



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY MAY 4, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.

Mayor	Roger Laughlin	mayor@westbranchiowa.org
Mayor Pro Tem	Colton Miller	mcolton@rocketmail.com
Council Member	Jodee Stoolman	j.stoolmanwbcc@yahoo.com
Council Member	Nick Goodweiler	nickgoodweilerwbcc@gmail.com
Council Member	Tom Dean	tdiowa@hotmail.com
Council Member	Jerry Sexton	jerrysextonwb@gmail.com
City Administrator	Redmond Jones II	rjonesii@westbranchiowa.org
City Attorney	Kevin Olson	kevinolsonlaw@gmail.com
Deputy City Clerk	Leslie Brick	leslie@westbranchiowa.org

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available April 8th on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience of no more than 10 will be allowed to gather. First come, first to be granted access. In accordance with Social Distancing Order by the Governor of the State of Iowa.*

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

C. Roll Call

D. Guest Speaker, Presentations and Proclamations

E. Public Comment

Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and written comments may be submitted to the Deputy City Clerk.

F. Approve Agenda / Consent Agenda / Move to Action

"Turning Vision into Reality is our Business"

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 April 20, 2020.
2. **Motion to Approve** a Special Event Permit to the West Branch Community School District For The Purpose of Holding a High School Graduation Ceremony.
3. **Motion to Approve** a Renewal Class C Liquor License, with Outdoor Service and Sunday Sales for Cedar's Edge Golf Course.
4. **Motion to Approve** Appointment of James Hoffman to the Planning and Zoning Commission.
5. **Motion to Approve** a Mayoral Appointment of Lynn Fox to the Nuisance Hearing Committee.
6. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Third (Final) Reading of Ordinance 774** Amending Chapters 45 entitled "Alcohol Consumption and Intoxication"; and Chapter 47 entitled "Municipal Park Policies And Regulations".
2. **Resolution 1894** – A Resolution Authorizing the Transfer of Funds.
3. **Resolution 1895** – A Resolution Establishing "Go Fund Me" as one of Multiple Methods of Fundraising for the Splash Pad.
4. **Discussion Item:** Relaxing Previous Closure Orders and Other COVID-19 Protocols.
5. **Discussion Item:** Solid Waste Collection Regarding Issues of Exemptions and an Every Other Week Collection Option.
6. **Discussion Item:** The Consideration of Changing, Postponing, or Cancelling Hoover Hometown Days.
7. **Resolution 1896** – A Resolution Relating to Health Insurance for Certain Appointed Officials and Part-Time Employees.
8. **Resolution 1897** – Setting a Date for a Public Hearing on Amending the Current Budget for the Fiscal Year Ending June 30, 2020.

H. Reports

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

I. Comments from Mayor and Council Members

J. Adjournment Regular Meeting

"Turning Vision into Reality is our Business"

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

West Branch, Iowa
Council Chambers

City Council
Regular Meeting

April 20, 2020
7:00 p.m.

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, April 20, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.

Until further notice, all of our Council Meetings will be held electronically only. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:01 p.m.

Roll call (via Zoom platform): Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff: Deputy Clerk Leslie Brick, City Attorney Kevin Olson, City Engineer Dave Schechinger, Library/IT Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Public Works Director Matt Goodale and Police Chief Mike Horihan.

Laughlin welcomed the (in-person) audience and the following City staff: City Administrator Redmond Jones and Finance Officer Gordon Edgar.

PRESENTATIONS

Public Works Director Matt Goodale provided an update on creek clean-up efforts performed by his staff along the Wapsinoc Creek along Wapsi Park. Goodale said that crews cleaned up approximately fifteen hundred feet of over brush, volunteer trees and debris. Goodale said additional clean up would be continued as time permits throughout the spring and into early summer.

PUBLIC COMMENT - NONE

CONSENT AGENDA

Motion to approve minutes for City Council Meeting April 6, 2020.

Motion to approve Pay Estimate # 10 in the amount of \$4,866.49 for the College Street Bridge Replacement Project.

Motion to approve the Claims Report.

April Claims and March Revenue

EXPENITURES	4/20/2020	
ALLIANT ENERGY	ALLIANT ENERGY	11,266.47
AMAZON	BOOKS, SUPPLES	493.90
BAKER & TAYLOR INC.	BOOKS	289.64
BANKERS ADVERTISING COMPANY	OFFICE SUPPLIES	112.45
BARRON MOTOR SUPPLY	FUEL	117.00
BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	908.77
BOOKLIST	SUBSCRIPTION	169.50
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	252.30
BRICK, LESLIE	MILEAGE	17.13
CEDAR COUNTY COOPERATIVE	EQUIPMENT	1,451.32
CEDAR COUNTY RECORDER	RECORDER FEE	14.00
CITY TRACTOR CO	SUPPLIES	79.60
DECKER SPORTING GOODS INC	EQUIPMENT	3,583.30
FELD FIRE EQUIPMENT CO. INC	VEHICLE REPAIR	134.00
GALLS, LLC	SUPPLIES	264.59
HI-LINE ELECTRIC COMPANY INC	EQUIPMENT-CUBBY PARK	561.62
HORIHAN, MIKE	SUPPLIES	19.88
IOWA DEPARTMENT OF NATURAL RESOURCES	EXAM FEES	90.00

"Turning Vision into Reality is our Business"

JOHNSON COUNTY AMBULANCE SERVICE	MEDICAL SUPPLIES	88.00
JOHNSON COUNTY REFUSE INC.	RECYCLING MARCH 2020	4,004.25
KANOPY		
KNOCHE, REBECCA		
LINN COUNTY R.E.C.		
MENARDS		
MERIDITH COLEMAN	BUILDING INCENTIVE PAYMENT	910.14
MISCELLANEOUS VENDOR	COLLABORATIVE SUMMER LIB PROG:	313.25
MOORE'S WELDING INC	SUPPLIES	77.60
MUNICIPAL SUPPLY INC.	SUPPLIES	5,621.95
OASIS ELECTRIC LLC	LED LIGHTS	8,730.25
ORIENTAL TRADING CO. INC.	EASTER TREATS	619.18
OVERDRIVE INC	EBOOKS. AUDIOBOOKS	1,057.28
PATRICK HYDE	BUILDING INCENTIVE PAYMENT	1,115.44
PYRAMID SERVICES INC.	SUPPLIES	1,074.38
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	OFFICE EQUIPMENT	367.44
RACOM CORPORATION	RADIO REPAIR	195.00
RIVER PRODUCTS COMPANY INC	ROCK	1,314.31
SPAHN & ROSE LUMBER CO.	TRASH ENCLOSURE CUBBY PARK	28.13
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	191.77
STRYKER SALES CORPORATION	MEDICAL SUPPLIES	282.08
TAYLOR CONSTRUCTION INC	COLL ST BRIDGE & RELATED WORK	18,703.02
THE HOME DEPOT PRO	SUPPLIES	203.52
THOMAS MARK & JEANETTE	BUILDING INCENTIVE PAYMENT	293.97
TIPTON AMBULANCE SERVICE	MEDICAL SUPPLIES	150.00
TIPTON CONSERVATIVE	SUBSCRIPTION	40.00
USA BLUE BOOK	SUPPLIES	471.97
VEENSTRA & KIMM INC.	P & Z LOT SITE PLAN REVIEW	9,505.55
WALMART COMMUNITY/RFCSELLC	VIDEOS, PROGRAM SUPPLIES	163.45
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WEST BRANCH ANIMAL CLINIC	TRAP/NEUTER CATS, ANIMAL CARE	201.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	572.61
WEST BRANCH TIMES	LEGAL PUBLICATIONS & HELP WANT	254.75
WEX BANK	VEHICLE FUEL	1,274.35
TOTAL		81,213.59
PAYROLL	4/17/2020	54,966.35
PAID BETWEEN MEETINGS		
MISCELLANEOUS VENDORS	SOCCER REFUNDS	1,125.00
TOTAL		1,125.00
GRAND TOTAL EXPENDITURES		137,304.94

FUND TOTALS	
001 GENERAL FUND	49,102.16
022 CIVIC CENTER	606.27
031 LIBRARY	8,958.55
110 ROAD USE TAX	7,601.91
112 TRUST AND AGENCY	11,548.02
308 PARK IMP - PEDERSEN VALLEY	4,954.84
310 COLLEGE STREET BRIDGE	1,988.80
318 COLLEGE ST & 2ND ST IMPROVEMENTS	16,714.22
319 UTILITY RELOCATION & I-80 WIDENING	1,740.00
323 I-80 WEST, WATER MAIN RELOCATION	5,707.05
600 WATER FUND	18,484.92
610 SEWER FUND	9,722.20
740 STORM WATER UTILITY	176.00
GRAND TOTAL	137,304.94

REVENUE-FISCAL YEAR 2020

"Turning Vision into Reality is our Business"

FUND	MARCH
001 GENERAL FUND	171,969.79
022 CIVIC CENTER	3,550.10
031 LIBRARY	
036 TORT LIABILITY	
110 ROAD USE TAX	
112 TRUST & AGENTS	55,451.01
119 EMERGENCY TAX FUND	4,708.75
121 LOCAL OPTION SALES TAX	15,823.18
125 TIF	58,536.95
226 DEBT SERVICE	43,385.84
500 CEMETERY PERPETUAL FUND	587.15
501 KROUTH PRINCIPAL FUND	229.21
502 KROUTH INTEREST FUND	61.40
600 WATER FUND	47,150.63
610 SEWER FUND	47,038.59
740 STORM WATER UTILITY	5,087.88
TOTAL	448,534.50

Motion by Miller, second by Sexton approve agenda/consent agenda items. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading of Ordinance 775 Adding Chapter 78 of the Code of Ordinances of the City of West Branch, Iowa; Entitled, "Golf Carts". / Move to action.

ORDINANCE 775

ORDINANCE 775 ESTABLISHING A NEW CHAPTER 78 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA; ENTITLED "GOLF CARTS".

WHEREAS, the City Council has recommended establishing a City of West Branch Policy for reasons of safety and well-being of the citizens; and
WHEREAS, the operations of a Golf Cart by under aged children could endanger the safety of persons driving, bicycling or walking on the roads or the safety of motorists, cyclists, pedestrians, or other children passengers on the Golf Cart; and
WHEREAS, this is a practice as well as other risky or prohibited behaviors that involve the golf cart operations are addressed within this ordinance; and
NOW, THEREFORE, BE IT ORDAINED:

1. Establishing. Chapter 78 of the Code of Ordinances of the City of West Branch, Iowa, is hereby developed and incorporated into this Ordinance by this reference.
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: March 16, 2020
 Second reading: April 6, 2020
 Third Reading: April 20, 2020

 Roger Laughlin, Mayor

ATTEST:

 Redmond Jones II, City Administrator/Clerk

Laughlin asked if the Council would consider providing a (golf cart) sticker if the resident provided proof of insurance to the City Office. The sticker would then be placed on the cart as proof of insurance. The Council said the new process was not to over burden city staff with extra responsibilities and that insurance would only be requested for carts driving on city streets. The Mayor agreed but wanted to bring up the idea from a resident. The Council approved the final reading with no additional changes.

Motion by Dean, second by Goodweiler to approve the 3rd reading of Ordinance 775. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Second Reading of Ordinance 774 Amending Chapters 45 entitled “Alcohol Consumption and Intoxication”; and Chapter 47 entitled “Municipal Park Policies and Regulations”. / Move to action.

Motion by Dean, second by Miller to approve the 2nd reading of Ordinance 774. AYES: Dean, Miller, Sexton, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 1890 – Amending Resolutions 1880 and 1724 An Agreement with Barnhart’s Custom Service LLC for Site Preparation to Include Additional Invoicing Not To Exceed \$54,000.00 For Related Services. / Move to action.

Jones explained that Barnhart will be billing the City for crushing and recycling of the rock from the site and the cost is expected to be between forty and fifty thousand dollars, noting that Barnhart was only able to provide an estimate as he had not yet been billed by Bushman’s. This agreement also allows Barnhart to purchase the rock at \$3.75 per ton. The sale of the crushed rock will help offset the cost of the recycling services. Jones said in addition to the sale of the rock, the City is expecting grant funds for up to twenty five thousand dollars.

Motion by Sexton, second by Miller to approve Resolution 1890. AYES: Sexton, Miller, Dean Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 1888 – Establishing a New Capital Fund To Pay For Expenses Related to the I-80 Widening Project. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 1888. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

Discussion: Consider discontinuing our “2019-2020 Goal Setting Exercise” Identified the “High” Priority Goal to Install Asphalt Shoulder on West Main Street (Due to the School District Construction Plans).

Goodale explained that asphaltting the shoulders on West Main Street was a Council goal due to erosion issues in the past. Goodale said that with the school districts recent site plan for building improvements and required turn lanes, asphaltting the shoulders doesn’t make sense if they would need to be removed as part of the schools project. The Council agreed the proposal to remove the item from the goal list since the project was not budgeted for FY21.

Resolution 1891 – Approving the Site Plan for Cedar Edge, 3 Ember Lane, West Branch, Iowa. / Move to action.

Laughlin stated that Planning & Zoning approved the site plan on April 14th with no comments and pledged his support for Council approval. Miller asked if rezoning was required since a business would now be in an Agriculture zone. Attorney Olson said the business would be taxed commercial so rezoning was not an issue.

Motion by Dean, second by Goodweiler to approve Resolution 1891. AYES: Dean, Goodweiler, Miller, Stoolman. Abstain: Sexton. NAYS: None. Motion carried.

Resolution 1893 – Approving that certain Easement Agreement with the Fobian Brothers in connection with the College Street Bridge Project. / Move to action.

Schechinger explained the agreement was requested as part of the DOT’s (Department of Transportation) audit to correct a drainage issue that came up during the project which allowed water to enter the grain bins on the Fobian’s property. As part of the project, the City installed storm sewer improvements to ensure that water would not enter the grain bins, and in exchange the Fobian Brothers granted an easement to the City for those improvements and that easement coming at no cost to the City. The easement can also be vacated by the City should the Fobian Brothers decide to redevelop the site or the grain bins are destroyed as the bins are a non-conforming use. Schechinger said this easement satisfies the request by the DOT to allow us to close out the project.

Motion by Miller, second by Dean to approve Resolution 1893. AYES: Miller, Dean, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 1892 – Approving Parkside Hills Preliminary Plat (with conditions. / Move to action.

Laughlin said the Planning & Zoning Commission approved the preliminary plat at a special meeting on April 14th and was satisfied with the changes the developer made based on feedback from staff and the commission at an earlier meeting. Laughlin also noted that IDOT requested a traffic study and that a left turn lane on Parkside Drive will be required in the future (at full build-out), but said the City would not stand in the way for the project to start. Attorney Olson said the turn lane would be addressed in the Subdivider’s Development Agreement along with other items such as responsibility for the out lots and private drives. Olson also noted that the lots where commercial business and multi-residential housing would be constructed, site plan requirements would need to be met. Miller asked if the park space requirement was met for the subdivision and Jones replied that P&Z discussed that issue as well but determined that the close proximity of the Herbert Hoover National Park and Beranek Park fulfilled that requirement and that no additional park space would be required. Chad Kuene confirmed that the out lots where the basins would be constructed would be the responsibility of a homeowners association and not the City.

Motion by Sexton, second by Miller to approve Resolution 1892. AYES: Sexton, Miller, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported the Baldrige project had some disappointing results from the winter months. He said the ‘bugs’ did not perform as well as hoped in the cold water and that alternative ideas are being looked into. Jones also reported that two local businesses were recipients of a Small Business Relief Grant. Mexico Lindo received twenty-five thousand dollars and The Down Under received ten thousand dollars. Jones asked the Council for direction to resume city services and call worker’s back to work full-time, specifically Public Works who had been taking two week furloughs during the month of April. Edgar added that federal guidelines stated that employers were only obligated to provide up to eighty hours of paid leave and that if employees chose not to return to work, they would be required to use paid time off accruals or file for unemployment. The Council felt if Public Works could work independently for most tasks, staffing should return to normal. Goodale said he didn’t have issue with employees returning to work and would continue with social distancing efforts.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

Brick reported that the majority of the trash / recycling letters had been mailed to residents on April 17th and the website was set up and ready to record residents choice of carts. She also mentioned that Johnson County Refuse allows residents to change cart size one time during the first sixty days after the start of the program and that the first pick-up is scheduled for July 3rd. Brick said she had received an inquiry from a resident and local business owner on whether or not opting out was a choice if their business had a dumpster. The Council discussed and said they would consider the request if the business owner could provide proof of a solid waste contract for the dumpster but wanted to explore the request further at the next meeting.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Sexton asked if nuisance letters had been sent out to the identified property owners and said he noticed that one property had been improved. Jones said that letters were mailed in early March and said abatement letters would be going out soon for the next step in the process. Jones said that Code Enforcement vehicle magnets had been ordered and will be placed on city vehicles doing the property inspections. Jones said weekly inspections would be performed by either himself or the police department. Sexton also asked about the field conditions at Cubby Park. Russell said she had the fields checked last week by a turf specialist and was told that cutting them this week will help them green up quickly. Dean asked if an agreement had been drawn up for providing the fire chief health insurance. Edgar said a resolution had been drafted but needed further review by staff.

ADJOURNMENT

Motion to adjourn the meeting by Miller, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 8:43 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Motion to Approve a Special Event Permit for the High School Graduation Ceremony, and the Recommended Street Closing Involved with this Event.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Mike Horihan, Chief of Police
DATE:	April 29, 2020

BACKGROUND:

I was contacted by the West Branch School District to help provide traffic control for the planned High School graduation event at Butch Pedersen Field (Little Rose Bowl Stadium). It would provide a good quality graduation event but will still allow for social distancing. This would require temporary street closures at the streets of Poplar and Oliphant. The event will be held May 24, 2020. During the times of 1:30pm to 4:00pm. The site streets around the Butch Pedersen Field will be blocked in three areas.

1. Poplar Street at the south end of the football field.
2. On Oliphant Street at the south end of the football field.
3. On Oliphant Street at the intersection of W. Orange St. the only traffic would be the people who are attending the event at the field.

This will require the use of barricades which will need the assistance of the public works department.

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

"Turning Vision into Reality is our Business"



Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration _____ West Branch Fire Department _____ West Branch Police Department _____

West Branch Public Library _____ West Branch Public Works _____ West Branch Parks and Recreation _____

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: High School Graduation Cermony

Event Organization: West Branch Community Schools Phone: _____

Organization Address: _____ Tax ID #: _____

City: West Branch State: Iowa Zip Code: 52358

Event Website: _____ Event Email: _____

Event Coordinator Name and Title: Mrs. Oswald - Ruth Farmer - Marty Jimmerson

Event Coordinator Email: _____

Event Coordinator Cell Number: 319-530-6206 or 319-430-0381 or 515-520-7633

Event Coordinator Address: _____

City: _____ State: _____ Zip Code: _____

Description of Event: Graduation Cermony at the Little Rose Bowl / Butch Pedersen Field with Street Closures on Oliphant Street and Poplar Street for a temporary event intended to start at 2:00 pm May 24, 2020.

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
1:00pm	2:00pm	4:00pm	4:30pm

Maximum Number of Participants: 300 - 375 people Maximum Number of Vehicles: 75 -80

Will there be an admission fee? no What is the admission fee? n/a

Will food be sold? no Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? no Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? ___
Please list other agencies involved. n/a

Traffic Control Plan (please attach diagram): This event will have three police officer assigned to it and traffic is expected to enter and exit the site from all three access points. There will be limits as to the number of people per vehicle.



Public Notification Plan: n/a

Amplified Sound/Noise Plan: Public Annoucement System

Site Plan/Race Course Map (please attach diagram): See Attachment

Security Plan: Three Police Officers will be assigned to this event.

Restoration Plan: n/a

Trash Management Plan: Clean-up will be after the event, and will be conducted by School District staff.

Restroom Plan: Restrooms will be open at press box.

Signs/Banner Plan: signs and/or banners will be contained on School District property and will be disposed after the event.

Insurance policy: N/a

Signature: _____ Date: _____




*******By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.***

Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.

Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.

Site Plan



-  Parking / Overflow parking
-  Graduation Site
-  Barricades



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Motion to Approve a Renewal Class C Liquor License, with Outdoor Service and Sunday Sales for Cedar's Edge Golf Course.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	April 29, 2020

BACKGROUND:

Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Cedars Edge Golf Course Inc. West Branch.

Renewal effective May 27, 2020 to May 26, 2021.

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

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Motion to Approve an Appointment of James Hoffman to the Planning and Zoning Commission.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	April 29, 2020

BACKGROUND:

Planning & Zoning Commission: Appointment, James Hoffman to fill the unexpired term of Tom Dean, term expires 12/31/2020.

STAFF RECOMMENDATION: Approve the Motion – Move to Action
--

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"

RECEIVED
4-10-2020



Advisory Board/Commission
Application Form

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

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

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

Board or Commission PLANNING & ZONING Today's Date 08 APR 2020

(Please print)

Name: JAMES T HOFFMAN Address: 110 BECKFORD DR.

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

Email: jimhoff@h@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? 20+ yrs

Occupation: ENGINEERING Employer: JOHN DEERE DAVENPORT (RETIRED)

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?
LOGICAL, PRACTICAL THINKING
ANALYTICAL/PROBLEM SOLVING BACKGROUND
TIMELY DECISION MAKING

What contributions do you feel you can make to this board / commission?
OPENLY EMBRACE CHANGE/PROGRESS
DATA DRIVEN APPROACH

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Motion to Approve a Mayoral Appointment of Lynn Fox to the Nuisance Hearing Committee.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	April 29, 2020

BACKGROUND:

Mayoral Appointment:

Nuisance Hearing Committee: Appointment, Committee Member, Lynn Fox.

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

"Turning Vision into Reality is our Business"

RECEIVED
4/22/2020



Mayoral Appointment
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 Nuisance Abatement Today's Date 4.18.2020

(Please print)

Name: Lynn Fox Address: 224 N 5th Street

Phone: (home) _____ Phone: (cell) _____

Email: LFOX1026@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? Fall '93

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?

I just want to help make Wbranch
a town people want to live in and
are proud of - and appearance is
a good place to start.

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

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Motion to Approve the Claims Report.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	April 29, 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.

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

"Turning Vision into Reality is our Business"

EXPENDITURES**5/4/2020**

ACTION SEWER & SEPTIC SERVICE	SEWER REPAIR	566.25
AERO RENTAL INC	EQUIPMENT RENTAL	220.00
ALLIANT ENERGY	ELECTRICAL SERVICE INSTALLATION	915.09
BEAN & BEAN	GRAVE OPENINGS	2,200.00
CASEYS GENERAL STORE	CASEY'S TIF REBATE #4	16,535.12
CONLEY & JENNA NASH	BUILDING INCENTIVE PAYMENT	838.69
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	39.65
EARL MAY NURSERY & GARDEN	SUPPLIES	81.87
ELDON C STUTSMAN INC	CUBBY PARK GRASS SEED	1,350.00
HAWKINS INC	AZONE	311.50
HEATHER HIGHLY	BUILDING INCENTIVE PAYMENT	2,502.09
HOLMES, DEREK	SUPPLIES	19.88
HOSPERS & BROTHER PRINTERS	OFFICE SUPPLIES	124.23
IOWA ONE CALL	UTILITY LOCATION SERVICE	81.90
JOHN DEERE FINANCIAL	SUPPLIES	119.83
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,368.17
LOWES BUSINESS ACCT/GEGRB	BLDG MAINT SUPPLIES	21.48
LYNCH'S EXCAVATING INC	REPAIR HYDRANT-ORANGE ST	1,622.44
MACQUEEN EQUIPMENT	VEHICLE REPAIR	781.20
MEDIACOM	CABLE SERVICE	41.90
MUNICIPAL SUPPLY INC.	SUPPLIES	625.00
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
PARKSIDE SERVICE	VEHICLE REPAIR	179.22
PLAY IT AGAIN SPORTS	SUPPLIES	117.80
PORT 'O' JONNY INC.	SERVICE - CEMETERY	139.00
QUILL CORP	SUPPLIES	10.58
RELIANT FIRE APPARATUS , INC.	VEHICLE REPAIR	496.21
STATE INDUSTRIAL PRODUCTS	STATE INDUSTRIAL PRODUCTS	244.00
STRYKER SALES CORPORATION	MEDICAL SUPPLIES	90.36
TM VENTURES	EQUIPMENT REPAIR	95.00
USA BLUE BOOK	SUPPLIES	561.34
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	22,659.50
WELLMARK, INC.	ADMIN - FLEX CLAIMS	118.80

TOTAL 56,578.10**PAYROLL****5/1/2020****45,664.99**

PAID BETWEEN MEETINGS

JULIA HIME	VIDEOGRAPHY SERVICE	50.00
PITNEY BOWES	REPLENISH POSTAGE METER	500.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	191.77
TAYLOR CONSTRUCTION	COLLEGE ST BRIDGE & RELATED WORK	4,866.49
US BANK CORPORATE CARD	SUPPLIES AND SUNDRY EXPENSES	2,425.40
VERIZON WIRELESS	WIRELESS SERVICE	402.75

TOTAL **8,436.41**

GRAND TOTAL EXPENDITURES **110,679.50**

FUND TOTALS

001 GENERAL FUND	35,428.90
022 CIVIC CENTER	69.61
031 LIBRARY	5,655.85
110 ROAD USE TAX	5,307.28
112 TRUST AND AGENCY	5,156.67
125 T I F	16,535.12
308 PARK IMP - PEDERSEN VALLEY	3,554.82
310 COLLEGE STREET BRIDGE	915.09
318 COLLEGE ST & 2ND ST IMPROVEMENTS	2,881.67
319 RELOCATING WATER & SEWER	1,740.00
321 WIDENING WAPSI CREEK @ BERANEK PARK	15,253.05
323 I-80 WEST, WATER MAIN RELOCATE	1,480.60
600 WATER FUND	10,078.12
610 SEWER FUND	6,622.72

GRAND TOTAL **110,679.50**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	244.64
		LOWES BUSINESS ACCT/GEGRB	BLDG MAINT SUPPLIES	21.48
		HOLMES, DEREK	SUPPLIES	19.88
			TOTAL:	286.00
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	99.98
		HOSPERS & BROTHER PRINTERS	OFFICE SUPPLIES	124.23
		RELIANT FIRE APPARATUS, INC.	VEHICLE REPAIR	496.21
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	39.65
		STRYKER SALES CORPORATION	MEDICAL SUPPLIES	90.36
		TM VENTURES	EQUIPMENT REPAIR	95.00
			TOTAL:	945.43
PARK & RECREATION	GENERAL FUND	PARKSIDE SERVICE	VEHICLE REPAIR	179.22
		EARL MAY NURSERY & GARDEN CENTER	SUPPLIES	81.87
		PLAY IT AGAIN SPORTS	SUPPLIES	117.80
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	153.28
			TELEPHONE SERVICE	56.26
	TOTAL:	588.43		
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE - CEMETERY	139.00
		BEAN & BEAN	GRAVE OPENINGS	2,200.00
			TOTAL:	2,339.00
ECONOMIC DEVELOPMENT	GENERAL FUND	HEATHER HIGHLY	BUILDING INCENTIVE PAYMENT	2,502.09
		CONLEY & JENNA NASH	BUILDING INCENTIVE PAYMENT	838.69
			TOTAL:	3,340.78
CLERK & TREASURER	GENERAL FUND	QUILL CORP	SUPPLIES	10.58
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	380.05
			TOTAL:	390.63
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
		MEDIACOM	CABLE SERVICE	41.90
			TOTAL:	106.85
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT RE	269.85
			LOT SITE PLAN REVIEW	88.00
			PUD REVIEW	352.00
			WBHS SITE PLAN REVIEW-MID	2,200.00
			TOTAL:	2,909.85
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.39
			TOTAL:	43.39
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	182.58
			TOTAL:	182.58
ROADS & STREETS	ROAD USE TAX	JOHN DEERE FINANCIAL	SUPPLIES	39.94
		VEENSTRA & KIMM INC.	I-80 WIDENING COORDINATION	1,276.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	47.68
		MACQUEEN EQUIPMENT	VEHICLE REPAIR	781.20
			TOTAL:	2,144.82

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CLERK & TREASURER	TRUST AND AGENCY	WELLMARK, INC.	ADMIN - FLEX CLAIMS	118.80
			TOTAL:	118.80
TIF DEBT SERVICE	T I F	CASEYS GENERAL STORE	CASEY'S TIF REBATE #4	16,535.12
			TOTAL:	16,535.12
INVALID DEPARTMENT	PARK IMP - PEDERSE	AERO RENTAL INC	EQUIPMENT RENTAL	220.00
		ELDON C STUTSMAN INC	CUBBY PARK GRASS SEED	1,350.00
			TOTAL:	1,570.00
INVALID DEPARTMENT	COLLEGE STREET BRI	ALLIANT ENERGY	ELECTRICAL SERVICE INSTALL	915.09
			TOTAL:	915.09
INVALID DEPARTMENT	RELOCATING WATER &	VEENSTRA & KIMM INC.	319 UTILITY RELOCATE & I-8	1,740.00
			TOTAL:	1,740.00
INVALID DEPARTMENT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	15,253.05
			TOTAL:	15,253.05
INVALID DEPARTMENT	I-80 WEST, WATER M	VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOC	1,480.60
			TOTAL:	1,480.60
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	40.95
		MUNICIPAL SUPPLY INC.	SUPPLIES	625.00
		LYNCH'S EXCAVATING INC	REPAIR HYDRANT-ORANGE ST	1,622.44
		HAWKINS INC	AZONE	311.50
		JOHN DEERE FINANCIAL	610	39.94
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	47.68
		USA BLUE BOOK	SUPPLIES	561.34
			TOTAL:	3,248.85
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	40.95
		JOHN DEERE FINANCIAL	610	39.95
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	47.68
		ACTION SEWER & SEPTIC SERVICES INC.	SEWER REPAIR	566.25
		STATE INDUSTRIAL PRODUCTS	STATE INDUSTRIAL PRODUCTS	244.00
			TOTAL:	938.83

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
------------	------	-------------	-------------	--------

```

===== FUND TOTALS =====
001 GENERAL FUND                12,406.97
022 CIVIC CENTER                 43.39
031 LIBRARY                      182.58
110 ROAD USE TAX                 2,144.82
112 TRUST AND AGENCY            118.80
125 T I F                       16,535.12
308 PARK IMP - PEDERSEN VALLE    1,570.00
310 COLLEGE STREET BRIDGE       915.09
319 RELOCATING WATER & SEWER    1,740.00
321 WIDENING WAPSI CREEK @ BE   15,253.05
323 I-80 WEST, WATER MAIN REL   1,480.60
600 WATER FUND                  3,248.85
610 SEWER FUND                   938.83
-----
GRAND TOTAL:                    56,578.10
-----

```

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Third (Final) Reading of Ordinance 774 Amending Chapters 45 entitled “Alcohol Consumption and Intoxication”; and Chapter 47 entitled “Municipal Park Policies and Regulations.”
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Redmond Jones, City Administrator
DATE:	February 26, 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. As a result of their review the recommendation was to allow the consumption of alcohol during park operation hours at certain parks.

After City Council discussion, Staff review from the police department, parks department, and the City Attorney, the attached Ordinance amendments are recommended. The amendments in chapters of 45 and 47 reflect a special permit approach to allowing alcohol consumption in all parks. In other words, the Council would like the staff to consider requiring no alcohol consumption unless a special permit is approved. Special permit request would be approved at the staff level, but can be appealed and/or overturned by the city council.

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

"Turning Vision into Reality is our Business"

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; or (5) 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.

(Code of Iowa, Sec. 123.46)

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

(2) Public Parks when a special permit is granted by a city official;

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 park facilities including shelters, fields, and courts are to be made *online at www.westbranchiowa.org or in person at the at the Parks and Recreation Office or City 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 Director or duly authorized 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 written approval has been obtained from the Park and Recreation Director or other duly authorized city official.

47.07 ALCOHOL CONSUMPTION. The use of alcohol in the parks is limited to beer and wine by permit only. No beer or wine is allowed without an approved permit from the West Branch Parks and Recreation Director or other duly authorized city official. No beer or wine is allowed anywhere in the park when there is a school function taking place in the park. No beer or wine is allowed in the immediate area of organized activities involving minors. No beer or wine is allowed in glass containers. Permit decisions can be deferred and appealed to the West Branch City Council.

The consumption of beer or wine in a city park is allowed under the following conditions:

- a. Prior to the proposed consumption of beer or wine, the person intending to consume beer or wine at a city park shall apply for a permit from the Parks and Recreation Director on a form supplied by the City.
- b. The Parks and Recreation Director shall review the application for consumption of beer or wine and shall approve said permit application if the following conditions are not present:
 - i. The beer or wine cannot be consumed in glass containers.
 - ii. The wine or beer will not be consumed on a date where there are scheduled activities of the school district or scheduled activities involving participants under the age of 18 years old.
 - iii. The applicant has not been previously cited for violation of this Section 47.07.
 - iv. The application is filed more than (10) days before the date of the requested permit.
- c. The consumption of alcoholic liquor is prohibited in all city parks.
- d. Any violation of this Section 47.07 can be filed as a simple misdemeanor or a municipal infraction citation.
- e. Any person aggrieved by the denial of a permit application may file written notice of appeal with the City Clerk within ten (10) days of the denial of the permit. Failure to file an appeal makes the decision final.
- f. The decision of the Council on an appeal is final unless the applicant files an action in the Iowa District Court within ten (10) days after denial of said appeal.

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]

Permit required
draft

ORDINANCE 774

ORDINANCE 774 AMENDING CHAPTERS 45 ENTITLED “ALCOHOL CONSUMPTION AND INTOXICATION”; AND CHAPTER 47 ENTITLED “MUNICIPAL PARK POLICIES AND REGULATIONS.

WHEREAS, the Parks and Recreation Commission has recommended to the City Council updating the City’s Policy for consumption of alcohol in public parks; and

WHEREAS, the City Administrator and city staff have reviewed these recommendations and have met to discuss with the City Council and devised changes to the code of ordinances that will allow consumption in municipal parks (as recommended by the Parks and Recreation Commission) with approval of a special event with a beer and wine provision and/or use permit; and

WHEREAS, beverages consider to be hard liquors are not permitted in parks with no exceptions; and

WHEREAS, intoxication is not permitted in parks with no exceptions; and

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Chapter 45 and 47 of the Code of Ordinances of the City of West Branch, Iowa, is hereby amended and incorporated into this Ordinance by this reference.
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: April 6, 2020
Second reading: April 20, 2020
Third Reading: May 4, 2020

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Resolution 1894 – A Resolution Authorizing the Transfer of Funds.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	April 24, 2020

BACKGROUND:

Transfer of Funds can be performed to transfer funds from one fund, account, or program to a different fund, account, or program. There must be an available fund balance or budget in the fund, account, or program being transferred from. The ending balance in both the ‘from’ fund, account, or program; and the ‘to’ fund, account, or program must be positive.

The budgeted transfers include moving funds to Debt Service to meet our debt payment at the end of May and moving funds within the Capital Projects to fund new projects and pay on some completed ones. The remaining transfers were not budgeted but had been previously discussed.

STAFF RECOMMENDATION:	Approve Resolution 1894 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

RESOLUTION 1894

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the City Clerk is hereby authorized to transfer funds as follows:

T/O	Emergency Tax Fund	119	\$ 40,976.00	Transfer from Emergency Tax Fund-
	Budgeted			
T/I	General	001	\$ 40,976.00	Transfer from Emergency Tax Fund-
	Budgeted			
T/O	TIF	125	\$ 37,987.00	Transfer from TIF to Debt Service-
	Budgeted			
T/I	Debt Service	226	\$ 37,987.00	2013 Bond
T/O	Water Fund	600	\$ 32,000.00	Transfer from Water Fund to Debt
	Service-			Budgeted
T/I	Debt Service	226	\$ 32,000.00	2013 Bond
T/O	Sewer Fund	610	\$ 39,988.00	Transfer from Sewer Fund to Debt
	Service-			Budgeted
T/I	Debt Service	226	\$ 39,988.00	2013 Bond
T/O	TIF	125	\$ 111,870.00	Transfer from TIF to Debt Service-
	Budgeted			
T/I	Debt Service	226	\$ 111,870.00	CSB - Acciona legal fees
T/O	Local Option Sales Tax	121	\$ 22,919.00	Transfer from LOST to Debt Service
T/O	TIF	125	\$ 26,905.00	Transfer from TIF to Debt Service-
	Budgeted			
T/I	Debt Service	226	\$ 49,824.00	Bond Series 2016A
T/O	TIF	125	\$ 53,048.00	Transfer from TIF to Debt Service-
	Budgeted			
T/I	Debt Service	226	\$ 53,048.00	Bond Series 2016B
T/O	Local Option Sales Tax	121	\$ 189,600.00	Transfer from LOST to Debt Service-
	Budgeted			
T/I	Debt Service	226	\$ 189,600.00	Bond Series 2017
T/O	TIF	125	\$ 148,853.00	Transfer from TIF to Debt Service-
	Budgeted			
T/I	Debt Service	226	\$ 148,853.00	Bond Series 2017

T/O	Capital Project	308	\$ 200,000.00	Transfer from Cubby Park to Beranek Park
T/I	Capital Project Budgeted	321	\$ 200,000.00	Wapsinonoc Creek Widening-
T/O	Capital Project	310	\$ 200,000.00	Transfer from College St Bridge to College St-
T/I	Capital Project	318	\$ 200,000.00	2 nd St-Budgeted
T/O	Water Fund Project	600	\$ 50,000.00	Transfer from Water Fund to Capital Project
T/I	Capital Project	315	\$ 50,000.00	Main St Water Main Improvements-To Fund Project – Not Budgeted
T/O	General Fund Project	001	\$ 50,000.00	Transfer from General Fund to Capital Project
T/I	Capital Project	315	\$ 50,000.00	Main St Water Main Improvements-To Fund Project – Not Budgeted
T/O	TIF	125	\$ 50,000.00	Transfer from TIF to General Fund
T/I	Capital Project	315	\$ 50,000.00	Repayment of Interfund Transfer to College St – 2 nd St Project – Not Budgeted

* * * * *

PASSED AND APPROVED this 4th day of May, 2020

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Resolution 1895 – A Resolution Establishing “Go Fund Me” as One of Multiple Methods of Fundraising for the West Branch Splash Pad.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	April 29, 2020

BACKGROUND:

The “GoFundMe” site for fund raising for the West Branch Splash Pad got off to a bumpy start. Currently, it has been temporarily suspended due to the lack of having banking information set-up for taking donations through “GoFundMe”. Due to the unfamiliarity and being a new process for us the city auditors were consulted. Since less than a hand full of cities in Iowa have taken advantages of this method of fundraising it took a while for the auditors to research the fiscal process that should be observed when using this method of fund raising

Initially, it was thought that “GoFundMe” did not need City Council Authorization due to the previous passage of Resolution 1702 which set-up a fund for Splash Pad donations. However, the City Auditors have asked that we take the additional precaution of establishing “Go Fund Me” as one of the methods the city will accept donations for the West Branch Slash Pad. It is not intended to be the only way the city can accept donations. For locals we recommend simply sending a check or make donations available at the city office. We will also have the City’s website set-up to accept donations. We hope that “GoFundMe” will give us a wider audience and gain support from outside of the community. Our goal is \$170,000 for a splash pad that uses recirculates water system. A pass through water system would cost less but would be less environmentally friendly and could hurt the City’s ability to expand its water permit as the city continues to grow.

STAFF RECOMMENDATION:	Approve Resolution 1895 / Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

“Turning Vision into Reality is our Business”

RESOLUTION 1895

A RESOLUTION ESTABLISHING “GO FUND ME” AS ONE OF MULTIPLE METHODS OF FUNDRAISING FOR THE WEST BRANCH SPLASH PAD.

WHEREAS, the City Council of the City of West Branch, Iowa has established as one of its City Goals to Fundraise for the West Branch Splash Pad; and

WHEREAS, the City Council have already approved Resolution 1702, A resolution that established a City Capital Fund for accepting donations for the West Branch Splash Pad; and

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

Section 1. A “Go Fund Me” page will established as one (but is not limited to) method of fundraising for the West Branch Splash Pad.

Section 2. The “Go Fund Me” account shall be authorized as an account to collect donations for the West Branch Splash Pad and will be subject to the same review as we do with the friends of the Library (as an example).

Section 3. Any and all donations received through this method will be deposited in Fund 028 as per Resolution 1702. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

* * * * *

PASSED AND APPROVED, this 20th day of April, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/ City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Discussion Item: Relaxing Previous Closure Orders and Other COVID-19 Protocols.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones, City Administrator
DATE:	April 15, 2020

BACKGROUND:

The City has introduced a number of COVID-19 protocols. Including but not limited to:

1. Canceled or postponed: a number of park programs,
2. Restricted access to city offices, using the drop box, and ask citizens to call in for service and appointments.
3. The City have used zoom / conferencing for City Council meeting and other business meetings.
4. Town hall and park pavilion rentals have been suspended.
5. Public restrooms were closed.
6. The City created alternating work crews, and have increased its working from home options.
7. The City installed mandatory sick leave observation periods when calling off sick.

The Governor has named Cedar County the option to begin opening. At this time Restaurants are welcome to open at 50% allowing in-door dinning allow no more than 6 people per table and table no less than six feet apart. Church have been allowed to open service, but social distancing is still recommended. Sporting activities that don't require 10 or more people are now encouraged. However, all other openings are being requested to continue on hold until May 15th.

This item is intended to allow the City Council to discuss any of the protocols presented above or any others not mentioned. Give the City Administrator feedback as to City Council desire in proceeding as State Recommendations begin relaxing emergency declarations as May 15th approaches.

STAFF RECOMMENDATION:	Seeking Feedback / Direction
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

Message from the Cedar County Interim Public Health Director



Wed 4/29/2020 6:14 PM

Bonnie Butler <bbutler@cedarcountry.org>

Reopening Guidance for Cedar County Businesses

To City of West Branch; City of Durant; City of Bennett (cityofbennett@fbcom.net); City of Clarence; City of Mechanicsville; Tipton - City of (citymanager@tiptoniowa.org); Linda Beck; City of Stanwood; City of Lowden; Jodi Freet

As you know, the Governor announced the lifting of some restrictions in 77 counties with low incidence of COVID-19, including Cedar. Many area businesses have decided to postpone reopening due to safety concerns, particularly since many of our neighboring counties are still fully restricted. Our department fully supports those who have made that decision. Cedar County has been fortunate to have relatively few confirmed cases of COVID-19 and we appreciate all efforts to prevent the spread of the virus. We also respect and support those businesses that have decided that they are able to safely reopen on May 1st. We have created a document that includes guidance from IDPH as well as additional suggestions from Cedar County Public Health. We hope this will be helpful as our business owners navigate these complicated decisions.

Would each of you please share this information with the businesses in your communities? We want to be sure that it is available to all who may need it. Please reach out to me with questions or suggestions. Thank you.

Bonnie Butler

Public Health Division Manager

Cedar County Public Health

400 Cedar Street

Tipton, IA 52772

Phone: 563-886-2226

Fax: 563-886-1218

bbutler@cedarcountry.org

www.cedarcountry.org



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Discussion Item: Solid Waste Collection Regarding Issue of Exemptions and an Every Other Week Collection.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones, City Administrator /Clerk
DATE:	April 30, 2020

BACKGROUND:

The City have received a fair number of calls regarding giving some type of exemption for residents who have businesses in-town there were a number of residents interested in this which may cause trouble in on-going tracking or accounting, and incorporating such provisions in an ordinance.

A potential compromise maybe to offer the every other week collection service. There were also a number of calls that commented that their household could not produce the amount of waste that would make the every week service cost effective. Every other week service could be offered with little accounting change. The tracking would be addressed by a color change on the lid. For example, yellow lids picked up on the first and third week and the other cans would be picked up every week.

This would also offer some relief for residents who may have other options (like their businesses) to use,

City Attorney Olson would like to address the City Council regarding this matter.

STAFF RECOMMENDATION:	Seeking Feedback / Direction
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

DRAFT

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTERS 105 AND 106 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA REGARDING SOLID WASTE CONTROL AND RATES.

WHEREAS, the City Council previously solicited proposals for the automated collection of solid waste for most residential customers in the City; and

WHEREAS, the City Council did heretofore select the proposal of Johnson County Refuse to be the provider for the city pursuant to a five-year agreement; and

WHEREAS, it is now necessary to make changes to the city ordinance regarding solid waste control and rates to implement the terms of the agreement with Johnson County Refuse.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 105.02(10) of the Code of Ordinances is amended by deleting it in its entirety and replacing it as follows:

“10. “Residential Premises” means a single-family dwelling, a two-family dwelling or any other multiple-family dwelling that has direct access off to each individual unit off a public street. For purposes of this definition, stacked residential units and multiple-family residential units with interior access to each unit are not considered ‘Residential Premises.’”

2. Amendment. Section 105.10(1)(A) of the Code of Ordinances is hereby amended by deleting it in its entirety and replacing it as follows:

“1. Container specifications. Waste storage containers shall comply with the following specifications and shall be provided by the City or its contracted hauling contractor:

A. Residential. Residential waste containers shall be of not less than 35 gallons or more than 65 gallons in capacity. Recycling containers shall be not less than 65 gallons or more than 95 gallons in capacity. All containers shall be maintained to be leakproof and waterproof by the property owner or tenant. Residents may also set out for pickup single use collection bags affixed with an appropriate tag and placed on the top of the waste container.”

3. Amendment. Section 105.10 of the Code of Ordinances is hereby amended to add the following:

“5. Ownership of Containers. The waste and recycling containers shall remain the property of the City’s hauling contractor and said waste and recycling containers shall remain at the property and shall not be returned when the owner or tenants at the property change. Failure to leave the waste and/or recycling container or damaging the waste and/or recycling container will result in a charge against the owner and/or tenant in an amount determined by city’s contract with its waste hauler.”

DRAFT

4. Amendment. Chapter 106 of the Code of Ordinances is hereby amended by adding Section 106.09, which reads as follows:

“5. The City shall collect from every owner and/or tenant of any Residential Premise that have solid waste and recycling available to said Residential Premise, the following fees:

A. Solid Waste Collection Fees:

1. 35-gallon waste container: \$12.75 per month
2. 65-gallon waste container: \$14.75 per month

B. Recycling Collection Fees: \$4.75 per month

6. Billing Procedures.

A. All owners and/or tenants shall pay the Solid Waste Collection Fee and Recycling Collection Fee on a monthly basis.

B. All Solid Waste Collection Fees and Recycling Collection Fees are due and payable under the terms and conditions provided for payment of a combined service account as outlined in Section 92.04 of this Code.

C. The owner of the Residential Premise and/or the tenant occupying the Residential Premise shall be jointly and severally liable for Solid Waste Collection Fees and Recycling Collection Fees. Solid Waste Collection Fees and Recycling Collection Fees shall constitute a lien against the Residential Premise served and shall be certified as delinquent to the County Treasurer for collection as the same manner as property taxes.”

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

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

7. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law on July 1, 2020.

First reading:

Second reading:

Third Reading:

Roger Laughlin, Mayor

ATTEST:

Redmond Jones, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Discussion Item: The Consideration of Changing, Postponing, or Cancelling Hoover Hometown Days.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Hoover Hometown Days Committee
DATE:	April 30, 2020

BACKGROUND:

Due to COVID-19 outbreak the event may suffer turnout and health concerns could persist.

The Hoover’s Hometown Days committee met on April 30, 2020 to discuss options for Hoover’s Hometown Days. The committee has the following recommendations moving forward:

- Continue with the fireworks display. We will be looking for alternative locations to launch the fireworks if a permit cannot be obtained from the NPS due to CDC guidelines.
- Inflatables will be canceled for the year.
- Main Street activities will be cancelled for the year, including all vendors, entertainment, and pony rides.
- Stage and concert with the fireworks will be cancelled.
- Chautauqua tent in the NPS will be cancelled.
- A decision regarding fire department activities, parade, Hooverball, and run will be made July 1st and will be based on CDC guidelines at that time.
- We will look at some alternative ideas such as community picnics and other activities that can be done with staff.

The event will be downsized, however still be a celebration of Hoover and the City of West Branch.

STAFF RECOMMENDATION: Seeking Feedback / Direction
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Resolution 1896 – A Resolution Relating to Health Insurance for Certain Appointed Officials and Part-Time Employees.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator / Kevin Olson, City Attorney
DATE:	April 30, 2020

BACKGROUND:

In accordance with direction from City Council and as prescribed in our 2020-2021 budget. This item is intend to create the Human Resource mechanism to allow the Fire Chief for the City of West Branch to be offered the City’s group health insurance plan under the same terms and conditions as full-time employees.

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

"Turning Vision into Reality is our Business"

RESOLUTION 1869

RESOLUTION RELATING TO HEALTH INSURANCE FOR CERTAIN APPOINTED OFFICIALS AND PART-TIME EMPLOYEES.

WHEREAS, the City Council of the City of West Branch desires to amend its employee handbook to offer health insurance to certain appointed officials and part-time employees; and

WHEREAS, the City Council heretofore deems it necessary and desirable to provide health insurance to its duly appointed Fire Chief as a benefit and incentive to assume the position as Fire Chief in the City of West Branch; and

WHEREAS, the City Council has heretofore deemed it necessary and desirable to allow access to the City's group health insurance plan for part-time employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the West Branch Employee Handbook be amended to allow the duly appointed Fire Chief for the City of West Branch be offered a health insurance plan through the City's group health insurance plan under the same terms and conditions as full-time employees.

BE IT FURTHER RESOLVED, that the employee handbook for the City of West Branch be amended to offer part-time employees health insurance through the City's group health insurance plan at a one hundred percent (100%) cost to each part-time employee.

* * * * *

Passed And Approved This 4th Day Of May, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 4, 2020
AGENDA ITEM:	Resolution 1897 – Setting a Date for a Public Hearing on Amending the Current Budget for the Fiscal Year Ending June 30, 2020.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	April 30, 2020

BACKGROUND:

Set the hearing for May 18, 2020.

Budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues. Such amendment may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30. Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

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

"Turning Vision into Reality is our Business"

RESOLUTION 1897

**SETTING A DATE FOR A PUBLIC HEARING ON AMENDING THE CURRENT
BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018.**

WHEREAS, budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues; and

WHEREAS, such amendments may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code; and

WHEREAS, the City Council intends to amend the budget to provide for the following: Additional revenue from grant proceeds and memorial gifts, additional expenditures for capital projects and maintenance projects.

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 18th day of May, 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 amending the current budget for the fiscal year ending June 30, 2020.

Section 2. The City Clerk is hereby directed to give notice of the proposed action for amending the current budget for the fiscal year ending June 30, 2020, 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. The notice shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2019-2020 CITY BUDGET**

The City Council of West Branch in CEDAR & JOHNSON County, Iowa
 will meet at City Council Chambers, 110 N Poplar, West Branch, Iowa
 at 7:00 p.m. on 5/18/2020
(hour) (Date)

, for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020
(year)
 by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
 Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property	1,795,597		1,795,597
Less: Uncollected Property Taxes - Levy Year	0		0
Net Current Property Taxes	1,795,597	0	1,795,597
Delinquent Property Taxes	0		0
TIF Revenues	481,222		481,222
Other City Taxes	255,907		255,907
Licenses & Permits	35,500		35,500
Use of Money and Property	29,150		29,150
Intergovernmental	1,593,951		1,593,951
Charges for Services	1,110,620		1,110,620
Special Assessments	0		0
Miscellaneous	43,900		43,900
Other Financing Sources	500,000		500,000
Transfers In	1,362,936	50,000	1,412,936
Total Revenues and Other Sources	7,188,783	50,000	7,238,783
Expenditures & Other Financing Uses			
Public Safety	837,894		837,894
Public Works	422,219	39,250	461,469
Health and Social Services	0		0
Culture and Recreation	688,975		688,975
Community and Economic Development	132,978	8,300	141,278
General Government	188,286	5,000	193,286
Debt Service	1,000,885		1,000,885
Capital Projects	2,912,360		2,912,360
Total Government Activities Expenditures	6,183,597	52,550	6,236,147
Business Type / Enterprises	775,005		775,005
Total Gov Activities & Business Expenditures	6,958,602	52,550	7,011,152
Transfers Out	1,362,936	50,000	1,412,936
Total Expenditures/Transfers Out	8,321,538	102,550	8,424,088
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	-1,132,755	-52,550	-1,185,305
Beginning Fund Balance July 1	3,085,796		3,085,796
Ending Fund Balance June 30	1,953,041	-52,550	1,900,491

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Public Works has experienced greater expenses for salaries, repairs and supplies than were anticipated. A TIF rebate was paid in the subsequent fiscal year after it was due.

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Gordon R. Edgar
 City Clerk / Finance Officer Name

* * * * *

Passed and approved this 4th day of May, 2020.

Roger Laughlin, Mayor

ATTEST:

Gordon Edgar, Deputy City Clerk