



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY MAY 18, 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

1. New Long-term, Short-term, and Life Insurance Employment Benefits – Presented by Ben Evans from Unum.

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.

"Turning Vision into Reality is our Business"

F. Approve Agenda / Consent Agenda / Move to Action

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting May 4, 2020.
2. **Motion to Approve** a Renewal Class C Beer Permit (BC) for Parkside Petroleum dba Parkside BP.
3. **Motion to Approve** West Branch Fire Department Appointments
4. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Public Hearing:** Open a Public Hearing Regarding Amending the Current Budget for the Fiscal Year Ending June 30, 2020.
2. **Resolution 1898** – A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2020.
3. **First Reading of Ordinance 776** – 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.
4. **Discussion Item:** Relating to Cubby Park Signage.
5. **Discussion Item:** Considering wavier for Local Teams Using Cubby Park Ball Fields.
6. **Discussion Item:** Regarding Financial Strategies for retiring debt related to the College Street Bridge / Second Street Projects.
7. **Resolution 1899** – Approving the Employee Benefit Package Including Short-term Disability, Long-term Disability, and Life Insurance.
8. **Resolution 1897** – Stoolman Dental Insurance.

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"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Presentation: New Long-term, Short-term, and Life Insurance Employment Benefits – Presented by Ben Evans from Unum.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director / Redmond Jones II, City Administrator
DATE:	May 13, 2020

BACKGROUND:

Consistent with City Council Goal Setting priorities and the recently approved budget, the City is prepared to offer disability (long-term and short-term) as a part of its benefit package for city employees. In addition, the city is also prepared to provide additional life insurance benefits for City Employees.

Relion Insurance Solutions, has proposed the attached insurance program for City employees. Proposals were received from several agents and the Unum proposal was deemed to be the best program for the city.

STAFF RECOMMENDATION:	Presentation – No Action Needed
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"



CITY OF WEST BRANCH

Situs state: Iowa

Presented by: Benjamin Evans

Expires: July 29, 2020

Better benefits ahead

At Unum, we combine our expertise and dedication to employee wellbeing for a workplace benefits solution that's been an industry leader for more than 170 years.

BENEFITS PROPOSED



Group Short Term Disability



Group Long Term Disability



Group Term Life and AD&D

Proposed rates may assume sale of at least one other line of coverage.

Ask your UNUM representative about the additional benefits we offer:



Dental



Vision



Critical Illness



Accident

Employer and employee funding methods available for the benefits above.

UNUM REPRESENTATIVE

Zach Schopp



Unum has been a **leading provider** of group disability benefits in the US for over 4 decades.¹



We serve **41% of Fortune 500 companies** or their subsidiaries and affiliates.²



In 2018 Unum **doubled its group dental subscribers.**³



93% of our customers say they are **satisfied with their Unum products.**⁴

FINANCIALLY STRONG

AGENCY	RATING
A.M. Best	A Excellent
Fitch	A Strong
Moody's	A2 Good
S&P	A Strong

Ratings are given to the U.S. insuring subsidiaries of Unum Group and are current as of Jan. 1, 2019.



GROUP SHORT TERM DISABILITY INSURANCE

Coverage Effective Date: July 1, 2020 Rate Guarantee: 2 Years

Lives	Rate per \$10 of Weekly Benefit	Volume per \$10 of Weekly Benefit	Monthly Premium	Annual Premium
15	\$0.256	\$983.50	\$251.78	\$3,021.36

Short Term Disability	PROVISIONS QUOTED Full-time Employees
Contributions	Employer pays 100%
Minimum Participation Requirement ..	100%
Minimum Hours for Eligibility	30 hours per week
Elimination Period: Injury/Sickness	7 days injury / 7 days sickness
Maximum Duration of Benefits	12 weeks
Definition of Disability	Residual
Maternity	6 weeks 6 weeks for c-section
Weekly Benefit %	60%
Maximum Weekly Benefit \$	\$1,000
Guaranteed Issue	\$1,000
Minimum Weekly Benefit	\$25
Coverage Type	Non-occupational
Rehabilitation Services	Participation is voluntary

THE UNUM DIFFERENCE

OFFSETS: Employers get the full value of Unum’s income protection coverage, because we don’t deduct employee’s salary continuation or accumulated sick leave benefits from our short-term disability payments.

VOLUNTARY REHABILITATION AND RETURN-TO-WORK ASSISTANCE: After a disability, most people want to get back to work. We will provide an additional 10% in disability benefits (to a maximum amount per month) if the employee is eligible and participating in the rehabilitation and return-to-work program.



PLAN INFORMATION

Definition of Earnings:

When calculating benefits and cost, an employee's "weekly earnings" are assumed to be what was provided on the census when the quote was requested.

Note: If Partnership, Schedule K-1 will be used in determining "weekly earnings" for partners. It will not include income from sources other than the employer.

Definition of Disability:

Residual

The employee is disabled when Unum determines that:

- the employee is limited from performing the material and substantial duties of his or her regular occupation due to his or her sickness or injury; and
- the employee has a 20% or more loss in weekly earnings due to the same sickness or injury

Coverage Exclusions & Limitations:

- Intentionally self-inflicted injuries
- Active participation in a riot
- Loss of Professional License, Occupational License or Certification
- Commission of a crime for which the employee has been convicted
- War, declared or undeclared, or any act of war
- Incarceration
- The STD weekly payment may be reduced by amounts the employee receives or is entitled to receive from deductible sources of income (offsets) and disability earnings.

Broker Commissions:

Rates reflect standard commissions.



GROUP LONG TERM DISABILITY INSURANCE

Coverage Effective Date: July 1, 2020 Rate Guarantee: 2 Years

Lives	Rate per \$100 of Monthly Covered Payroll	Covered Monthly Payroll	Monthly Premium	Annual Premium
15	\$0.21	\$71,807.67	\$150.80	\$1,809.60

Long Term Disability	PROVISIONS QUOTED Full-time Employees
Contributions	Employer pays 100%
Minimum Participation Requirement	100%
Minimum Hours for Eligibility	30 hours per week
Elimination Period	90 days
Maximum Duration of Benefits	SS ADEA (social security normal retirement age)
Definition of Disability	2 year own occupation with residual
Monthly Benefit %	60%
Maximum Monthly Benefit	\$5,000
Guaranteed Issue	\$5,000
Accumulation Period	30 days
Work Incentive Benefit	12 months
Earnings Offset Method	Proportionate loss
Integration with other Disability Benefits	Primary & Family
Minimum Monthly Benefit	Greater of \$100 or 10% of gross disability payment
Mental Illness Limitation	24 months
Self Reported Limitation	24 months
Pre-Existing Condition	3/12 exclusion
Rehabilitation Services	Participation is voluntary
Survivor Benefit	3 times gross monthly benefit
Worksite Modification	Greater of \$1,000 or 2 times monthly disability benefit



Long Term Disability
continued

Employee Assistance Program

Travel Assistance

PROVISIONS QUOTED
Full-time Employees

Included

Included

THE UNUM DIFFERENCE

SERVICES FOR EMPLOYEES IN TIME OF NEED: Included at no extra cost, an Employee Assistance Program that offers access to advice and resources for everyday issues as well as more serious ones and Emergency Travel Assistance that can help when the unexpected occurs 100 miles or more from home.

VOLUNTARY REHABILITATION AND RETURN-TO-WORK ASSISTANCE: After a disability, most people want to get back to work. We will provide an additional 10% in disability benefits (to a maximum amount per month) if your employee is eligible and participating in the rehabilitation and return-to-work program.

PLAN INFORMATION

Definition of Earnings:

When calculating benefits and cost, an employee's "monthly earnings" are assumed to be what was provided on the census when the quote was requested.

Note: If Partnership, Schedule K-1 will be used in determining "monthly earnings" for partners. It will not include income from sources other than the employer.

Definition of Disability:

Unless the policy specifies otherwise, as part of the claim evaluation process, an employee's occupation will be evaluated based on how it is normally performed in the national economy not how work is performed for a specific employer, at a specific location, or in a specific region.

Two Year Own Occupation with Residual

The employee is disabled when Unum determines that:

- the employee is limited from performing the material and substantial duties of his or her regular occupation due to his or her sickness or injury; and
- the employee has a 20% or more loss in his or her indexed monthly earnings due to the same sickness or injury.

After 24 months of payments, the employee is disabled when Unum determines that due to the same sickness or injury, he or she is unable to perform the duties of any gainful occupation for which he or she is reasonably fitted by education, training or experience. The employee must be under the regular care of a physician in order to be considered disabled. The loss of a professional or occupational license or certification does not, in itself, constitute disability.

Coverage Exclusions & Limitations:

- Mental Illness and SelfReported Symptom Limitations
- Pre-Existing Condition*
- Intentionally self-inflicted injuries
- Active participation in a riot
- Loss of Professional License, Occupational License or Certification
- Commission of a crime for which the employee has been convicted
- War, declared or undeclared, or any act of war
- Incarceration

***A 3/12 "Pre-Existing Condition" means the insured employee:**

- received medical treatment, consultation, care or services including diagnostic measures, or took prescribed drugs or medicines in the 3 months just prior to his/her effective date of coverage; and
- the disability begins in the first 12 months after the employee's effective date of coverage.



PLAN INFORMATION

Broker Commissions:
Rates reflect standard commissions.



GROUP TERM LIFE AND AD&D INSURANCE

Coverage Effective Date: July 1, 2020 Rate Guarantee: 2 Years

Product	Lives	Rate	Volume	Monthly Premium	Annual Premium
Life	15	\$0.280 per \$1,000	\$690,000	\$193.20	\$2,318.40
AD&D	15	\$0.025 per \$1,000	\$690,000	\$17.25	\$207.00

Life	PROVISIONS QUOTED Full-time Employees
Contributions	Employer pays 100%
Minimum Hours for Eligibility	30 hours per week
Maximum Benefit Amount	\$50,000
Initial Guaranteed Issue Amount	\$50,000
Waiver of Premium Qualifying Ages	Less than age 60
Premium Waiver Benefit Maximum	To age 65
Waiver of Premium Elimination Period	9 months
Age Reduction Schedule	
First Reduction	65% at age 65
Second Reduction	50% at age 70
Accelerated Benefit	100% of coverage amount, up to \$250,000
Portability	Included
Conversion	Included

AD&D	PROVISIONS QUOTED Full-time Employees
Maximum Benefit Amount	\$50,000
Age Reduction Schedule	Matches employee life age reduction schedule



AD&D
continued

Seat Belt/Airbag

Repatriation Benefit

Exposure and Disappearance Benefit

PROVISIONS QUOTED
Full-time Employees

Employee only:
Seat belt – 10% up to \$25,000
Airbag – 5% up to \$5,000

Employee only: \$5,000

Full amount

THE UNUM DIFFERENCE

PORTABILITY: When employees leave their job, they may be able to keep their Group Term Life coverage and pay for it at group rates, whether they're changing employers, retiring or just working reduced hours.

LIFE INSURANCE WAIVER OF PREMIUM: Waiver of Premium lets employees keep their Life Insurance coverage without paying premiums if they ever become totally disabled (as defined in the policy) and are unable to work.

ACCELERATED BENEFITS: When an employee faces a terminal illness and has less than 12 months to live, this standard feature lets them use a portion of their Life Insurance benefit now.

PLAN INFORMATION

Definition of Earnings:

When calculating benefits and cost, an employee's "annual earnings" are assumed to be what was provided on the census when the quote was requested.

Note: If Partnership, Schedule K-1 will be used in determining "annual earnings" for partners. It will not include income from sources other than the employer.

Delayed Effective Date:

Insurance coverage will be delayed if the employee is not in active employment because of an injury, sickness, temporary layoff, or leave of absence on the date that insurance would otherwise become effective.

Portability:

Allows an insured employee to elect portable coverage, at group rates, if the employee terminates employment, reduces hours or retires from the employer. Employees are not eligible for portable coverage if they have an injury or sickness, under the terms of this plan that has a material effect on life expectancy.

Life Insurance Conversion Privilege:

When an insured employee's group coverage ends, employees may convert their coverage to individual life policies without providing evidence of insurability.

Accelerated Benefit Payments:

Accelerated benefit payments will reduce the amount the policy pays upon the recipient's death, may adversely affect the recipient's eligibility for Medicaid or other government benefits or entitlements, and may be taxable. Recipients should consult their tax attorney or advisor before utilizing accelerated benefit payments.



PLAN INFORMATION

AD&D Covered Losses and Benefits:

The AD&D plan provides additional protection for insured employees in the event of an accidental bodily injury resulting in death or dismemberment. The loss must occur within 365 days of the accident.

For the Loss of: Life; or both hands or both feet or sight of both eyes; or one hand and one foot; or one hand or one foot and the sight of one eye; or speech and hearing; the benefit will be the full amount.

For the Loss of: One hand or one foot; or speech or hearing; or sight of one eye; the benefit will be one half the full amount.

For the Loss of: Thumb and index finger of the same hand, the benefit will be one quarter the full amount.

No more than the full amount will be paid for all losses resulting from the same accident.

AD&D Education Benefit:

Offers an additional lump sum benefit, to each qualified child of a deceased insured employee (provided death occurs within 365 days of the accidental bodily injury), equal to the lesser of: 6% of the employee's AD&D benefit amount; or \$6,000. In order to qualify, a child must continue to be enrolled full-time in an accredited post-secondary institution of higher learning beyond the 12th grade level. If still at the 12th grade level, then the child must enroll in such an institution within 365 days of the employee's date of death. *Maximum Benefit Payments: 4 per lifetime, Maximum Benefit Amount: \$24,000, Maximum Benefit Period: 6 years from the date of the first benefit payment*

AD&D Repatriation Benefit:

Offers an additional accidental death benefit of up to \$5,000 for preparation and transportation of a deceased insured employee, provided death occurs at least 100 miles from the employee's principal residence.

AD&D Seat Belt and Airbag Benefit:

Offers an additional accidental death benefit if an insured employee dies while properly wearing a seat belt, and an additional accidental death benefit if the employee was protected by an airbag. *Benefit Amount:* Seat belt: 10% of the Full Amount of the insured employee's accidental death and dismemberment insurance benefit. Airbag: 5% of the Full Amount of the insured employee's accidental death and dismemberment insurance benefit. *Maximum Benefit:* Seat belt: \$25,000 Airbag: \$5,000.

AD&D Exposure and Disappearance Benefit:

Offers a benefit if the insured employee sustains an accidental bodily injury and is unavoidably exposed to the elements and suffers a loss. Unum will presume the insured employee suffered loss of life due to an accident if: they are riding in a common public passenger carrier that is involved in an accident covered under the contract; and as a result of the accident, the common public passenger carrier is wrecked, sinks, is stranded, or disappears; and the insured employee's body is not found within one year of the accident.

Retained Asset Account:

For Life and AD&D claims that are \$10,000 or greater, a Retained Asset Account will be made available to the designated beneficiary. Claim payment is satisfied by establishment of the Unum Retained Asset Account. The funds are retained in Unum's general account and Unum pays a rate of interest on the funds in the retained asset account regardless of the investment performance of Unum's general account. The beneficiary can request a lump sum check instead of the retained asset account or they can access all or part of the funds in the retained asset account by writing a single or multiple drafts. While the funds are not FDIC insured, they are guaranteed by State Guaranty Associations.



PLAN INFORMATION

Coverage Exclusions & Limitations

Life Insurance:

24 month suicide exclusion (applies to employee paid amounts and medically underwritten amounts)

AD&D Insurance:

AD&D benefits will not be paid for accidental losses caused by, contributed to by, or resulting from:

- Suicide, self-destruction while sane, intentionally self-inflicted injury while sane, or self-inflicted injury while sane, or self-inflicted injury while insane
- Active participation in a riot
- Attempt to commit or commission of a crime
- War, declared or undeclared, or any act of war
- Use of any prescription or non-prescription drug, poison, fume or other chemical substance unless used according to the prescription or direction of the employee's physician. This exclusion does not apply if the chemical substance is ethanol.
- Disease of the body, or diagnostic, medical or surgical treatment, or mental disorder as set forth in the latest edition of the Diagnostic and Statistical Manual of Mental Disorders
- Being intoxicated

Broker Commissions:

Rates reflect standard commissions.

PROPOSAL CONDITIONS AND DISCLOSURES

Employee Assistance Program and Employee Travel Assistance:

Work-life balance employee assistance program services are provided by HealthAdvocate. Worldwide emergency travel assistance services are provided by Assist America, Inc. Services are available with select Unum insurance offerings.

Terms and availability of service are subject to change and prior notification requirements. Service providers do not provide legal advice; please consult your attorney for guidance. Services are not valid after coverage terminates. Please contact your Unum representative for details.

Termination Provision for Long Term Disability, Short Term Disability and Life:

- This policy or a plan under this policy can be cancelled: by Unum; or by the Policyholder.
- Unum may cancel or modify this policy or a plan if:
 - The participation of eligible employee's requirement is not met;
 - The policyholder does not promptly provide Unum with information that is reasonably required;
 - The policyholder fails to perform any of its obligations that relate to this policy;
 - Fewer than 10 employees are insured under a plan;
 - The premium is not paid in accordance with the provisions of this policy that specify whether the policyholder, the employee or both pay the premiums;
 - The policyholder does not promptly report to Unum the names of any employees who are added or deleted from the eligible group;
 - Unum determines that there is a significant change, in the size, occupation or age of the eligible group as a result of a corporate transaction the Policyholder and or its employees fails to pay premium within the 31-day grace period.
- If Unum cancels or modifies this policy or a plan for reasons other than the policyholder's failure to pay premium, a written notice will be delivered at least 31 days prior to the cancellation or modification date. The policyholder may cancel this policy or plan if the modifications are unacceptable.
- If any portion of the premium is not paid during the grace period, Unum with either cancel or modify the policy or plan automatically at the end of the grace period.
- The policy holder may cancel this policy or a plan by written notice delivered to Unum at least 31 days prior to the cancellation date, unless agreed to an earlier date.
- Unum will provide coverage for a payable claim which occurs while the employee is covered under the policy or plan.

Broker Compensation Disclosure Notice for Group Products:

- Your insurance or benefits advisor can offer you advice and guidance as you select the policy and provider most appropriate for your needs. At Unum we recognize the important role these professionals play in the sale of our products and services and offer them a variety of compensation programs. Your advisor can provide you with information about these programs as well as those available from other providers. We support disclosure of broker compensation so that customers can make an informed buying decision.
- Brokers may be eligible to receive Base Commissions as well as Supplemental Commissions from Unum.
- Unless you have agreed in writing to compensate the broker differently, Unum provides Base Commissions to all brokers in connection with the sale of an insurance policy. Base Commissions are a fixed percentage of the policy premium, and may include a one time, first year flat amount for each policy sold. Base Commissions are paid by Unum to the broker(s) on your policy. In some circumstances, broker(s) may be eligible to receive commissions on your policy even after a broker of record change has occurred.
- A broker may also qualify for Supplemental Commissions paid by Unum. For group insurance products, Supplemental Commissions may be paid as a fixed percentage of total eligible group insurance premiums. The Supplemental Commission rate depends on the total dollar amount of all eligible premiums or number of group policies that the broker had in force with Unum in the prior calendar year. The Supplemental Commission rate may range from 0% to 13.80% of total premium paid.
- Your broker may also be eligible to receive Supplemental Commissions on other insurance products, which may be calculated differently. The premium you pay is not impacted whether or not your broker receives Supplemental Commissions.
- If you would like additional information about the range of compensation programs our company offers for your group insurance policy or any other Unum insurance product, or if you want to speak to us directly about broker compensation, please call 1-800-ASK-UNUM (1-800-275-8686).

PROPOSAL CONDITIONS AND DISCLOSURES

Proposal Conditions:

This proposal is under no circumstances a contract for the insurance coverage described within. If this proposal is accepted, a contract outlining the coverage will be issued. This proposal is based on census data received by Unum. Actual costs will be based on the final enrollment data of employees insured under the plan on its effective date. Quote assumes coverage of employees who are in active employment in the United States with the employer working the minimum hours for eligibility. Please contact your Unum representative to request a quote for coverage of any employees who do not fit this category. This quote will expire on the date listed on the first page and includes standard services only, unless otherwise expressly described herein. **Important Information Concerning the Sale of these Benefits:** State laws require that insurance brokers be licensed and appointed with the applicable Unum insurance subsidiary before engaging in the solicitation or sale of these benefits. Note that Unum cannot accept this business if the broker is not properly licensed and appointed before soliciting this proposal. Unum is prepared to help ensure compliance with these state regulations. Brokers who need to check their Unum appointment status should call 1-800-ASK-UNUM (1-800-275-8686). **STD/LTD Policy Form Numbers: C.FP-1 Life/AD&D Policy Form Number: C.FP-2**

Life Planning Financial & Legal Resources services, provided by HealthAdvocate, are available with select Unum insurance offerings. Terms and availability of service are subject to change. Service provider does not provide legal advice; please consult your attorney for guidance. Services are not valid after coverage terminates. Please contact your Unum representative for details.

1. Employee Benefit Plan Review, "Group Accident & Health Surveys 1976-1990" (1977-1991); Gen Re, "U.S. Group Disability Market Surveys 1991-2013" (1992-2014); LIMRA, "U.S. Group Disability Insurance 2014-2017 Annual Sales and In Force" (2015-2017); LIMRA, 4Q 2017 U.S. Workplace Disability Insurance Inforce (2018).
2. Fortune, "Fortune 500 2016," (2016); Unum customer database, 2016.
3. Unum internal data, 2017.
4. Unum internal claims data, as of YE 2017.

Underwritten by Unum Life Insurance Company of America, Portland, ME

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SD-1143

(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

May 4, 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 7:02 p.m.

Roll call (via Zoom platform): Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff: City Attorney Kevin Olson, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin. Laughlin welcomed the (in-person) audience and the following City staff: Deputy City Clerk Leslie Brick and Finance Officer Gordon Edgar.

GUEST SPEAKER PRESENTATIONS

West Branch Community Development Group Board Member Nicki Brick introduced new Executive Director, Jessi Simon. Simon who will fill the position has more than ten years of experience in public relations, marketing, non-profit leadership, financial planning and fundraising and event planning. Simon, formerly of West Liberty now resides in West Branch, said she is anxious to meet business owners and community partners. Carolyn Anderson, former Executive Director will move to the CDG Board of Directors.

PUBLIC COMMENT - NONE

CONSENT AGENDA

Motion to approve minutes for City Council meeting April 20, 2020.

Motion to approve a special event permit for the West Branch Community School District for the purpose of holding a high school graduation ceremony.

Motion to approve a renewal Class C Liquor License, with Outdoor Service and Sunday Sales for Cedar's Edge Golf Course.

Motion to approve appointment of James Hoffman to the Planning and Zoning Commission.

Motion to approve a Mayoral appointment of Lynn Fox to the Nuisance Hearing Committee.

Motion to approve the Claims Report.

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

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

PUBLIC HEARING / NON-CONSENT AGENDA

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

ORDINANCE NO. 774

AN ORDINANCE AMENDING CHAPTERS 45 AND 47 OF THE CODE OF ORDINANCES REGARDING ALCOHOL IN PUBLIC PARKS.

WHEREAS, the City Council has heretofore deemed it necessary and desirable to revise the ordinance regarding alcohol in public parks with the opening of Cubby Park; and

WHEREAS, the City Administration has drafted proposed amendments that are recommended for approval by the Parks and Recreation Director and Police Chief.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 45.02(2) of the Code of Ordinances is amended by deleting the phrase “(2) on the ground of Beranek Park as set forth in Council Resolution”, along with appropriate renumbering of Section 45.02(2).

2. Amendment. Section 47.07 is hereby amended by deleting it in its entirety and replacing it with the following:
“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. However, the prohibition against having persons under the age of 18 years old at a scheduled activity shall not apply should the applicant rent a shelter from the City.
 - iii. The applicant has not been previously cited for violation of this Section 47.07.
 - iv. That no person under the age of twenty-one (21) years old may rent a shelter where alcohol will be served.
 - v. 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.”

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

4. 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.

5. 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, City Administrator/Clerk

Olson explained that an additional change was needed to the ordinance to add ‘must be 21 to rent Beranek Park shelter if alcohol is served’. Olson said that he would also re-write the ordinance in correct ordinance form for publishing purposes. Otherwise he said it was fine to have the third and final reading.

Motion by Sexton, second by Miller to approve the 3rd reading of Ordinance 774. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 1894 – Authorizing the Transfer of Funds. / Move to action.

Edgar explained the various transfers and the reasons for each. Stoolman questioned the transfer for the College Street Bridge and asked Edgar for a final total on the 2nd Street portion of the project and what the final outstanding balance is. Laughlin agreed that a summary of the total project expense (participating and non-participating), grant funds, and outstanding balance would better help the council understand potential funding options for any remaining debt for the project. **Motion by Goodweiler, second by Sexton to approve resolution 1894. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.**

Resolution 1895 – Establishing “Go Fund Me” as one of Multiple Methods of Fundraising for the Splash Pad. / Move to action.

Laughlin stated that City Administrator Jones set up a Go Fund Me account for soliciting donations for a community splash pad but said that it was reported by residents that the account was not able to accept donations. Edgar said he recently learned that the account was set up as a regular account instead of a charity account which may be part of the issue. Laughlin said that he suggested that a community group of volunteers help steer the project and be in charge of fundraising, but said that in light of COVID-19, a volunteer group had not yet been assembled. Miller said that he would be voting no and explained that there has been no planning, no designs, and no cost projections for the project. Dean expressed his concern why staff was fund raising for a project not yet approved by the council. Sexton added that he was not comfortable moving forward without cost projections and future maintenance costs. Stoolman added that this is good idea, but more information and planning was needed. **Motion by Goodweiler, second by Sexton. AYES: None. NAYS: Goodweiler, Sexton, Stoolman, Miller, Dean. Motion FAILED.**

Discussion: Relaxing previous closure orders and other COVID-19 protocols.

Miller and Stoolman deferred to Council person Dean who is a medical professional and has first-hand experience with the virus to provide his comments. Dean said he is watching the daily number of cases and doesn't feel that re-opening now is recommended. The council agreed that city buildings should remain closed to the public until June 1st and the situation would be re-evaluated at that time. The Council directed city staff to continue to report to work as usual and maintain social distancing practices.

Discussion: Solid waste collection regarding issues of exemptions and an every other week collection option.

Laughlin said that Jones (who was absent this evening) asked for this topic to be discussed based on some resident complaints on the new cart system. Laughlin deferred to Steve Smith, Johnson County Refuse who attended via Zoom for his thoughts on the subject of the every other week pick-up option. Smith said his company originally offered the option with other cities, but the offering has proven to be challenging and confusing for residents. Smith said residents are known to put trash out on the wrong week which only adds to their frustration to the change and added that they have noticed that more trash is appearing in the recycling carts causing contamination. Smith said the cost difference is only two dollars less per month and stated he choose not quote this option based on current issues. The Council was satisfied with Smith's response. Laughlin introduced the second topic regarding resident exemptions from trash collection services. In prior meeting, the Council discussed that if a resident owned a business in West Branch and had a dumpster, that the resident/business owner could 'opt-out' of the service since most business owner's use their dumpsters for their residential trash. Brick said she has received requests for waivers and they were not all from local business owners who met the discussed criteria. Brick said trying to track who had a dumpster, owned a business, or lease a property where a dumpster was provided, etc. would be a challenging task. Smith interjected and added that of all his other accounts this issue has not been raised and that all residents participated in the city trash collection. Stoolman added that the Council just ended a water discount for businesses and asked why they would consider giving them a break on trash collection services. While the Council wasn't able to come to a consensus, Olson said he would update the revised ordinance with an option to 'opt-out' or 'mandatory' and the Council could vote accordingly.

Discussion: Consideration of changing, postponing, or cancelling Hoover's Hometown Days.

Laughlin said event planning began in January but due to COVID-19, the committee recently met to discuss the possibility of scaling back or cancelling the event due to social distancing and current restrictions on gathering size. Laughlin said the committee is discussed keeping the fireworks if the National Park Service (NPS) is able to issue the fireworks permit and if not, alternate locations may be considered. All entertainment that requires a contract is

cancelled, (inflatables, music, food vendors, etc.). Decisions regarding the parade, Hoover Ball and the prairie run will be decided by July 1st. Dean said based on the number of positive cases in Iowa and the surrounding communities, he doesn't see it happening. The other Council members agreed that a final decision should be an "all or nothing" decision. The Council requested to bring this item back for discussion on June 1st.

Resolution 1896 – Approving health insurance for certain appointed officials and part-time employees. / Move to action.

The Council had no additional discussion on this topic as this was a budget discussion item that was approved with the FY21 budget.

Motion by Dean, second by Miller to approve Resolution 1896. AYES: Dean, Miller, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 1897 – Setting a date for a public hearing on amending the current budget for the fiscal year ending June 30, 2020. / Move to action.

Edgar explained that the streets department was going to be slightly over budget and other departments "were close" and was the reason for the budget amendment. Council asked for the reason why the street budget was exceeded. Goodale reported that it was due to the change in salt contract mid-year which included increased costs and sealcoat projects. Goodale explained that these items are generally budgeted a year in advance and with them being weather dependent, it is not always easy to accurately gauge the amount of product needed from year to year.

Motion by Goodweiler, second by Dean to approve Resolution 1897. AYES: Goodweiler, Dean, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones was absent.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

Finance Officer Edgar asked the Council to consider a hiring freeze for the budgeted FY21 new hires (Public Works and Police). Edgar said he was concerned that the COVID-19 pandemic indicates lower projected revenues from Road Use Tax and General Funds. He said those funds pay salaries and help fund projects which may also need to be delayed. Edgar said that staff had discussed holding off the hiring process until the fall when staff members got closer to retirement. The council agreed that a freeze should be considered and asked Edgar to provide some past years Road Use Tax dollars for comparison purposes and other possible revenue shortfalls.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Goodweiler suggested that in the event that Hoover's Hometown Days is cancelled this year, that a small portion of the dollars set aside for the event be put toward a community project of some sort. Goodweiler suggested a park shelter or additional park equipment as ideas.

ADJOURNMENT

Motion to adjourn the meeting by Miller, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 8:54 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Motion to Approve a Class C Beer Permit (BC) for Parkside Petroleum Doing Business as Parkside BP.
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:	May 13, 2020

BACKGROUND:

Renewal effective 6/19/2020 to 6/18/2021 and includes the following privileges:

- Class C Beer Permit (BC)
- Class B Native Wine permit
- Sunday Sales

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Motion to Approve West Branch Fire Department Appointments
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:	May 14, 2020

BACKGROUND:

Motion to approve appointment of:
 Sydney Robb- Cadet
 Gavin Hills – Cadet
 Jayden Robb – Medical Responder (pending certification)

These appointments were approved on May 13, 2020.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 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:	May 13, 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:	

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EXPENDITURES

5/18/2020

ALLIANT ENERGY	ALLIANT ENERGY	12,052.02
ALPHA GRAPHICS	SUPPLIES	80.00
AMAZON	BOOKS, OFFICE SUPPLIES	199.99
BAKER & TAYLOR INC.	BOOKS	558.05
CEDAR COUNTY COOPERATIVE	EQUIPMENT REPAIR	140.17
CEDAR COUNTY RECORDER	RECORDING FEES	37.00
CEDAR RAPIDS PHOTO COPY INC	MAINTENANCE	13.47
DEWEYS JACK & JILL	SUPPLIES	16.80
ELECTRICAL ENGINEERING & E	EVIDENCE FACILITY	427.36
GREAT AMERICAN BUSINESS PR	DOG POOP BAG STATIONS	671.62
HOLLYWOOD GRAPHICS	SUPPLIES	108.20
JOHNSON COUNTY REFUSE INC.	RECYCLING - APRIL, 2020	4,013.75
KANOPY	VIDEO	5.00
KIRKWOOD COMM. COLLEGE	TRAINING	203.00
LINN COUNTY R.E.C.	STREET LIGHTS	190.30
LYNCH'S PLUMBING INC	REPAIR PARTS	373.50
MATT PARROTT/STOREY KENWORTHY	REGULAR ENVELOPES	312.50
MENARDS	EVIDENCE FACILITY	69.65
OVERDRIVE INC	BOOKS	409.12
PLUNKETT'S PEST CONTROL INC	PEST CONTROL	95.18
PYRAMID SERVICES INC.	SUPPLIES	40.05
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	1,043.00
QUILL CORP	OFFICE SUPPLIES	573.19
SEYDEL, RANDY AND LINDSAY	BUILDING INCENTIVE PAYMENT	942.23
STATE HYGIENIC LAB	LAB ANALYSIS	77.50
STATE INDUSTRIAL PRODUCTS	SUPPLIES	951.41
WEST BRANCH REPAIRS	VEHICLE MAINTENANCE	117.46
WEST BRANCH TIMES	ADVERTISING, LEGAL NOTICES	977.11
WEX BANK	WEX BANK	1,055.01

TOTAL 25,753.64**PAYROLL 5/15/2020 56,451.82****PAID BETWEEN MEETINGS**

HILLS BANK CD PURCHASE 95,772.75

GRAND TOTAL EXPENDITURES 177,978.21**FUND TOTALS**

001 GENERAL FUND	36,864.15
022 CIVIC CENTER	598.89
031 LIBRARY	7,771.63
110 ROAD USE TAX	3,552.89
112 TRUST AND AGENCY	11,751.25
308 PARK IMP - PEDERSEN VALLEY	86.53
310 COLLEGE STREET BRIDGE	37.00
500 INVESTMENTS	95,772.75
600 WATER FUND	11,113.82
610 SEWER FUND	10,429.30

GRAND TOTAL 177,978.21

REVENUE-FISCAL YEAR 2020

FUND

APRIL

001 GENERAL FUND	241,351.77
022 CIVIC CENTER	4,488.15
031 LIBRARY	98,443.22
036 TORT LIABILITY	11,181.70
110 ROAD USE TAX	32,042.30
112 TRUST & AGENCY	63,774.40
119 EMERGENCY TAX FUND	8,977.04
121 LOCAL OPTION SALES TAX	15,823.21
125 TIF	136,275.94
226 DEBT SERVICE	84,851.07
312 DOWNTOWN EAST REDEVELOPMENT	5,000.00
500 CEMETERY PERPETUAL FUND	300.10
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	41,602.67
610 SEWER FUND	42,564.64
740 STORM WATER UTILITY	5,305.20
TOTAL	791,981.44

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING, LEGAL NOTICES	47.40
		WEST BRANCH REPAIRS	VEHICLE MAINTENANCE	72.46
		QUILL CORP	OFFICE SUPPLIES	170.78
		MENARDS	EVIDENCE FACILITY	45.00
		WEX BANK	VEHICLE FUEL	575.95
		ALLIANT ENERGY	SERVICES	235.93
			SERVICES	20.38
		ELECTRICAL ENGINEERING & EQUIPMENT CO	EVIDENCE FACILITY	427.36
			TOTAL:	1,595.26
		FIRE OPERATION	GENERAL FUND	KIRKWOOD COMM. COLLEGE
LYNCH'S PLUMBING INC	BUILDING MAINTENANCE			359.00
WEST BRANCH REPAIRS	VEHICLE MAINTENANCE			45.00
QUILL CORP	OFFICE SUPPLIES			305.08
CEDAR COUNTY COOPERATIVE	EQUIPMENT REPAIR			78.29
WEX BANK	VEHICLE FUEL			61.30
ALLIANT ENERGY	SERVICES			707.79
	TOTAL:			1,759.46
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	190.30
		ALLIANT ENERGY	SERVICES	2,493.89
			SERVICES	310.06
			TOTAL:	2,994.25
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL	SUPPLIES	16.80
		LYNCH'S PLUMBING INC	REPAIR PARTS	14.50
		WEX BANK	VEHICLE FUEL	17.79
		GREAT AMERICAN BUSINESS PRODUCTS	DOG POOP BAG STATIONS	671.62
		ALLIANT ENERGY	SERVICES	34.58
			SERVICES	13.61
			SERVICES	67.47
			SERVICES	27.96
		ALPHA GRAPHICS	SUPPLIES	80.00
		STATE INDUSTRIAL PRODUCTS	SUPPLIES	353.78
			SUPPLIES	597.63
			TOTAL:	1,895.74
CEMETERY	GENERAL FUND	PYRAMID SERVICES INC.	SUPPLIES	40.05
		WEX BANK	VEHICLE FUEL	207.42
			TOTAL:	247.47
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	SERVICES	61.13
			TOTAL:	61.13
ECONOMIC DEVELOPMENT	GENERAL FUND	SEYDEL, RANDY AND LINDSAY	BUILDING INCENTIVE PAYMENT	942.23
			TOTAL:	942.23
CLERK & TREASURER	GENERAL FUND	MATT PARROTT/STOREY KENWORTHY	REGULAR ENVELOPES	140.00
			WINDOW ENVELOPES	172.50
		QUILL CORP	OFFICE SUPPLIES	37.94
			OFFICE SUPPLIES	30.40
			OFFICE SUPPLIES	28.99
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	47.59
		ALLIANT ENERGY	SERVICES	267.65
		AMAZON	BOOKS, OFFICE SUPPLIES	41.99
			TOTAL:	767.06

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING, LEGAL NOTICES	653.21
			TOTAL:	653.21
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING - APRIL, 2020	4,013.75
			TOTAL:	4,013.75
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	47.59
		ALLIANT ENERGY	SERVICES	525.08
			TOTAL:	572.67
LIBRARY	LIBRARY	OVERDRIVE INC	BOOKS	189.47
			BOOKS	216.47
			BOOKS	3.18
		CEDAR RAPIDS PHOTO COPY INC	CEDAR RAPIDS PHOTO COPY IN	13.47
		BAKER & TAYLOR INC.	BOOKS	186.10
			BOOKS	81.69
			BOOKS	51.68
			BOOKS	124.30
			BOOKS	114.28
		ALLIANT ENERGY	SERVICES	482.30
		AMAZON	BOOKS, OFFICE SUPPLIES	52.03
			BOOKS, OFFICE SUPPLIES	105.97
		KANOPI	VIDEO	5.00
			TOTAL:	1,625.94
ROADS & STREETS	ROAD USE TAX	WEX BANK	VEHICLE FUEL	64.18
		ALLIANT ENERGY	SERVICES	265.36
			TOTAL:	329.54
INVALID DEPARTMENT	PARK IMP - PEDERSE	MENARDS	SUPPLIES	24.65
		CEDAR COUNTY COOPERATIVE	GRASS SEED	61.88
			TOTAL:	86.53
INVALID DEPARTMENT	COLLEGE STREET BRI	CEDAR COUNTY RECORDER	RECORDING FEES	37.00
			TOTAL:	37.00
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	77.50
		WEST BRANCH TIMES	ADVERTISING, LEGAL NOTICES	276.50
		HOLLYWOOD GRAPHICS	SUPPLIES	108.20
		WEX BANK	VEHICLE FUEL	64.18
		ALLIANT ENERGY	SERVICES	3,446.03
			SERVICES	96.03
			TOTAL:	4,068.44
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	1,043.00
		WEX BANK	VEHICLE FUEL	64.19
		ALLIANT ENERGY	SERVICES	2,896.77
			TOTAL:	4,003.96

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                15,029.56
022 CIVIC CENTER                 572.67
031 LIBRARY                      1,625.94
110 ROAD USE TAX                 329.54
308 PARK IMP - PEDERSEN VALLE    86.53
310 COLLEGE STREET BRIDGE       37.00
600 WATER FUND                   4,068.44
610 SEWER FUND                   4,003.96
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GRAND TOTAL:                    25,753.64
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TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Public Hearing: Regarding Amending the Current Budget for the Fiscal Year Ending June 31, 2020.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	May 13, 2020

BACKGROUND:

The City Budget 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:	Open, Receive Public Comments then Close Public Hearing
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Resolution 1898 – A Resolution Amending the Current Budget for the Fiscal Year Ending June 31, 2020.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	May 13, 2020

BACKGROUND:

In order to comply with the Iowa Code and avoid negative comments in the annual audit report, we must not exceed our budget in any of the nine program areas. This amendment is expected to assure that we comply with those requirements.

STAFF RECOMMENDATION:	Approve Resolution 1898 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1898

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL
YEAR ENDING JUNE 30, 2020**

FY20 Budget Amendment – See State Form

PASSED, APPROVED, AND ADOPTED this 18th day of May, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	First Reading of Ordinance 776 – 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
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	May 13, 2020

BACKGROUND:

The City of West Branch approaching the conclusion of a ten year solid waste collection agreement, solicited proposals for the automated collection of solid waste for most residential customers in the City. Johnson County Refuse was selected to be the provider for the city pursuant to a five-year agreement; currently, it is 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.

Also

The city pays **\$15,000 annually from our General Fund** to the Cedar County Waste Commission for the right to have our solid waste vendor take West Branch trash to the Cedar County Waste Transfer Station. Solid Waste Collection is considered a Utility, like other utilities they perform better when they stand on their own with assistance from General Fund for special circumstances. Currently, this utility is getting systematic funding from the city’s General fund; and therefore acts as another weight on an already overly taxed General fund. To avoid the outcome of having property tax payers subsidize an activity for which a user fee is charged to property owners and renters, it is generally recommended an enterprise fund / utility be established and for that activity to be viable enough to stand on its own (without on-going assistance from general fund).

Upon review we have approximately 850 solid waste residential customers currently. If we consider customer growth over the next five years @ 20 new houses a year; we could anticipate an estimate of 100 additional customers (before the end of five year contract). If our current budgeted amount holds true (\$15,000) then we would see a surcharge of an additional \$1.47 a month. Currently, this is not reflected in the Ordinance but would like to have city council’s opinion regarding continuing or discontinuing the solid waste subsidy.

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

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388.6 Discrimination in rates.

A city utility or a combined utility system may not provide use or service at a discriminatory rate, except to the city or its agencies, as provided in [section 384.91](#).

[C75, 77, 79, 81, §388.6]

ORDINANCE 766

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 (8 dwelling unit cluster maximum) that has direct access to each individual unit off of a public street and the following private streets: Riley Lane, Madison Lane and Kiersten Lane. 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.”

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, except as outlined in Section 5(C) below, 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

C. Exemption from Solid Waste Collection Fees. Any owner and/or tenant of any Residential Premise who certifies in writing that said owner and/or tenant of said Residential Premise has the use of a dumpster within the City of West Branch, shall not be charged a monthly Solid Waste Collection Fee, not receive any Container.

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: May 18, 2020
Second reading: June 1, 2020
Third Reading: June 22, 2020

Roger Laughlin, Mayor

ATTEST:

Redmond Jones, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Discussion Item: Considering Options for Cubby Park Welcome Sign.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	May 11, 2020

BACKGROUND:

A welcome sign is still needed for Cubby Park. It is the intent to have all of the park signs match. The dog park and Wapsi have welcome signs made by Kirby products and are 48”x36.



Quotes for both a 6-foot double sided sign and an 8-foot double sided sign are listed below.

72x48 Double Sided Custom Engraved Sign- \$2,165.15

96x48 Double Sided Custom Engraved Sign- \$2,879.63

Below you will find an example of the sign wording. Kirby is currently working on the sign design for approval.

Front of sign

Welcome to
Cubby Park
 City of West Branch

Back of sign

Thank you for visiting
Cubby Park
 Please come back soon!

A Mark Worrell Memorial Park
 301 Scott Drive

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Discussion Item: – Considering a Fee Waiver for West Branch Baseball and Softball Teams.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	May 11, 2020

BACKGROUND:

West Branch Parks and Recreation baseball and softball program for grades 3rd-6th grade has been cancelled due to Covid-19. Because of the season cancellation, opportunities for West Branch children to practice are limited to independent teams. It is the hope that eliminating the fees for West Branch team practices will allow coaches to form smaller groups for practices provide more children opportunities to practice. The current requirement to have no more than 10 persons on the field and social distancing must be practiced.

This fee elimination for West Branch teams 2020 will not have an impact on revenue since the bulk of revenue for Cubby Park comes from tournament rentals and concessions sales.

Cubby Park rental policies and fees were approved by City Council Resolution 1795 March 18th, 2019.

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

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

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

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

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

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

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

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West Branch Parks and Recreation

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

Recreation Facility, Sport Field Use & Fee Policy

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

Purpose

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

User Groups

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

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

Prioritization of Users

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

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

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

Guidelines

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

- a. If there is more than one team present.
- b. If there are officials present, certified or not, or coaches acting as officials.
- c. If players are in uniform.
- d. If one of the teams travels to game site from another city or location.

13. All games and programs must end by 9:45 p.m., unless approved by the Parks and Recreation Director at least 48 hours in advance. All lights must be turned off by 10:00 p.m.

14. No painting or altering of fields is allowed. Moving of bleachers, tables or other equipment owned, maintained or managed by the City is not allowed.

15. Concessions will be maintained and operated by the City of West Branch unless specifically directed otherwise by the Parks and Recreation Director.

16. Users are allowed to charge a gate fee to spectators of the event, however the park patrons will not be charged the fee.

Fees

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

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

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

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

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

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

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

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

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

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

Event and Tournament Fee at Summer League Fields

Events / tournaments requiring (4) hours or less of facilities time will be charged \$20 dollars for post maintenance fee.

Events / tournaments requiring (4) hours or more of facilities time will be charged \$30 dollars per facility(field) for facilities use, in addition to a \$30 fee for post-maintenance.

(Policy and fees approved by City Council Resolution 1795 March 18th, 2019)



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Discussion Item: Finance Strategies regarding the College Street Bridge Project / Second Street Project.
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 / Redmond Jones II, City Administrator
DATE:	May 14, 2020

BACKGROUND:

This item is intended to bring the entire City Council up to speed to the outcome of a small group meeting involving two City Council members earlier this week. What resulted in a productive meeting inspired staff to revisit a financing strategy that may interest a City Council discussion as a whole. The strategy would allow the city to retire the debt on College Street Bridge entirely or to very manageable levels.

Although it is still early, based on conversations with the State Treasure revenues may have short-falls of 25%. This is half of earlier projections which were has high as 50%. This is important because our recent finance strategies involved funds to be transferred from Road Use Tax, which will be effected by the aforementioned reductions. For this reason and others a change in strategy will be needed.

We have identified several water, sewer, and storm water items with in the College Street Bridge and Second Street project which could justify transfers from these perspective funds to retire portions of the debt for the College Street Bridge Project.

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

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CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: MAY 31ST, 2020

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCURAL ENDING CASH BALANCE
001-GENERAL FUND	1,121,876.13	103,758.78	105,818.45	1,119,816.46	0.00	5,790.09	1,125,606.55
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	32,549.60	80.00	95.83	32,533.77	0.00	3.92	32,537.69
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	314.00	0.00	0.00	314.00	0.00	0.00	314.00
028-SPLASH PAD RESERVE	0.00	100.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	127,912.74	0.00	11,573.13	116,339.61	0.00	1,110.64	117,450.25
036-TORT LIABILITY	17,759.24	0.00	0.00	17,759.24	0.00	0.00	17,759.24
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	209,775.61	0.00	8,360.04	201,415.57	0.00	862.99	202,278.56
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	188,768.11	0.00	4,614.29	184,153.82	0.00	0.00	184,153.82
119-EMERGENCY TAX FUND	40,976.50	0.00	40,976.00	0.50	0.00	0.00	0.50
121-OPTION TAX	298,829.75	0.00	212,519.00	86,310.75	0.00	0.00	86,310.75
125-T I F	522,696.86	0.00	445,198.12	77,498.74	0.00	0.00	77,498.74
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	296,782.52	663,170.00	0.00	959,952.52	0.00	0.00	959,952.52
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-PARKSIDE DR IMP CAP PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	362,278.76	0.00	201,570.00	160,708.76	0.00	0.00	160,708.76
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	286,754.74	0.00	200,915.09	85,839.65	0.00	0.00	85,839.65
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	68,730.32	0.00	0.00	68,730.32	0.00	0.00	68,730.32
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	(100,000.00)	100,000.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	(532,923.40)	200,000.00	0.00	(332,923.40)	0.00	0.00	(332,923.40)
319-RELOCATING WATER & SEWER	(15,660.00)	0.00	1,740.00	(17,400.00)	0.00	0.00	(17,400.00)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	0.00	200,000.00	15,253.05	184,746.95	0.00	0.00	184,746.95
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	(5,707.05)	0.00	1,480.60	(7,187.65)	0.00	0.00	(7,187.65)
500-CEMETERY PERPETUAL FUND	120,822.54	0.00	0.00	120,822.54	0.00	0.00	120,822.54
501-KROUTH PRINCIPAL FUND	54,278.80	0.00	0.00	54,278.80	0.00	0.00	54,278.80
502-KROUTH INTEREST FUND	19,247.21	0.00	0.00	19,247.21	0.00	0.00	19,247.21
600-WATER FUND	224,023.38	12,998.74	95,754.82	141,267.30	0.00	1,520.04	142,787.34
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00

152,514.63

FUND	PROJECT	BALANCE 5-18-2020	PROJECTED REVENUE	PROJECTED EXPENDITURES	TRANSFERS (OUT)	BALANCE 6-30-2020	FY21 REV	FY 21 EXP	BALANCE 6-30-2021
304	W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ -		\$ 10,000.00			
308	PARK IMP - PEDERSEN VALLEY	\$ 160,709.00				\$ 160,709.00			
310	COLLEGE ST BRIDGE	\$ 85,840.00	\$ 80,000.00	\$ 45,000.00	\$ (120,000.00)	\$ 840.00			
312	DOWNTOWN EAST REDEVELOPMENT	\$ 68,730.00	\$ -	\$ 44,820.00		\$ 23,910.00			
318	COLLEGE ST & 2ND ST IMPROVEMENTS	\$ (332,923.00)		\$ -	\$ 270,000.00	\$ (62,923.00)			
319	RELOCATING WATER & SEWER (I-80 E)	\$ (17,400.00)				\$ (17,400.00)	\$ 450,000.00	\$ 432,600.00	\$ -
321	WIDENING WAPSI CREEK	\$ 184,747.00				\$ 184,747.00			
323	I-80 W - WATER MAIN RELOCATION	\$ (7,188.00)				\$ (7,188.00)	\$ 100,000.00	\$ 92,812.00	\$ -
	SUBTOTAL CAPITAL PROJECTS	\$ 152,515.00	\$ 80,000.00	\$ 89,820.00	\$ 150,000.00	\$ 292,695.00			
600	WATER FUND	\$ 142,787.00	\$ 90,000.00	\$ 50,000.00	\$ (50,000.00)	\$ 132,787.00			
610	SEWER FUND	\$ 210,185.00	\$ 90,000.00	\$ 34,000.00	\$ (71,865.00)	\$ 194,320.00			
611	SEWER FUND SPECIAL	\$ 28,317.00		\$ -		\$ 50,182.00			
740	STORM WATER	\$ 139,321.00	\$ 10,000.00	\$ -	\$ (50,000.00)	\$ 99,321.00			
	UTILITY FUND BALANCES	\$ 520,610.00	\$ 190,000.00	\$ 84,000.00	\$ (150,000.00)	\$ 476,610.00			
	TOTAL CAPITAL PROJ & UTIL FUND	\$ 673,125.00	\$ 270,000.00	\$ 173,820.00	\$ -	\$ 769,305.00			



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 18, 2020
AGENDA ITEM:	Resolution 1899 – Approving the Employee Benefit Package Including Short-term Disability, Long-term Disability, and Life Insurance.
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:	May 14, 2020

BACKGROUND:

The West Branch City Council wishes to offer disability and additional life insurance to City employees. Unum, through its agent, Relion Insurance Solutions, has proposed the attached insurance program for City employees. Proposals were received from several agents and the Unum proposal was deemed to be the best program for the City.

STAFF RECOMMENDATION:	Approve Resolution 1899 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1899

RESOLUTION APPROVING INSURANCE PROPOSAL FROM UNUM FOR GROUP SHORT TERM DISABILITY, GROUP LONG TERM DISABILITY, GROUP TERM LIFE AND AD&D INSURANCE.

WHEREAS, the City of West Branch, Iowa received insurance quotations from Unum for group short term and long term disability, and group term life and AD&D insurance; and

WHEREAS, after reviewing the insurance proposal, the City Council has decided to accept the quotations, effective July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance proposals with Unum are hereby approved.

Passed and approved this 18th day of May, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk