
031	LIBRARY	230.58
036	TORT LIABILITY	1,977.09
110	ROAD USE TAX	4,401.49
308	PARK IMP - PEDERSEN VALLE	136,284.60
310	COLLEGE STREET BRIDGE	8,187.00
318	COLLEGE ST & 2ND ST IMPRO	14,218.80
600	WATER FUND	3,848.06
610	SEWER FUND	6,472.28
740	STORM WATER UTILITY	352.00
-----		
	GRAND TOTAL:	194,313.93
-----		

TOTAL PAGES: 3

SELECTION CRITERIA

-----  
SELECTION OPTIONS

VENDOR SET: 01-City of West Branch  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 1/02/2020 THRU 1/02/2020

-----  
PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999

-----  
PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Department  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L R E P O R T  
SIGNATURE LINES: 0

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
-----



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1866</b> – A Resolution Directing Changes to the Existing Street Lighting System.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	December 27, 2019

**BACKGROUND:**

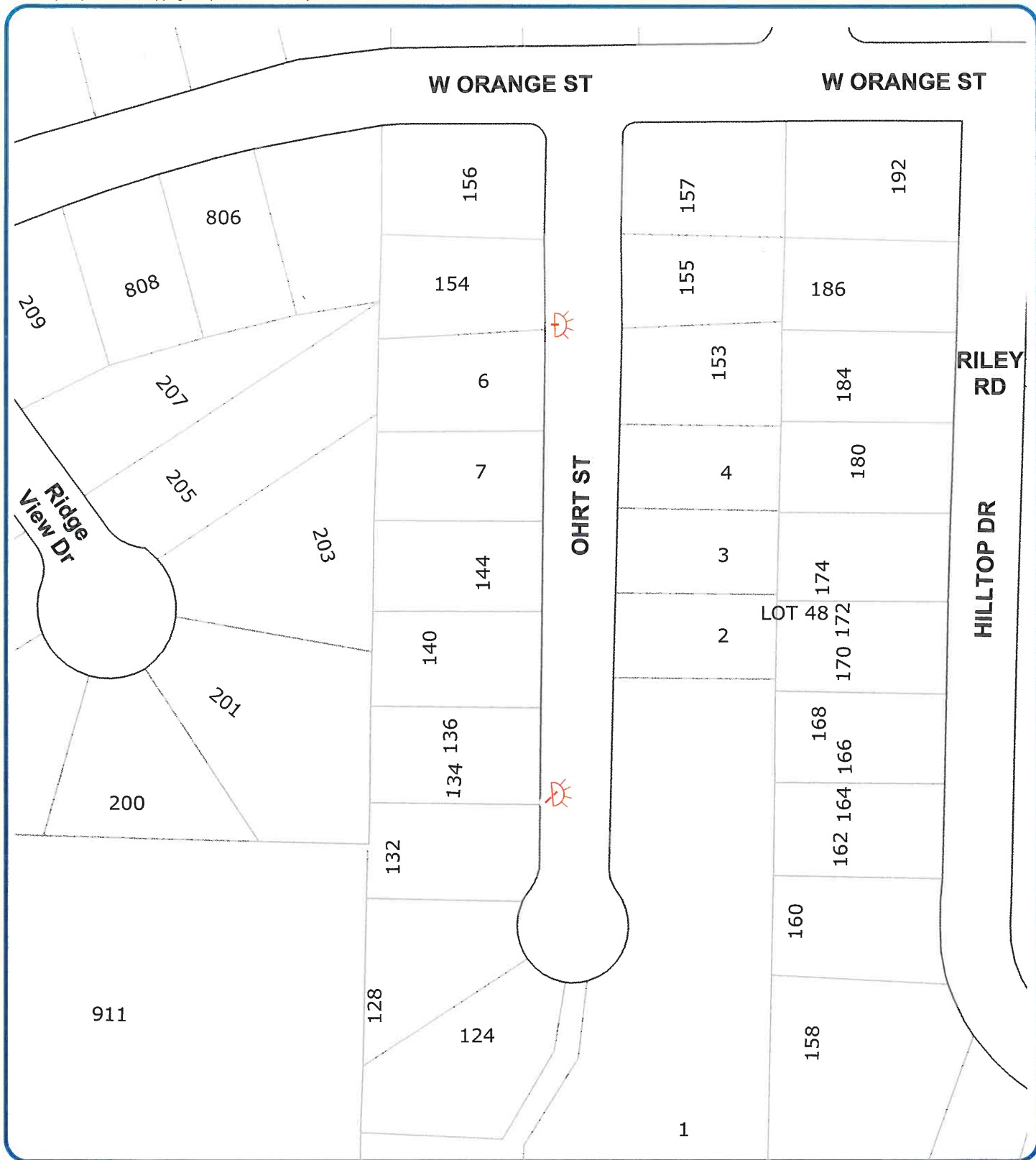
Lynch Heights, a subdivision in West Branch was established in 2016 which extended Ohrt Street to the south. The subdivision includes 13 residential lots zoned R-2. Per the approved preliminary plat, the developer Wayne and Steve Lynch, were to have installed two street lights. This resolution directs Alliant Energy to install those lights on behalf of the developer.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1866 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**Alliant Energy Confidential**  
**Classification: Confidential**

Map Title

1:1,409



*"Exhibit A"*

**RESOLUTION 1866**

**A RESOLUTION DIRECTING CHANGES TO THE EXISTING STREET LIGHTING SYSTEM.**

**WHEREAS**, Lynch Heights, a subdivision in West Branch, Cedar County, Iowa, has agreed per the Preliminary Plat, approved by the City Council, Resolution 1494, dated June 26, 2016 to install two street lights on Ohrt Street; and

**WHEREAS**, Alliant Energy Inc. is to install two street lights according to the approved Preliminary Plat and the attached map “Exhibit A”; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that Alliant Energy Inc. is hereby directed to make the following changes to the existing system, at the location described on “Exhibit A” according to the terms expressed in the IPL Tariff regarding street lights.

\* \* \* \* \*

**Passed and approved this 6th day of January, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator / City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1867</b> – A Resolution Authorizing the Finance Director, City Clerk or Deputy City Clerk to Pay Certain Bills Prior to the City Council’s Approval.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 2, 2020

**BACKGROUND:**

This is a routine item that is approved annually to allow staff to take care of financial items that relate to day to day operations.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1867 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**RESOLUTION 1867**

**A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR, CITY CLERK OR DEPUTY CITY CLERK TO PAY CERTAIN BILLS PRIOR TO THE CITY COUNCIL'S APPROVAL**

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

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

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

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

\* \* \* \* \*

**PASSED AND APPROVED, this 6th day of January 2020.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1868</b> – A Resolution Setting a Public Hearing Considering the Maximum Levy That Can Be Certified.
<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 & Redmond Jones, City Administrator
<b>DATE:</b>	January 2, 2020

**BACKGROUND:**

What started as an Iowa State Legislature initiative to cap cities and counties from establishing potential tax rates increases that included expenditures increases over 2% on an annual bases? The Iowa State Legislature negotiated this proposal into what would become Iowa Code Senate File 634 – the Resolution Establishing Maximum Property Tax Dollars – notice – hearing process.

Commonly referred as the “Max Levy” process requires a resolution for a public hearing, a public notification, a public hearing, and a resolution establishing a maximum levy. The “Max Levy” does not apply to every levy that makes-up the tax rate. For example, debt levies are not applicable. Therefore the notion that the Max Levy is a direct indicator of the final outcome of the tax rate would be deceptive. It is recommended to over represent the “Max Levy” not because it would ever be needed, unless of some type of emergency management or financial crisis situation.

In most cases it is simply prudent to over represent the “Max Levy” to allow for the flexibility to budgetary meet the service delivery needs and desires of the organization, City Council, and the citizens. For more information on the “Max Levy” process, please see the following link <https://www.legis.iowa.gov/legislation/BillBook?ga=88&ba=sf634> for copy of Senate File 634 which explains the new budget process in detail.

This item is intended to set a public hearing for a proposed “Max Levy” consideration on January 21<sup>st</sup>.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1868 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**RESOLUTION 1868**

**A RESOLUTION SETTING A PUBLIC HEARING CONSIDERING THE  
MAXIMUM LEVY THAT CAN BE CERTIFIED.**

**WHEREAS**, For budget years beginning on or after July 1, 2020, prior to filing the proposed budget with the auditor under Senate File 364, the City Council shall adopt a resolution establishing the total maximum property tax dollars that may be certified for levy for general city services;

**WHEREAS**, in the State Code a public hearing and notice is required, and;

**WHEREAS**, the City Council intends to set the maximum sum of property tax dollars to provide for the following:

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of West Branch, Iowa, as follows:

**Section 1.** This Council shall meet on the 21st day of January, 2020, at the City Council Chambers located at 110 N. Poplar Street, in the City, at 7:00 o'clock p.m., at which time and place a public hearing will be held on the question of the Maximum Levy that can be certified for the fiscal year ending June 30, 2021.

**Section 2.** The City Clerk is hereby directed to give notice of the proposed action for establishing a maximum levy that can be certified for the fiscal year ending June 30, 2021; the time when and place where the said meeting will be held, by publication at least once, and not less than 10 nor more than 20 days before the date of said meeting, in a legal newspaper published at least once weekly, and of general circulation in the City.

**Section 3.** All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

\* \* \* \* \*

**PASSED AND APPROVED, this 6th day of January 2020.**

---

Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1869</b> – A Resolution to Authorize the Continuation of the Sludge Reduction Plan by Baldrige Environmental Inc for an annual fee of \$20,000.
<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>	January 2, 2020

**BACKGROUND:**

Normally Baldrige Environmental would remove their equipment after completion of the testing period, but since Todd is a resident of West Branch and the results of the testing period were successful. He has agreed to allow the equipment remain for another year. We have agreed to allow continued access as he will work with city employees to have ongoing testing and analysis of data results; so he can provide adjustments to the equipment to continue to improve performance.

We have also agreed that his continued services, the expense for continue running the micro-bubble equipment, and the enzyme wastewater treatment cost would amount to a total cost of \$20,000. Which is proposed to be split into 4 quarterly payments of \$5,000.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1869 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Baldrige Environmental Services, LLC  
115 Pedersen Street  
West Branch, IA 52358 US  
baldrigei@gmail.com

# Invoice

BILL TO  
City of West Branch  
110 N Poplar St.  
PO Box 218  
West Branch, IA 52358

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
265	12/24/2019	\$20,000.00	01/01/2020	Due on receipt	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/23/2019	BES Fix +	2.2 lb bag of Enzymes/Bacteria for environmental applications	80	250.00	20,000.00

Thank you for your business and have a great day!

BALANCE DUE

**\$20,000.00**

Department SEWER  
Vendor # 0766  
Account # 610-5-9-815-699  
SEWAGE LAGOON ENZYMES

*Mla* 12/30/2019

**PAID**

JAN 06 2020

CHECK # 36783



**RESOLUTION 1869**

**A RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE SLUDGE REDUCTION PLAN BY BALDRIDGE ENVIRONMENTAL INC FOR AN ANNUAL FEE OF \$20,000.**

**WHEREAS**, when this Sludge Reduction pilot project started it was not anticipated to exceed \$24,000 and included “money back” risk protection of \$10,000; and

**WHEREAS**, after reviewing the results of the pilot project it is justified to continue as the results have yielded levels within the compliance threshold of the Department of Natural Resources (DNR); and

**WHEREAS**, it was deemed beneficial to negotiate terms for continuing the Sludge Reduction Plan for another year; and

**WHEREAS**, Baldrige Environmental has agreed to continue this service for an Amount of \$20,000; and

**WHEREAS**, these services shall include the continued operation of the micro-bubble equipment, the enzyme wastewater treatment, and on-going testing / result analysis; and

**WHEREAS**, it is the intention that the cost would amount to a total cost of \$20,000. Which is proposed to be split into 4 quarterly payments of \$5,000.

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of West Branch, Iowa, that the aforementioned terms of an agreement between the City of West Branch and Baldrige Environmental Inc. of West Branch, Iowa are hereby accepted and approved.

\* \* \* \* \*

**Passed and approved this 6<sup>th</sup> day of January, 2020**

---

Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1870</b> – A Resolution to Authorize a Contract with East Central Intergovernmental Association (ECIA) in the amount of \$2,500.00 with a not to exceed the amount of \$5,000 for Grant Writing Services Related to the \$100,000 Catalyst Grant intended for the Former Croell Ready-mix site.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 10, 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.



ECIA believes that we can make a case that the overall redevelopment efforts undertaken with this property will considerably enhanced the downtown east redevelopment project with site control of the property.

**The “not to exceed amount of \$5000”** includes a grant writing project add on of \$2,500 for a potential grant from the Iowa Department of Transportation (Volkswagen Settlement Fund). The grant would seek a portion of \$900,000 that will be available for publicly accessible direct current fast charger corridor sites along Interstate 80 and 35. The sites are intended to help fill gaps in the Iowa’s charging equipment infrastructure network.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1870 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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East Central Intergovernmental Association  
a regional response to local needs



December 27, 2019

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

Dear Mr. Jones:

Thank you for contacting Marla Quinn about our grant writing services for two potential projects happening in West Branch. We appreciate the opportunity to help secure funding and I am pleased to provide you with a formal proposal that outlines ECIA's grant writing services, in regard to the Iowa Economic Development Authority's Community Catalyst Building Remediation grant and the Volkswagen Settlement Environmental Mitigation Trust funding programs grant.

ECIA staff will provide grant writing services based on our ECIA approved billable hourly rates of \$87.00/hour for Project Coordinators. We will bill your organization by the hour with total cost not to exceed \$2,500 for the Community Catalyst grant and an estimated \$2,500 for the Volkswagen Settlement grant, for an estimated total of \$5,000. The City of West Branch will be billed in addition to the hourly rates for costs of printing, copying and miscellaneous supplies to complete any grant writing activities. Marla Quinn, Grants and Municipal Coordinator, will be the lead on any grant related work.

Grant writing scope of work to be performed by ECIA will include:

- Complete Letter of Intent form (Catalyst)
- Read grant guidelines
- Prepare grant applications as outlined by the guidelines
- Work with designated representatives to obtain information to write proposal content
- Work with designated representatives to develop and obtain required attachment information (IE: Cost Estimates, Support Documentation, Detailed Project Budget, Match Documentation, etc.)
- Write template support letters for representatives to obtain required signatures
- Provide advice regarding questions or strategy for the proposal
- Package the proposal
- Submit grants by deadlines

The Catalyst Letter of Intent is due January 31, 2020, and the full application (by invitation only) is due April 17, 2020. The Volkswagen Settlement grant is due February 17, 2020.

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

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





**VOLKSWAGEN SETTLEMENT MONEY:** The Iowa Department of Transportation is accepting grant applications through Feb. 17 for two Volkswagen Settlement Environmental Mitigation Trust funding programs.

The first funding program will offer \$4.9 million across the three eligible project categories: school bus, shuttle bus or transit bus; freight trucks and port drayage trucks; and nonroad transport and equipment. Private organizations, public transit system operators, cities, counties and schools that own and operate diesel fleets and equipment in Iowa are eligible to sponsor projects for these projects. State agencies are not eligible.

The second program will offer \$1.1 million for zero emission vehicle supply equipment. A total of \$900,000 will be available for publicly accessible direct current fast charger corridor sites along Interstates 80 and 35. The sites will help fill gaps in the charging equipment infrastructure network.

The remaining \$200,000 in this program will fund applications for conveniently located and publicly accessible community charging sites across the state.

In 2016, the Environmental Protection Agency filed a complaint alleging Volkswagen violated the Clean Air Act with the sale of motor vehicles from 2009 to 2016 equipped with “defeat devices” that performed differently during normal vehicle operation than during emissions tests.

The company agreed to settle some of the allegations with the creation of an Environmental Mitigation Trust to fund strategies that will reduce the emission of nitrogen oxides.

Iowa will receive about \$21 million for mitigation projects over the next several years.

**RESOLUTION 1870**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION (ECIA) IN THE AMOUNT OF \$2,500.00 WITH A NOT TO EXCEED THE AMOUNT OF \$5,000 FOR GRANT WRITING SERVICES RELATED TO THE \$100,000 CATALYST GRANT INTENDED FOR THE FORMER CROELL READY-MIX SITE.**

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

**WHEREAS**, the Iowa Economic Development Authority is offering in a \$100,000 maximum Catalyst Grant to communities for redevelopment, rehabilitation or deconstruction of buildings to stimulate economic development reinvestment through a competitive application process; and

**WHEREAS**, the Department of Transportation also is offering grants fund from the Volkswagen Settlement which will seek funding grant request from communities along the I-80 corridor; and

**WHEREAS**, the City of West Branch could benefit from the economic development of both Downtown East Redevelopment site and the opportunity to being fast charger corridor site which would be further encouragement for visitor to enjoy the West Branch community; and

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

**WHEREAS**, ECIA can provide grant writing services to the City of West Branch for the purposes of applying for the \$100,000 Catalyst and access \$900,000 Volkswagen Settlement Grants; and

**WHEREAS**, the cost to the City of West Branch will be between \$2,500.00 with a not to exceed cost of \$5,000; and

**WHEREAS**, it is now necessary to approve said agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa that the aforementioned funding agreement of \$2500.00 not to exceed \$5000 between the City of West Branch and East Central Intergovernmental Association is approved. Further, the City Administrator is directed to execute the agreement on behalf of the City.

**Passed and approved this 6th day of January, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator / City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Initial General Fund Revenue Estimates.
<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>	January 2, 2020

**BACKGROUND:**

*The State of Iowa shares revenues from several sources with counties, cities, and towns across our state. The City of West Branch is one of these communities. These revenues come from a variety of sources and are often distributed on a per capita basis, although some shared revenues are distributed according to other criteria. This discussion item will review and report these revenues and offer options on other potential revenue streams to assist our organization develop budget forecasts.*

Our overall highlights:

Value for Computing Tax Levied			
Johnson County		Cedar County	
Down	4,572,482 to 4,442,240	Up	129,633,477 to 138,081,027
Difference	(\$130,242)	Difference	\$8,447,550

*Estimated impact to the General Fund is an increase of approximately \$100,000 – \$110,000; however the following priorities is anticipated to consume the entire increase in general fund.*

(2) New FTE

Long-Term and Short-Term Benefits

Payout for (2) FTE Retirements

Cubby Park related Operational Increase (Utilities, Personnel, and Small Equipment).

1.6% Cost of Living Adjustment or One-time Vacation Exchange

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

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 6, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Regarding the Park and Recreation Commission’s Recommendation to Allow the Consumption of Alcohol in Certain Parks.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	January 2, 2020

**BACKGROUND:**

The Park & Recreation Commission recommends and reviews policies, rules, regulations, ordinances and budgets relating to parks and playgrounds of the City. The Parks and Recreation Commission has evaluated the current ordinances in regard to alcohol use in Beranek Park, Cubby Park, Wapsi Park, Heritage Square, Town Hall and Lions Field.

The Parks and Recreation Commission would like to recommend changes to the current Chapter 47-Park Regulations and Chapter 45-Alcohol Consumption and Intoxication.

The Police Department has reviewed the submitted ordinances and would I like to offer amendments that would reflect a special permit approach. In other words, the department would like the City Council to consider requiring no alcohol consumption unless a special permit is approved (see attached letter).

<b>STAFF RECOMMENDATION:</b>	Seek Direction as to Next Steps – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# WEST BRANCH POLICE DEPARTMENT

105 S. SECOND STREET, P.O. BOX 218

WEST BRANCH, IOWA 52358

ROUTINE PHONE: (319) 643-2222 FAX: (319) 643-2464

*"PROTECT, SERVE, VIGILANCE"*



TO: Department Directors

FROM: Police Department

DATE: 12/10/2019

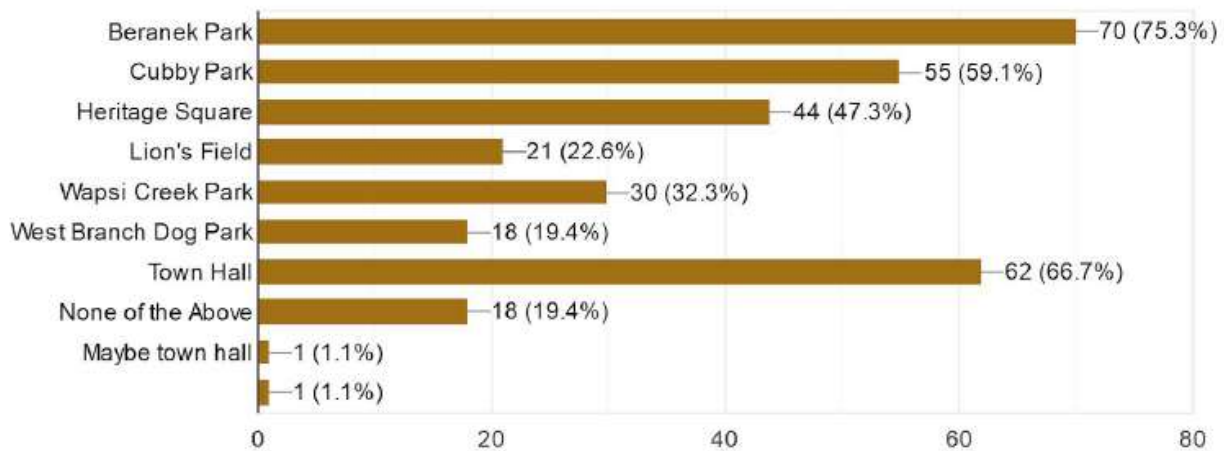
SUBJECT: **ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY POLICY**

- 1) Any event on City property where alcohol is consumed requires a special event permit, and is subject to the requirements as defined by the Special Event Policy for a "Community Festival."
- 2) Chapter 45.02(2) be amended as follows:

A person shall not use or consume alcoholic liquor, wine or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor, wine or beer in any public place, except: (1) on premises covered by a liquor control license; (2) on the grounds of Beranek Park, Cubby Park, Town Hall, West Branch Public Library with a Special Event Permit approved by resolution of the Council; or as permitted by separate resolution of the Council. A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending any public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.
- 3) No Special Event Permit allowing for the consumption of alcoholic beverages shall be approved if the event is designated for persons under 18 years old.
- 4) A security/damage deposit is required to secure the facility for the Special Event.
- 5) Law Enforcement has the authority to end and immediately revoke any special event permit where a violation of any law of the State of Iowa, or City of West Branch Code of Ordinance is observed.

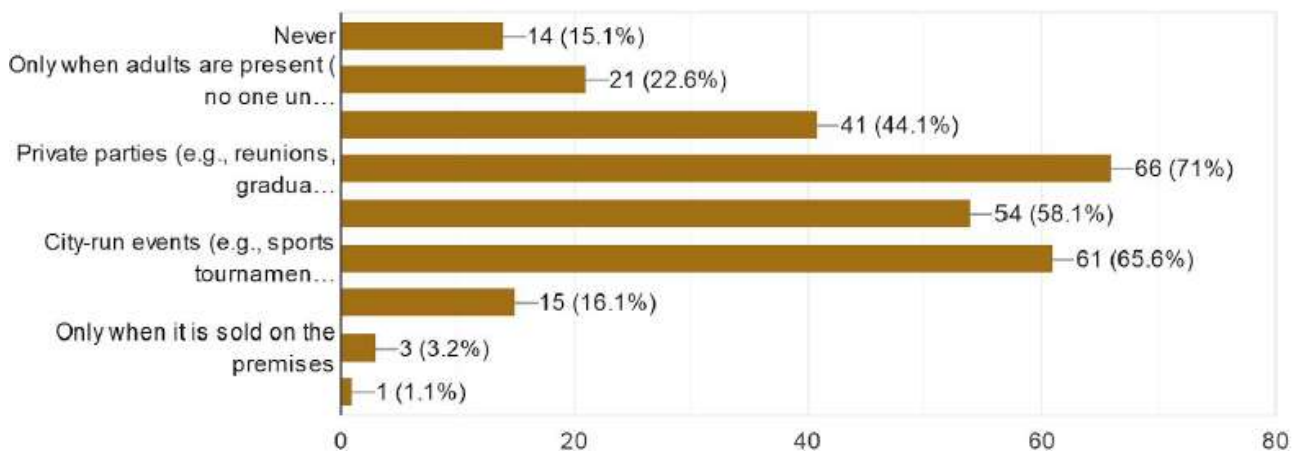
In your opinion, in which city park locations might alcohol be used. (Please check all which apply)

93 responses



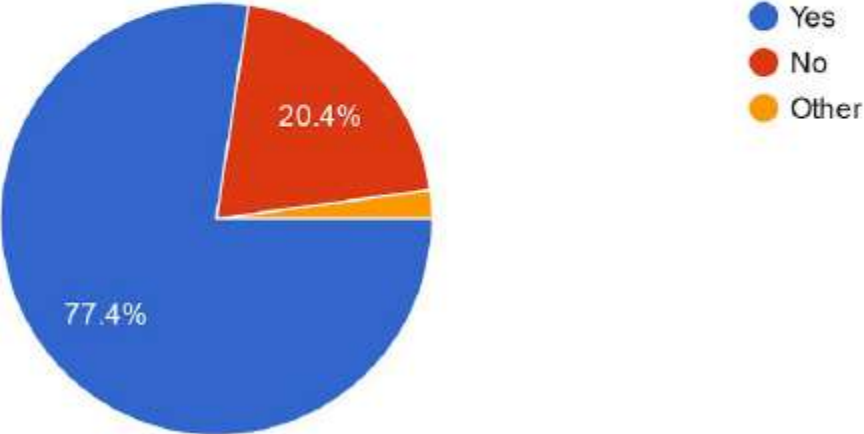
What circumstances or events do you feel should be allowed to have alcohol use. (Please check all which apply)

93 responses



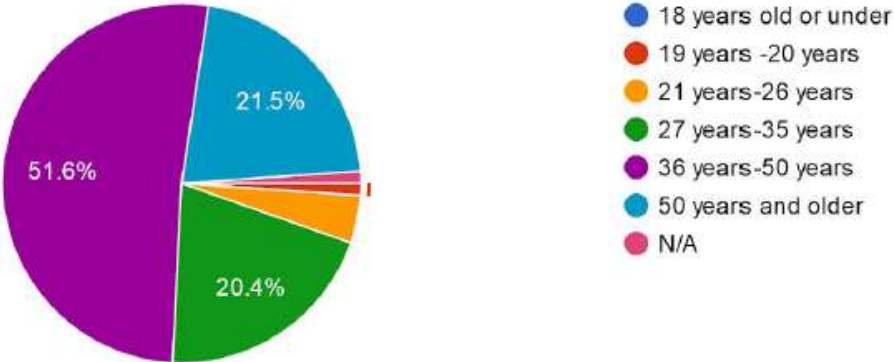
### Do you currently live in West Branch city limits?

93 responses



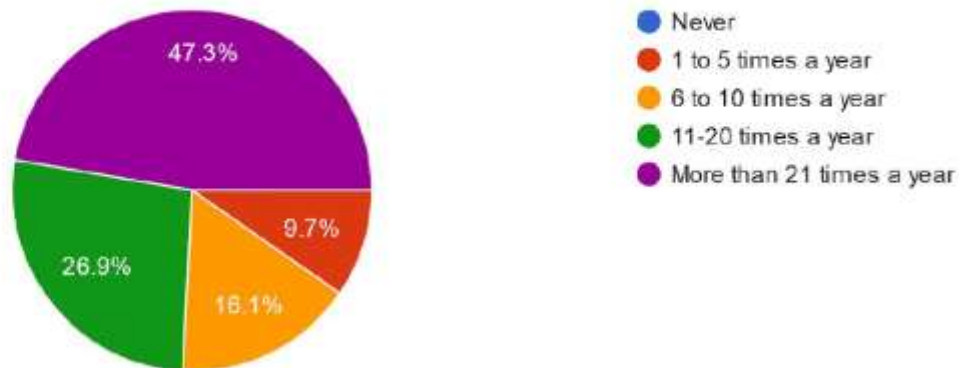
### Please mark your age category

93 responses



## How often do you or your family visit or plan to visit West Branch parks in a year?

93 responses



### Other comments

15 responses

I believe that if an event is centered towards adults it would be fine to have alcohol and could be a good source of income. (Adult league sports, craft parties, social gatherings)

I think if there is a tournament or kids league sports alcohol should not be sold. I think if there is a private party or event and the space is being rented out I believe alcohol could be allowed, but not served by the city, but the organization or person renting the space. They should also be responsible for the alcohol and in the event an accident due to the consumption. They should have to show proof of insurance for the event itself or an umbrella policy that would protect them. I do not believe it should be up to tax payers to pay for this if there were an accident and the space was used for a private event.

All parks should have the same policy -

Do not feel that alcohol should be in any of the city parks at all.

There needs to be rules around alcohol use. Too often groups will drink in Beranek park and leave alcohol cans and bottles scattered around the park. Or broken bottles in the pavilion.

We live outside city limits but in the schools district

I marked that alcohol should be allowed during city-run events and I would like to clarify that I don't think that alcohol should be allowed during city-run children events but ok for adult events or family events like music in the park. I also think that glass bottles should not be allowed.

I think it is reasonable during an adult event, like adult fast/slow pitch softball etc...Not during little league events.

Alcohol use in any public space should be used within reason. Those supplying it should be responsible for those consuming it while on premises including cleaning up after the event.

Don't feel alcohol is acceptable when anyone under 21 is present, just not necessary, don't like the message it sends. Especially when adults get out of hand and it does happen

Thank you for asking for community input on this topic. I appreciate all you do for the town of West Branch. My opinion would be that it will get confusing to limit the consumption of alcohol to a few specified parks and it is the consumers responsibility to conduct themselves accordingly and understand the consequences if they abuse the privilege.

Feel like alcohol should only be allowed at Beranek park

I think the softball fields at Cubby Park could have alcohol sold during league play similar to the city of Coralville, or at least allow participants to bring their own similar to sand volleyball.

It is a extremely poor image for WB and our children to support alcohol use in parks.



## CHAPTER 45

# ALCOHOL CONSUMPTION AND INTOXICATION

45.01 Persons Under Legal Age  
45.02 Public Consumption or Intoxication

45.03 Open Container on Streets and Highways

**45.01 PERSONS UNDER LEGAL AGE.** As used in this section, “legal age” means twenty-one (21) years of age or more.

1. A person or persons under legal age shall not purchase or attempt to purchase or individually or jointly have alcoholic liquor, wine or beer in their possession or control; except in the case of liquor, wine or beer given or dispensed to a person under legal age within a private home and with the knowledge, presence and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under legal age may handle alcoholic beverages, wine, and beer during the regular course of the person’s employment by a liquor control licensee, or wine or beer permittee under State laws.

*(Code of Iowa, Sec. 123.47[2])*

2. A person under legal age shall not misrepresent the person’s age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine or beer from any licensee or permittee.

*(Code of Iowa, Sec. 123.49[3])*

**45.02 PUBLIC CONSUMPTION OR INTOXICATION.**

1. As used in this section unless the context otherwise requires:

A. “Arrest” means the same as defined in Section 804.5 of the Code of Iowa and includes taking into custody pursuant to Section 232.19 of the Code of Iowa.

B. “Chemical test” means a test of a person’s blood, breath, or urine to determine the percentage of alcohol present by a qualified person using devices and methods approved by the Commissioner of Public Safety.

C. “Peace Officer” means the same as defined in Section 801.4 of the Code of Iowa.

D. "School" means a public or private school or that portion of a public or private school which provides teaching for any grade from kindergarten through grade twelve.

2. A person shall not use or consume alcoholic liquor, wine or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place, except: (1) on premises covered by a liquor control license; (2) on the grounds of Beranek Park, as set forth by Council resolution; (3) within Town Hall as set forth by Council resolution; (4) on the grounds of the West Branch Public Library as set forth by Council Resolution; (5) on the grounds of Cubby Park as set forth by Council Resolution; (6) on the grounds of Wapsi Park as set forth by resolution; (7) or as permitted by separate resolution of the Council. A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending any public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor. (Ord. 707 – May 15 Supp.)

3. When a peace officer arrests a person on a charge of public intoxication under this section, the peace officer shall inform the person that the person may have a chemical test administered at the person's own expense. If a device approved by the Commissioner of Public Safety for testing a sample of a person's breath to determine the person's blood alcohol concentration is available, that is the only test that need be offered the person arrested. In a prosecution for public intoxication, evidence of the results of a chemical test performed under this subsection is admissible upon proof of a proper foundation. The percentage of alcohol present in a person's blood, breath, or urine established by the results of a chemical test performed within two hours after the person's arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest. (123.46)

4.

**45.03 OPEN CONTAINER ON STREETS AND HIGHWAYS.** (See Section 62.08 of this Code of Ordinances.)



## CHAPTER 47

# MUNICIPAL PARK POLICIES AND REGULATIONS

47.01 Reservations

47.02 Parking

47.03 Fires

47.04 Trash

47.05 Building Reservation Responsibilities

47.06 Park Hours

47.07 Alcohol Consumption

47.08 Damage

47.09 Private Property

**47.01 RESERVATIONS.** Reservations for the building and/or volleyball courts for group functions are to be made *online at [www.westbranchiowa.org](http://www.westbranchiowa.org) or in person at the City Office or Parks and Recreation Office* during regular business hours: Monday - Friday, 8:00 a.m. to 4:00 p.m. A list of park regulations must be obtained and signed by the party making the reservations.

**47.02 PARKING.** Parking is limited to designated parking areas only. Violators will be towed at the owner's expense. Absolutely no motorized vehicles are allowed on the park trails. Park access for the unloading of equipment on the grounds for functions (carnival, day camp, volleyball tournament, etc.) must be approved by the Park and Recreation Commission or City Staff.

**47.03 FIRES.** Open fires will be allowed, but limited to the designated fire receptacles. Fires must be supervised, extinguished, and cleaned up before exiting the park. Acceptable fire fuels include charcoal and wood.

**47.04 TRASH.** All park patrons are responsible for proper cleanup and disposal of their trash. Receptacles are provided for this. *Glass containers are not permitted.*

**47.05 BUILDING RESERVATION RESPONSIBILITIES.** Before departure, building responsibilities include: securing all doors and windows, turning off lights and water faucets, sweeping of floors, wiping down tables, and removing trash from the building as stated in Section 47.04.

**47.06 PARK HOURS.** Normal park hours are from 6:00 a.m. to 10:00 p.m. daily unless approved by the Park and Recreation Commission or City Staff.

**47.07 ALCOHOL CONSUMPTION.** Alcohol consumption *may* take place only during normal park hours in *Beranek Park, Wapsi Park, and Cubby Park* as stated in Section 47.06 and shall remain within the park grounds at all times. *Alcohol is not permitted at Lions Field, Heritage Square, or the West Branch Dog Park without special approval from the West Branch City Council. The use of alcohol in the park is limited to beer and wine. No alcoholic liquor is allowed. No beer or wine is allowed in the immediate area of organized activities involving minors. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor. (ord. 707-May 15 supp)*

**47.08 DAMAGE.** Damage to the park facilities will result in an assessment for the cost of replacement materials and resulting labor.

**47.09 PRIVATE PROPERTY.** Users of park facilities shall be respectful of the private property adjacent to the park.

[The next page is 251]

WBPR Commission Draft