PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JUNE 1, 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 June 5th 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

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

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 18, 2020.
2. **Motion to Approve** a Liquor License Renewal for Kum & Go #254, located at 620 S. Downey Street, West Branch, IA 52358.
3. **Motion to Approve** the Cigarette Permit Renewals for FY 21.
4. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Second 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.
2. **Resolution 1905 –** A Resolution Relating to Health and Dental Insurance for Certain Appointed Officials and Part-Time Employees.
3. **Resolution 1906** – A Resolution Amending the City of West Branch Sick Leave Policy.
4. **Resolution 1899** – A Resolution Approving Insurance Proposal from Unum for Group Short term Disability, Group Long term Disability, Group Life and AD&D Insurance.
5. **Discussion Item:** Regarding the Wapsi Creek Widening Project.
6. **Discussion Item:** To Continue with Hoover Hometown Days, Or To Cancel Hoover Hometown Days for 2020.
7. **Resolution 1902** – Approving the West Branch High School Softball Parking Lot Site Plan.
8. **Resolution 1903** – A Resolution Approving Liability Insurance Proposal with Iowa Communities Assurance Program (ICAP).
9. **Resolution 1904** – A Resolution Approving the Workers Compensation Proposal with Iowa Municipalities Workers' Compensation Association (IMWCA).
10. **Resolution 1900** – Setting the Salaries for Appointed Officers and Employees for Fiscal Year Ending in 2021.
11. **Resolution 1907** – A Resolution Authorizing the Transfer of Funds.
12. **Public Hearing:** Open a Public Hearing Regarding Approving the West Branch Comprehensive Plan 2019 Update.
13. **Resolution 1901** – A Resolution Approving the West Branch Comprehensive Plan 2019 Update.

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

(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	**City Council**	**May 18, 2020**
Council Chambers	**Regular Meeting**	**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 6, 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 7:00 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 Administrator Redmond Jones II, City Attorney Kevin Olson, Police Chief Mike Horihan, Parks & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin.
Laughlin welcomed the (in-person) audience and the following City staff: Deputy Clerk Leslie Brick and Finance Officer Gordon Edgar.

GUEST SPEAKER PRESENTATIONS

Ben Evans, of Relion Insurance Solutions (formerly Insurance Associates) presented the proposed employee benefit package which includes short term disability, long term disability and an increased life insurance benefit. Evans said he had been working with Finance Officer Edgar on several proposals from several carriers and UNUM was chosen as the best value for the benefit offering. Evans went on to explain each of the benefits elimination periods, benefit percentage and weekly and monthly maximums and noted that the proposal comes with a two year rate guarantee. Evans stated that these benefits are for non-work related illness or injuries. Edgar commented that the current sick leave policy would need to be reviewed in light of this benefit offering but stated that had not yet been done. Miller asked for clarification that the $7500 premium cost was an annual cost for all employees. Edgar confirmed that it was an annual total for all eligible full-time employees. Miller then asked if there had been any consideration on how to offset the costs of the added benefits and referred to the current sick leave policy. Edgar said that this issue had been raised, but not yet fully investigated. Stoolman then asked if the department directors were consulted on this change and Jones reminded the Council that the proposed added benefits were a FY21 goal and that all directors were aware of proposals being solicited but that the details had not yet been distributed before this meeting.

PUBLIC COMMENT - NONE

CONSENT AGENDA

Motion to approve minutes for City Council meeting May 4, 2020.
Motion to Approve a Renewal Class C Beer Permit (BC) for Parkside Petroleum dba Parkside BP.
Motion to Approve West Branch Fire Department Appointments.
Motion to approve the Claims Report.

May Claims and April Revenues

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
FUND TOTALS	

Laughlin asked about the certificate of deposit (CD) purchase and what it was for. Edgar explained that a CD for the cemetery perpetual fund expired and Edgar was able to find a better interest rate with another bank.

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

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing: Regarding amending the current budget for fiscal year ending June 30, 2020.
Laughlin opened the public hearing at 7:27 p.m. There were no public comments. Laughlin closed the public hearing at 7:28 p.m.

Resolution 1898 – Amending the Current Budget for the Fiscal Year Ending June 30, 2020. / Move to action.
Edgar reminded the Council that the amendment is intended to prevent a budget shortfall in a few funds that may go over budget. Edgar explained that when a budget goes over, the City will receive a comment on their audit report which is not in the city's best interest.

Motion by Dean, second by Sexton to approve Resolution 1898. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

First Reading of Ordinance 776 – Amending Chapters 105 and 106 of the Code of Ordinances of the City of West Branch, Iowa Regarding Solid Waste Control and Rates. / Move to action.
Laughlin explained that the proposed ordinance included a paragraph that would allow a resident to "opt-out" of the trash service if they own a business in West Branch, and can provide proof of having access to a business dumpster. The language was included by the request of the Council at the last meeting so the Council could consider the option of 'exemptions'. Laughlin asked Johnson County Refuse's, Steve Smith for his opinion on the subject. Smith said that in all of the cities that he provides services for, this has only been requested one other time and it was decided that all residents should be required to participate in the city contracted service. Smith said his concern would be that once exemptions were allowed, more would be requested and that would result in a loss of revenue and affect city staff who has to track those 'exemptions' to ensure accurately billing. City Attorney Olson added that per state code section 388.6 Discrimination of Rates, 'that a city utility may not provide use or service at a discriminatory rate', meaning all residents must be charged equally. Olson noted that the City of Marion was dinged in their audit for providing a discounted rate to seniors, which is a violation of the state code.
Dean, who made the motion to approve the ordinance to include the exemption, requested to amend his motion to strike Amendment #4-C, to exclude the exemption language.

Motion by Dean, second by Stoolman to approve the amended motion. AYES: Dean, Stoolman, Miller, Goodweiler. NAYS: Sexton. Motion carried.

Miller then asked to discuss the solid waste disposal fee that is paid out of the general fund annually to the Cedar County Solid Waste Commission and said he would be voting "no" on the ordinance if that language is going to be added to the second reading. Miller stated the general fund has always covered that expense for the residents and felt that adding an additional fee to offset that expense was not appropriate at this time. Miller suggested that the Council revisit the subject in a couple of years, but now was not the time. The other members agreed and Jones said he considered the discussion closed.

Motion by Dean, second by Stoolman to approve the 1st reading of Ordinance 776 (excluding Amendment 4C – "exemption"). AYES: Dean, Stoolman, Goodweiler, Miller, Sexton. NAYS: None. Motion carried.

Discussion: Relating to Cubby Park Signage.
Russell presented signage options to the Council for feedback. They discussed sizes and possible design additions. The council said they preferred the 6'x4' sign and thought that former Mayor Mark Worrell's Big Timber logo on the sign might be a nice touch. Russell said she would bring back some other options for the council to consider.

Discussion: Considering wavier for Local Teams Using Cubby Park Ball Fields.
Russell asked the council to consider waiving ball field use fees for local teams who are interested in using the fields. She said she would prefer that the fields get some use in spite of the current events and said that fees would still be charged for non-residents and that she is receiving lots of interest. The council agreed that fees could be waived for local teams for 2020.

Discussion: Regarding Financial Strategies for retiring debt related to the College Street Bridge / 2nd Street Projects.
Edgar explained that he will move $50,000 from each of the water, sewer and storm water funds (for a total of $150,000) toward the College Street/2nd Street project and approximately $120,000 from the College Street Bridge project (remaining grant proceeds) which leave a balance of approximately $60-70,000 on the entire project. This balance should be paid by TIF funds in FY21.

Resolution 1899 – Approving the Employee Benefit Package Including Short-term Disability, Long-term Disability, and Life Insurance. / Move to action.
Miller and Stoolman stated that this item should be tabled until a resolution has been determined on what changes are needed to the current sick leave accrual policy. The council agreed with offering the benefits but felt that the sick leave policy should be addressed first. Laughlin directed Jones to come up with some alternatives for the Council to discuss at the next meeting.
Motion by Miller, second by Dean to postpone Resolution 1899 to a future meeting.

CITY ADMINISTRATOR REPORT
Jones reported on the waste water treatment plant stating that V&K will continue to work on the design and Baldridge will continue working on his process as well. Jones said that Procter & Gamble announced they will be staying in West Branch. Jones also said that local businesses and groups are continuing to receive grants due in part to COVID-19.

CITY ATTORNEY REPORT
No report.

STAFF REPORTS
No report.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS
Discussion was held on whether to meet in person at the next meeting. It was decided that if people felt comfortable attending, they could do so and the chambers could be set accordingly and social distancing would be practiced.

ADJOURNMENT
Motion to adjourn the meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 9:07 p.m.

_____
Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

Consent Item 2

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Motion to Approve** a Liquor License Renewal for Kum & Go #254, Located at 620 S. Downey Street, West Branch, IA 52358.
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 26, 2020

BACKGROUND:

Renewal effective 7/1/2020 to 6/30/2021 and includes the following privileges:

Class E Liquor License (LE)
Class B Wine permit
Class C Beer permit (carry out beer)
Sunday Sales

STAFF RECOMMENDATION:	Approve the Motion – Move to Action

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

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Motion to Approve** the Cigarette Permit Renewals for FY21.
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 8, 2020

BACKGROUND:

Renewals effective July 1, 2020 to June 30, 2021.

Cigarette Permit renewals for:

Kum & Go LC dba Kum & Go #254
Casey's Marketing Company, dba Casey's General Store #3463
Parkside Petroleum LLC dba Parkside BP
Anisha LLC dba Jack & Jill

STAFF RECOMMENDATION:	Approve Cigarette Permit Renewals – Move to Action

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

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 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 26, 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:

EXPENDITURES		6/1/2020	
AE OUTDOOR POWER	EQUIPMENT REPAIR		91.01
AERO RENTAL INC	EQUIPMENT RENTAL		687.50
ALTORFER INC	SUPPLIES		24.00
BAKER & TAYLOR INC.	BOOKS		272.54
BARNHART'S CUSTOM SERVICES	CRUSHING CONCRETE		44,820.00
CENTURION TECHNOLOGIES	SOFTWARE SUPPORT		88.00
CROELL, INC.	CONCRETE		171.00
EBSCO INDUSTRIES, INC	SUBSCRIPTIONS		33.00
ECONO SIGNS LLC	SIGNS		512.40
HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES		313.64
IOWA ONE CALL	UTILITY LOCATION SERVICE		61.20
JOHN DEERE FINANCIAL	TOOLS & EQUIPMENT		167.04
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS		1,387.99
LYNCH'S EXCAVATING INC	1ST ST WATER MAIN REPAIR		5,028.90
MENARDS	LANDSCAPE SUPPLIES		195.30
MTI DISTRIBUTING INC	EQUIPMENT		12,244.56
MUNICIPAL SUPPLY INC.	SUPPLIES		460.00
NORTHWAY WELL AND PUMP COMPANY	MOTOR REPLACEMENT		4,926.60
OASIS ELECTRIC LLC	EQUIPMENT MAINTENANCE		125.00
OLSON, KEVIN D	LEGAL SERVICES - JUNE 2020		1,500.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE		95.18
PORT 'O' JONNY INC.	SERVICE-CEMETERY		90.00
QUILL CORP	OFFICE SUPPLIES		90.42
RATHJE CONSTRUCTION CO	TREE GRINDING		8,455.00
SHIELD TECHNOLOGY CORPORATION	SOFTWARE MAINT SUPPORT CONTRAC		2,245.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS		244.00
SWANK MOTION PICTURES INC	SITE LICENSE		104.00
UNIFORM DEN INC.	UNIFORMS		285.77
US BANK CORPORATE CARD	SOFTWARE, EQUIPMENT		785.59
TOTAL			**85,505.14**
PAYROLL		**5/29/2020**	**46,373.28**
PAID BETWEEN MEETINGS			
CEDAR COUNTY COOP	FUEL		567.30
MEDIACOM	CABLE SERVICE		41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER		1,005.00
US BANK EQUIPMENT FINANCE	COPIER LEASE		106.25
VERIZON WIRELESS	WIRELESS SERVICE		218.51
TOTAL			**1,938.96**
GRAND TOTAL EXPENDITURES			**133,817.38**

FUND TOTALS	
001 GENERAL FUND	29,244.25
022 CIVIC CENTER	117.20
031 LIBRARY	6,195.39
110 ROAD USE TAX	12,677.64
112 TRUST AND AGENCY	5,208.25
308 PARK IMP - OEDERESEN VALLEY	12,374.55
312 DOWNTOWN EAST REDEVELOPMENT	44,820.00
600 WATER FUND	17,253.72
610 SEWER FUND	5,926.38
GRAND TOTAL	**133,817.38**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	90.42
		US BANK CORPORATE CARD	SOFTWARE, EQUIPMENT	150.00-
		UNIFORM DEN INC.	UNIFORMS	95.90
			UNIFORMS	71.90
			UNIFORMS	117.97
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	249.43
		SHIELD TECHNOLOGY CORPORATION	SOFTWARE MAINT SUPPORT CON	2,245.50
			TOTAL:	2,721.12
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	102.68
			TOTAL:	102.68
PARK & RECREATION	GENERAL FUND	ALTORFER INC	SUPPLIES	24.00
		MENARDS	LANDSCAPE SUPPLIES	195.30
		US BANK CORPORATE CARD	SOFTWARE, EQUIPMENT	233.99
			SOFTWARE, EQUIPMENT	163.24
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	153.28
			TELEPHONE SERVICE	90.59
		ECONO SIGNS LLC	SIGNS	512.40
			TOTAL:	1,372.80
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-CEMETERY	90.00
		JOHN DEERE FINANCIAL	TOOLS & EQUIPMENT	37.05
		AE OUTDOOR POWER	EQUIPMENT REPAIR	91.01
			TOTAL:	218.06
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	47.59
		US BANK CORPORATE CARD	SOFTWARE, EQUIPMENT	16.04
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	358.06
			TOTAL:	421.69
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES - JUNE 2020	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	47.59
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.39
			TOTAL:	90.98
LIBRARY	LIBRARY	EBSCO INDUSTRIES, INC	SUBSCRIPTIONS	33.00
		CENTURION TECHNOLOGIES	SOFTWARE SUPPORT	88.00
		SWANK MOTION PICTURES INC	SITE LICENSE	104.00
		BAKER & TAYLOR INC.	BOOKS	196.61
			BOOKS	75.93
		US BANK CORPORATE CARD	SOFTWARE, EQUIPMENT	49.95
			SOFTWARE, EQUIPMENT	47.40
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	182.58
			TOTAL:	777.47
ROADS & STREETS	ROAD USE TAX	AERO RENTAL INC	STUMP REMOVAL	335.50
		US BANK CORPORATE CARD	SOFTWARE, EQUIPMENT	385.97
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	47.68
		RATHJE CONSTRUCTION CO	TREE GRINDING	8,455.00
		HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES	313.64

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	9,537.79
INVALID DEPARTMENT	PARK IMP - PEDERSE	JOHN DEERE FINANCIAL	TOOLS & EQUIPMENT	129.99
		MTI DISTRIBUTING INC	EQUIPMENT	12,244.56
			TOTAL:	12,374.55
INVALID DEPARTMENT	DOWNTOWN EAST REDE	BARNHART'S CUSTOM SERVICES LLC	CRUSHING CONCRETE	44,820.00
			TOTAL:	44,820.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	30.60
		MUNICIPAL SUPPLY INC.	SUPPLIES	460.00
		LYNCH'S EXCAVATING INC	1ST ST WATER MAIN REPAIR	5,028.90
		OASIS ELECTRIC LLC	EQUIPMENT MAINTENANCE	125.00
		AERO RENTAL INC	EQUIPMENT RENTAL	352.00
		US BANK CORPORATE CARD	SOFTWARE, EQUIPMENT	39.00
		CROELL, INC.	CONCRETE	171.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	47.68
		NORTHWAY WELL AND PUMP COMPANY	MOTOR REPLACEMENT	4,926.60
			TOTAL:	11,180.78
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	30.60
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	47.67
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
			TOTAL:	322.27

========== FUND TOTALS ==========		
001	GENERAL FUND	6,401.30
022	CIVIC CENTER	90.98
031	LIBRARY	777.47
110	ROAD USE TAX	9,537.79
308	PARK IMP - PEDERSEN VALLE	12,374.55
312	DOWNTOWN EAST REDEVELOPME	44,820.00
600	WATER FUND	11,180.78
610	SEWER FUND	322.27
	GRAND TOTAL:	85,505.14

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET:	01-City of West Branch
VENDOR:	All
CLASSIFICATION:	All
BANK CODE:	All
ITEM DATE:	0/00/0000 THRU 99/99/9999
ITEM AMOUNT:	99,999,999.00CR THRU 99,999,999.00
GL POST DATE:	6/01/2020 THRU 6/01/2020
CHECK DATE:	0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

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

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS:	YES
INCLUDE OPEN ITEM:	NO

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Second 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:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	March 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.

STAFF RECOMMENDATION: Approve Second Reading of Ordinance 776 – Move to Action

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

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.

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 a public street and 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 leak proof 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, 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: May 18, 2020
Second reading: June 1, 2020
Third Reading: June 22, 2020

_____
Roger Laughlin, Mayor

ATTEST:

_____
Redmond Jones, City Administrator/Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Resolution 1905 –** A Resolution Relating to Health and Dental 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, City Administrator
DATE:	May 26, 2020

BACKGROUND:

May 4th the City Council approved Resolution 1869; however due to an oversight the dental insurance was overlooked. This resolution addresses this oversight.

STAFF RECOMMENDATION: Approve Resolution 1905 – Move to Action

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

RESOLUTION 1905

RESOLUTION RELATING TO HEALTH AND DENTAL 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 and dental insurance to certain appointed officials and part-time employees; and

WHEREAS, the City Council heretofore deems it necessary and desirable to provide health and dental 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 and dental 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 and dental insurance plan through the City's group health and dental 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 and dental insurance through the City's group health and dental insurance plan at a one hundred percent (100%) cost to each part-time employee.

* * * * * * * *

Passed And Approved This 1st Day Of June, 2020.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Redmond Jones II, City Administrator/Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020
AGENDA ITEM:	**Resolution 1906 –** A Resolution Amending the City of West Branch Sick Leave Policy.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones, City Administrator
DATE:	May 27, 2020

BACKGROUND: After surveying 32 cities with the majority of the communities within the populations of 2,100 – 2,500 residents. It was discovered that West Branch has one of the more conservative sick leave policies amongst the cities surveyed. For this reason, staff is recommending the following policy options / changes.

Options

Parameter: Based on Council's Discussion from May 18th meeting. No employee should lose current benefits. Employees need a minimum about of sick leave to take care of family needs and to be "made whole" to cover the balance between 60% disability payout and their regular pay. There must be a payout at or around the effective date if the sick leave policy is changed.
Pay out would be at current rates of 25% or 50%

Options

1. **Accrue sick leave at the current rate 3.6 a pay period (96 hours / 12 days) with a maximum to be capped at 560 hours. But recommend removing the annual payout benefit for leave that goes over 560. This would also not allow roll over accrual over 560 and would only pay out for employees at retirement. Employees who separate before retirement would receive no pay out. We may want to have a start date of December 31st to allow our anticipated retires to receive pay out under our current policy.**

2. **Accrue sick leave at the current rate of 96 hours per year, Cap the number of hours at 560, No payouts at all after the initial conversion. 4 people would receive a payout at the city's current committed rates of 25% or 50% based on employee start date.**

3. **Accrue sick leave at the current rate of 96 hours per year, Cap the number of hours at 560, No payouts at all after the initial conversion. 4 people would receive a payout at the city's at rates to not exceed a number Council decides, for example $2,000. See the cities of Hudson, Tipton, Tiffin, Madrid and La Porte City for other examples.**

STAFF RECOMMENDATION: Approve Resolution 1906 – Move to Action

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

Sick Pay Survey

City	Contact	Phone	Sick Pay	Maximum	Payout	Disability Insurance	Paid Premium	Transfer to Others
Walcott	Lisa Rickertsen	563-284-6571	8 hours/month	960 hours	100% at current hourly rate	NO Short term No Long term	N/A	No
DeWitt	Deanna Rekemeyer	563-659-3811	10 hours/month	1,000 hours	NO	NO Short term No Long term	N/A	Yes
North Liberty	Deb Hilton	319-626-5746	8 hours/month	960 hours	25% at retirement	Short term 66.7% of Salary Long term 60%	Employer paid premium	No
Durant	Deana Cavin	563-785-4451	40 hours/year Disability benefit	No Max	NO Payout	Yes Short Term Yes Long Term	95% Employer pd premium	No
Tipton	Melissa Armstrong	563-886-6187	8 hours/month	1000 hours	Excess over 1,000 hours paid at minimum wage	Short term - AFLAC pd by Employee Long term pd by Employer	No payout at retirement	No policy
West Liberty	Mayra Esquivel	319-627-2418	5.33 hours/month	64 hours	Balance pd out at year end	Short term Employer pd	No payout at retirement	No
Center Point	Sarah Tritle	319-849-1508 X123	**PAID TIME OF (PTO)** 0-5 yrs earn 5.7 hrs/pay period 5-10 yrs earn 7.23 hrs/pay period 10+yrs earn	Can convert 5 weeks of PTO	NO	Short term 60% of Salary Long term 60% of Salary	100% Employer pd premium	No policy

City	Contact	Phone	Sick Pay	Maximum	Payout	Disability Insurance	Paid Premium	Transfer to Others
Tiffin	Abigail	319-545-2572	8 hours/month	540 hours	15% of cash valuation @ termination	Short Term - AFLAC	Employee pd	No policy
Postville	Sarah Root	563-864-7454	8hr /month	960 hours	Union Employee hired before 2012 -960 hrs. After 2012 -120 hrs.	Short term disability but no Long term	100% city pays premium	No
Hudson	Katy	319-988-3600	10 days annual only 90 hours are allowed to be rolled over	720 hours	15% of cash valuation at retirement	Short term and Long term must exhaust accrued time first	Yes 100% city pays premium	No Policy but believes Council would support
Jesup	Koley Mead	319-827-1522	12 hours month	Union Police max 960 general employee 720	No Pay out	No short term No Long term but Aflac	AFLAC pd by Employee	No
West Union	Nick McIntyre	563-422-3908	8 hours /mouth	600 hours	No Pay out	No Short term but Yes Long-term	100% paid Long term	Yes
Bellevue	Abbey Skriveth	563-872-4456	12 days year 3.69 hours a pay period	960 hours	No pay out	Aflac only for Short term and long term	100% employee paid	Yes on vacation / Comp time but not Sick leave
Mitchellville	Deputy Clerk	515-967-2935	6 hours / month		No pay out	Aflac only for Short term and long term	100% employee paid	No Policy
Hull	Jim Collins	712-439-1521	15 days a year	60 days 480 hours	No pay out	Short-term No Long-term	100% Employer Paid	No Policy
Lake Mills	Dorene Holstad	641-592-3251	4 hours pay period	720 hours	after 15 yrs of service 100% pay out	No Short term or Long term	No	No

City	Contact	Phone	Sick Pay	Maximum	Payout	Disability Insurance	Paid Premium	Transfer to Others
Rock Rapids	Linda	712-472-2553	12 hour month 144 Annually	960	Retirement only 15%	No Short term and No Long term	N/A	No for Sick leave but vacation can be donated
Wilton	Lori	563-732-2115	1 day a month 8 hrs. a month	6 months 1040 hours	No Pay Out	Aflac only for Short term and long term	Individual is paid at 100% but employee pays for any additional family members	No
Kalona	Sarah Etheredge	319-656-2310	8 hrs. a month	720	No Pay Out	Yes Short term with Doctor permit but No Long term	N/A	No
Hawarden	Jacob	712-551-2565	8 hrs. a month	960	No Pay Out	Yes Short term and long term	100% paid by the Employer	Yes
Belle Plaine	Jacki McDermott	319-444-2200	3.5 a pay period	880	No Pay Out	Yes Short term and No Long term	100% paid by the Employee	No but they have talked about it not at this time
Marengo	Karla Marck	319-642-3232	3.96 per pay period but not to exceed 96 annually	90 days there were some employees that had larger balances and they were allowed to keep capped at that amount	No Pay Out	No Short term disability but they do have a Long term benefit	100% paid by the Employee	No

City	Contact	Phone	Sick Pay	Maximum	Payout	Disability Insurance	Paid Premium	Transfer to Others
Cascade	Deanna McCusker	563-852-3114	64 hours annually	No Max	No Pay Out but have been talking about with City Council	No Short term disability but they do have a Long term benefit	100% paid by the Employee	No for Sick leave but vacation can be donated
Madrid	Mary Jo Reese	515-795-3930	8 hrs. a month	No Max	Up to $1,000 for Retirement employees	No Short or Long term	N/A	Yes
Belmond	Steven Carlyle	641-444-3386	10 days years 3.0 pay period	720 hrs.	No pay out	no	N/A	No yet looking into it
Toledo	Kim McAdoo	641-484-2160	General employees 12 hour a month Library employees 10.5 hours a month	720 hrs. for general and Library employees 920 hrs. for Public Works employees	No Pay Out	Aflac only for Short term and long term	Employee pays	Not at this time
Sac City	Jamie Lawrence	712-662-7593	16 hour month	960 hrs.	No Pay Out	No short term or Long term	N/A	Yes
Ida Grove	Heather Sweeden	712-364-2428	6 hours month	720 hrs.	No Pay Out only vacation and comp	Aflac and/or National Liberty only for Short term and long term	Employee pays	NO
Lamoni	Judy	641-784-6311	6.7 month	960 hrs.	Only retirement at 100% up to 480 hrs.	Aflac only for Short term and long term	Employee pays	Yes
La Porte City	Jane Whittlesey	319-342-3396	8 hrs. month	840 hrs.	50% after 5 years of service	Yes short term and long term	100% Employer	No Policy but council
Audubon	Joe	712-563-3269	20 hrs. month	960 hrs.	No Pay Out	No long term, No short term	N/A	Yes all leave used

City	Contact	Phone	Sick Pay	Maximum	Payout	Disability Insurance	Paid Premium	Transfer to Others
FairFax	Cynthia Stimson	319-846-2204	32 hours annually	240 hours	No Payout	Yes Short term No Long term	$350 a week 3 days before it is activated	Yes Policy to transfer benefits all PTO

RESOLUTION 1906

RESOLUTION AMENDING THE CITY OF WEST BRANCH SICK LEAVE POLICY

WHEREAS, the City of West Branch, Iowa has considered to improve its benefits and insurance for its employees; and

WHEREAS, the City is reviewing the insurance proposals for group short term and long term disability, including group term life and AD&D insurance; and,

WHEREAS, before the City Council moves forward with implementing its new benefits; the City would like to weigh options as to a restructured sick leave policy; and

WHEREAS, the City surveyed 32 benchmarked communities to develop policy options for its sick leave policy; and

WHEREAS, the City Council has considered the following options:

1. Accrue sick leave at the current rate 3.6 a pay period (96 hours / 12 days) with a maximum to be capped at 560 hours. But recommend removing the annual payout benefit for leave that goes over 560. This would also not allow roll over accrual over 560 and would only pay out for employees at retirement. Employees who separate before retirement would receive no pay out. We may want to have a start date of December 31st to allow our anticipated retires to receive pay out under our current policy.
2. Accrue sick leave at the current rate of 96 hours per year, Cap the number of hours at 560, No payouts at all after the initial conversion. 4 people would receive a payout at the city's current committed rates of 25% or 50% based on employee start date.
3. Accrue sick leave at the current rate of 96 hours per year, Cap the number of hours at 560, No payouts at all after the initial conversion. 4 people would receive a payout at the city's at rates to not exceed a number Council decides, for example a capped payout of $2,000 or some other amount decided by City Council.
4. _____

_____

_____

_____

(4 is for a new option that may be articulated in City Council discussion).

WHEREAS, it is now necessary to ratify the option that the majority of the City Council supports; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, hereby approved option _____ as the new sick leave policy and that the employee handbook for the City of West Branch be amended to reflect the aforementioned mentioned policy.

* * * *

Passed and approved this 1st day of June, 2020.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Redmond Jones II, City Administrator/Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Resolution 1899** – A Resolution Approving Insurance Proposal from Unum for Group Short-term, Group Long-term, Group Life and AD&D Insurance.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon R. Edgar, Finance Officer
DATE:	May 27, 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:

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 1st day of June, 2020.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Redmond Jones II, City Administrator/Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Discussion Item:** Regarding Wapsinonic Creek Widening Project.
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 @ Councilperson Tom Dean
DATE:	May 27, 2020

BACKGROUND:
It has been a top priority on the city's objective /goals list for the past two years. However, the capital expense has been difficult to fund. With the Cubby Park value engineering and contingency funding, the city has the opportunity to direct the remaining park funding to any other park capital project. After review with the City's Bond Counsel it was acknowledged that the City could use remaining Cubby funds for the Wapsi Creek Widening.

A portion of the property needed for this project is currently owned by the Gaskill Family. Professional Engineers are clear that this project is the one project that can make the most impact in the city's effort to reduce downtown flash flooding and all of the negative effects that it has on our community. Despite the immense public benefits this project could have; the Gaskill land owners have expressed some reluctance to selling portions of the land needed for this project to be started / completed. Currently, City Council have directed V&K to use its positive working relationship to have talks that will secure land options in order to move forward with this project.

The city would like to avoid condemnation / eminent domain as our only course of action if this project is to be pursued any further.

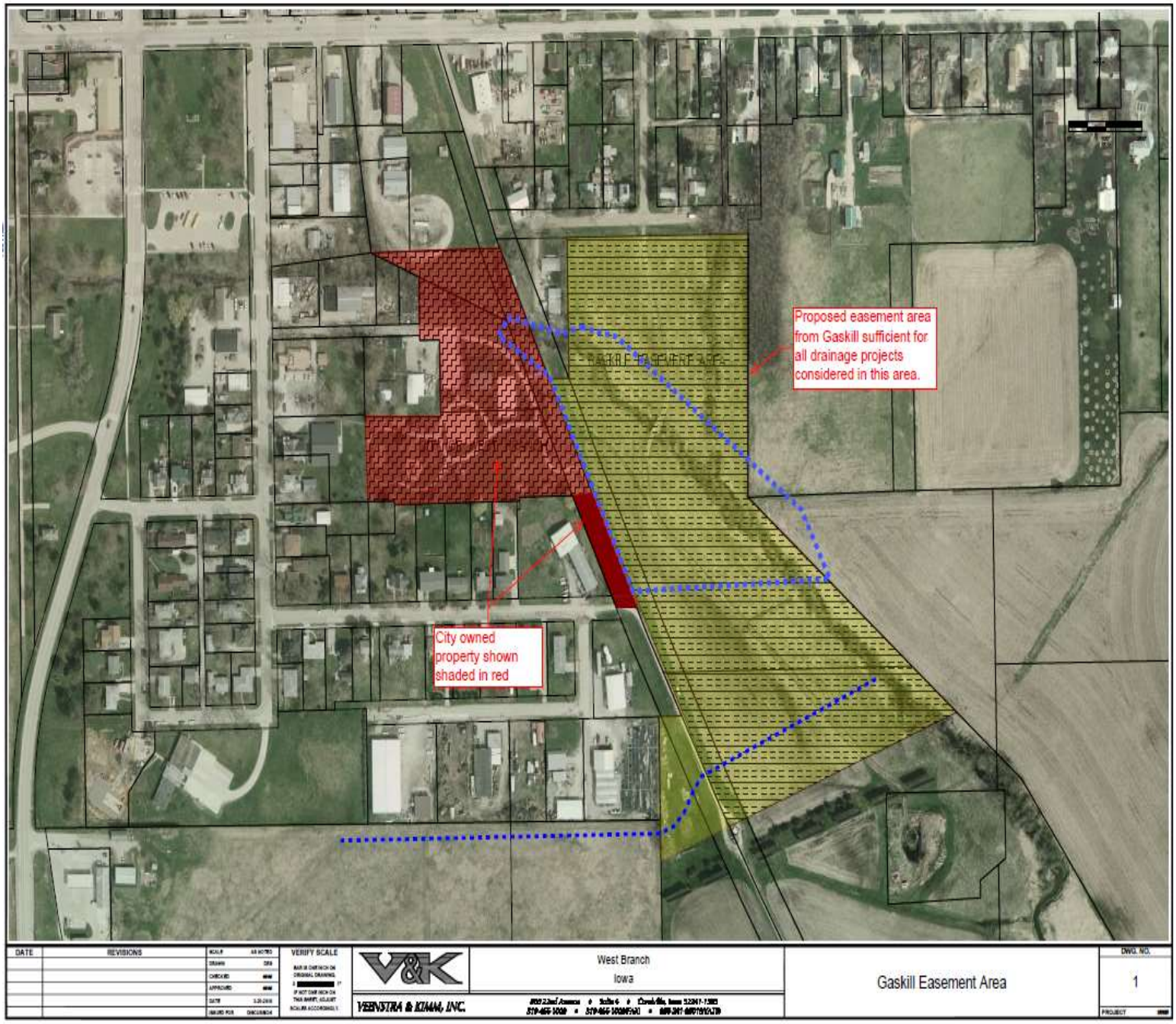
STAFF RECOMMENDATION: Seeking Feedback / Direction

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

West Branch, Iowa
(Initial Project Estimate)

West Branch, Iowa
Wapsinonic Creek Widening
Beranek Park/Gaskill Area
April 26, 2019

	Description	Units	Quantitiy	Unit Price	Extended Price
1	Mobilization	LS	1	$ 10,000	$ 10,000
2	Construction Survey	LS	1	$ 2,500	$ 2,500
3	Erosion Control	LS	1	$ 5,000	$ 5,000
4	Clearing & Grubbing	LS	1	$ 7,500	$ 7,500
5	Bridge Removal	LS	1	$ 10,000	$ 10,000
6	Topsoil Removal	CY	3,850	$ 4	$ 15,400
7	Earthwork (Excavate & Haul Out)	CY	12,000	$ 15	$ 180,000
8	Topsoil Respread	CY	3,850	$ 4	$ 15,400
9	Seeding	AC	5	$ 5,000	$ 25,000
				Subtotal	$ 270,800
	Contingency	15%			$ 40,700
	Property Acquisition	AC	4	$ 20,000	$ 80,000
	Legal	LS		$ 5,000	$ 5,000
	Appraisal	LS		$ 3,500	$ 3,500
	Engineering	LS			$ 35,000
				Project Total	**$ 435,000**



This is an illustration of the area we would need from Gaskill for an easement to grade their parcel to improve drainage in the vicinity of the old railroad bridge. Included is the area the city would need for the drainage ditch south of the public works garage that would discharge to the creek after crossing the Gaskill property near the lift station. We would also need to remove the old truss bridge and need to provide alternate access to the old WWTP site. By the time we factor in all these items, we are probably looking to get easement or acquire most of the area in yellow.

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 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:	May 27, 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.

This item was discussed at the May 4th City Council Meeting and there appeared to be some consensus to do normally scheduled activities or cancel the event all together. However, the City Council wanted to revisit this issue at the June 1st meeting.

STAFF RECOMMENDATION: Seeking Feedback / Direction

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

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Resolution 1902** – Approving the West Branch High School Softball Parking Lot Site Plan.
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 26, 2020

BACKGROUND:

The West Branch School District submitted a site plan for the purpose of paving the existing high school softball parking lot. This project is in addition to the West Branch High School expansion project.

STAFF RECOMMENDATION: Approve Resolution 1902 / Move to Action

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

AXIOMCONSULTANTS

CIVIL · STRUCTURAL · MECHANICAL · ELECTRICAL · SURVEY · SPECIALTY

Dave Schechinger, P.E.
Veenstra & Kimm, Inc.
860 22nd Avenue, Suite 4
Coralville, Iowa 52241-1565

May 18, 2020

Dear Mr. Schechinger,

Please consider this a response to your review comments for the site plan submittal related to the West Branch Community School District Softball Parking Lot project. Per your review, I wanted to address and provide clarifications as it relates to the stormwater management and traffic flow based on the parking lot access location.

Stormwater Management

- The existing project limits consists of compacted rock/gravel and has served as a parking lot for many years.
- The drainage of stormwater will follow the same pattern as currently in existing conditions, draining to the north existing ditch which runs along the south side of Main Street which then flows to the east and into W Creek.
- Less than one acre is anticipated to be disturbed for the construction of this project.
- Proper grading and the additional subdrain with this project are intended to help remedy existing water issues experienced within the concession stand, as well as provide proper conduits for stormwater to drain off the site.
- No additional stormwater management is included in this project due to minimal increase in stormwater impacts. Rather, as part of the District's overall bond project currently out for bid, a large stormwater management basin is to be constructed near the northeast corner of the high school property. This basin incorporates and includes additional capacity beyond that required per design standards and specifications, and as a result the stormwater runoff from this parking lot project will be considered off-site drainage as it relates to the stormwater calculations.

Parking Lot Access

- Due to topography and existing constraints, the proposed driveway to access the parking lot is proposed to remain in the same location as it does today. Any further south with the driveway creates additional problems as it relates to the existing drainageway and results in a steep drive and additional fill.
- It has been noted that there are concerns with traffic flow if traffic entering the parking lot from Main Street is backed up for some reason. If that is deemed to be relevant, or in planning for larger events utilizing the parking lot, the District will make preparations for and accommodate by redirecting traffic and/or utilizing signage and traffic cones to continue to allow traffic to exit Main Street. This may result in redirecting cars toward the school and having them enter the parking lot from the south.

Thanks for your continued cooperation and assistance. Please let me know if you have any questions or concerns.

Respectfully,

Brian A. Boelk, PE
Owner/Principal
Axiom Consultants, LLC

DRAWINGS FOR PROPOSED IMPROVEMENTS

WEST BRANCH COMMUNITY SCHOOL DISTRICT SOFTBALL PARKING LOT
900 WEST MAIN STREET
SITE PLAN

IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

LEGAL DESCRIPTION

SITE PLAN IS LOCATED IN SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, CITY OF WEST BRANCH, CEDAR COUNTY, IOWA.

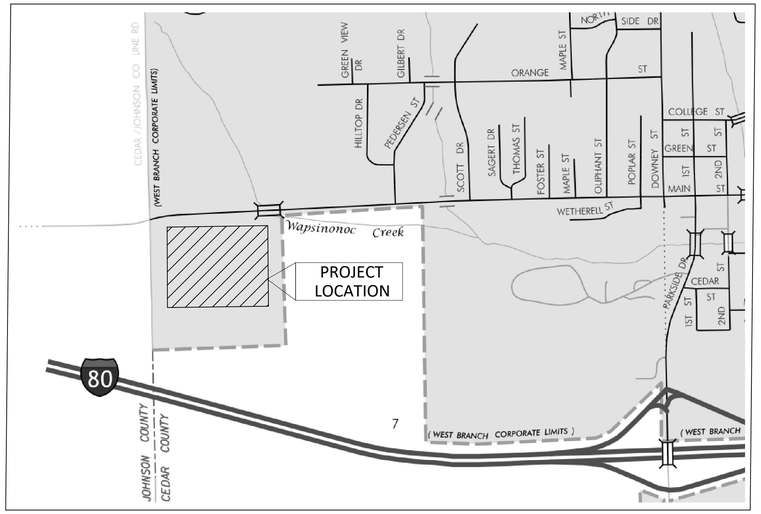
DESCRIBED PARCEL CONTAINS 40 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD.

CONSTRUCTION SCHEDULE

SITE GRADING - JULY 2020
PAVING - JULY/AUGUST 2020
SITE RESTORATION - SEPTEMBER 2020

STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) STANDARD DRAWINGS

FIGURE	*DESCRIPTION*
2010.101	DETAILS OF EMBANKMENT AND REBUILDING EMBANKMENTS
2010.102	DESIGNATION OF ROADWAY EARTHWORK ITEMS
7010.101	JOINTS
7010.102	PCC CURB DETAILS
7010.901	PCC PAVEMENT & JOINTING
7010.902	PCC PAVEMENT WIDENING
7010.904	TYPICAL JOINTING LAYOUT
7030.204	GENERAL FEATURES OF AN ACCESSIBLE SIDEWALK
7030.206	CURB RAMPS OUTSIDE OF INTERSECTION RADIUS
7030.210	DETECTABLE WARNING PLACEMENT



CITY OF WEST BRANCH, IOWA

APPLICANT INFORMATION

OWNER/APPLICANT :
MARTY JIMMERSON
148 NORTH OLIPHANT STREET
WEST BRANCH, IA 52358

PROJECT INFORMATION

SCOPE OF WORK:
CONSTRUCTION OF PROPOSED PARKING LOT AND ASSOCIATED EARTHWORK, PAVING, AND RESTORATION.

CONTACT PERSON:
BRIAN BOELK
AXIOM CONSULTANTS, LLC
60 E COURT STREET, UNIT 3
IOWA CITY, IOWA 52240-3833
PHONE: 319-519-6220
BBOELK@AXIOM-CON.COM

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C2.00	GRADING & EROSION CONTROL PLAN	
	ELECTRICAL	
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UTILITY CONTACTS

ALLIANT ENERGY
LAURA BARR
(319) 286-1315

LINN COUNTY REC
JOHNA NUNEMAKER
(319) 377-1587
NUNEMAKER@LINNCOUNTYREC.COM

IOWA COMMUNICATIONS NETWORK (ICN)
SHANNON MARLOW
(515) 725-4402
SHANNON.MARLOW@IOWA.GOV

CITY OF WEST BRANCH
MATT GOODALE
(319) 643-5888
WBCITY@NETINS.NET

LICENSED PROFESSIONAL ENGINEER
BRIAN A. BOELK 16503
IOWA

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

MAY 14, 2020
DATE

BRIAN A. BOELK, P.E.
LICENSE NUMBER 16503.

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2020.

PAGES OR SHEETS COVERED BY THIS SEAL: ALL

ENGINEER:
AXIOM CONSULTANTS
WWW.AXIOM-CON.COM | (319) 519-6220

DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

CURRENT REV: A

ISSUED FOR: BIDDING
DATE ISSUED: MAY 14, 2020

PROJECT NAME: WEST BRANCH CSD SOFTBALL PARKING LOT
CLIENT NAME: WEST BRANCH CSD

SHEET NAME: COVER SHEET
SHEET NUMBER: C0.00
PROJECT NO.: 19-0146
PROJECT MANAGER: BOELK

LEGEND:

UTILITIES

	EXISTING	PROPOSED
COMMUNICATIONS	(CO)	CO
OVERHEAD LINE	(OH)	OH
ELECTRIC	(E)	E
FIBER OPTIC	(FO)	FO
GAS	(G)	G
SANITARY SEWER	(S)	SS
STORM	(ST)	ST
SUBDRAIN	(SD) (SD) (SD)	SD
WATER: DOMESTIC	(W)	W
WATER: WELL	(WELL)	WELL
CHILLED WATER: SUPPLY	(CHWS)	CHWS
CHILLED WATER: RETURN	(CHWR)	CHWR
CONDENSATE	(CND)	CND
STEAM: HIGH PRESSURE	(HPS)	HPS
STEAM: LOW PRESSURE	(LPS)	LPS
COMMUNICATIONS HANDHOLE	CO	CO
COMMUNICATIONS PEDESTAL		
COMMUNICATIONS MANHOLE		
GUY WIRE ANCHOR		
UTILITY POLE		
UTILITY POLE WITH LIGHT		
LIGHT POLE		
ELECTRIC MANHOLE	E	E
ELECTRIC TRANSFORMER	E	E
TRAFFIC HANDHOLE	TRFC	TRFC
TRAFFIC MANHOLE	TRFC	TRFC
FIBER OPTIC HANDHOLE	FO	FO
FIBER OPTIC MANHOLE	FO	FO
GAS MANHOLE	G	G
GAS VALVE		
SANITARY SEWER MANHOLE	SS	
SANITARY SEWER CLEANOUT		
STORM SEWER MANHOLE	ST	
STORM SEWER INTAKE		
HYDRANT		
WATER VALVE		
CURB STOP		
WATER MANHOLE	W	W
POST INDICATOR VALVE		

SITE

	EXISTING	PROPOSED
CONTOUR - INDEX	100	100
CONTOUR - INTERMEDIATE	101	101
FENCE: BARB WIRE		
FENCE: CHAIN LINK		
FENCE: CONSTRUCTION		
FENCE: VINYL		
FENCE: WIRE		
FENCE: WOOD		
TREE LINE		
DELINEATED WETLAND	WL WL WL	
100-YEAR FLOODPLAIN	100Y 100Y 100Y	
500-YEAR FLOODPLAIN	500Y 500Y 500Y	
STREAM CENTERLINE		
BOLLARD		
FLAG POLE		
LANDSCAPE LIGHT		
SHRUBBERY		SEE LANDSCAPE PLAN
TREE: DECIDUOUS		SEE LANDSCAPE PLAN
TREE: CONIFEROUS		SEE LANDSCAPE PLAN
MAIL BOX	MAIL	MAIL
POST		
SIGN		
PARKING METER		
FIRE DEPARTMENT CONNECTION		
WATER METER	WM	WM
HOSE BIB		
YARD HYDRANT		
DRINKING FOUNTAIN	WF	WF
MONITORING WELL	MW	MW
WELL	W	W

GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) STANDARD SPECIFICATIONS AND CITY OF WEST BRANCH SUPPLEMENTAL SPECIFICATIONS, UNLESS OTHERWISE NOTED ON THE DRAWINGS.
2. THE LOCATIONS OF UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS PLOTTED ON THIS DRAWING ARE APPROXIMATE ONLY AND WERE OBTAINED FROM PLANS OF RECORD. THERE MAY BE OTHER EXISTING UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS NOT KNOWN AND MAY NOT SHOWN ON THIS DRAWING.
3. THE CONTRACTOR SHALL NOTIFY UTILITY COMPANIES WHOSE FACILITIES ARE SHOWN ON THE PLANS OR KNOWN TO BE WITHIN CONSTRUCTION LIMITS OF THE SCHEDULE PRIOR TO EACH STAGE OF CONSTRUCTION.
4. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL UNCOVER EXISTING UTILITIES AT CRITICAL LOCATIONS TO VERIFY EXACT HORIZONTAL AND VERTICAL LOCATION.
5. IOWA CODE 480, UNDERGROUND FACILITIES INFORMATION, REQUIRES VERBAL NOTICE TO IOWA ONE-CALL 1-800-292-8989, NOT LESS THAN 48 HOURS BEFORE EXCAVATING, EXCLUDING WEEKENDS AND HOLIDAYS.
6. NOTIFY THE APPROPRIATE GOVERNING AUTHORITY 48 - 72 HOURS PRIOR TO BEGINNING CONSTRUCTION WITHIN PUBLIC RIGHT-OF-WAY. THE CITY OF WEST BRANCH SHALL BE THE PUBLIC AGENCY RESPONSIBLE FOR INSPECTION DURING CONSTRUCTION OF THE PUBLIC PORTIONS OF THE PROJECT.
7. NO WORK SHALL BE PERFORMED BEYOND THE PROJECT LIMITS WITHOUT PRIOR AUTHORIZATION FROM THE OWNER OR OWNER'S REPRESENTATIVE.
8. PROVIDE TRAFFIC AND PEDESTRIAN CONTROL MEASURES (SIGNS, BARRICADES, FLAGGERS, ETC.) IN COMPLIANCE WITH PART VI OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) LATEST EDITION.
9. ADJUST ALL VALVES, MANHOLES, CASTINGS, GAS VENTS, ETC., TO MATCH THE NEW SURFACE. ADJUSTMENT SHALL BE COORDINATED WITH THE UTILITY COMPANIES AND THE COST FOR ALL ADJUSTMENTS SHALL BE INCIDENTAL TO THE CONSTRUCTION. AT NO ADDITIONAL COST TO THE OWNER, REPAIR ANY DAMAGE TO SAID STRUCTURES AND APPURTENANCES THAT OCCUR DURING CONSTRUCTION.
10. REPLACE ANY PROPERTY MONUMENTS REMOVED OR DESTROYED BY CONSTRUCTION. MONUMENTS SHALL BE SET BY A LAND SURVEYOR REGISTERED TO PRACTICE IN THE STATE OF IOWA.

GRADING NOTES

1. STRIP EXISTING VEGETATION WITHIN THE GRADING LIMITS AND AREAS TO RECEIVE FILL. STOCKPILE ON-SITE FOR REUSE IF SUITABLE.
2. PROOF ROLL ALL FILL AREAS TO IDENTIFY SOFT OR DISTURBED AREAS IN THE SUBGRADE. ALL UNSUITABLE MATERIAL IDENTIFIED SHALL BE REMOVED AND RECOMPACTED. PROOFROLL WITH 25 TON MINIMUM GROSS VEHICLE WEIGHT.
3. REMOVE AND RECOMPACT AREAS OF SUBGRADE WHICH ARE SOFT OR UNSTABLE TO MEET SPECIFIED LIMITS FOR DENSITY AND MOISTURE CONTENT.
4. SCARIFY EXISTING SUBGRADE TO A DEPTH OF 12 INCHES AND RECOMPACT TO 98% OF STANDARD PROCTOR DENSITY (ASTM D698) PRIOR TO PLACEMENT OF FILL.
5. DO NOT PLACE, SPREAD, OR COMPACT ANY FILL MATERIAL DURING UNFAVORABLE WEATHER CONDITIONS AND DO NOT RESUME COMPACTION OPERATIONS UNTIL MOISTURE CONTENT AND DENSITY OF IN-PLACE FILL MATERIAL ARE WITHIN SPECIFIED LIMITS.
6. PLACE FILL MATERIAL IN 9" MAXIMUM LIFTS.
7. FILLS PLACED BELOW LAWN AREAS SHALL BE COMPACTED TO 90% OF MATERIALS MAXIMUM STANDARD PROCTOR DRY DENSITY (ASTM D698).
8. SCARIFY SUBGRADE TO DEPTH OF 3 INCHES WHERE TOPSOIL IS SCHEDULED. SCARIFY AREAS WHERE EQUIPMENT USED FOR HAULING AND SPREADING TOPSOIL HAS CAUSED COMPACTED SUBSOIL.
9. FILL MATERIAL OBTAINED FROM OFF-SITE SOURCES SHALL BE SOIL OR SOIL AND ROCK MIXTURE FREE FROM ORGANIC MATTER AND OTHER DELETERIOUS SUBSTANCES. IT SHALL CONTAIN NO ROCKS OR LUMPS OF 6 INCHES IN GREATEST DIMENSION AND NOT MORE THAN 15% OF THE ROCKS OR LUMPS SHALL BE LARGER THAN 2-1/2 INCHES IN GREATEST DIMENSION.
10. SCARIFY AND RECOMPACT THE TOP 9" OF SUBGRADE IN ALL CUT AREAS AFTER ROUGH GRADING IS COMPLETED. COMPACT THE ENTIRE PAVING SUBGRADE TO 95% STANDARD PROCTOR DRY DENSITY TO WITHIN 1.0' OF FINAL SUBGRADE. THE FINAL 1.0' OF FILL TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY (ASTM D698).
11. IN AREAS TO RECEIVE ADDITIONAL FILL OVER EXISTING FILL MATERIALS. REMOVE TOP 12" OF MATERIAL AND SCARIFY AND RECOMPACT THE NEXT 9" OF RESULTING SUBGRADE. COMPACT RESULTING SUBGRADE TO 95% STANDARD PROCTOR DRY DENSITY. SUBSEQUENT FILL TO BE COMPACTED TO 95% STANDARD PROCTOR DRY DENSITY TO WITHIN 1.0' OF FINAL SUBGRADE. THE FINAL 1.0' OF FILL TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY (ASTM D698).
12. FINISH CONTOURS SHOWN ARE TO TOP OF FINISHED GRADE OR TO TOP OF TOPSOIL.

SITE PREPARATION NOTES

1. PROTECT ADJACENT PROPERTY DURING DEMOLITION, IF APPLICABLE.
2. DEMOLITION LIMIT LINE IS THE EXISTING PROPERTY LINE UNLESS NOTED OTHERWISE.
3. MAINTAIN POSITIVE DRAINAGE ON THE SITE THROUGHOUT THE PROJECT DURATION.
4. PROVIDE WASTE AREAS OR DISPOSAL SITES FOR EXCESS MATERIAL (EXCAVATED MATERIAL OR BROKEN CONCRETE) WHICH IS NOT DESIRABLE TO BE INCORPORATED INTO THE WORK INVOLVED ON THIS PROJECT. NO PAYMENT FOR OVERHAUL WILL BE ALLOWED FOR MATERIAL HAULED TO THESE SITES. NO MATERIAL SHALL BE PLACED WITHIN THE EASEMENTS, UNLESS SPECIFICALLY STATED IN THE PLANS OR APPROVED BY THE ENGINEER. DISPOSAL SITES MUST BE APPROVED BY THE ENGINEER. CONTRACTOR SHALL APPLY NECESSARY MOISTURE TO THE CONSTRUCTION AREA AND TEMPORARY HAUL ROADS TO PREVENT THE SPREAD OF DUST. OFF-SITE DISPOSAL SHALL BE IN ACCORDANCE WITH THE APPLICABLE GOVERNMENTAL REGULATIONS.
5. KEEP ADJACENT PUBLIC STREETS FREE FROM SOIL AND DEBRIS GENERATED BY THE PROJECT. CLEAN SOIL AND DEBRIS FROM THE ADJACENT STREETS ON A DAILY BASIS.
6. DURING CONSTRUCTION, CONTROL DUST SPREADING FROM ALL WORK AND STAGING AREAS.
7. REMOVAL OR ABANDONMENT OF PUBLIC UTILITIES SHALL BE FULLY COORDINATED WITH APPROPRIATE UTILITY SUPPLIER AND REGULATORY AGENCIES.
8. ANY EXISTING FACILITIES (CURBS, PAVEMENT, UTILITIES, ETC.) THAT THE CONTRACTOR'S OPERATIONS DAMAGE SHALL BE REPAIRED BY THAT CONTRACTOR AT HIS/HER COST.
9. REMOVE ALL DESIGNATED STREETS, DRIVEWAYS, ETC. IN THEIR ENTIRETY. BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY (ASTM D698).
10. WHERE A SECTION OF PAVEMENT, CURB AND GUTTER OR SIDEWALK IS CUT OR OTHERWISE DAMAGED BY THE CONTRACTOR, THE ENTIRE SECTION SHALL BE REMOVED AND REPLACED. PAVEMENT, CURBS, GUTTERS AND SIDEWALKS SHALL BE REMOVED A MINIMUM OF TWO FEET BEYOND THE EDGE OF THE TRENCH CUT AND TO THE NEAREST JOINT.
11. SAWCUT EDGES OF PAVEMENT FULL DEPTH PRIOR TO REMOVAL TO PREVENT DAMAGE TO ADJACENT SLABS AND FIXTURES.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL EXISTING CONCRETE STRUCTURES ON THE SITE AS SHOWN ON THE PLANS. THE REMOVAL INCLUDES DRIVEWAYS, CURB AND GUTTER, SIDEWALK, AND BASEMENT FOUNDATION FOOTINGS, FLOOR AND WALLS. THE REMOVAL ALSO INCLUDES STORM SEWER INTAKES AND PIPE AS SHOWN ON THE PLANS.
13. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROTECT TREES AND SHRUBS NOTED ON THE PLANS TO REMAIN IN PROJECT AREA FROM DAMAGE DUE TO CONSTRUCTION ACTIVITY. PROTECTION INCLUDES, BUT IS NOT LIMITED TO, CONSTRUCTION FENCING AROUND THE DRIP LINE OF TREES AND PROHIBITING VEHICLE TRAFFIC WITHIN THE DRIP LINE OF TREES.
14. REMOVAL AND DISPOSAL OF EXISTING TREES AND SHRUBS WITHIN CONSTRUCTION LIMITS SHALL BE INCIDENTAL TO THE GRADING PORTION OF THE PROJECT. STUMPS ARE TO BE GROUND TO TWO FEET BELOW FINISHED GRADE.
15. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF A TILE IS ENCOUNTERED AND SHALL INDICATE THE METHOD OF RESOLVING THE CONFLICT. THE ENGINEER SHALL APPROVE THE PROPOSED METHOD. THE LOCATION OF THE FIELD TILE SHALL BE RECORDED ON THE CONSTRUCTION RECORD DOCUMENTS.

    EXISTING FIELD TILE LINES ENCOUNTERED IN THIS PROJECT SHALL BE REPAIRED BY THE CONTRACTOR IN ONE OF THE FOLLOWING WAYS:

    A. CONNECT TILE TO THE NEAREST STORM SEWER.
    B. DAYLIGHT TO FINISHED GROUND.
    C. REPAIR TILE AND MAINTAIN SERVICE.

SURFACE RESTORATION NOTES

1. ONLY DISTURBED AREAS NOT PAVED OR HARD SURFACED, ADJACENT TO THE PROPOSED BUILDING AND PAVING, SHALL RECEIVE MINIMUM 4" TOPSOIL. SCARIFY AREAS TO RECEIVE TOPSOIL TO A MIN. DEPTH OF 4". REMOVE ALL STONES, WOOD AND DEBRIS LARGER THAN 2" FROM AREAS TO RECEIVE TOPSOIL. DO NOT COMPACT TOPSOIL.
2. ALL DISTURBED AREAS SHALL BE SEEDED, FERTILIZED AND MULCHED IN ACCORDANCE WITH SUDAS SECTION 9010.
3. SEED ALL DISTURBED AREAS NOT TO BE HARD SURFACED, AND NOT TO HAVE TOPSOIL SPREAD, WITH TYPE 1 EROSION CONTROL MIXTURE PER SUDAS SECTION 9010.
4. APPLY SEED AT THE RATES INDICATED IN THE PROJECT SPECIFICATIONS.
5. MAINTAIN SEEDED AREAS UNTIL AN ADEQUATE STAND OF GRASS HAS BEEN ESTABLISHED. RESEED ANY AREAS AS NECESSARY TO STABILIZE SOIL PER PROJECT SPECIFICATIONS.
6. EXISTING FACILITIES (CURBS, PAVEMENT, UTILITIES, ETC.) THAT ARE TO REMAIN AND DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.

EROSION CONTROL NOTES

1. THE CONTRACTOR SHALL PROVIDE TEMPORARY EROSION CONTROL, SEDIMENT, AND DUST CONTROL IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROJECT'S STORM WATER POLLUTION PREVENTION PLAN AND THE STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS), UNLESS OTHERWISE NOTED.
2. THE CONTRACTOR SHALL INCORPORATE ALL EROSION CONTROL FEATURES INTO THE PROJECT PRIOR TO DISTURBING THE SOIL.
3. THE CONTRACTOR SHALL BE RESPONSIBLE TO INSPECT THE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES A MINIMUM OF ONCE PER WEEK AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF ½" OR MORE. IF A CONTROL MEASURE HAS BEEN REDUCED IN CAPACITY BY 50% OR MORE, THE CONTRACTOR SHALL RESTORE SUCH FEATURES TO THEIR ORIGINAL CONDITION IMMEDIATELY, WEATHER PERMITTING.
4. ERECT SILT FENCE AS SHOWN ON THE PLANS TO LIMIT LOSS OF MATERIAL FROM THE SITE. DEVICES TO REMAIN IN PLACE AND TO BE MAINTAINED UNTIL A PERMANENT GROUND COVER IS ESTABLISHED.
5. MINIMIZE SOIL EROSION BY MAINTAINING ALL EXISTING VEGETATIVE GROWTH WITHIN THE GRADING LIMITS FOR AS LONG AS PRACTICAL.
6. INSTALL A SILT FENCE AROUND ALL STOCKPILED TOPSOIL.
7. THE CONTRACTOR SHALL PROVIDE TEMPORARY SEEDING FOR ALL AREAS THAT ARE DISTURBED AND OPERATIONS WILL NOT COMMENCE OR PERMANENT SEEDING WILL NOT BE COMPLETED IN LESS THAN 14 DAYS.
8. SEQUENCE OF EROSION AND SEDIMENT CONTROL EVENTS:

    A. INSTALL INLET PROTECTION AROUND EXISTING INTAKES AS INDICATED ON THE SITE CONSTRUCTION PLAN.

    B. INSTALL PERIMETER SILT FENCE AS INDICATED ON THE SITE CONSTRUCTION PLAN.

    C. INSTALL SILT FENCE AROUND ANY TOPSOIL OR EXCESS SOIL STOCKPILES. APPLY TEMPORARY SEEDING TO ALL TOPSOIL OR EXCESS SOIL STOCKPILES.

    D. INSTALL STONE SUBBASE ON STREET AREAS FOLLOWING COMPLETION OF GRADING.

    E. APPLY TEMPORARY SEEDING TO ALL DENUDED AREAS WHERE CONSTRUCTION ACTIVITY TEMPORARILY CEASES FOR 14 DAYS OR MORE. FERTILIZE AND LIME IF NEEDED. APPLY MULCH ON SLOPES GREATER THAN 4:1 (HORIZONTAL:VERTICAL).

    F. DESTROY TEMPORARY SEEDING AND APPLY PERMANENT SEEDING TO ALL DISTURBED AREAS NOT TO BE HARD SURFACED. FERTILIZE AND MULCH PERMANENT SEEDING AS REQUIRED. APPLY MULCH AT 1.5 TO 2.0 TONS PER ACRE ON SLOPES GREATER THAN 4:1.

    G. WHEN CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED WITH PERMANENT SEEDING, REMOVE ACCUMULATED SEDIMENT FROM ANY SEDIMENT BASINS, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVALS.

ENGINEER:
AXIOM CONSULTANTS
WWW.AXIOM-CON.COM | (319) 519-6220

DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

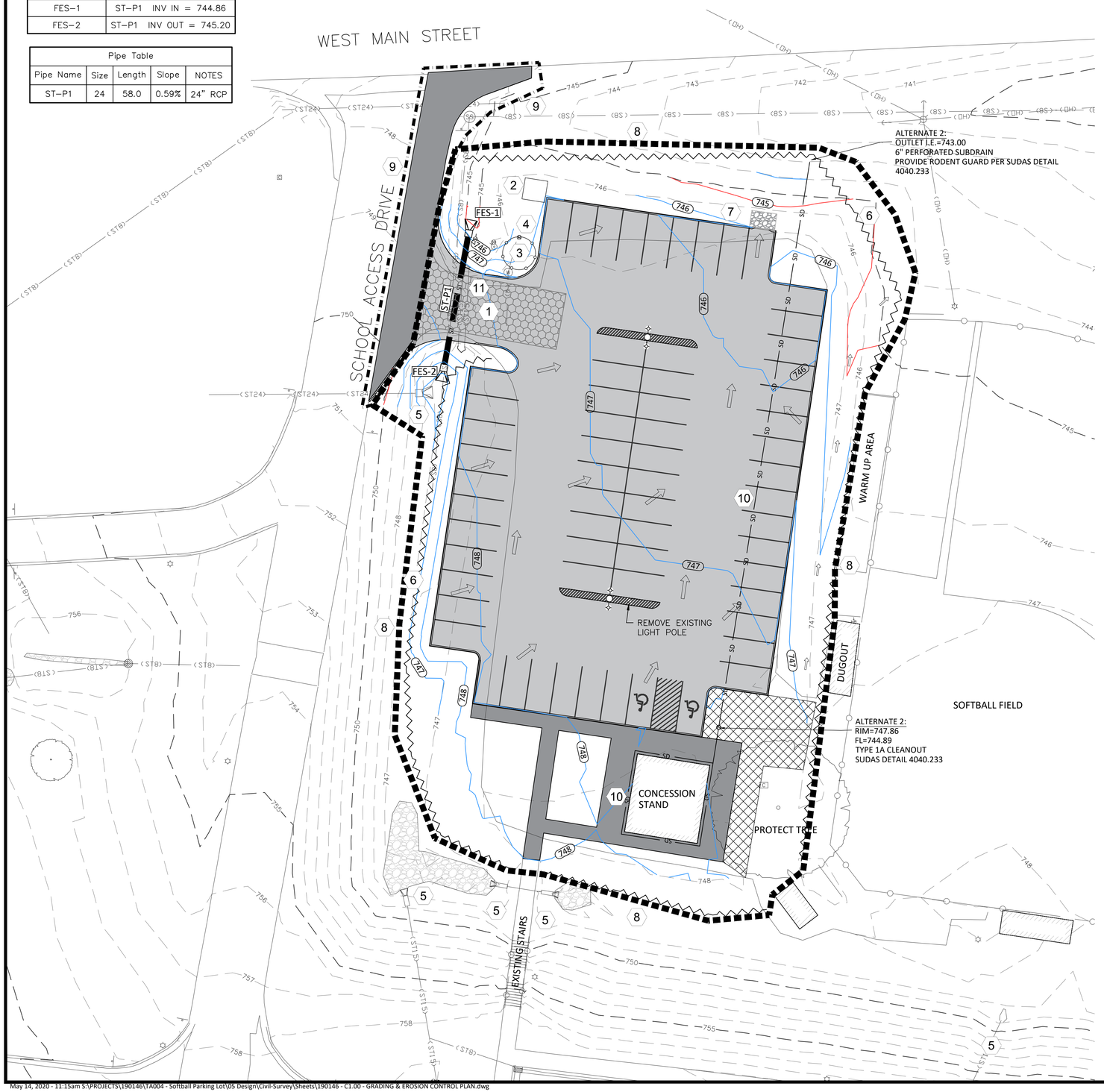
ISSUED FOR: BIDDING
DATE ISSUED: MAY 14, 2020
CURRENT REV: A

PROJECT NAME: WEST BRANCH CSD SOFTBALL PARKING LOT
CLIENT NAME: WEST BRANCH CSD

SHEET NAME: LEGEND AND GENERAL NOTES
SHEET NUMBER: C0.01
PROJECT NO.: 19-0146
PROJECT MANAGER: BOELK

Structure Table	
Structure Name	Structure Details
FES-1	ST-P1 INV IN = 744.86
FES-2	ST-P1 INV OUT = 745.20

Pipe Table				
Pipe Name	Size	Length	Slope	NOTES
ST-P1	24	58.0	0.59%	24" RCP



SWPPP PLAN KEY NOTES:

1. INSTALL STABILIZED CONSTRUCTION ENTRANCE
2. PROVIDE SANITATION FACILITY (PORTABLE RESTROOM)
3. PROVIDE CONCRETE WASHOUT
4. PROVIDE ENCLOSURE FOR STORAGE OF DOCUMENTS (PERMITS, SWPPP, INSPECTION FORMS, ETC.)
5. PROVIDE INLET PROTECTION PRIOR TO GRADING ACTIVITIES. MAINTAIN THROUGHOUT CONSTRUCTION. REMOVE UPON FINAL STABILIZATION.
6. INSTALL PERIMETER MEASURES PRIOR TO STARTING CONSTRUCTION.
7. PROPOSED EROSION CONTROL STONE. PROVIDE 6'X9'X2.5' OF 6"-8" EROSION STONE.
8. BASE BID CONSTRUCTION LIMITS
9. ALTERNATE 1 - TURN LANE CONSTRUCTION LIMITS
10. ALTERNATE 2 - SUBDRAIN LINE
    6" PERFORATED SUBDRAIN @ 0.91%. NOMINAL DEPTH AROUND CONCESSION STAND IS 3-FT. PROVIDE 0.50% SLOPE TO DRAIN. PROVIDE POROUS BACKFILL (GRADATION 29) TO AGGREGATE BASE (WHEN BENEATH PARKING LOT) OR TO WITHIN 6" OF SURFACE (WHEN NOT BENEATH PARKING LOT).
11. REMOVAL OF EXISTING DUAL 15" PIPES

NOTES

1. CONTRACTOR TO PROVIDE STOCKPILE TEMPORARY EXCAVATION SPOILS ON SITE AND PROVIDE PERIMETER MEASURES ON DOWN-SLOPE SIDE OF PILE TO CONTAIN RUNOFF AND PREVENT SEDIMENT TRANSPORTATION.
2. CONTRACTOR TO REMOVE AND REUSE ALL GRAVEL WITHIN DISTURBANCE LIMITS. FINAL RESTORATION OF ALL DISTURBED AREAS TO BE SEEDED WITH TYPE 1 LAWN MIXTURE UNLESS SHOWN OTHERWISE (AS PCC OR ROCK). EXISTING GRAVEL MAY BE USED AS AGGREGATE BASE OR AS GRAVEL SURFACING.
3. CONTRACTOR TO PROVIDE APPROPRIATE TRAFFIC CONTROL WHEN WORK ADJACENT OR WITHIN THE SCHOOL'S ACCESS DRIVE OR WEST MAIN STREET. TRAFFIC CONTROL MEASURES SHALL BE IN CONFORMANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).

BASE BID AND ALTERNATES:

BASE BID - PARKING LOT:
THE BASE BID INCLUDES ALL WORK TO CONSTRUCT PARKING LOT AND SIDEWALK CONNECTIONS. THIS INCLUDES BUT NOT LIMITED TO GRADING, AGGREGATE BASE, AND PAVING OF SIDEWALK AND PARKING LOT.

ALTERNATE 1 - TURN LANE:
ALTERNATE 1 INCLUDES ALL WORK TO REMOVE EXISTING ASPHALT TURN LANE AND TO CONSTRUCT PCC TURN LANE. THIS INCLUDES REMOVALS, AGGREGATE BASE, TRAFFIC CONTROL, AND PAVING.

ALTERNATE 2 - SUBDRAIN:
ALTERNATE 2 INCLUDES ALL WORK TO INSTALL PERFORATED SUBDRAIN AROUND CONCESSION STAND AND EXTENDED TO NORTH TO DAYLIGHT. THIS INCLUDES INSTALLATION OF 6" PERFORATED SUBDRAIN WRAPPED IN ENGINEERING FABRIC, TYPE A1 CLEANOUT PER SUDAS DETAIL 4040.232, AND POROUS BACKFILL PER DETAIL.

LEGEND:

- SILT FENCE OR SILT SOCK
- SITE DRAINAGE
- ROCK

STORMWATER POLLUTION PREVENTION:

SITE AREA: THE SITE IS APPROXIMATELY 40 ACRES OF WHICH 0.91 ACRES WILL BE DISTURBED BY CONSTRUCTION ACTIVITIES.

RECEIVING WATERS: THE DEVELOPMENT SITE WILL DRAIN INTO THE EXISTING DITCH AND THEN ULTIMATELY TO THE WAPSINONOC CREEK.

0 10 20

ENGINEER:
AXIOM CONSULTANTS
WWW.AXIOM-CON.COM | (319) 519-6220

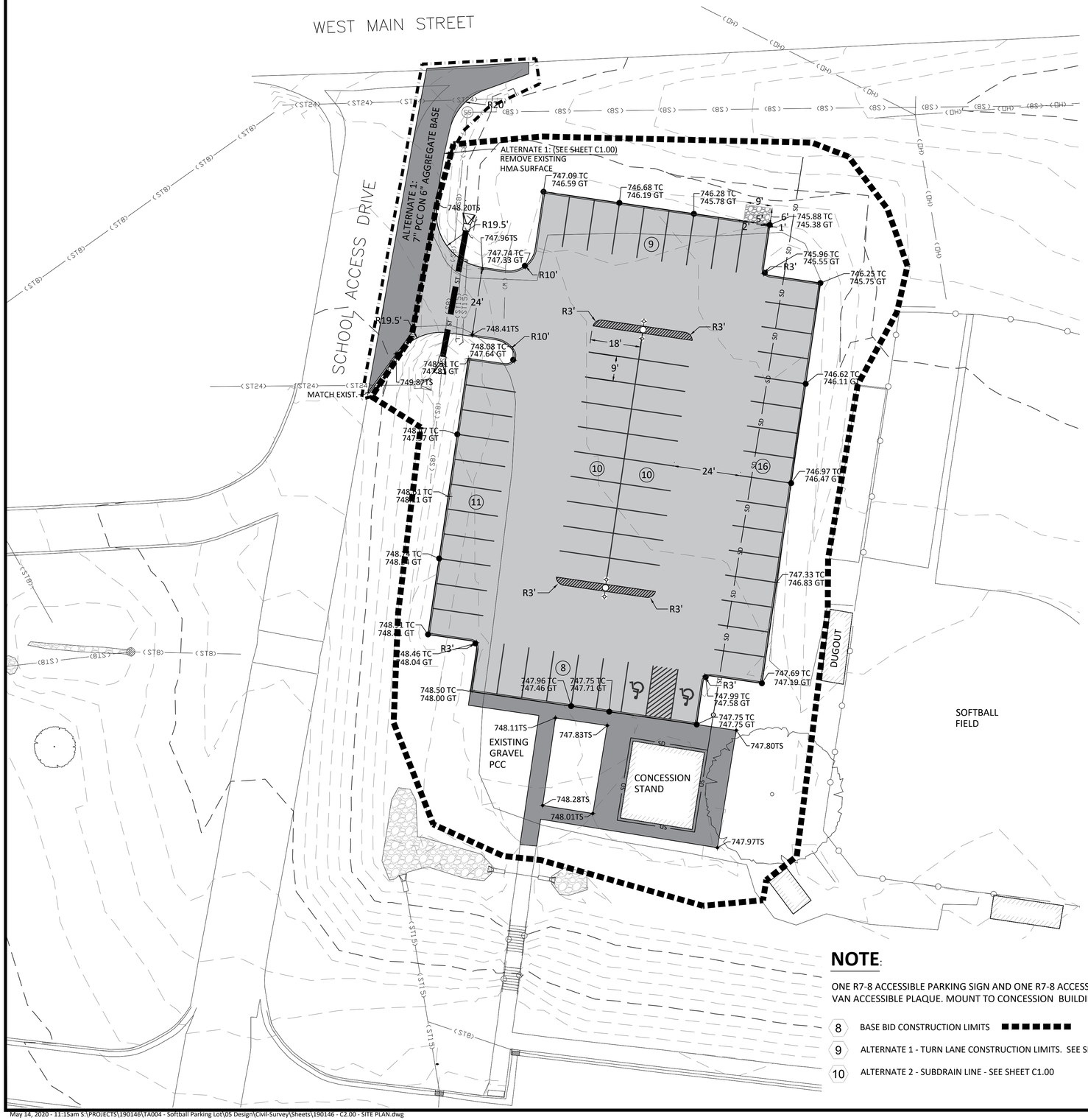
DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

ISSUED FOR: BIDDING ---
DATE ISSUED: MAY 14, 2020
CURRENT REV: A

PROJECT NAME: WEST BRANCH CSD SOFTBALL PARKING LOT
CLIENT NAME: WEST BRANCH CSD

SHEET NAME: GRADING & EROSION CONTROL PLAN
SHEET NUMBER: C1.00
PROJECT NO.: 19-0146
PROJECT MANAGER: BOELK



PCC PAVEMENT NOTES

1. PCC PAVING THICKNESS SHALL BE 5-INCH ON 6INCH GRANULAR SUBBASE, UNLESS STATED OTHERWISE.
2. MATERIALS AND CONSTRUCTION FOR PORTLAND CEMENT CONCRETE PAVEMENTS SHALL MEET THE REQUIREMENT OF IOWA DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, LATEST REVISION, SECTION 2301. THE PARAGRAPHS FOR MEASUREMENT AND PAYMENT SHALL NOT APPLY.
3. MINIMUM 28-DAY COMPRESSIVE STRENGTH FOR CONCRETE USED FOR PAVEMENTS SHALL BE 4000 PSI. CONCRETE SHALL BE C-3 OR C-4 WITH TYPE 1 CEMENT. AIR CONTENT SHALL BE 6-1/2% ± 1.5% COARSE AGGREGATE. AIR ENTRAINMENT ADMIXTURES AND WATER REDUCING ADMIXTURES SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4103. DURABILITY FOR PORTLAND CEMENT CONCRETE SHALL BE CLASS 2.
4. JOINT SEALER SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4136 FOR HOT POURED JOINT SEALER.
5. CURING COMPOUND (WHITE, DARK OR CLEAR) SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR SECTION 4105. APPLICATION METHOD AND CURING SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 2301.19.
6. FLYASH PER IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4108 MAY BE SUBSTITUTED FOR CEMENT AT THE RATES SPECIFIED IN SECTION 2301.04E AFTER NOTIFICATION AND AUTHORIZATION BY THE OWNER'S REPRESENTATIVE.
7. PAVEMENT TIE BARS AND DOWEL BARS SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4151. EPOXY COATING, WHEN SPECIFIED, SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4151.03B.
8. CURBS SHALL BE CAST INTEGRAL WITH CONCRETE PAVEMENT UNLESS NOTED OTHERWISE.
9. PCC SIDEWALKS 5 FEET OR LESS IN WIDTH SHALL BE 4 INCHES THICK. PCC SIDEWALKS GREATER THAN 5 FEET WIDE BUT LESS THAN 12 FEET WIDE SHALL BE 6 INCHES THICK. SIDEWALK THICKNESS AT ALL DRIVEWAYS SHALL SHALL MATCH THAT OF THE ADJACENT DRIVEWAY. TRANSVERSE CONSTRUCTION JOINT SPACING FOR PCC SIDEWALKS 5 FEET OR LESS IN WIDTH SHALL BE PLACED A MAXIMUM OF 5 FEET ON CENTER. TRANSVERSE CONSTRUCTION JOINT SPACING FOR PCC SIDEWALKS GREATER THAN 5 FEET WIDE BUT LESS THAN 12 FEET WIDE SHALL BE PLACED A MAXIMUM OF 8 FEET ON CENTER. PLACE EXPANSION JOINTS WHERE WALK MEETS OTHER WALKS, BACK OF CURBS, FIXTURES, OR OTHER STRUCTURES, AND AT INTERVALS NOT EXCEEDING 50 FEET. SIDEWALKS SHALL HAVE A MAXIMUM CROSS SLOPE OF 2% DRAINING TOWARDS BACK OF CURB, UNLESS OTHERWISE NOTED.
10. ONE INCH PREFORMED FOAM EXPANSION JOINT MATERIAL SONOFLEX "F" BY SONOBORN OR APPROVED EQUAL SHALL BE PLACED BETWEEN NEW PAVEMENT CONSTRUCTION AND THE FACES OF BUILDINGS, STOOPS, EXISTING SLABS, AND OTHER FIXTURES, UNLESS NOTED ON THE DRAWINGS. JOINTS AT THESE LOCATIONS SHALL BE SEALED WITH A SELF-LEVELING POLYURETHANE SUCH AS SONOLASTIC SL-1 OR APPROVED EQUAL.
11. CONSTRUCT 1" EXPANSION JOINTS ON PCC CURB AT ALL ENDS OF RETURN RADII.

PAVEMENT GENERAL NOTES

1. ALL SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
2. ALL DIMENSIONS TO BACK-OF-CURB UNLESS NOTED OTHERWISE.
3. REMOVE AND REPLACE OR RESTORE ALL STREET SIGNS, PAVEMENT MARKINGS, SIDEWALK LAMPS, SIDEWALKS, STEPS, LANDSCAPE STRUCTURES, CURB AND GUTTER, STREETS, DRIVES AND ALL OTHER SURFACE STRUCTURES REMOVED OR OTHERWISE DAMAGED DURING THE COURSE OF THE WORK. SIDEWALKS SHALL BE REMOVED AND REPLACED TO NEAREST JOINT BEYOND CONSTRUCTION AREA.
4. COMPACT SUBGRADE BENEATH PAVEMENTS IN ACCORDANCE WITH GRADING NOTES.
5. GRANULAR SUBBASE FOR PAVEMENTS SHALL MEET THE LIMITS OF GRADUATION NO. 14 (MODIFIED SUBBASE) PER IOWA DOT STANDARD SPECIFICATION FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4123.
6. PROOF-ROLL SUBGRADE PER SECTION 2115. REMOVE AND REPLACE UNSTABLE AREAS WITH SUITABLE COMPACTED MATERIAL.
7. ALL CURB AND GUTTER IS 6" STANDARD CURB PER SUDAS FIGURE 7010.102 UNLESS STATED OTHERWISE.

STORM SEWER NOTES

1. ALL STORM SEWERS SHALL BE CLASS 3 RCP UNLESS NOTED OTHERWISE IN THE PLANS.
2. AT PLACES WHERE A FLARED END SECITON IS REQUIRED, PIPE LENGTH INCLUDES THE FLARED END. THE LAST TWO JOINTS ARE TO BE TIED WHERE FLARED END SECTIONS ARE REQUIRED.
3. ALL STORM SEWERS SHALL BE PROVIDED WITH CLASS "B" BEDDING, UNLESS NOTED OTHERWISE.
4. STORM SEWERS SHADED ON THE PROFILE VIEW SHALL BE BACK FILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 95% STANDARD PROCTOR DENSITY:
   - 4.1. SUITABLE EXCAVATED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN
   - 4.2. CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL SHALL BE USED.
   - 4.3. GRANULAR BACKFILL TO BE USED FRONT AND SIDES OF ALL INTAKE BACKFILL.
6. GRANULAR TRENCH BACK FILL SHALL BE CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.04 WITH 1" MAXIMUM AGGREGATE SIZE. COMPACT TO 95% STANDARD PROCTOR DENSITY.
7. ALL STORM SEWERS SHALL HAVE CONFINED PROFILE GASKETS. STORM SEWERS 36" MAY HAVE TONGUE AND GROOVE JOINTS. NO MASTIC JOINTS ALLOWED.
8. ALL PIPE SHALL BE CERTIFIED.
9. LIFT HOLES IN STORM SEWER WILL NOT BE ALLOWED.

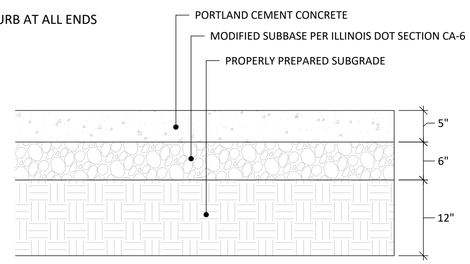
NOTE:

ONE R7-8 ACCESSIBLE PARKING SIGN AND ONE R7-8 ACCESSIBLE PARKING SIGN WITH R7-8P VAN ACCESSIBLE PLAQUE. MOUNT TO CONCESSION BUILDING.

8 BASE BID CONSTRUCTION LIMITS

9 ALTERNATE 1 - TURN LANE CONSTRUCTION LIMITS. SEE SHEET C1.00

10 ALTERNATE 2 - SUBDRAIN LINE - SEE SHEET C1.00



STANDARD DUTY PAVEMENT SECTION

NOT TO SCALE

2

0 10 20

ENGINEER:
AXIOM CONSULTANTS
WWW.AXIOM-CON.COM | (319) 519-6220

DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

ISSUED FOR: BIDDING

DATE ISSUED: MAY 14, 2020

CURRENT REV: A

PROJECT NAME: WEST BRANCH CSD SOFTBALL PARKING LOT

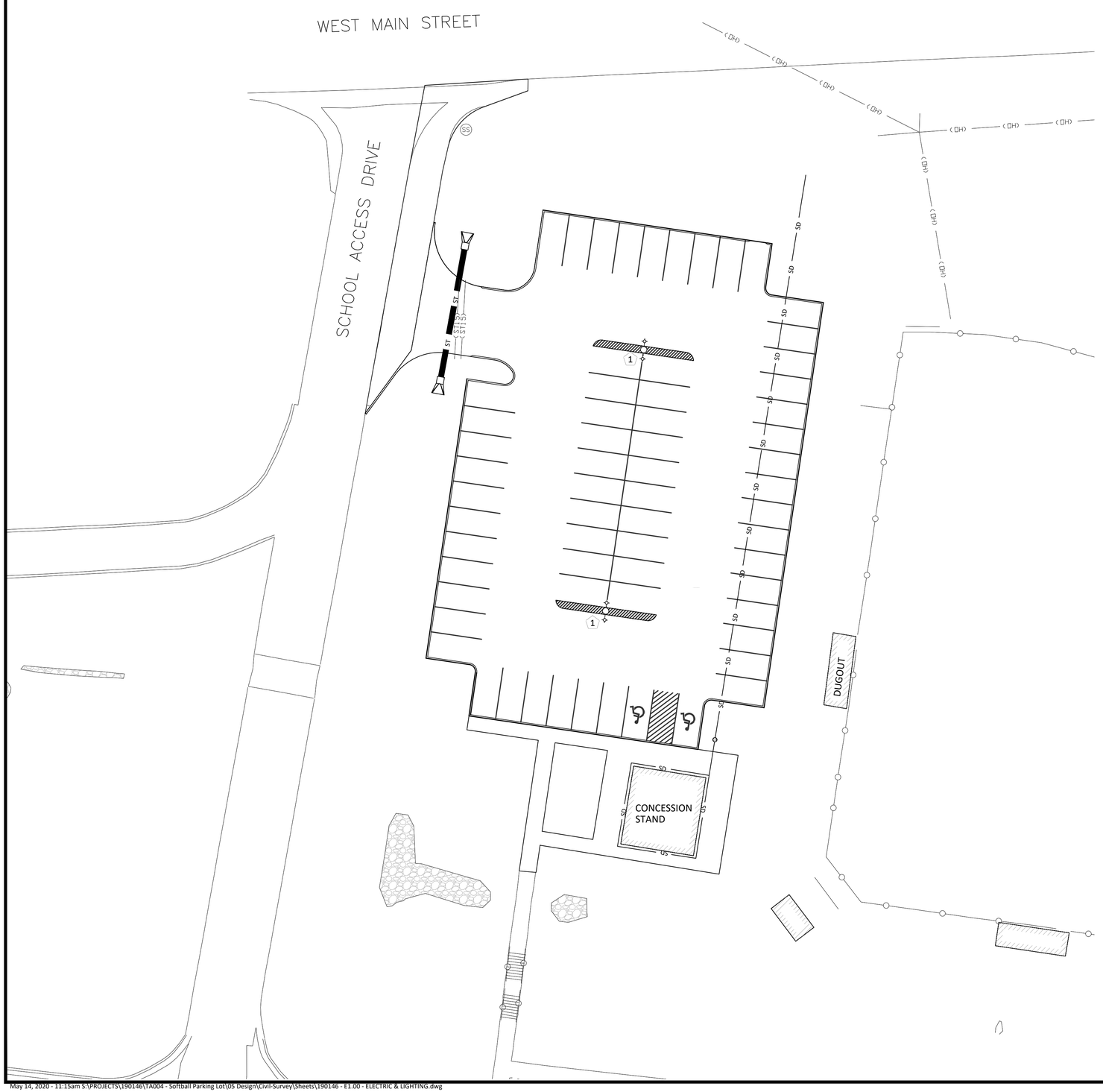
CLIENT NAME: WEST BRANCH CSD

SHEET NAME: SITE PLAN

SHEET NUMBER: C2.00

PROJECT NO.: 19-0146

PROJECT MANAGER: BOELK



TOTAL OUTDOOR LIGHT OUTPUT			
TAG	QUANTITY	LUMENS	TOTAL LUMENS
1	4	9,843	39,372
		TOTAL	39,372
NET ACRE (0.71) - LUMENS ALLOWED			71,000

LIGHTING PLAN KEYNOTES:

1. F-1: PROPOSED LIGHT FIXTURE (2 PER POLE)
   MANUFACTURER: LITHONIA
   MODEL #: RSX1-LED-P2-40K-R3
   MOUNTING: POLE MOUNTED AT 20'
   WATTAGE: 291.8 (PER FIXTURE)

GENERAL NOTES:

1. THE ELECTRICAL WORK SHALL BE INSTALLED IN ACCORDANCE WITH NEC 2017 AND ALL APPLICABLE LOCAL CODES.
2. ALL ELECTRICAL EQUIPMENT, APPLIANCES AND LIGHTING FIXTURES SHALL BE LISTED BY A RECOGNIZED TEST LAB.
3. CONTRACTOR SHALL FURNISH, INSTALL AND CONNECT ALL MATERIAL AND EQUIPMENT FOR THIS WORK UNLESS OTHERWISE NOTED.
4. EXACT LOCATION OF POLES TO BE COORDINATED IN THE FIELD WITH ENGINEER AND/OR OWNER.
5. CONNECT GROUND ROD TO GROUNDING CONDUCTOR ON LIGHTING CIRCUIT USING A MECHANICAL OR EXOTHERMIC TYPE CONNECTION.

0 10 20

ENGINEER:
AXIOM CONSULTANTS
WWW.AXIOM-CON.COM | (319) 519-6220

DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

ISSUED FOR: BIDDING

DATE ISSUED: MAY 14, 2020

CURRENT REV: A

PROJECT NAME: WEST BRANCH CSD SOFTBALL PARKING LOT

CLIENT NAME: WEST BRANCH CSD

PROJECT MANAGER: BOELK

PROJECT NO.: 19-0146

SHEET NUMBER: E1.00

SHEET NAME: ELECTRICAL & LIGHTING PLAN

RESOLUTION 1902

RESOLUTION APPROVING THE WEST BRANCH HIGH SCHOOL SOFTBALL PARKING LOT SITE PLAN.

WHEREAS, the West Branch Community School District has heretofore submitted a proposed Site Plan to construct parking and site improvements at 900 W. Main Street in the City of West Branch, Iowa (the "Project"); and

WHEREAS, said Site Plan has heretofore been reviewed by City Staff, including the City Engineer; and

WHEREAS, the Site Plan has been found to conform to West Branch Code of Ordinances; and

WHEREAS, the City of West Branch Planning and Zoning Commission has reviewed the Site Plan and recommended its approval to the West Branch City Council; and

WHEREAS, it is now necessary for the City Council to approve said Site Plan.

NOW, THEREFORE, be it resolved by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned Site Plan for the Project be and the same are hereby accepted and approved.

* * * * * * *

Passed and approved this 1st day of June, 2020.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Redmond Jones II, City Administrator

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020
AGENDA ITEM:	**Resolution 1903** – A Resolution Approving Liability Insurance Proposal with Iowa Communities Assurance Program (ICAP).
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 27, 2020

BACKGROUND:

West Branch has been a member of the Iowa Communities Assurance Program (ICAP) for approximately five years. Our insurance policy period coincides with the City fiscal year of July 1 to June 30. For the past five years our premiums have been in the range of around $38,000 to $43,000. There have been no substantial claims submitted during the current fiscal year. The net premium for the next fiscal year will be about $36,500, a reduction of $2,200.

STAFF RECOMMENDATION: Approve Resolution 1903 / Move to Action

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

RESOLUTION 1903

RESOLUTION APPROVING A LIABILITY INSURANCE PROPOSAL WITH ICAP

WHEREAS, the City of West Branch, Iowa received an insurance renewal quotation from the Iowa Communities Assurance Pool (ICAP); and

WHEREAS, after reviewing the insurance renewal quotation, the City Council has decided to accept the quotation from and continue membership with ICAP, effective July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance renewal with ICAP is hereby approved.

Passed and approved this 1st day of June, 2020.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Redmond Jones II, City Administrator/Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Resolution 1904** – A Resolution Approving the Workers Compensation Proposal with Iowa Municipalities Workers' Compensation Association (IMWCA).
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 26, 2020

BACKGROUND:

West Branch has been a member of the Iowa Municipalities Workers' Compensation Association for approximately five years. Our insurance policy period coincides with the City fiscal year of July 1 to June 30. Prior to FY19, our premiums were in the range of around $30,000 to almost $50,000. For FY20 our premiums were about $19,600 and our current quote is for $18,200. The City had experienced some high claims that resulted in high Work Comp premiums and so the City created a Safety Committee and hired Jose Gongora as a consultant to perform safety and health consulting services with the expectation that Workers' Compensation claims would be significantly reduced. Through the efforts of Jose and the Safety Committee and some good fortune, this plan has worked.

STAFF RECOMMENDATION: Approve Resolution 1904 – Move to Action

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

RESOLUTION 1904

A RESOLUTION APPROVING THE WORKERS COMPENSATION PROPOSAL WITH IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION (IMWCA).

WHEREAS, the City of West Branch, Iowa received an insurance renewal quotation from the Iowa Municipalities Workers' Compensation Association (IMWCA); and

WHEREAS, after reviewing the insurance renewal quotation, the City Council has decided to accept the quotation of IMWCA, effective July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance renewal with IMWCA is hereby approved.

* * * * * *

PASSED AND APPROVED this 1st day of June, 2020

_____
Roger Laughlin, Mayor

Attest:

_____
Redmond Jones II, City Administrator / City Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Resolution 1900** – Setting the Salaries for Appointed Officers and Employees for Fiscal Year Ending in 2021.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	May 26, 2020

BACKGROUND:

Employee salaries were discussed and approved for a 1.6 % Cost of Living Adjustment (COLA) and were approved in the FY21 budget.

STAFF RECOMMENDATION: Approve Resolution 1900 – Move to Action

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

RESOLUTION 1900

A RESOLUTION SETTING SALARIES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF WEST BRANCH, IOWA FOR FISCAL YEAR 2021.

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

Section 1. The following persons and positions named shall be paid the salaries or hourly wages indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, bi-weekly, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Salaried Employees:

Position	Name	Wage	Basic Hours
City Administrator/Clerk	Redmond Jones II	$95,880.31	Salaried
Police Chief	Mike Horihan	$80,633.52	Salaried
Public Works Director	Matt Goodale	$70,239.62	Salaried
Finance Officer	Gordon Edgar	$62,507.12	Salaried
Park & Recreation Director	Melissa Russell	$50,715.55	Salaried

Regular Full-Time:

Position	Name	Hourly/Annual Wage	Basic Hours
Deputy City Clerk	Leslie Brick	$23.00 / $47,844.66	40
Police Sergeant	John Hanna	$30.73 / $63,926.72	40
Police Officer	Derek Holmes	$25.67 / $53,402.59	40
Police Officer	Zachary Murdock	$23.27 / $48,394.11	40
Lead Water Operator	Tim Moss	$26.54 / $55,198.87	40
Safety/Facilities Coordinator	Paul O'Neil	$24.20 / $50,338.33	40
Water/Wastewater Operator	Nevin Tucker	$20.37 / $42,371.26	40

Regular Part-Time:

PT Building Inspector	Terry Goerdt	$37.60	20
PT Police Officer	Catherine Steen	$21.31	20
PT Public Works Employee	Benjamin Litscher	$14.91	30
PT Public Works Employee	Levi Kleinmeyer	$12.70	30
PT Public Works Employee	Dan Heick	$12.70	30
PT Park & Rec Employee	Jamie Tucker	$13.32	20

Section 2. All the above employees are subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 3. This resolution will be effective upon final passage of the City Council.

Section 4. The hourly wages and salaries established in this resolution shall be effective July 1, 2020.

* * * * * *

Passed and approved this 1st day of June, 2020.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Leslie Brick, Deputy City Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Resolution 1907** – 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:	May 27, 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.

These transfers move funds to the College St- 2nd St Capital Project to fund the project and were discussed at the May 18 Council meeting.

STAFF RECOMMENDATION: Approve Resolution 1907 – Move to Action

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

RESOLUTION 1907

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	General Fund	001	$	50,000.00	Transfer from General Fund to Capital Project
T/I	Capital Project	318	$	50,000.00	College St-2nd St –To Fund Project
T/O	Water Fund	600	$	50,000.00	Transfer from Water Fund to Capital Project
T/I	Capital Project	318	$	50,000.00	College St-2nd St –To Fund Water Related Portion of Project
T/O	Sewer Fund	610	$	50,000.00	Transfer from Sewer Fund to Capital Project
T/I	Capital Project	318	$	50,000.00	College St-2nd St –To Fund Sewer Related Portion of Project

* * * *

PASSED AND APPROVED this 1st day of June, 2020

_____
Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy Clerk

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Public Hearing:** Open a Public Hearing Regarding Approving the West Branch Comprehensive Plan 2019 Update.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	John Fuller, Planning and Zoning Commission Chairman
DATE:	May 27, 2020

BACKGROUND:

Public Notice was given to the community that a public hearing was scheduled at 7:00 pm on Monday, June 1, 2020 at the West Branch City Hall, 110 N. Poplar Street, West Branch, Iowa for the purpose of soliciting written and oral comments regarding the West Branch Comprehensive Plan.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the West Branch City Council will hold a public hearing at 7:00 p.m. on **Monday, June 1, 2020** at the West Branch City Hall, 110 N. Poplar Street, West Branch, IA for the purpose of soliciting written and oral comments on the West Branch Comprehensive Plan.

Interested persons should attend or respond in writing to: City of West Branch, Attn: Redmond Jones, II, City Administrator, 110 N. Poplar Street, West Branch, IA 52358.

STAFF RECOMMENDATION: Open Receive Public Comment the Close Hearing

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

CITY OF WEST BRANCH IOWA

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	June 1, 2020

AGENDA ITEM:	**Resolution 1901** – A Resolution Approving the West Branch Comprehensive Plan 2019 Update.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	John Fuller, Planning and Zoning Commission Chairman
DATE:	May 27, 2020

BACKGROUND:

Comprehensive planning is a process that determines community goals and aspirations in terms of community development. The result is called a comprehensive plan and both expresses and regulates public policies on transportation, utilities, land use, recreation, and housing.

STAFF RECOMMENDATION: Approve Resolution 1901 – Move to Action

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

RESOLUTION 1901

RESOLUTION APPROVING THE WEST BRANCH COMPREHENSIVE PLAN 2019 UPDATE.

WHEREAS, West Branch residents and community members have provided detailed feedback on matters related to the health and prosperity of the West Branch Community through a community input survey; and

WHEREAS, the Planning and Zoning Commission and City Council have met jointly to discuss the comprehensive plan; and

WHEREAS, the Planning and Zoning Commission has determined that the Plan meets the goals of providing a legal basis for land use regulation by analyzing existing conditions and developing growth goals and presenting a unified and compelling vision for the community which includes specific actions necessary to fulfill that vision; and

WHEREAS, the Planning and Zoning Commission has recommended the approval of the West Branch Comprehensive Plan by the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the West Branch Comprehensive Plan Update is hereby adopted.

* * * *

Passed and approved this 1st day of June, 2020.

_____
Roger Laughlin, Mayor

ATTEST:

_____
Redmond Jones II, City Administrator/Clerk

West Branch Comprehensive Plan, 2019

Aerial Photo of West Branch
Source: WestBranchIowa.org

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Appendix A: Historic Preservation
Appendix B: West Branch Community Trail Plan
Appendix C: West Branch Input Survey Results

Acknowledgments

The 2013 Update to the West Branch Comprehensive Plan is based upon the input from over four hundred community members who completed the West Branch Comprehensive Plan Public Input Survey and attended community input meetings. The City of West Branch is fortunate to have an engaged citizenry. These contributions from community members are greatly appreciated.

Members of the Planning and Zoning Commission devoted many volunteer hours to aid staff in order to develop a citizen participation process that would reflect the wishes of the community in the Comprehensive Plan. The City is indebted to their service throughout the development of the plan.

The process officially started on June 20, 2011 when the City Council approved an agreement with the East Central Intergovernmental Association (ECIA) to assist the City of West Branch with updating the 1997 West Branch, Iowa Comprehensive Plan. Nicole Turpin, Regional Planning Coordinator with ECIA served as the lead on the project. Mark Schneider, Community Development and Public Services Director with ECIA, also provided technical assistance on the project.

2017 City Council
Roger Laughlin, Mayor
Jordan Ellyson
Colton Miller
Brain Pierce
Tim Shields
Mary Beth Stevenson

2018 City Council
Roger Laughlin, Mayor
Jordan Ellyson
Nick Goodweiler
Colton Miller
Brian Pierce
Jodee Stoolman

2019 City Council
Roger Laughlin, Mayor
Colton Miller, Mayor Pro Tem
Jordan Ellyson
Nick Goodweiler
Brain Pierce
Jodee Stoolman

Planning & Zoning Commission
John Fuller, Chair
Ryan Bowers, Vice Chair
Brad Bower
Tom Dean
Sally Peck
Emilie Walsh

City Staff
Redmond Jones II, City Administrator
Leslie Brick, Deputy City Clerk
Gordon Edgar, Finance Officer/Deputy City Clerk
Matt Goodale, Public Works Director
Melissa Rossell, Parks & Rec Director
Nick Shimmin, Library/IT Director
Kevin Stoolman, Fire Chief
Mike Horrihan, Police Chief

University of Iowa
Adam Kofoed
Reuben Grandon
Sean Hilton
Megan Schott
Joe Wilenski
Tara Cullison
Katie Gandhi
Rachael Schaefer
Heather Flynn
Sarah Helmer

PLACEHOLDER

RESOLUTION NO. 1093

RESOLUTION APPROVING THE WEST BRANCH COMPREHENSIVE PLAN UPDATE.

WHEREAS, West Branch residents and community members have provided detailed feedback on matters related to the health and prosperity of the West Branch Community through a community input survey; and

WHEREAS, the Planning and Zoning Commission and City Council have met jointly to discuss the comprehensive plan; and

WHEREAS, the Planning and Zoning Commission has determined that the Plan meets the goals of providing a legal basis for land use regulation by analyzing existing conditions and developing growth goals and presenting a uunified and compelling vision for the community which includes specific actions necessary to fulfill that vision; and

WHEREAS, the Planning and Zoning Commission has recommended the approval of the West Branch Comprehensive Plan by the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the West Branch Comprehensive Plan Update is hereby adopted.

Passed and approved this 1st day of April, 2013.

Mark Worrell, Mayor

ATTEST:

#

Matt Muckier, City Administrator/Clerk

PLACEHOLDER

CHAPTER 1: INTRODUCTION

Introduction.

The City of West Branch's comprehensive plan provides a guide for the future of the City over a 20-year period. West Branch, with a 2010 census population of 2,322[1], is located on the western border of Cedar County and the eastern border of Johnson County in the State of Iowa. This 2019 comprehensive plan updates the 2013 plan for the city. The update identifies issues and opportunities on such topics as land use, infrastructure, parks and recreation, economic development, and the use of environmental resources. Chapters in the plan provide detailed information about the current situation in each topical area, goals in each case and action steps, termed objectives, to be taken to implement a shared community vision. Chapter 3 of this plan update defines the terms goals and objectives, and collects the goals from each chapter for easy reference.

Purpose of the Plan.

The comprehensive planning process is designed to be a transparent public process in which citizens create a shared vision to promote the health and welfare of the community. A comprehensive plan has two fundamental purposes: First, to provide a legal basis for land-use regulation by analyzing existing conditions and developing growth goals for the future. Second, to present a unified and compelling vision for a community and establish the specific actions necessary to fulfill that vision. The recommendations in this plan are designed to take advantage of West Branch's unique location, resources and heritage to build an optimal future for the citizens of West Branch.

Legal Role.

Iowa Code2003: Section 414.4 enables communities to plan. A municipality is empowered to plan future land uses within a 2-mile radius of its municipal boundaries. Where multiple municipal jurisdictions overlap, the authority is generally split at the half-way point between those municipal boundaries.
However, municipalities often plan to the 2-mile radius limit even if there is an overlap. This is to indicate their desired land-use pattern as a basis for boundary agreements, review of plans for unincorporated areas, and the reservation of public sites and open space corridors. If, as in the case of West Branch, a city chooses to adopt zoning and subdivision ordinances, which recognize that people in a city live cooperatively and have certain responsibilities to coordinate and harmonize the uses of private property, the Iowa Code requires that these ordinances be in conformance with a comprehensive plan and its corresponding vision for the community's physical development. The West Branch Comprehensive Plan provides the legal basis for the city's authority to regulate land use and development. To maximize resources, West Branch Comprehensive Plans to date have planned to the existing City's geographical limits.

Community Vision.

Comprehensive planning is important because it helps solve and avoid problems, meet the needs of the future, and realize new opportunities for the overall benefit of the entire community. A comprehensive plan helps achieve the community's vision of the future in accord with local priorities and resources.

Many of the opportunities of the future may be beyond the current resources of the City or require conditions which do not exist at the time a plan is created. Comprehensive planning provides the basis for shaping the decisions within the City's control and for reacting effectively as changes occur through external factors.

[1] The American Community Survey population estimate for 2017 is 2,294 and creditable population estimates for 2020 range from 2,370 to 3,198. For details see Chapter 4, Table 4.3.

West Branch Comprehensive Plan

A complete comprehensive plan provides the framework for both public and private decision makers to choose end results that are in the best interest of the entire community. The foundation of the plan is based upon principals that make it valid regardless of the exact rate or extent of growth. Comprehensive planning can be vital in determining:

- The quality of life in the community;
- The character, health and accessibility of open space and natural resources;
- The degree to which storm water runoff or other externalities are controlled from new and existing development;
- The available revenues to support capital improvements and public services;
- The employment, housing, recreational and shopping opportunities for the community, plus means of access to those opportunities;
- The current and future demands on infrastructure, and;
- The compatibility of development, especially that which occurs adjacent to existing or proposed residential land uses.

Public Involvement

Public involvement is critical to building consensus in the planning process. If the full community is involved in the planning process the comprehensive plan is more likely to be accepted and applied. It is unrealistic that all ideas presented in the comprehensive plan will receive complete agreement. However, to the extent that West Branch's planning process is all inclusive and included a wide range of ideas and opinions, the comprehensive plan becomes a unifying element for decisions.

Public participation in West Branch's 2013 comprehensive plan was sought through a variety of measures. First, a community-wide comprehensive plan informational meeting was held on July 18, 2011. This meeting was designed to inform the planning and zoning commission as well as residents about the purpose and importance of the comprehensive plan. An open house for public input was held on October 12, 2011. It was designed so that participants could come and go in hope it would be convenient for participants and more input would be received. A community-wide survey was conducted in late March and early April of 2012. Over 400 surveys were received. Those survey results are in Appendix A.

For this plan update, the Planning & Zoning Commission held open meetings on each chapter of the plan, and then forwarded approved chapters to the City Council for their comments and input. The update incorporated information from an October 3, 2017 public meeting in West Branch that was also input to a 2018 Cedar County Comprehensive Plan. The Commission held a public input meeting on the plan update in West Branch during the regularly scheduled Commission meeting of July 23, 2019, and incorporated comments and recommendations from that meeting before the update was further refined. An open house on the refined plan took place in the West Branch Town Hall on September 17, 2019, an article about the plan was printed in the September 18 *West Branch Times*, and the plan open house results were discussed during the Commission's meeting of September 24, 2019. The draft plan was placed on the City's web site for further review by any citizen. The completed plan was approved by the Commission in its December 3, 2019 meeting before being presented to the West Branch City Council for adoption.

CHAPTER 2: SMART PLANNING

Smart Planning.

The "Iowa Smart Planning Act" was signed into law in the spring of 2010, as a way to guide and encourage the development of local comprehensive plans.

The legislation articulated 10 Smart Planning Principles and 13 Comprehensive Plan Elements for application to local comprehensive plan development and public decision-making. These are guidelines intended to promote economic opportunities, preserve the natural environment, protect community quality of life and ensure equitable decision-making processes.

This updated plan accepts and incorporates the state principles and plan elements to the fullest extent practicable.

Ten Smart Planning Principles.

The 10 Smart Planning Principles are as follows:

- **Collaboration:**
  The comprehensive plan should have a proactive strategy to gain public participation from governmental, community and individual stakeholders, including those outside the jurisdiction: in planning, zoning, development, and resource management deliberations, and; in decision-making and implementation processes.

- **Efficiency, Transparency and Consistency:**
  The comprehensive planning process should be transparent. The decision-making process should follow clearly defined standards, be consistent and be documented.

- **Clean, Renewable and Efficient Energy:**
  Efforts to incorporate clean, renewable and efficient principals into design standards, ordinances and policies should be looked at and addressed in the comprehensive plan.

- **Occupational Diversity:**
  Planning, zoning, and development should promote increased diversity of employment, business opportunities, access to education and training, and expanded entrepreneurial opportunities.

- **Revitalization:**
  The redevelopment and or reuse of established town centers and neighborhoods should be facilitated by promoting development that conserves land, protects historic resources, and promotes pedestrian accessibility and integrated mixed uses of properties. Redevelopment and reuse of existing sites, structures and infrastructure is preferred over new construction in under-developed areas.

- **Housing Diversity:**
  Promote a multitude of housing types, styles, and price ranges. Look at areas where rehabilitation might be a good fit and identify new housing developments close to existing transportation and employment centers.

- **Community Character:**
  Identify the characteristics that make the city what it is. Then develop a strategy to promote activities and development that are consistent with the character and architectural style of the community.

- **Natural Resources and Agricultural Protection:**
  Emphasize the protection, preservation and restoration of natural resources, agricultural land, as well as cultural and historic landscapes, while also looking to increase the availability of open spaces.

- **Sustainable Design:**

Promote developments, buildings and infrastructure that utilize green design and construction practices with the goal of conserving natural resources by reducing waste and pollution through efficient use of land, water, air, and energy.

- **Transportation Diversity:**
  Promote expanded transportation options for residents of the community. Consideration should be given to transportation options and development that maximize mobility, reduce congestion, conserve fuel and improve air quality.

13 Comprehensive Planning Elements

The 13 Comprehensive Planning Elements are as follows:

- Public Participation
- Issues and Opportunities
- Land Use
- Housing
- Public Infrastructure and Utilities
- Transportation
- Economic Development
- Agricultural and Natural Resources
- Community Facilities
- Community Character
- Hazards
- Intergovernmental Collaboration
- Implementation

Currently there is no state funding for the creation of comprehensive plans or for updates to comprehensive plans for cities or counties. Nor does the state of Iowa provide funding or guidance for incorporating the ten smart planning principals or the thirteen comprehensive planning elements. This plan update for West Branch was produced by Professor John W. Fuller of the University of Iowa School of Urban and Regional Planning, with the strong assistance of graduate students in that School, with the help of West Branch city staff, and under the guidance of the West Branch Planning and Zoning Commission

CHAPTER 3: VISION STATEMENT, GOALS & OBJECTIVES

Vision Statement.
To maintain and enhance the City of West Branch as an historically significant community with a safe, small-town, family atmosphere, whose financial and physical resources are managed wisely through policies and programs which assure the long-term health and vitality of the community.

Goals and Objectives.
The comprehensive plan goals will help guide future development and growth within the planning boundaries of the City of West Branch.
The goals and objectives contained within this plan are to be used for guidance for proposed development, redevelopment, and city policymaking.

Goals are considered to be a series of guides to consistent and rational public and private decisions used in the development and operation of our city. A goal is an ideal and expresses the purpose that underlie an action. As such, it is expressed in abstract terms and deals with subjective values. It may be open to a variety of interpretations and must be interpreted using one's own individual system of values. The plan's goals, more fully described and explained in each chapter, are listed below.

While goals are abstract, specific ends must be attained in order to reach these goals. These ends are called objectives, and, unlike goals, can be measured to a certain specificity or standard. The objective is either reached, or it is not; it is a matter of fact, not a matter of opinion. The objectives of the plan take the form of policy recommendations. Objectives are stated following goals in each of the plan's chapters and are listed in chapter 13.

Chapter 4. Community Profile and Character Goals

1. Help achieve an increased city population by 2040, closer to projections for Johnson County than to projections for Cedar County.
2. Maintain and seek to improve West Branch's pull factor for retail sales.
3. Encourage racial diversity in West Branch and younger residents, while providing services for the expected higher population of elderly citizens.

Chapter 5. Land Use Goals

1. To support economic development, reuse, revitalization and redevelop underutilized commercial properties and public land.
2. Strive to maximize infill development.
3. Conserve the historic nature of West Branch.

Chapter 6. Housing Goals

1. Maintain and revitalize older housing options.
2. Reduce exposure to hazardous construction materials and lower energy costs in older housing units.
3. Address affordable housing needs by increasing aging-in-place ownership and rental options.

Chapter 7. Economic Goals

1. Reuse, revitalize and redevelop underutilized commercial properties.
2. Improve the local shopping atmosphere.
3. Promote a community-based economic development approach.
4. Utilize outside resource opportunities to improve and fund economic development.
5. Invest in West Branch's historic tourism advantage.

Chapter 8. Public Infrastructure, Utilities, Facilities, and Finance Goals

1. Provide public facilities, service investments, and operations that improve service equity, support economic prosperity, and enhance human and environmental health.
2. Ensure water, wastewater, and stormwater systems are managed, conveyed, and/or treated to protect public health, safety, and the environment, and to meet the needs of the community on an equitable, efficient, and sustainable basis.
3. Review and update the Capital Improvement Plan annually and produce a new plan every five years to help coordinate capital costs and financing, while working towards the long-term goals of the community.

Chapter 9. Transportation goals

1. Provide efficient and affordable transportation for city residents and businesses, while striving to minimize negative effects.
2. Increase children's physical activity to benefit their short- and long-term health and improve their ability to learn.
3. Trails as both transportation and recreation facilities should be planned and implemented within West Branch and as connections to surrounding areas.
4. Monitor changing transportation circumstances, such as evolving technology, to ensure the city has adequately and efficiently provided transportation for its future needs.

Chapter 10. Environmental Stewardship Goals

1. Increase community-based environmental outreach.
2. Improve creative guidelines.
3. Embrace green technology advances.

Chapter 11. Park and Recreation Goals

1. Provide and maintain an adequate supply and variety of parkland and recreational facilities to serve the city's current and future population, based on identified standards and community needs.
2. Improve parks, recreation facilities, natural areas, and greenspace through strategies that reflect user needs, development priorities, development and maintenance costs, program opportunities, financing strategies, and community input.
3. Establish, improve, and maintain a complete and connected system of public trails that provides recreational opportunities and that can serve transportation functions.

Chapter 12. Intergovernmental Cooperation Goals

1. West Branch should strive to provide more efficient and cost-effective public services through interactions with other governmental units.

CHAPTER 4: COMMUNITY PROFILE AND CHARACTER

Picture 4.1. Main Street West Branch on a Summer Day in 2018.

Source: Reuben Grandon, August 2018.

Community Profile.

To understand future directions for a city it is important to examine its past. A community profile describes the demographic characteristics of a city's residents and changes over time. Information contained in a community profile often includes population, gender, race, ancestry, age, employment, income, education, and housing characteristics. A profile can also include information about the economy and the natural and/or cultural resources available within the community.

The data provided in this chapter paint an overall picture of West Branch. These data also serve as a resource for city officials and the public in creating policy for the implementation of plans and projects, and in making business decisions.

Many of the data presented in this chapter come from the federal 2017 American Community Survey (ACS), the 2010 U.S. Census, and from publications by Iowa State University Extension. To show the relevance and significance of the data presented, comparisons are made between the City of West Branch and other similar cities. This includes towns in Cedar County and other Iowa communities which share several comparable characteristics with West Branch.

This chapter begins with a list of goals, followed by objectives. These goals derive from the data presented in the chapter. Next come information on peer cities, on population, populations projections and characteristics, and on the West Branch economy.

Picture 4.2. Aerial Photo of West Branch.

Source: WestBranchIowa.org.

Goal 1: Help achieve an increased city population by 2040, closer to projections for Johnson County than to projections for Cedar County.

Objective 1: Ensure that quality of life enhancements are provided efficiently in West Branch, while maintaining relatively low rates of local taxation.

Objective 2: Improve affordable housing choices in West Branch for an increased number of city residents.

Objective 3: Pursue infill development and consider annexation if needed to allow for additional residents.

Goal 2: Maintain and seek to improve West Branch's pull factor for retail sales.

Objective 1: Promote the West Branch communities' establishments and encourage additional businesses to locate in West Branch.

Objective 2: Pay special attention to filling the West Branch Industrial Park and to promoting activity around the Interstate 80 interchange.

Objective 3: Encourage specialized destination businesses to pull retail activity from elsewhere, in particular the greater Iowa City area.

Objective 4: Conduct periodic market analysis to better understand retail gaps and seek to attract new businesses to fill the identified gaps.

Goal 3: Encourage racial diversity in West Branch and younger residents, while providing services for the expected higher population of elderly citizens

Objective 1: Consider special city incentives and services to attract new young residents.

Objective 2: Encourage new residents to take part in West Branch activities and to volunteer in the community.

Objective 3: Pay particular attention to the needs of elder citizens to ensure they remain active in the community and their needs for services are met.

Objective 4: Encourage public events that are welcoming and engaging across all cultures.

Peer Cities.

Comparing the City of West Branch to the peer cities identified in the Iowa State University (ISU) "Retail Trade Analysis and Report for West Branch, Iowa Fiscal Year 2017" helped identify the City's strengths and weaknesses relative to its peer cities. The cities used in the Retail Analysis as peer cities are Ackley, Bellevue, Clarksville, Columbus Junction, Durant, Mechanicsville, Pleasantville, State Center, and Toledo. In addition to the peer cities identified by ISU, several small cities which share similar attributes or are located within close proximity were chosen for analysis by the Planning and Zoning Commission. These include Wilton, Tiffin, and Tipton, and provide a more robust comparison.

Population History and Characteristics.

Examination of the population history reveals important changes in the characteristics of West Branch citizens. Table 4.1 contains a comparison of population changes among the selected peer cities, while Table 4.2 summarizes historical population change in West Branch over the period of the 1990 Census to the most recent federal estimate for 2017. Table 4.1 and 4.2 indicate the following trends: West Branch's population growth of 20% exceeded that of the median peer city (11%) and of the average peer city (14%, excluding Tiffin) from 1990 to 2017.

1) West Branch's population grew each year from 1940 through 2010, but estimates suggest it recently realized a small decline. Data on housing permits issued in 2018 and 2019, though, indicate growth has resumed.[1]

[1] Gregory R. Norfleet, "West Branch Experiencing Exciting Increase in New Construction," Spring Home and Garden, May 1, 2019.

Table 4.1. Population for West Branch and Peer Cities.

Populations, 1990-2017.

Town	1990	2000	2010	2017	% Change 1990 to 2017
West Branch	1,908	2,188	2,322	2,294	20%
Ackley	1,696	1,809	1,589	1,729	2%
Bellevue	2,239	2,350	2,191	2,315	3%
Clarksville	1,382	1,441	1,439	1,413	2%
Columbus Junction	1,616	1,900	1,899	2,330	44%
Durant	1,549	1,677	1,832	1,812	17%
Earlham	1,157	1,298	1,450	1,496	29%
Mechanicsville	1,012	1,173	1,146	1,020	1%
Mitchellville	1,670	1,715	2,254	2,258	35%
Pleasantville	1,536	1,539	1,694	1,727	12%
Roland	1,035	1,324	1,284	1,336	29%
State Center	1,248	1,349	1,468	1,361	9%
Tiffin	460	975	1,947	2,746	497%
Tipton	2,998	3,155	3,221	3,191	6%
Toledo	2,380	2,539	2,341	2,201	-8%
Wilton	2,577	2,829	2,802	2,815	9%

Source: U.S. Census and American Community Survey (2017 5-Year Estimate).

Table 4.2. Historic Population in West Branch.

Population Changes by Decade, 1880-2017.

Year	Population	Decade	Percent Change
1880	501		
1890	474	1880-1890	-5.4%
1900	647	1890-1900	36.5%
1910	643	1900-1910	-0.6%
1920	688	1910-1920	7.0%
1930	652	1920-1930	-5.2%
1940	719	1930-1940	10.3%
1950	769	1940-1950	7.0%
1960	1,053	1950-1960	36.9%
1970	1,322	1960-1970	25.5%
1980	1,867	1970-1980	41.2%
1990	1,908	1980-1990	2.2%
2000	2,188	1990-2000	14.7%
2010	2,322	2000-2010	6.1%
2017	2,294	2010-2017	-1.2%

American Community Survey 5-Year Estimate.

Source: U.S. Census and American Community Survey (2017 5-Year Estimate).

Population Projections.

Population projections can help West Branch plan effectively for future land use and community service needs. The following projections were made by evaluating West Branch's historic trends in population and then projecting these trends. The methods implemented to predict the future population of West Branch were:

1) Trend-line analysis, and;
2) Relative proportion.

The trend-line analysis method utilizes the community's historic census population figures to calculate a "best-fit" trend line of past growth. Once the trend line is developed, it is then extended to show projected future growth. This method assumes that West Branch's growth rate will continue at a rate similar to the past.

The relative-proportion method assumes that the total population of a municipality can be projected based on the total population of its surrounding county. By using Woods and Poole population projections for Cedar County, a ratio of West Branch's population to Cedar County's population can be established. It was also asked by the West Branch Planning and Zoning Commission to conduct the relative proportion method compared to Johnson County, because a small portion of the City is in Johnson County and West Branch is within the commercial and employment orbit of Iowa City.

Which projection is best for future city planning and policy making is uncertain, but a scenario where changes in population fall between the trend-line analysis and the relative proportion for Johnson County would appear most likely, so that West Branch's population would approximate between 3,000 and 3,500 by the conclusion of the current 20-year plan. An update based on the 2020 U.S. Census is recommended, followed by another update after the 2030 Census information is released.

Table 4.3. Population Projection.

West Branch, 2020-2040.

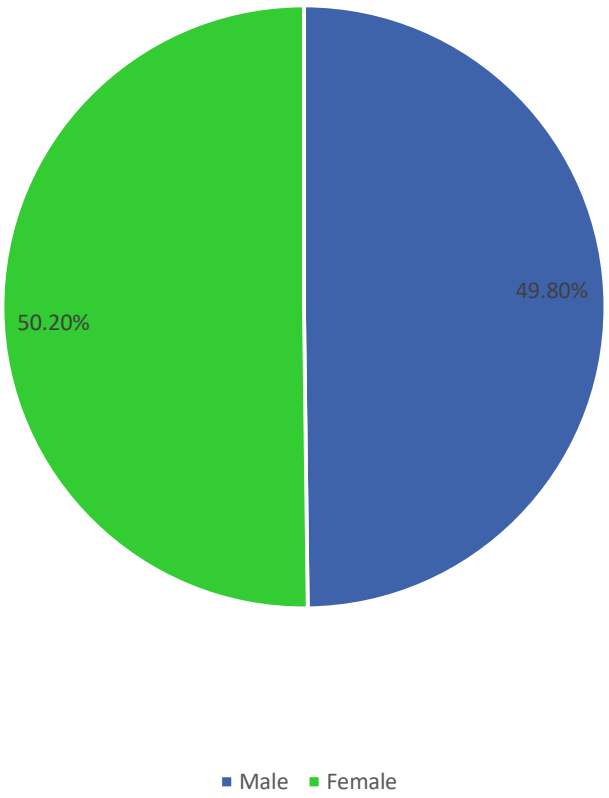
	2020	2030	2040
Trend-Line Analysis	2,253	2,403	2,553
Relative Proportion Cedar County	2,370	2,422	2,469
Relative Proportion Johnson County	3,198	3,788	4,381

Source: Staff Projections Updated May, 2019.

Gender.

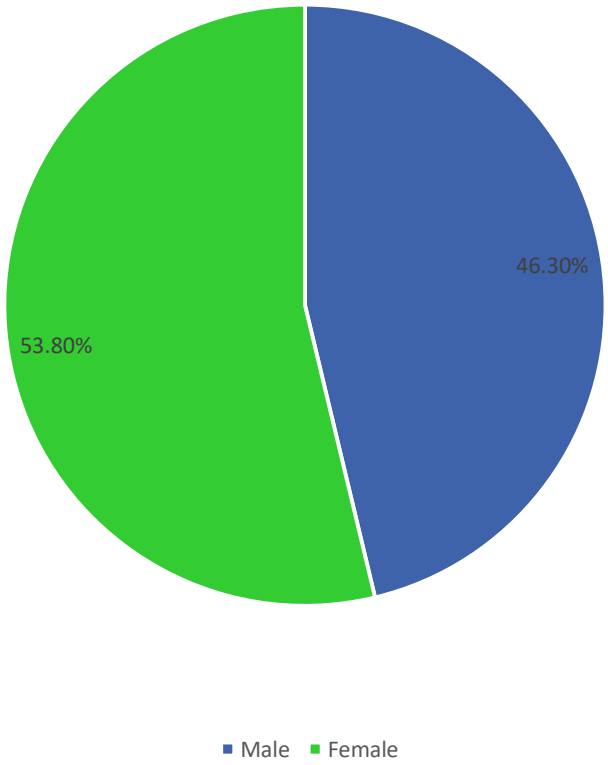
According to the ACS 2017 five-year estimates, West Branch's population most recently was 46.3 percent male and 53.8 percent female. These ratios are slightly different from the 2010 census, which showed 49 percent male and 51 percent female. The gender split in Cedar County shows almost an equal split of genders.

Figure 4.1. Population by Gender, Cedar County.



Source: ACS 2017, 5 Year Estimate.

Figure 4.2. Population by Gender, West Branch.



Source: ACS 2017, 5 Year Estimate.

Race, Ancestry, Age and Gender.

Census data can show diversity within a population that is not always perceptible to the general public. The latest figures show West Branch's population to be fairly homogenous in terms of race with 96 percent of the population identified as white. The next highest racial minorities are persons identified as "some other race alone" and "Asian alone," each at approximately two percent of the population. The final one percent is identified as persons of two or more races.

Cedar County's racial diversity is similar to West Branch's, in that 97 percent identify as "white alone" and 1.3 percent as "two or more races." The remaining 1.7 percent is black or African American, American Indian and Alaska Native, Asian, and "some other race alone."

Ethnicity.

Respondents to the American Community Survey (ACS) can indicate if they have Hispanic or Latino ethnicity. Persons identifying themselves as Hispanic or Latino can be of any race or ancestry. West Branch has a Hispanic/Latino population of 149, or 6.5 percent of the population.

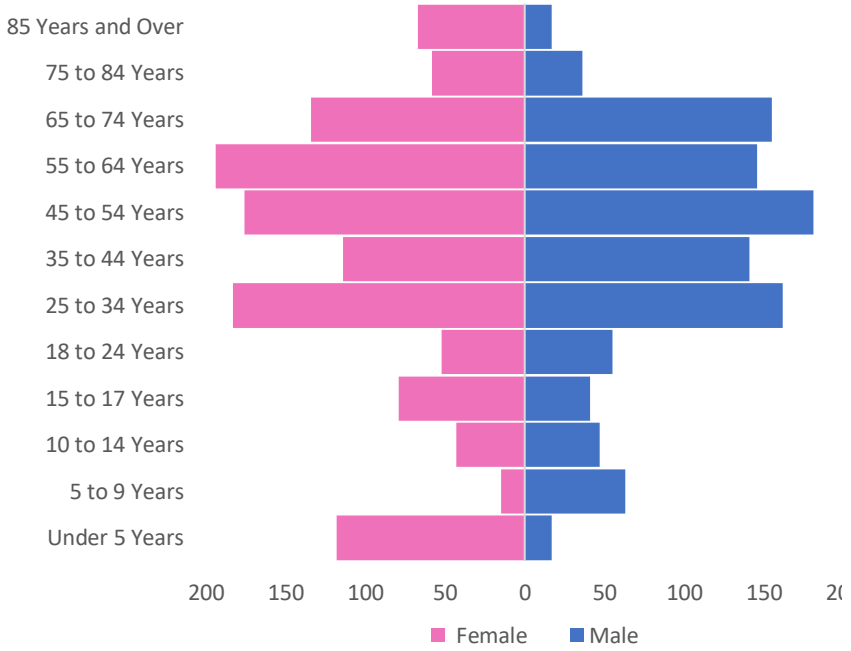
Age and Gender.

The best evaluation of the population's overall age is the median age. The U.S. Census Bureau defines median age as the "measure that divides the age distribution in a stated area into two equal parts: one-half of the population falling below the median value and one-half above the median value". The higher the median age the older a population, and conversely, the lower the median age the younger the population. The Census and ACS data show that the median age for West Branch has been steadily increasing from 29.0 in 1980 to 38.7 in 2010 and 45.5 in 2017. Cedar County's median age also increased steadily from 31.9 in 1980 to 42.4 in 2010. In 2017, the Cedar County median age declined to 41.9, lower for the first time in the period reviewed.

The population pyramids in Figure 4.3 provide an illustration of the age distribution within the City by gender. On graphs of this type, younger communities will be wider at the base and narrower at the top. The opposite is true for older communities.

Although the numbers may be small, such population pyramid information may be useful for commercial enterprises, schools, and those investigating housing demand.

Figure 4.3. Population Pyramid, West Branch.



Source: ACS 2017, 5 Year Estimate.

Table 4.4. Retail Sales in West Branch and Peer Cities Fiscal Year 2017.

Town	Taxable Retail Sales Per Capita	Pull Factor
West Branch	$ 7,569	0.63
Ackley	$ 8,209	0.69
Bellevue	$ 9,958	0.84
Clarksville	$ 3,818	0.32
Columbus Junction	$ 6,484	0.59
Durant	$ 9,629	0.78
Earlham	$ 9,185	0.75
Mechanicsville	$ 3,811	0.32
Mitchellville	$ 2,810	0.23
Pleasantville	$ 3,973	0.34
Roland	$ 2,880	0.23
State Center	$ 5,074	0.44
Tiffin	$ 4,058	0.31
Tipton	$ 14,449	1.22
Toledo	$ 15,484	1.38
Wilton	$ 12,724	1.06

Source: Iowa State University, Retail Trade Analysis Report FY 2017.

Economy.

A Retail Trade Analysis Report for West Branch in the Fiscal Year 2017 was created by the Iowa State University Department of Economics. It provides an extensive look at the retail activity occurring within West Branch for that period. In Fiscal Year 2017, West Branch generated $17.7 million in taxable sales. This was second in Cedar County to Tipton ($46.5 million) and very slightly more than Durant ($17.6 million). Table 4.4 contains retail sales per capita data and "pull factors."

A pull factor is a measure that describes how well a community serves its population in terms of retail trade or the ability to attract business from beyond its borders. A pull factor of 1 indicates a community is serving 100 percent of its population's retail needs. A pull factor of greater than 1 indicates the customers are being drawn from beyond the community's borders. The 2017 West Branch pull factor was 0.63. This is an increase from 0.53 in Fiscal Year 2011 as reported in the 2013 Comprehensive Plan, perhaps due to additional commercial establishments in the last several years, located near the Interstate 80 interchange. While West Branch accounts for 13 percent of the Cedar County population, it counted for 17 percent of taxable sales in the county in Fiscal Year 2017.

Table 4.4 shows how West Branch compares to its peer cities with regard to retail sales per capita and pull factor in Fiscal Year 2017. Also of interest is the Iowa City pull factor in 2017 of 0.96 and the Coralville factor of 3.10. (See this website for more information: https://www.icip.iastate.edu/retail/city.)

CHAPTER 5: LAND USE

Introduction.

The Iowa Land Use Planning Notebook defines land-use planning as showing "the existing and proposed location, extent and intensity of development of land to be used in the future for varying types of residential, commercial, industrial, agricultural, recreational, educational and other public and private purposes or combination of purposes." In other words, land use describes how and why the land is being used for a particular purpose, or expected to be used in the future. Existing land uses are those in place at the time the information was recorded or surveyed. Future land use addresses the desired use of land within the planning period and planning boundary. The West Branch Comprehensive Plan's planning period is 20 years with a planning boundary of roughly the existing corporate limits.

This land-use chapter provides a framework and statement of land-use policy. The future land-use map presented in this chapter provides guidance to local officials on the quality and character of the development that may take place within the next 20 years. The future map is the same as in the 2013 plan, except as updated by the addition of two areas designated as planned unit developments. The current land-use map is the most recent available in November, 2019.

Land-Use Goals.

The land-use goals of the City of West Branch are meant to provide continuity on how land-use matters are addressed over the next 20 years in the City of West Branch. Using these goals is a means to protect identified valuable resources and preserve what truly makes the City of West Branch a great place to live, work and play.

Goal 1: To Support Economic Development, Reuse, Revitalize, and Redevelop Underutilized Commercial Properties and Public Land.

For objectives to achieve this goal see Chapter 7 of this plan.

Goal 2: Strive to Maximize Infill Development.

Objective 1: Survey vacant lots that offer opportunities for infill development, and maintain a city inventory of such properties for potential users.

Objective 2: Consider promoting the development of auxiliary living units such as "granny flats" to densify development with minimal public-service cost.

Objective 3: Monitor national trends in densification of residential areas for possible application to West Branch.

Goal 3: Conserve the Historic Nature of West Branch.

Objective 1: Consider a housing rehabilitation program for historic properties, as detailed in the West Branch Historic Preservation Plan.

Land-Use Background.

There are six types of land uses identified in this comprehensive plan. They are residential, commercial, industrial, agricultural and open space, park and recreation and governmental. Residential land use is land that has a home or dwelling on it for the purpose of human habitation. Commercial land use is land used primarily for wholesale/retail sales, office use, professional services and business activities. Industrial facilities include manufacturing, warehousing, wholesale trade, construction and utilities. Institutional land use is defined as land dedicated for government buildings, schools, and cemeteries. Park and recreation land is dedicated to parks and

Table 5.1. Existing Land Use for West Branch in 2019.

Land Use Type	Total Acres	Percentage
Residential	358	28.9%
Commercial	313	25.3%
Industrial	90	7.3%
Institutional	212	17.1%
Agricultural and Open Space	219	17.7%
Park and Recreation	45	3.6%

recreational facilities such as multi-use trails. An agricultural land use is land used for agricultural production (either crops or livestock), or land that has been left as open space.

To plan the use of land for West Branch's needs over the next 20 years it is important first to understand what the existing conditions are. Map 5.1 shows the existing land use in West Branch as of 2019. Table 5.1 provides the most up-to-date detailed breakdown of the existing land use by acres in the incorporated areas of the City of West Branch.

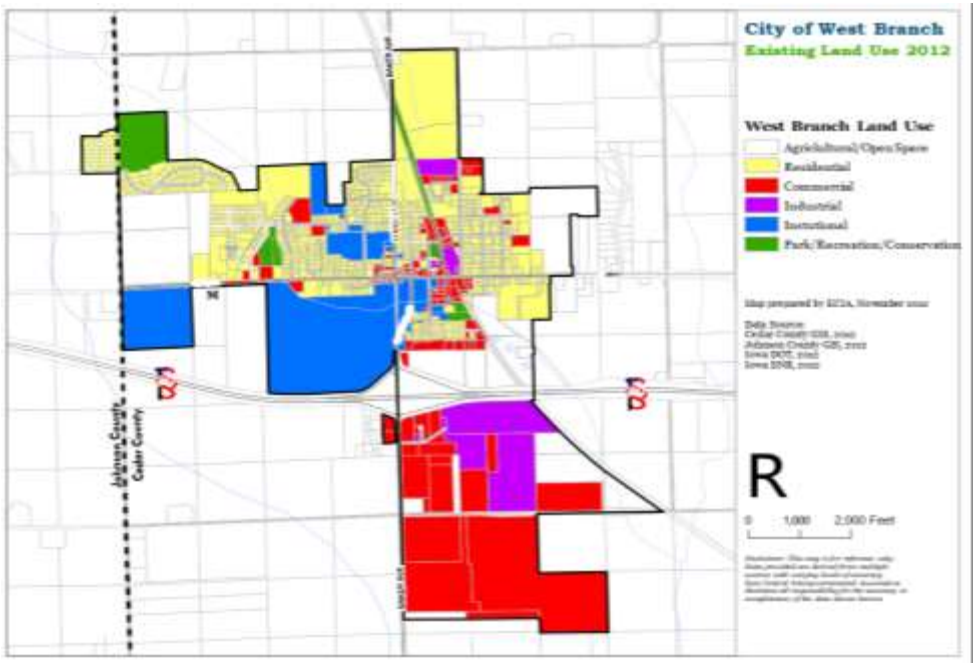
Future Land Use.

A map illustrating the anticipated future growth areas and development activities that might best occur to maximize the city's resources and provide city services efficiently is desirable. Map 5.2 is the Future Land Use Map for the City of West Branch and displays the city's preferred future growth patterns and future land uses.

Land use allows preferred growth patterns to occur. In preparing for the future it is essential to identify ways to encourage, attract and/or retain residents. Ways to encourage long-term residents are:

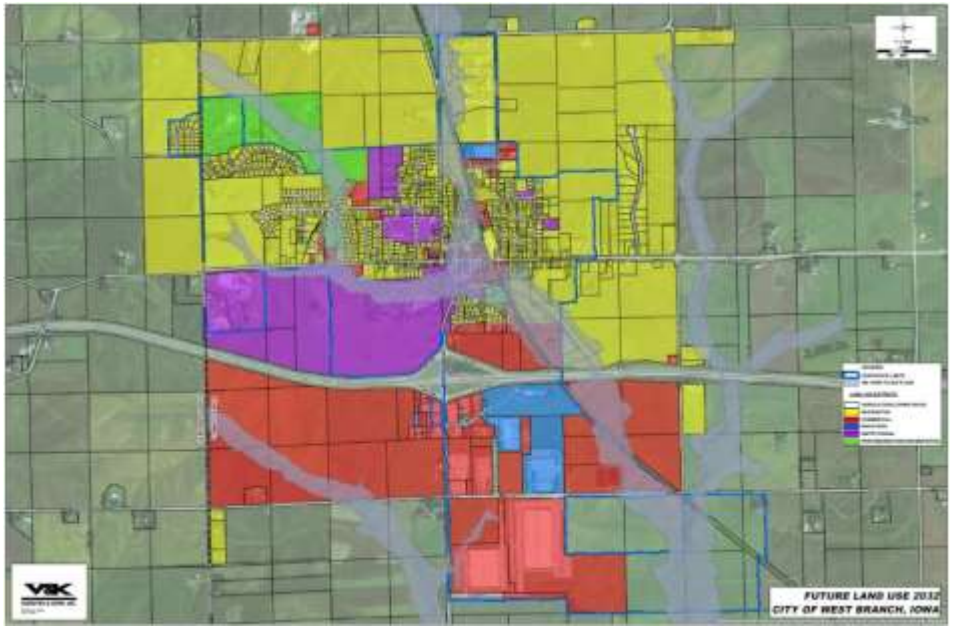
- Retain and encourage locally owned businesses;
- Encourage home ownership;
- Provide a variety of housing options;
- Offer quality-of-life amenities, such as multi-use trails.

Map 5.1. City of West Branch Current Land Use Map.



Source: City of West Branch.

Map 5.2. Future Land Use Map of West Branch.



Source: City of West Branch.

Table 5.2. Future Land Use for West Branch in 2039.

Land Use Type	Total Acres	Percentage	Expected Acre Change 2019 - 2039
Residential	473	38.3%	115
Commercial	363	29.4%	50
Industrial	90	7.3%	0
Institutional	212	17.1%	0
Agricultural & Open Space	53	4.3%	-166
Parks and Recreation	45	3.6%	0

Table 5.2 provides a detailed breakdown of expected land use for the City, based on the future land-use map developed from public input surveys, meetings and Commission discussion.

Other Items for Consideration.

The public input survey done for the 2013 plan found that respondents of the survey thought the City of West Branch needed more commercial uses (shopping, services, food/beverage establishments, and offices). Land for natural areas, open space and wildlife habitat was found to be about right. Survey respondents believed there are too many condominium-style residences. The survey also found that City of West Branch needed more civic spaces (parks, pedestrian plazas, outdoor entertainment). On the other hand, as discussed in Chapter 7 on Economic Development, West Branch is geographically close to a diversity of shopping opportunities in Iowa City and Cedar Rapids that exhibit economies of scale, making it uneconomic to produce the variety of establishments many citizens desire. Too, as discussed in Chapter 6 on Housing, the city is challenged by housing affordability and likely will need to serve its forecasted population with more rather than fewer condominiums, zero-lot-line residences, and rental apartments.

Picture 5.1. West Branch Commercial Establishment.

Source: Unknown.

CHAPTER 6: HOUSING IN WEST BRANCH

Introduction.

Housing is the most important item in the household budget, and a key element of livable neighborhoods and cities. This chapter begins with a number of recommended goals for West Branch, followed by explanations of why those goals are suggested and information about the status of housing in the city.

Picture 6.1. North Downey Condominiums Constructed in 2005.

Source: Adam Kofoed, 2010.

West Branch Housing Goals

Goal 1: Maintain and Revitalize Older Housing Options.

Objective 1: The City of West Branch will strive to maintain and rehabilitate older housing.

Older housing usually is associated with lower mortgage and property tax costs, which makes homeownership and housing rentals more affordable for median-income, or below-median-income, families.

Objective 2: West Branch should lead the way in supporting a variety of older housing units to meet a wide range of housing needs.

According to the Cedar County Assessors Website in 2017, the median value of houses over 100 years in West Branch was $108,800.[1] With the right amount of maintenance and rehabilitation, such older homes, making up of almost 15% of the housing supply, can provide affordable home ownership options. West Branch has a comparably large number of housing units built after 1970 and after 1999. However, as of 2015, the latest date available in 2019, West Branch had only a moderate number of new units compared to some of its peer cities. West Branch should strive to maintain and revitalize older housing, constructed before 1970, in order to make available a variety of options for affordable homeownership.

Many older homes are less energy efficient. This can be for a number of reasons such as poor insulation or less efficient energy appliances. West Branch should support and investigate ways to help reduce energy costs among homeowners and renters.

Goal 2: Reduce Exposure to Hazards and Lower Energy Costs, Especially in Older Housing Units.

Objective 2-1. The City of West Branch should search for innovative ideas and financial support to reduce health-related issues among children.

In Iowa, and in communities with an abundant amount of older housing, lead-based paint can exist and be hazardous to families. In 1978, lead-based paint was banned from housing. According to the Centers for Disease Control and Prevention (CDC), lead-based paint is one of the most hazardous sources of lead in children.

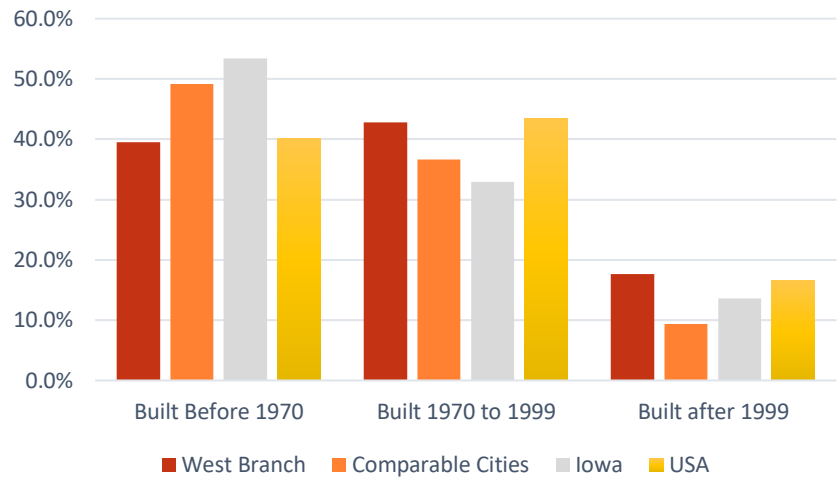
As noted in Figure 6.2, 55.4% of the housing units in West Branch built before 1980 have a high probability or likelihood of having lead-based paint. According to the Centers for Disease Control, in Cedar County alone there were roughly 3 to 8 cases of high lead-blood levels per year from 2005 to 2012.

Asbestos was a concern expressed at a July 25, 2017 Planning and Zoning Commission meeting. Asbestos usage in the United States peaked from 1973 to 1977[2] but asbestos use is still permitted in the United States.[3] Materials made from asbestos after the 1970s were artex, a decorative stipple finish from the 1980s to 1990s, and siding.[4]

Objective 2-2. Support radon testing in West Branch.

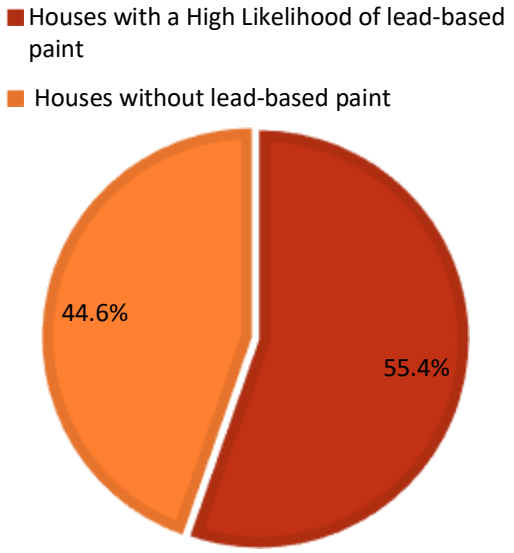
Radon is a major health hazard throughout Iowa, but when discovered can rather easily be mitigated. Radon testing is not required in Iowa, but the City should support testing and tie its incentive programs for new housing to a requirement for testing and, if necessary, mitigation.

Figure 6.1. Year Structures were Built in West Branch, Peer Cities, the State of Iowa, and the U.S., as of 2015, by Percentage of Housing Stock.



Source: American Community Survey 2015.

Figure 6.2. Housing Units Built Before 1980.



Source: American Community Survey 2015.

Goal 3: Address Affordable Housing Needs by Increasing Aging-in-Place Ownership and Rental Options.

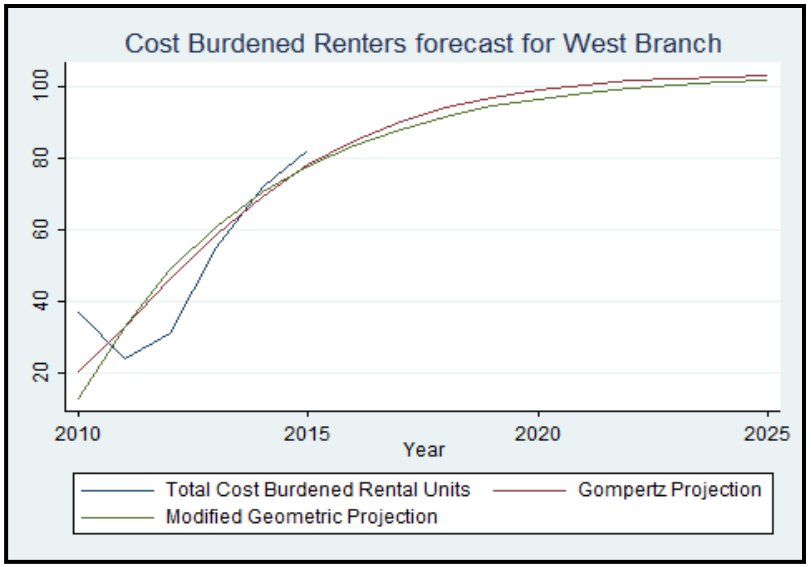
Objective 1: West Branch should address its expected issues with affordable housing by investigating solutions to improve housing affordability for all age groups.

Trends indicate the number of cost-burdened renters will continue to increase in West Branch, spurred by an expected increase in young adults who earn less, competing in a rental market that is not increasing in number of units in accord with the population.

At the same time, senior rental and ownership options have been limited, leading to financial stress on some seniors who no longer are paying a mortgage. Forecasts of cost-burdened renters to the year 2025 are provided in Figure 6.3.

The City should encourage more construction of rentals in the 50% - 80% AMI range ($752-$1,200) to reduce downward pressure from higher income renters.

Figure 6.3. Forecasted Cost-Burdened Renters in West Branch.



Source: American Community Survey 2015.

Table 6.1. Rental Gap Analysis for West Branch in 2015.

Rental Gap Analysis	0-30% AMI (less than $18,015)	30-50% AMI ($18,015-$30,025)	50-80% AMI ($30,025-$48,040)	80-110% AMI ($48,040-$66,055)	110%+ AMI (more than $66,055)
Maximum Affordable Rent	<$450	$451-751	$752-1201	$1202-1651	>$1651
Number of Units	40	124	21	23	0
Number of Renters	30	68	59	43	32
Gap in Units	10	56	-38	-20	-32

Source: American Community Survey 2015.
A rental gap analysis measures the supply of rentals by price and compares it with the demand of rental price based on renters' income. The analysis indicates downward pressures from higher income renters on medium income renters indicating a strong demand for both medium ($752-$1,201) and higher priced rents (>$1,200).

Additional Possible Objectives to Achieve Goals.

Coordination.

Investigate establishing a Housing Task Force or Commission to help the city.

Improve older housing, increase affordability, encourage more rental properties, and help the city seek grant funding.

Continue incentives to encourage more housing development, but to promote public health, ensure as a condition that radon testing and mitigation take place.

Assist developers and building owners to apply for grants that encourage affordable housing for individuals earning 50 to 80% of the area median income, and investigate provision of an inclusionary zoning ordinance.

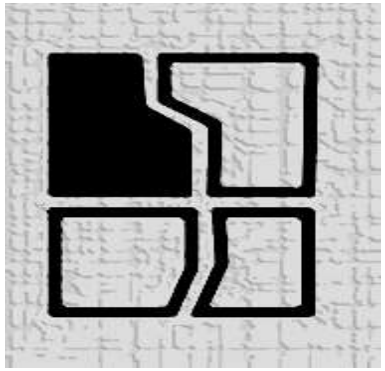
Housing Diversity.

Strive to build one rental or "middle housing" unit for every three housing units built.

Increase the number of rentals and condominiums available in West Branch.

Encourage aging-in-place renting or ownership to reduce the income burden on seniors and improve the competitive renting market for young adults. This includes: allowing second small buildings to be built in the backyard, often termed "granny flats," and larger rental facilities which are compatible with seniors and young adults.

Innovative Zoning Policies.



Reexamine zoning policies to encourage more affordable lot sizes, reduce street width to lower development costs, allow for small dwelling units for seniors to live separately but on the same lot as their children, and reduce restrictions on apartment complexes.

Reduce zoning restrictions to make rentals or innovative housing options easier or less expensive to develop.

Update the future land-use map to allow for more rentals, middle-cost housing such as duplexes and town homes, and a possible expansion of mobile home facilities.

Cluster zoning and planned unit developments should be considered for all new construction.

Improve Older Housing Quality.

Join with the Historic Preservation Commission to investigate adopting a Revitalization District or revitalization programs to encourage the maintenance and revitalization of older housing units.

Improve Housing Affordability.

Consider requiring 10% of the City's new housing developments to be low-income, or an in lieu payment be made to support lower-income housing. This would be accomplished through an inclusionary zoning ordinance (such as adopted in Iowa City).

Encourage developers to apply for Community Development Block Grants and Rural Housing Grants that will enable more affordable housing among those at 50-80% of the Area Median Income ($29,000-$48,000).

Reduce the minimum lot-size requirements to allow for more affordable ownership housing among those at 50-80% of the Area Median Income ($29,000-$48,000).

Housing Background.

Housing is the dominant form of development in West Branch. A significant amount of land in West Branch's 2032 Land Use Plan was earmarked for residential use. The supply of housing plays an important role in shaping the community. To a large degree, the size, form and type of housing units determine who lives in West Branch. The characteristics of West Branch's neighborhoods and its historic structures play an important role in shaping the identity of the community and its quality of life.

Including housing policies and initiatives in a comprehensive plan is typical and appropriate for two reasons. First, the housing needs of a community are not met completely by private market forces or through the guidance of land-use controls. Community plans and ordinances create the framework for private land development, land development that is almost universally profit-driven. Private market forces need to be supplemented by programs and funding sources that bridge the financial gap for members of the community who cannot afford market-rate housing. Accordingly, this chapter can help identify housing needs and provide a foundation for local decision making to guide residential development and redevelopment efforts in West Branch to promote community health and welfare.

The second reason that housing is addressed in this plan is to meet the intent of Iowa Smart Planning legislation enacted by the Iowa Legislature. The Smart Planning legislation defines components that are suggested content for comprehensive plans. These components are presented in Chapter 2 as ten Smart Planning principles, one of which addresses housing. The housing principle stresses housing diversity. It states:

> "planning, zoning, development and resource management should encourage diversity in the types of available housing, support the rehabilitation of existing housing, and promote the location of housing near public transportation and employment centers."[5]

The legislation further states that when developing or amending a comprehensive plan the following are desirable; "objectives, policies and programs to further the vitality and character of established residential neighborhoods and new residential neighborhoods and plans to ensure an adequate supply of housing that meets both the existing and forecasted housing demand. The comprehensive plan or land development regulations may include an inventory and analysis of the local housing stock and may include specific information such as age, condition, type, market value, occupancy, and historical characteristics of all the housing within the municipality. The comprehensive plan or land development regulations may identify specific policies and programs that promote the development of new housing and maintenance or rehabilitation of existing housing that provide a range of housing choices that meet the needs of the residents of the municipality."[6] This chapter provides these housing components for West Branch's comprehensive plan.

Characteristics of the Existing Housing Supply.

Assessed Value.

Table 6.2 shows the assessed value of residential properties in West Branch, according to 2015 American Community Survey data.

- Roughly 78% of West Branch's housing has an assessed value between $50,000 and $200,000.
- Over 48% of the City's housing is valued between $100,000 and $200,000, a range that is considered affordable for middle-income households.
- Over 25% of the housing valued below $100,000 is in the affordable category for lower-income households.

In most cases, the assessed value of a given home closely correlates with its age of construction. Residential units lying to the west of the city, in Johnson County and in the newer subdivisions on the Cedar County side of West Branch, generally have higher assessed values than properties located in downtown and in older areas of the City.

Table 6.2. Assessed Value of Owner-Occupied Housing in City of West Branch for 2015.

Assessed Value	# of Units	Percentage
<$50,000	171	19.90%
$50,000 - $99,999	74	8.60%
$100,000 - $149,999	230	26.80%
$150,000 - $199,999	195	22.70%
$200,000 - $299,999	159	18.50%
> $300,000	30	3.50%

Source: American Community Survey 2015.

Year Housing was Built.

With 61.5% of the total units in West Branch built since 1970, the housing stock is considered relatively new.[7]

Over 39% of the City's housing stock was built prior to 1970 with the majority of those, 21.5%, being built before 1940.

- Homes constructed prior to 1960 will require increasing amounts of ongoing maintenance.

The city will need to:

- Continually monitor overall housing quality to ensure the long-term integrity of its older neighborhood areas.
- Moreover, as discussed in the City's Historic Preservation Plan (an appendix to this comprehensive plan that is available through the city offices and website), the city may wish to consider establishing a program of financial assistance for the maintenance and rehabilitation of older structures, so as to encourage the continuance of established neighborhoods. Further, in support of the historic nature of the community the City Council should consider establishing design guidelines and standards for construction in the historic district, construction in the vicinity of historic homes, and new commercial construction in West Branch.

Housing Types and Availability.

The availability of affordable, high-quality housing is an important factor in a community's ability to maintain, or develop, a healthy economy. The availability of housing can be an important location factor for new businesses and residents when considering a community. A community that is better prepared to meet a variety of housing needs is likely to have an edge in attracting new development, as well as in retaining current residents. Housing must be made available for low-to-moderate income households, the first-time home buyer, residents seeking to upgrade homes within the community, and for those looking to move to or retire in the community.

Picture 6.2. North 4th St House in West Branch. Built in 1900.

Source: Google Maps 2013.

Picture 6.3. An Example of A Row Housing Development.

Source: https://www.flickr.com/photos/cityofedmonton/6996193260.
Row housing, attached houses, and townhomes are good options to provide housing for a broad range of resident looking to both rent and own. The picture provided is an example of row housing development which could take place in more dense areas of West Branch.

Owner-Occupied and Renter-Occupied Inventory.

Table 6.3 contains an inventory of the types of housing located in West Branch, in comparable cities, and overall in Iowa. Owner-occupied housing is by far the dominant form of housing within West Branch, accounting for 74.8% of the total. This is consistent with Tipton but is slightly higher than most comparable or peer cities and nearly 10% higher than for the state of Iowa. A higher percentage of owner-occupied housing tends to be an indication of a traditional small town, and is to be expected in a more rural area. The lower percentage in Iowa is attributed to the high demand for rental units in or near Iowa's metropolitan areas and its Universities; although it is a moderate difference,

- West Branch should strive to have its rental percentage (currently 20.2%) closer to the median peer city (23.3%) through encouraging the construction of new rental units.

Table 6.3. Housing Units in 2015 West Branch Compared with Peer Cities and Iowa.

	Owner-Occupied		Renter-Occupied		Vacant	
City	Number	%	Number	%	Number	%
West Branch	859	74.76%	232	20.19%	58	5.05%
Durant	620	70.06%	203	22.94%	62	7.01%
Earlham	493	73.25%	142	21.10%	38	5.65%
Mitchellville	469	65.87%	149	20.93%	94	13.20%
Roland	425	80.04%	68	12.81%	38	7.16%
Tiffin	690	64.91%	332	31.23%	41	3.86%
Tipton	1054	74.28%	301	21.21%	64	4.51%
Wilton	822	60.26%	402	29.47%	140	10.26%
Median Peer City	655	70.24%	217.5	23.32%	60	6.43%
State of Iowa	883,308	65.22%	352,601	26.04%	118,355	8.74%

Source: American Community Survey 2015.

Rental and ownership balance needed in West Branch.

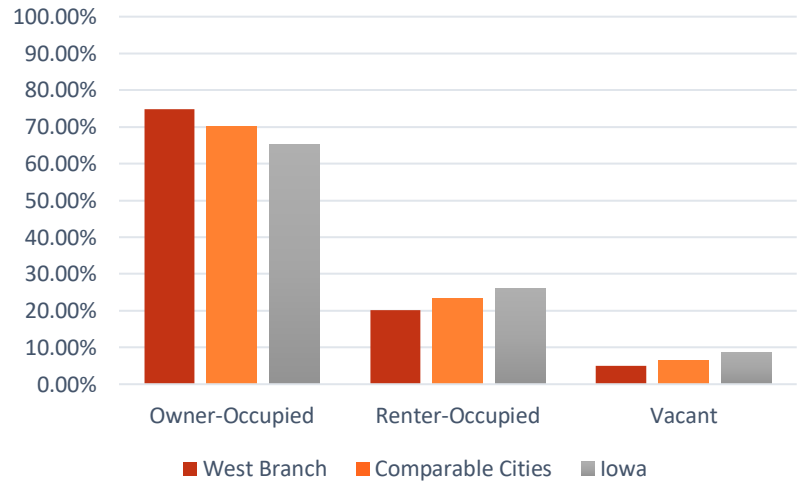
A low supply of rentals could lead to upward pressure on the local rental market as the population ages. To compare West Branch to its peer cities see Table 6.3 and Figure 6.4.[8]

Figure 6.5 shows the distribution of housing units in West Branch. West Branch has 74.8% of its homes classified as owner-occupied and 20.2% as rental units. The American Community Survey shows that West Branch has 1,149 housing units. The HUD vacancy standard is that 5% of the total housing units would be available for sale or rent.

The 2015 Five-Year American Community Survey shows: 31 units available for rent, which is more than a reasonable expectation. There are numerous reasons rental units are available. This might include a larger margin of error that comes with the American Community Survey. The 2014 survey estimated there were 13 rentals available and the 2013 survey estimated there were 6 rentals units available. Surveys before 2013 indicate there were 0 available rentals. Based on

the other survey years, there likely was a low vacancy rate for rentals in 2015.

Table 6.4: Housing Unit Types as a Percentage in West Branch Comparable Cities; and Iowa in 2015.



Source: American Community Survey 2015.

A Shortage of Housing Units for Sale.

A 5.0% vacancy rate within West Branch was experienced in 2015 (Figure 6.5).

This is slightly lower than expected and may be even lower because newly bought and rented homes are still considered vacant until the new householder moves in. West Branch's rate matches the 5% the U.S. Department of Housing and Urban Development (HUD) considers a "normal vacancy rate".[9] This vacancy rate may be the result of stable growth. The West Branch rate is substantially lower than the average state rate of nearly 9% and lower than the rates for most of West Branch's peer cities.

Based on a HUD standard, West Branch should have:

- 58 units available.[10]
- Of the 58 units, 42 would be available for sale.
- 16 would be available for rent.

The 2015 Five-Year American Community Survey shows:

- There were only 4 Units for Sale.
- Based on HUD standards, there should be an additional 38 housing units for sale.

The City should:

- Encourage new housing lot developments.
- Maintain its building incentive program.

Picture 6.4: New House Construction on Ridgeview Drive.

Source: Picture taken by Lisa Kofoed August 18, 2013.

Mobile or Manufactured Homes.

Although mobile homes are in relative decline nationally[11], they are still a large part of housing in West Branch. The 2015 American Community Survey estimates that roughly 15% of the city's housing supply consists of mobile homes.

Most mobile homes come in two different sizes, often referred to as a "single wide" or "double wide," and are parked in a rented space commonly referred to as a mobile home park.

Picture 6.5 Single-Wide Manufactured Home.

Source: 2010 Cedar County Emergency Hazard Plan.
Mobile homes are an affordable housing ownership option for many families as the median mobile home in West Branch is valued at $20,000.

Community Surveys.

In the community survey conducted for the comprehensive planning process in 2011, housing was an issue of concern to residents. The housing issues of highest importance focused on property maintenance and a lack of senior housing availability. Other areas of less concern included high purchase prices, a lack of choice in moderate price ranges (for move-up housing units), and a lack of affordable housing. Similar results were found in a Cedar County comprehensive plan public workshop held in West Branch on October 3, 2017 and centered on local issues.

The issues brought up in both surveys are a focus of this housing chapter as indicated in the housing affordability section and goal three of this housing chapter.

A Community of Well-Maintained Housing.

An analysis of the age of West Branch's housing stock showed that a significant portion of the housing in the community was built before 1960. Homes that are over 50 years old tend to require more maintenance. The Comprehensive Plan surveys noted concerns about property maintenance. It is possible that some deteriorating housing units may be located in prominent locations. When such properties deteriorate they negatively impact the image of the community. In some cases, property owners defer desirable maintenance due to a lack of funds. The City may consider implementing a property maintenance code and applying for grant funding to assist grant-eligible property owners. Efforts should also concentrate on property maintenance and enforcement in all areas of the City. Neighborhood deterioration due to abandoned vehicles, peeling paint, junk storage, etc. can be addressed with property maintenance standards.

The 2011 survey showed over 40% of respondents believed a lack of affordable housing options was a top-three issue of concern in West Branch.

In the 2017 survey, over a third of the participants (34%) pointed to a lack of affordable housing. The second important concern was a lack of senior housing (21%), while the third concern was too few rental housing units (17%).

Housing Development that Respects the Natural Environment.

The City of West Branch has a topography that includes slopes and floodplains. Environmental regulations, such as the City's Floodplain Ordinance, strive to protect these features for safety reasons or as distinct benefits for community "quality of life." Too much of the land west of the city is being developed with large-lot, single-family homes. Such development must be designed in a manner to preserve and protect natural features, and to the extent possible provide community parkland and continue to allow some agricultural pursuits. West Branch's land-use plan is committed to preserving the existing character of this estate area through less intensive land development, including Low-Impact Design and other sustainable urban practices. These practices seek designs that will manage storm water runoff, thereby reducing flooding and minimizing impacts on the development and neighboring properties to maintain the predevelopment status to the extent possible. One such practice is to restore topsoil removed during development, as discussed in Chapter10.

Housing Affordability.

HUD standards indicate that households spending more than 30% of their income on housing are "housing cost burdened."[12] Households spending more than 50% of their income on housing are termed "heavily cost burdened." Every community, big or small, has households who are cost burdened by housing. The section following explains how the City of West Branch compares to other peer cities regarding housing for cost-burdened households.

Table 6.4: Housing Costs as a Percentage of Household Income for West Branch, Peer Cities, and the State of Iowa in 2015.

	Renters					Homeowners					Homeowners Without Mortgage				
	Cost Burdened		Heavily Cost Burdened		Total	Cost Burdened		Heavily Cost Burdened		Total	Cost Burdened		Heavily Cost Burdened		Total
City	Units	%	Units	%	%	Units	%	Units	%	%	Units	%	Units	%	%
West Branch	**43**	**20.7**	**39**	**18.8**	**39.5**	**66**	**5.3**	**32**	**11**	**16.3**	**0**	**0**	**49**	**19.8**	**19.8**
Durant	0	0.0	49	24.9	24.9	9	2.7	21	6.3	9	12	4.2	25	8.7	12.9
Earlham	16	12.0	4	3.0	15	21	5.7	56	15.1	20.8	0	0	4	3.4	3.4
Mitchellville	0	0.0	50	33.6	33.6	31	9.7	56	17.5	27.2	8	5.4	6	4	9.4
Roland	3	5.5	9	16.4	21.9	10	3.2	22	7	10.2	0	0	6	5.6	5.6
Tiffin	42	12.7	51	15.4	28.1	37	7.2	57	11.1	18.3	7	3.9	12	6.7	10.6
Tipton	8	2.8	107	37.7	40.5	30	5.3	34	6	11.3	0	0	50	10.3	10.3
Wilton	23	6.0	93	24.4	30.4	45	8.7	56	10.8	19.5	0	0	10	3.3	3.3
Median Peer City	**8**	**5.5**	**50**	**24.4**	**28.1**	**30**	**5.7**	**56**	**10.8**	**18.3**	**0**	**0**	**10**	**5.6**	**9.4**
State of Iowa	27,286	8.5	116,611	36.1	44.6	81,334	15.1	34,870	6.5	21.6	9,456	2.8	28,812	8.5	11.3

Source: American Community Survey 2015.

Cost-Burdened Renters in West Branch.

According to HUD standards, 39.5% of renters were cost burdened in West Branch in 2015.

- That is 40% higher than the peer city median.
- 11 percentage points lower than the state of Iowa average.
- American Community Survey data suggest there is a high portion (20.7%) of West Branch renters paying 30-35% of their income on housing costs. This is 276% higher than the median peer city.

Cost-Burdened Seniors in West Branch.

Affordability is a struggle for some West Branch homeowners. However, the 98 cost-burdened homeowners with a mortgage fare well in West Branch, where only 16.3% of such homeowners are cost burdened, fewer than the median comparable city (18.3%) or overall in the state of Iowa (21.6%).

The 49 cost-burdened homeowners without a mortgage show a higher cost-burden rate in West Branch. Some 19.8% of West Branch residents owning a home without a mortgage are heavily cost burdened, which is 110% higher than the median peer city and 75% higher than the state average.

Figure 6.5: Affordable Housing Graphic.

Source: http://www.cchlt.org/what-is-affordable-housing/.

Fair-Market Rent.

Fair-market rent is a tool the Department of Housing and Urban Development (HUD) uses to measure how much a household should pay for rent.[13]Although the calculations are only done by county, it can still be used as an indicator for West Branch. For the purposes of this evaluation we used only the peer cities located in Cedar County.

Figure 6.6 compares the 2015 rent averages in peer cities located in Cedar County and compares those averages to the 2015 and 2017 fair-market rent calculator provided by HUD. This table shows the rent for one, two, and three bedroom apartments adjusted to 2015 dollars.

However, 3-bedroom rentals in West Branch are below the fair-market rate and are lower than for peer cities in Cedar County. There are a number of possible reasons, such as 3-bedrooms are cheaper to construct or maintain in West Branch, the rent for these units is more equitable between renters and landlords, or the housing quality of 3-bedroom rentals might be lower in West Branch.

Table 6.5. 2015 Monthly Rent Averages for West Branch and Cedar County Peer Cities Compared to Cedar County Fair Market Rent in 2015 and 2017.

City	One Bedroom	Two Bedrooms	Three Bedrooms
	Cost	Cost	Cost
West Branch	**575**	**684**	**790**
Durant	581	666	863
Tipton	410	710	843
Wilton	425	607	832
Median Peer City	425	666	843
2015 Cedar County Fair Market Rent	**472**	**639**	**827**
2017 Cedar County Fair Market Rent	513	682	918

Source: American Community Survey and HUD Fair Market Rent.
What stands out is that West Branch rents in 2015 for 1-bedroom and 2-bedrooms ($575 and $684) were higher than the 2015 ($472 and $639) and 2017 ($513 and $682) fair-market rates in Cedar County.

Future Affordability Trends.

To better address the needs of its community, West Branch should track trends in affordable housing. By addressing changes in the affordability of housing, West Branch has the opportunity to improve the future market for such housing. From 2010 to 2015, cost-burdened homeowners with a mortgage dropped from 29.6% to 18.3%, which indicates a better homeownership market after the 2008 housing crisis.[14] In that same time period, affordability for homes without a mortgage stayed relatively the same (19.2% in 2010 and 19.8% 2015).[15]

As shown in Table 6.6, West Branch should expect an increase in renters who are housing-cost-burdened. From 2010 to 2015 cost-burdened renters increased from 37 rental units (15.9%) to 82 (39.5%). If the five-year trend continues, forecasts[16] indicate that by 2025, West Branch will have 103 rental units that are cost burdened which will be roughly 45.6% of the rental market.

Why Affordability is Worsening.

Decreased affordability in West Branch is due to a number of reasons. From 2010 to 2015, the population increased by 248 people, yet the number of rentals increased by roughly 20 units.[17] During this five-year period about 18-24% of the population lived in rentals. However, the new housing growth over this period indicates that only 10% the population living in new housing lived in rentals. This indicates a shift in homeownership among the new population, but it also likely suggests there are not enough rentals being constructed. Such changes strain the rental market, as an increasing population will demand more rentals and without an adequate increase in rental units, which did not take place from 2010 to 2016, rent prices will increase. The median rent rose by 10% in five years, which is a moderate increase, suggesting other factors are involved.

Table 6.6. Forecasted Total Cost Burden Renters.

	Cost Burdened	
Year	Units	Percent
2010	37	15.9
2011	24	11.2
2012	31	14.9
2013	55	20.6
2014	72	34
2015	82	39.5
2016*	85	40.7
2017*	90	42.8
2018*	94	44.3
2019*	97	45.2
2020*	99	45.7
2021*	100	46.0
2022*	101	46.1
2023*	102	46.0
2024*	103	45.8
2025*	103	45.6
* indicates forecasts		

Source: Staff estimates.

Young Adult Affordability Issues.

Much of West Branch's population increase was due to more residents in the 25-34 year range. That population group rose by 119 people, which was responsible for 48% of the population increase in West Branch. At the end of this period there were 35 more rental units being rented by that age group, and most of them are renting in larger complexes consisting of five or more rental units. In 5 years the rental population in large complexes increased by 147 people, indicating these renters have more dependents.

> With 119 more people aged 25-34, earning about 10% less, with more dependents, higher rents, and little change in the number of rental housing units, West Branch has more cost-burdened renters. Without change, this situation can be expected to worsen. It is recommended that West Branch investigate strategies to improve rental housing affordability.

In 2010, individuals aged 15-24 earned roughly $40,156 while people aged 25-44 earned $61,121 on average. But their salaries in 2015 dropped to $17,000 and $56,607, for an income reduction of -57.7% and -8.9%. The salaries in this age group are below 2015 Iowa Averages ($26,513 and $60,591) and below 2015 United States averages ($26,228 and $58,985).[17] The 2015 American Community Survey indicates rental units where the household income is $20,000 to $24,999 and $30,000 to $34,999 increased by 11 and 39 units.

Aging Population Affordability Issues.

Housing affordability is also a problem for some of those aged 60 and over in West Branch. Table 6.4 shows 49 cost-burdened homeowners without a mortgage in 2015. Few older residents of West Branch rent, which could mean there are few rental options for seniors. The population aged 60+ has been increasing in West Branch, and by a 4-to-1 ratio people in that age group own rather than rent.

The respected Urban Institute has stated that people aged 55 and over are renting at higher rates, and the 2017 State of the Nation's Housing Report found rental demand in America is strong, even after recovery from the 2008 recession. [18]

In West Branch there was an increase from 38 to 45 households owning a house but with an annual income under $10,000. This information suggests some older individuals are staying in their houses, perhaps due to lack of rental options. West Branch should consider city policies to encourage aging-in-place housing planning principles[19], policies to increase rental options so as to reduce burdens on both seniors and young adults.

Housing Incentives.

Housing incentives are a useful tool to encourage more housing development and improve the existing housing stock. This section describes the current building incentive programs available in West Branch, lists potential available funding options, and describes programs offered in other cities which West Branch may be able to duplicate.

Picture 6.6. Senior Housing Example.

Source: https://www.jabacares.org/content/affordable-housing.

Building Incentive Program.

The West Branch Building Incentive Program provides up to $5,000 in property tax rebates as well as reduced permit fees for new homes. The program was developed by a group of builders, realtors, bankers, and associated professionals who reside and work professionally in the West Branch Community and was approved by the City Council in May, 2015. After the homeowner receives an occupancy permit, that homeowner is eligible to receive a 100% rebate on the City of West Branch portion of the homeowner's tax bill.

Picture 6.7. Building Incentive Program.

Source:http://westbranchiowa.org/sites/default/files/BuildingIncentiveDoc_2.pdf. Accessed January, 2019.

The rebate is available for up to $5,000 or five years from the date of the occupancy permit, whichever comes first.[20] Since inception, 59 eligible homes had been constructed (or were currently in progress) as of February, 2019. Builders had saved more than $86,000 on permit fees, the water and sewer fund had lost $42,000 in revenues, and just over $12,000 in homeowner rebates had been paid out. The City plans to make changes to the program to continue to meet future infrastructure needs.

One program change the City Council should consider is requiring radon testing and mitigation to qualify for its incentives, and eventually to the issuance of all occupancy permits. Radon is a major human health risk throughout Iowa, and is rather inexpensively mitigated.[21]

In Iowa, over 100 cities and counties are using historic preservation as a tool for community survival, stabilization, and development. Often the local historic preservation commission works in partnership with the local Main Street organization. In addition, some cities have utilized historic preservation incentive and grant programs to revitalize older neighborhoods and downtowns.[22]

Historic Preservation Plan.

The Historic Preservation Plan (HPP) from 2017 reflects the values of West Branch residents and their desire to preserve historic resources, including residential properties. The seventh goal of the HPP is to establish a residential historic preservation program for housing and neighborhood development.[23] One available action item to achieve this goal is to encourage historic preservation and revitalization of local residential properties by establishing a historic housing incentive and financing program. As stated in the HPP, incentives such as tax abatements, tax credits, freezing assessed home values over a number of years, and financial aid all help reduce possible burdens of owning historic homes and will therefore tend to increase the quality of housing in West Branch.

Additionally, the 2017 Historic Preservation Plan lists the following incentive programs for historic preservation:

Table 6.7. Historic Preservation Plan Programs for Historic Preservation

Resource	Purpose
Federal Rehabilitation Tax Credits	Gives tax credits to property owners for qualified historic property rehabilitation projects. The credits are available for income-producing properties that are National Historic Landmarks, that are listed in the National Register, and that contribute to National Register Historic Districts and certain local historic districts.
Charitable Contributions for Historic Preservation Purposes	Available for partial-interest contributions in historic properties.
Historic Resource Development Program	Provides grants to those in the CLG program for rehabilitating city or county-owned properties that are listed on the National Register. One potential structure is Town Hall.
Certified Local Government Grant Program	Competitive, matching program to be used to underwrite historic preservation activities other than building rehabilitation.

Housing Rehabilitation Incentive Programs.

The Iowa Economic Development Authority (IEDA) administers the Department of Housing and Urban Development Community Development Block Grant (CDBG) Rehabilitation Fund.[24] IEDA provides rehabilitation grants for housing rehabilitation, especially for low and moderate-income families. Small cities can be eligible for "non-entitlement grants". With sufficient technical support, these programs may facilitate improving some of the deteriorating historic housing stock in West Branch. One example includes Dubuque, Iowa, which has received numerous state tax credits to improve its historic district.

The City of Iowa City created the General Rehabilitation Improvement Program (GRIP) to assist homeowners with low-cost loans for home improvements. Qualified homeowners are eligible for 20-year loans at 2.75% interest. Iowa City also created the Housing Exterior Loan (H.E.L.P.) program for income-qualified homeowners to make exterior improvements to their homes. This program provides a zero-interest loan for half of the cost of eligible improvements, up to $10,000.[25]

The town of Fairfield, Iowa, created an "Urban Revitalization Tax Exemption" program. This provides strong incentives for homeowners to invest in improvements to their properties and incentivizes developers and contractors to pursue new housing construction. The City offers a three-year, 100% property tax exemption on the first $75,000 of actual value added by the improvements.[26]

Picture 6.8. Iowa Economic Development Authority Logo.

Source: https://www.iowaeconomicdevelopment.com/. Accessed January, 2019.

Fairfield also offers a refund of state sales, service, or use taxes paid during construction and an investment tax credit for construction and rehabilitation in "enterprise zones." The program is eligible for developers within these zones who rehabilitate at least four single-family homes or at least one multi-family building containing three or more units.[27]

The Fairfield Revitalization Loan Program provides low-interest loans for the improvements of buildings within three blocks of the Fairfield town square. This was developed through a partnership

with the Chamber of Commerce and local lenders. Finally, the housing trust fund which serves Fairfield allocates funds toward owner-occupied housing rehabilitation.

EIRHC.

The Iowa Finance Authority administers the State Housing Trust Fund to ensure decent, safe, and affordable housing through the Local Housing Trust Fund Program.[28] Cedar County is within the Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC). It is administered by East Central Intergovernmental Association (ECIA) to promote the general social welfare of eligible occupants of rental housing. Their mission is to acquire, construct, provide and operate rental housing and related facilities suited to the special needs and living requirements of eligible occupants.[29] The 2018 FY budget for the EIRHC Housing Trust Fund allocated $211,718 for owner-occupied housing rehabilitation and an additional $296,309 for rental rehabilitation.[30]

Each year, the EIRHC prepares a Housing Assistance Plan (HAP) to describe regional needs for housing, identify organizational goals and objectives, outline planned activities, and communicate the program guidelines to potential funding applicants. The 2018 HAP states ECIA has developed and secured funding for over 91 owner-occupied rehabilitation and down payment programs in the last 23 years.[31]

Within Cedar County, 33.2% of existing housing stock was built before 1940. By comparison, approximately 26.5% of the housing stock across the state was built before 1940.[32] Among the counties served by ECIA, only Jackson County has more housing stock built before 1940, at 33.3%. Within the ECIA service region, over 50% of the population earn less than $50,000 per year.[33] Given housing age and residents' income, the EIRHC concluded that the residents' ability to afford rehabilitation of the older housing stock is diminished. Based on housing need assessments, ECIA concluded owner-occupied rehabilitation is the most common need in the EIRHC housing service area.

Picture 6.9. Iowa Finance Authority Logo.

Source: www.iowafinanceauthority.gov. Accessed January, 2019.

The EIRHC HAP allocates 30% of the Housing Trust Fund to owner-occupied rehabilitation activities. The Fund provides financing to low and moderate-income households for general rehabilitation activities. The focus is on major health and safety concerns, including repairs of furnaces, electrical infrastructure, plumbing, roofs, and energy efficiency items (i.e. windows, insulation, weatherproofing). The repayment schedule for owner-occupied rehabilitation funding is a forgivable 5-year loan for those below 80% of the median household income level.

There is no housing rehabilitation program listed with ECICOG for Cedar County in 2018. Per discussion with Mark Culver at ECICOG, Cedar County is not within their jurisdiction for housing rehabilitation programs.[34] While there is overlap with ECICOG for transportation programs, Cedar County is solely in the ECIA district for housing programs. The Iowa Finance Authority allocates funding to the respective agencies for disbursement within the counties they serve.

CHAPTER 7: THE WEST BRANCH ECONOMY

Introduction.

This chapter first lists the economic development goals determined to be suitable for West Branch, and describes appropriate objectives for achievement of those goals. It then presents the economic data and information used to develop those goals.

Economic Development Goals.

Goal 1: Reuse, Revitalize, and Redevelop Underutilized Commercial Properties.

Objective 1: Consider using underutilized commercial spaces as regional attractions or future housing developments in coordination with findings from the 2017 West Branch Market Study.

Objective 2: West Branch should adopt a mixed-use or form-based zoning code, or utilize a planned unit development, in areas close to the central city.

Objective 3: Develop an Economic Development Master Plan for guidance.

Objective 4: Coordinate with the West Branch Community Development Group and businesses to effectively promote and encourage investment.

Objective 5: Collaborate with the Cedar County Economic Development Commission and other regional organizations that will help assist and promote commercial revitalization.

Picture 7.1. Main Street West Branch.

Source: Photograph on September 25, 2017 by Chris Kofoed.

Goal 2: Improve the Local Shopping Atmosphere.

Objective 1: Promote annual promotional events that encourage small town shopping.

Objective 2: Analyze recommendations in the 2017 West Branch Market Study for implementation.

Objective 3: Start a local advertising campaign that encourages local shopping and increases regional tourism.

Objective 4: Promote the reuse, revitalization, and redevelopment of commercial properties.

Objective 5: Recruit one or more unique businesses to serve residents and draw new regional customers to West Branch.

Objective 6: Use the city-owned Croell Redi-Mix site on 4th Street as an anchor for local economic activity.*

Objective 7: Consider using art and better-block techniques to encourage economic development.[1]

Picture 7.2. Old Casey's General Store in West Branch.

Source: Photograph on September 25, 2017 by Chris Kofoed.

Picture 7.3. Croell Redi-Mix Site on 4th Street.

Source: Photograph on September 25, 2017 by Chris Kofoed.
*The Croell Redi-Mix site was purchased by the City of West Branch through a land swap in 2017. There are many opportunities here such as mixed-use development, creating a regional economic draw, and entrepreneurial activities.

Goal 3: Promote a Community-Based Economic Development Approach.

Objective 1: Take an Economic Gardening approach.

Objective 2: Continue to work with and support local economic groups such as the West Branch Community Development Group to begin small-business-startup education classes.

Objective 3: Assist in providing promotional material to new businesses and future residents.

Objective 4: Establish regional partnerships for the purpose of entrepreneurial networking among young adults.

Objective 5: Support revolving low-interest-loan programs for small businesses and promote their benefits to potential users.

"Economic gardening is an entrepreneurial approach to economic development that seeks to grow the local economy from within." [2] The Small Business Administration reports that small businesses represent 99.7% of all employers and provide approximately 75% of the net new jobs added to the economy.[3]

Strategies for establishing Economic Gardening:

1. Discover your community's assets and invest in it.
2. Develop collaborative effort among common partners.
3. Define clear roles and responsibilities among partnerships.
4. Know your targeted audience.
5. Develop a system to provide services to your targeted audience.
6. Develop a marketing system to create community "buy in."

Source: Edward Lowe Foundation, 2016. Edward Lowe Foundation http://edwardlowe.org/wp-content/uploads/2015/07/EG_GREENrgb.jpg.

Picture 7.4. Economic Gardening Graphic.

Source: Edward Lowe Foundation.

Goal 4: Utilize Outside Resource Opportunities to Improve and Fund Economic Development.

Objective 1: Research, seek, and apply for grants that will improve economic development, marketing, and historic preservation.[4] As an example, for 2018 Alliant Energy offered community and business charger rebates for Level 2 charging stations.[5] West Branch could have such a rebate.

Objective 2: Encourage local businesses to seek low-interest loans and promote the opportunities available.

Objective 3: Increase partnerships with small banks to continue low-interest loan programs for West Branch businesses.

Objective 4: Explore fundraising opportunities for revitalization and beautification.

Picture 7.5. West Branch Community Development Group.

Source: W.B. Community Development Facebook. Accessed Feb. 2018.

Picture 7.6. The Brick Arch Winery has often been used as a spot for fundraising and community events.

Source: Brick Arch Winery website. http://www.brickarchwinery.com/ Accessed Feb. 2018.

Goal 5: Invest in West Branch's Historic Tourism Advantage.

Objective 1: Coordinate economic activity between local businesses, the Herbert Hoover Presidential Library, and the National Park Service. Collaborate to establish electric charging stations to bring visitors to the Hoover Complex and local commerce.

Objective 2: Seek out businesses that will serve tourism, such as increased lodging opportunities.

Objective 3: Consider using the Croell Redi-Mix site as a tool to keep Hoover Site tourists in West Branch longer.

Objective 4: Adopt an Interim Development Ordinance that requires corridor commercial sites along Main Street to have architectural and material designs similar to the West Branch Historic District.

Objective 5: Investigate the possibility of highlighting the Underground Railroad as an economic driver.

Objective 6: Collaborate with West Branch's Historic Preservation Commission on economic activity.

Objective 7: Utilize Townsend's Traveler's Rest as an additional historic tour site in West Branch.

Picture 7.7. Townsend's Traveler's Rest.

Source: The First 150 Years by West Branch Sesquicentennial Book Committee, p.29. West Branch: West Branch Heritage Museum.

"The Traveler's Rest, the Inn where John Brown stopped in 1856, was built in 1855 by James Townsend, one of West Branch's first settlers. The Inn was a well-known station on the Underground Railroad. A trap door in the floor of the addition to the left opened onto a passage that led to a small cave where four or five escaped slaves could hide. The Inn, located on the east end of town, still stands as a residence on East Main Street." (Hidlreth, 2001).

Economic Background

Peer Cities

Seven peer cities in Iowa were chosen for comparison with West Branch. They are Durant, Earlham, Mitchellville, Roland, Tiffin, Tipton, and Wilton. All have comparable populations, are located near Interstate 80 or 35, and have similar workforces.

West Branch's economic statistics were compared with the most recent available data from those cities. The results follow.

Employment

As of 2016, West Branch had an unemployment rate of 2.5% among the 2,040 residents in the labor force.[6] Many economists believe a suitable frictional unemployment rate is 5%[7], which indicates West Branch had a lower percentage of its population unemployed than the state's 4.5%. However, one age group--those 35-44—experienced unemployment at a rate of 9.2% compared with 3.6% statewide.[8] It is recommended that West Branch pay special attention to job opportunities for residents in this age group. West Branch residents work primarily in the following industries: education, manufacturing, retail trade, professional services, and finance. Table 7.1 compares the workforce in West Branch to its peer cities by industry of employment. The education/healthcare sector is by far the largest employer at 34.1% of West Branch residents. This relatively high rate in West Branch is attributable to providing K-12 public school education and the city's convenient location to The University of Iowa, the state's flagship public research institution.[9] The University's overall employment measured by full-time employment was 24,752 in 2018, making it the largest employer in the state. Of these, 13,249 were Healthcare employees and 11,503 were non-Healthcare workers.[10] While Tiffin shares similar education and location characteristics, the peer town with the next highest rate of employment in the education/healthcare sector is Roland, which is located 16 miles from Iowa State University.

West Branch also has higher employment proportions than its median peer city in the information, finance, professional, and arts/entertainment sectors. This indicates the economy in West Branch is more concentrated in these industries than its peers. Employment in agriculture, manufacturing, and in both wholesale and retail trade falls below the median peer city. This difference is especially notable in manufacturing, where West Branch's percentage of employment of 10.4% is exceeded by every peer city except Earlham and Mitchellville, and is in contrast with the state-wide figure of 15.2%. Table 7.2 shows the number of West Branch residents working in various industries compared with peer cities. An estimated 480 residents worked in education/health care during the most recently available year compared to the median peer city figure of 249. The data in Tables 7.1 and 7.2 suggest that West Branch should prioritize the following:

Strengthen its relationship with the University of Iowa and UI Hospitals and Clinics.

Promote the city to University students, faculty, employees and visitors to recruit future residents and encourage tourism.

Promote the entrepreneurial opportunities existing in West Branch such as lower business rental costs, its convenient location on I-80, and readily available commercial land.

Picture 7.8. Downtown West Branch on a Holiday Night.

Source: W.B. Community Development Facebook. Accessed Feb. 2018.

Table 7.1. Percent Employment by Industry (Primary Jobs).

	West Branch	Durant	Earlham	Mitchellville	Roland	Tiffin	Tipton	Wilton	Median Peer City
Agriculture	0.7%	1.1%	1.7%	0.2%	1.2%	0.8%	1.9%	5.9%	1.2%
Construction	6.8%	6.9%	7.3%	7.6%	5.2%	7.5%	3.1%	4.9%	6.9%
Manufacturing	10.4%	20.9%	8.0%	8.9%	17.2%	13.0%	18.7%	20.3%	17.2%
Wholesale Trade	2.7%	3.7%	6.1%	5.5%	0.9%	3.9%	2.2%	4.9%	3.9%
Retail Trade	9.2%	14.1%	14.0%	15.1%	6.9%	6.1%	16.5%	12.8%	14.0%
Transportation, Warehousing, Utilities	5.9%	6.5%	8.9%	9.6%	6.9%	4.6%	5.7%	6.9%	6.9%
Information	1.7%	0.3%	0.6%	1.7%	2.4%	0.7%	0.8%	2.3%	0.8%
Finance, Insurance, Real Estate	7.9%	4.2%	16.8%	8.9%	4.2%	6.0%	3.5%	3.9%	4.2%
Professional, Scientific, Administration	8.3%	5.8%	8.8%	5.5%	9.6%	8.1%	12.5%	4.9%	8.1%
Education, Health Care, Social Service	34.1%	23.5%	15.7%	21.9%	28.0%	35.0%	20.0%	18.8%	21.9%
Arts, Entertainment	6.5%	6.5%	3.6%	5.7%	4.6%	8.5%	5.9%	6.2%	5.9%
Other Services	1.8%	2.9%	5.2%	3.0%	4.0%	1.7%	5.0%	4.0%	4.0%
Public Administration	4.1%	3.5%	3.4%	6.3%	8.8%	3.9%	4.2%	4.1%	4.1%

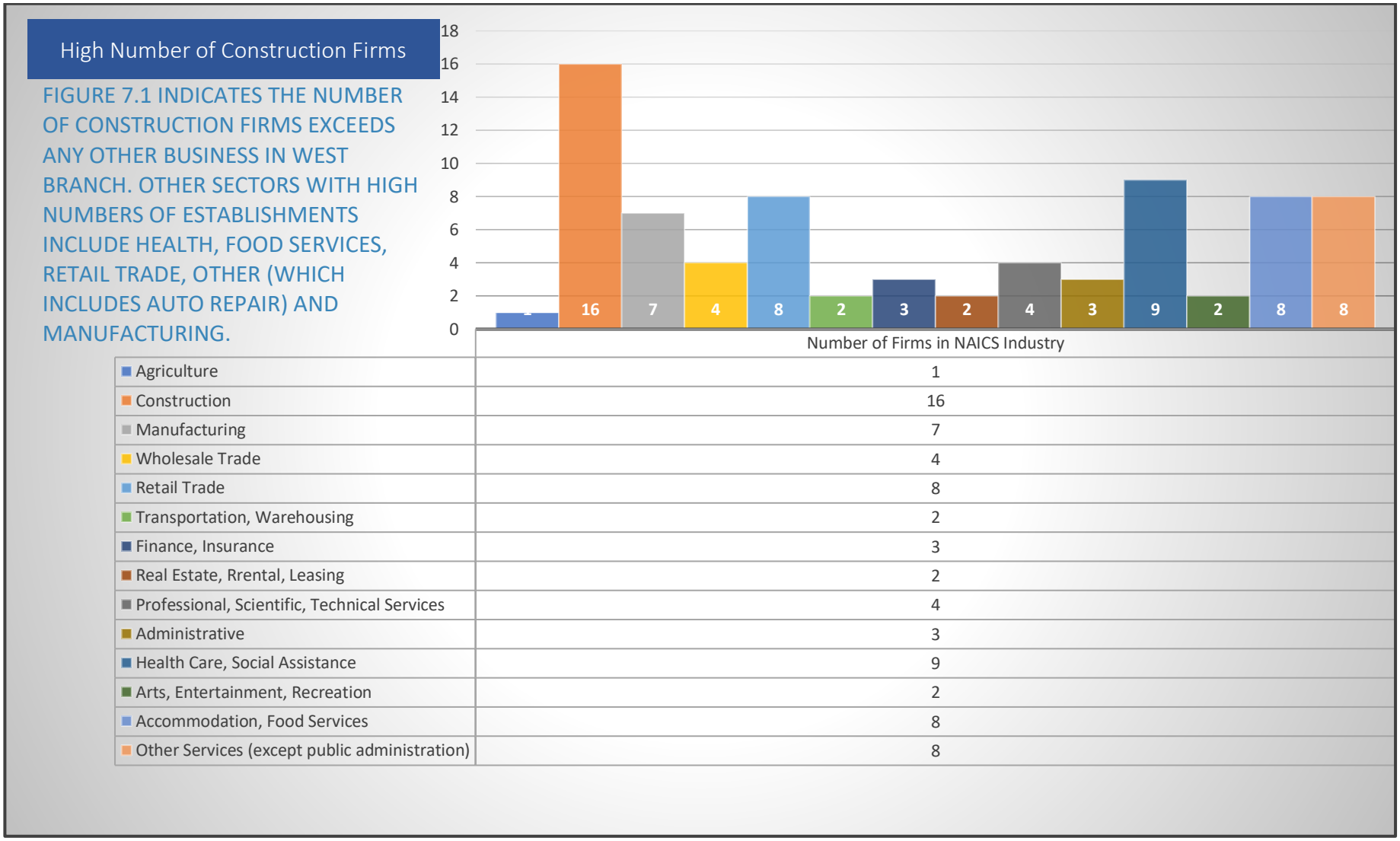
Source: U.S. Census and American Community Survey 5-Year Estimates 2012-2016.

Table 7.2. Count Employment by Industry (Primary Jobs).

	West Branch	Durant	Earlham	Mitchellville	Roland	Tiffin	Tipton	Wilton	Median Peer City
Agriculture	10	12	14	2	8	12	33	88	12
Construction	95	73	61	62	35	115	53	74	62
Manufacturing	146	222	67	72	115	199	318	305	199
Wholesale Trade	38	39	51	45	6	60	37	74	45
Retail Trade	129	150	117	123	46	93	281	193	123
Transportation, Warehousing, Utilities	83	69	74	78	46	71	97	104	74
Information	24	3	5	14	16	11	14	35	14
Finance, Insurance, Real Estate	111	45	140	72	28	92	59	59	59
Professional, Scientific, Administration	117	62	73	45	64	124	213	73	73
Education, Health Care, Social Service	480	249	131	178	187	534	340	283	249
Arts, Entertainment	91	69	30	46	31	130	101	93	69
Other Services	25	31	43	24	27	26	86	60	31
Public Administration	58	37	28	51	59	60	71	62	59

Source: U.S. Census and American Community Survey 5-Year Estimates 2012-2016.

Figure 7.1. Number of Firms in NAICS Industry by Zip Code 52358 in 2015. County Business Report Indicators by Zip Code.



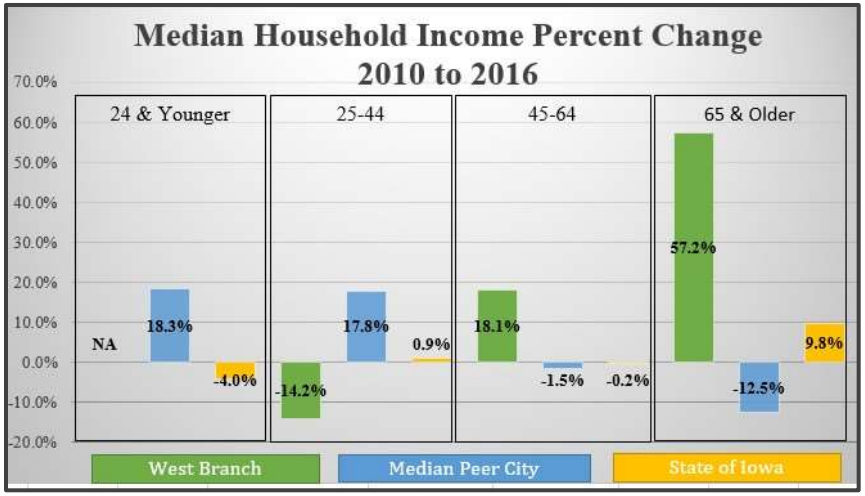
	Number of Firms in NAICS Industry
Agriculture	1
Construction	16
Manufacturing	7
Wholesale Trade	4
Retail Trade	8
Transportation, Warehousing	2
Finance, Insurance	3
Real Estate, Rrental, Leasing	2
Professional, Scientific, Technical Services	4
Administrative	3
Health Care, Social Assistance	9
Arts, Entertainment, Recreation	2
Accommodation, Food Services	8
Other Services (except public administration)	8

Source: American Community Survey, 2015.

Median Income.

The 2016 median income for West Branch households was $61,493. This was greater than the state average and $2,743 above income in the median peer city. While overall median income is fairly high in West Branch, Table 7.4. illustrates that most of the income gains from 2010 to 2016 went to individuals 45 and older. Younger West Branch residents in 2016 had rather substantially lower incomes than in 2010 compared to peer city and state residents.

Table 7.2. Real Median Income Percentage Change in West Branch, Median Peer City, and Iowa 2010-2016.



Source: American Community Survey 2015.

Real Median Income Changes.

Table 7.4. measures how income, corrected for inflation, changed in West Branch from 2010 to 2015, compared to peer cities and the state of Iowa. What stands out is how in 2015 individuals aged 25-44 earned substantially less in West Branch than elsewhere.

It is recommended that the City investigate why younger adults were not better off in 2015, and seek solutions to increase their standards of living.

Table 7.3. Median Household Income.

City	2016 Median Income
West Branch	$ 61,493
Median Peer City	$ 58,750
State of Iowa	$ 54,570

Source: American Community Survey 2016.

Table 7.4. Real Median Income Changes by Age Groups for West Branch.

City and Householder Age	2010*	2016	6 Year % Change
West Branch Under 25	$ 21,365	NA	NA**
West Branch 25-44	$ 68,333	$ 58,661	-14.2%
West Branch 45-64	$ 65,924	$ 77,875	18.1%
West Branch 65 and Over	$ 30,612	$ 48,125	57.2%
Median Peer Under 25	$ 38,688	$ 45,781	18.3%
Median Peer City 25-44	$ 61,875	$ 72,917	17.8%
Median Peer City 45-64	$ 70,813	$ 69,773	-1.5%
Median Peer 65 and Over	$ 36,300	$ 31,750	-12.5%
Iowa Under 25	$ 28,600	$ 27,458	-4.0%
Iowa 25-44	$ 61,636	$ 62,191	0.9%
Iowa 45-64	$ 67,254	$ 67,143	-0.2%
Iowa 65 and Over	$ 34,750	$ 38,140	9.8%

Source: American Community Survey, 2016.
*2010 values adjusted for inflation to 2016 values per the Bureau of Labor Statistics rate of 1.10.
**2016 and 2015, Data Unavailable.

Figure 7.2. is a graphical representation that shows real income changes from 2010 to 2016. The figure illustrates that individuals in West Branch between 25 and 44 years of age had income declines of 14% compared with income increases of 18% for those living in the median peer city. Residents in West Branch older than 65, however, had income increases of 57% compared to the median peer city decrease of 13%.

In order to improve or support tourism, West Branch should strive to:

- Plan events for peak tourism dates by coordinating with the Hoover Museum and National Park Service.
- Encourage and support businesses that enhance West Branch's competitive advantage in historic tourism.
- Promote historic tourism and regional attractions which improve both the City's economy and its key attractions.

Tourism

West Branch is home to the Herbert Hoover Presidential Museum and the National Herbert Hoover Birthplace Historic and Burial Site. These major attractions are vital parts of West Branch's economy as these sites received 152,000 visitors in 2016 who spent more than $8.9 million and supported 145 jobs. Of the $8.9 million total, about $3.7 million went toward labor income.[11]

In the last decade businesses located in West Branch experienced the importance of historic tourism to the local economy, when, in 2013, several businesses suffered losses during government shutdowns.[12] The national shutdowns included the National Parks, such as the Hoover Library Museum and Historic Site. West Branch's coffee shop, winery, and antique stores suffered the largest declines in business, while some of the local restaurants experienced small declines.[13]

Picture 7.9. Herbert Hoover Presidential Library.

Source: Herbert Hoover Presidential Library Website. https://hoover.archives.gov/exhibits/Hooverstory/gallery06/, Accessed February, 2018.

Revolving and Low Interest Loans

The City of West Branch entered an agreement with Main Street West Branch in 2011 to coordinate a revolving loan program.[14] In the City's 2011 comprehensive survey, 83% of respondents "agreed" that providing incentives to small businesses and building improvements greatly improves their quality of life. In response, the Revolving Funds program has been used to help business owners improve sidewalks and basic infrastructure needs. This, in turn, improves the attractiveness and walkability of Main Street. Proceeds from a new hotel/motel tax passed in 2018 could also be used for community improvements and promotion.

The West Branch Community Development Group (formally Main Street West Branch) works with local banks to help offer low-interest loans. The East Central Intergovernmental Association (ECIA) has a revolving loan program which offers loans at about 4% interest to certain industries.[15] ECIA provides application assistance for Section 504 loans aimed at small businesses while requiring a reduced down payment of 10%.[16]

Picture 7.10. ECIA Logo.

Source: http://www.ecia.org/images/ecia_1.png.

Commuting in West Branch.

Inflow-Outflow of West Branch Workers.

Figure 7.3 shows the following primary jobs data for 2015: [17]

- 1,142 workers traveled daily to West Branch for work.
- 1,048 residents left West Branch daily for work.
- Despite having a good housing-jobs balance, only an estimated 100 residents stayed in West Branch to work.

An inflow-outflow analysis provides a general idea of traffic patterns and identifies possible recruitment targets. Based on observations from the "On the Map Census," West Branch was the only city among its peer cities that had a positive worker inflow.[18] This indicates recruitment potential and demonstrates West Branch is providing jobs for the region. (Source: On the Map Census 2015.)

Figure 7.3. Inflow/Outflow Diagram of West Branch in 2015.[1]

Source: On the Map Census, 2015.

An improved, more detailed understanding of West Branch's inflow could help the community plan commuting routes, investigate parking demand, promote a better regional marketing plan, determine services needed for those commuting to the city, and help prepare a healthy, smart recruitment plan for new residents. It is suggested that West Branch monitor the inflow data as it is updated annually. Table 7.5. below describes the net inflow and outflow characteristics of workers by age distribution, income and type of industry.

Table 7.5. Inflow and Outflow of Workers in West Branch.

	Internal	Inflow	Outflow	Net Inflow (Outflow)
Age 29 or Younger	18.0%	20.1%	21.8%	-1.7%
Age 30 to 54	51.0%	57.3%	52.0%	5.3%
Age 55 or Older	31.0%	22.6%	26.2%	-3.6%
Annual Earning Less than $15,000	27.0%	15.9%	15.6%	0.3%
Annual Earnings $15,001 to $39,999	31.0%	34.0%	30.4%	3.6%
Annual Earnings More than $40,000	42.0%	50.1%	53.9%	-3.8%
Industry:				
Goods Producing	18.0%	14.0%	23.0%	-9.0%
Trade, Transportation and Utilities	24.0%	46.6%	18.4%	28.2%
All Other Services	58.0%	39.4%	58.6%	-19.2%

Source: On the Map Census https://onthemap.ces.census.gov/.[19]

•"Goods Producing" industry includes Agriculture/Forestry/Fishing/Hunting, Mining/Quarrying/Oil/Gas, Construction, Manufacturing, and Trade.

•"Transportation and Utilities" industry includes Wholesale Trade, Retail Trade, Transportation/Warehousing, and Utilities.

•The "All Other Services" industry category includes information, Finance/Insurance, Real Estate, Professional/Scientific/Technical, Management, Administrative, Educational, Health Care, Arts/Entertainment/Recreation, Accommodation/Food Services, Public Administration, and Other Services.[20]

What stands out in Table 7.5 is the approximately 3.8% net outflow of workers leaving West Branch to seek higher-paying jobs, those paying over $40,000 per year. Jobs outside of West Branch appear to offer better pay and likely increased diversity of opportunity. For a town like West Branch, which is located close to numerous shopping opportunities in Iowa City, it is difficult to support a large variety of stores and industries. However, West Branch has comparatively low startup costs; encouraging entrepreneurial endeavors could improve both wages and diversity in West Branch's economy. The high number of commuters who work in education services and health care indicate that the city should strive to build more connectivity with the University of Iowa.

- **It is a strength to have a 5.3% inflow of workers aged 30 to 54.**
- **Only 18% of internal jobs are held by those 29 or younger.**
- **27% of primary jobs within West Branch pay less than $15,000 per year.**
- **53.9% of primary jobs pay more than $40,000 a year for outflow commuters.**

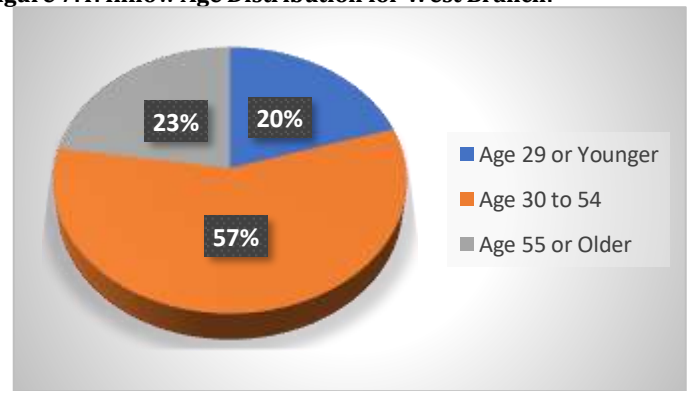
Workforce Demographics

This purpose of this section is to highlight key workforce demographic characteristics. First, the ages of the 1,142 workers who live outside of the community and commute to West Branch for work are displayed in Figure 7.4. The majority (57%) are between 30 and 54 years of age, almost one fourth (23%) are 55 and older, and about one fifth (20%) are aged 29 or younger. Figure 7.5 displays the age distribution of workers who live in West Branch and commute outside of the City for their primary job.

By comparison, 5% more workers aged 30 to 54 are commuting to West Branch for work than are leaving their residences in West Branch to work outside of town. This indicates there may be an opportunity for the mid-range-aged population to establish their homes in West Branch, and suggests supporting opportunities to make West Branch more attractive to adults in this age range. Note: in 2014, there was a 5% net inflow (18% outflow vs 23% inflow) of workers aged 29 or younger, which had changed to a 1.7% net outflow in 2015.

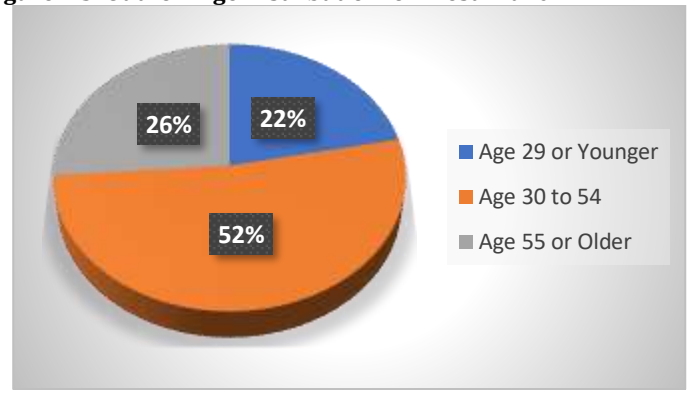
Approximately 16% of inflow commuters make less than $15,000 a year, which implies that about 1 in 6 jobs in West Branch are low-paying jobs held by inflow workers. However, some 50% of inflow workers have jobs paying more than $40,000 a year. [21]

Figure 7.4. Inflow Age Distribution for West Branch.



Source: On the Map Census, 2015.

Figure 7.5. Outflow Age Distribution for West Branch.

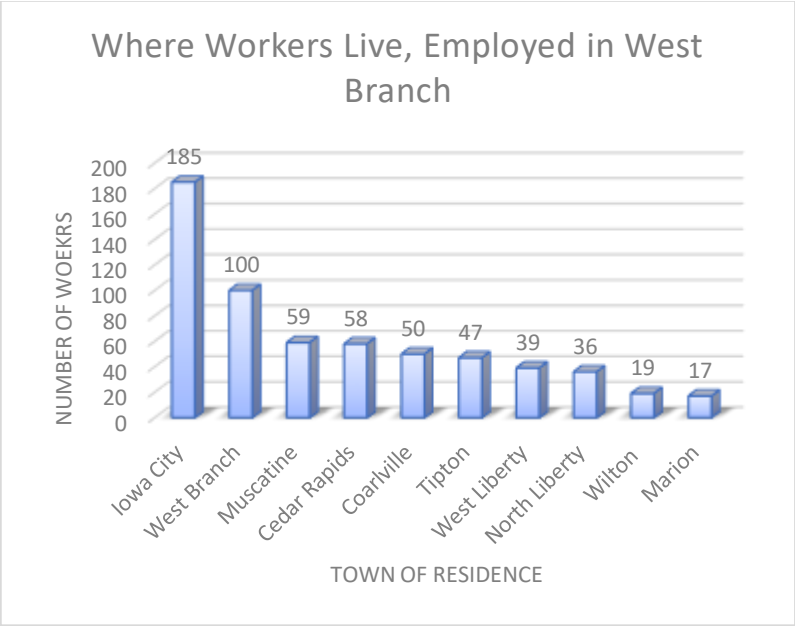


Source: On the Map Census, 2015.

Origin of Inflow Workers.

Where do inflow workers come from? Figure 7.6 shows the 2015 estimate of 1,242 people who worked in West Branch daily, and it shows where many of these workers came from. West Branch workers lived primarily, in order, in Iowa City, West Branch, Muscatine, Cedar Rapids, Coralville, Tipton, West Liberty, North Liberty, Wilton, and Marion. In the future West Branch could use such information to recruit new residents or encourage regional advertising. Figure 7.6 accounts for 610 of the 1,242 persons working in West Branch; the remaining 50.9% are from "all other locations."

Figure 7.6. Where West Branch Workers Live by Count, 2015.

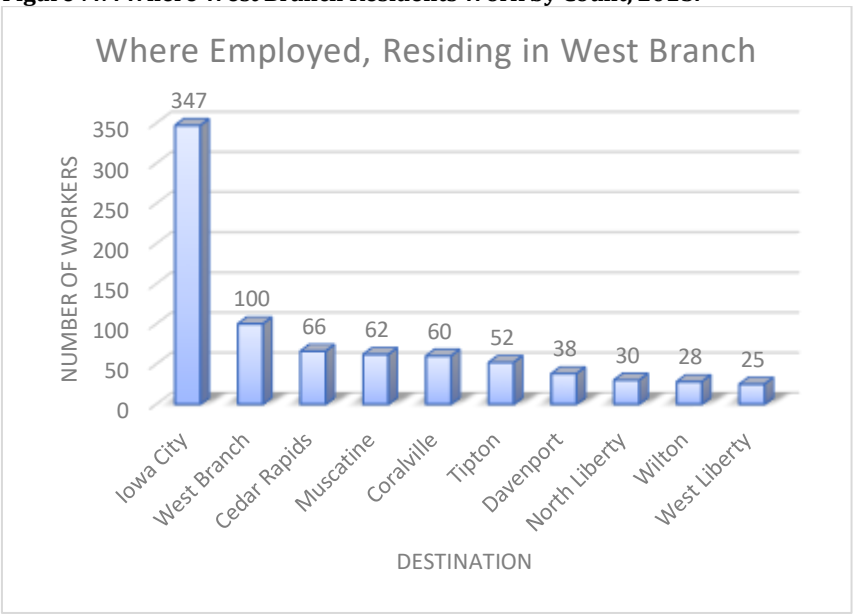


Source: On the Map Census, 2015.

Destination of Outflow Workers.

Figure 7.7. shows an estimate of where people in West Branch worked in 2015. Data in the figure account for 808 of the 1,148 outflow workers; the remaining 29.6% commute to other locations. As expected, a large percentage (30.2%) of West Branch residents worked in Iowa City. From 2002 to 2015, the percentage of West Branch commuters traveling west to work increased each year. Although West Branch is conveniently located near Iowa City, the higher cost of living in Iowa City likely causes some residents who work in Iowa City to live in West Branch. The city should expect some of the cost of living pressures, such as lack of affordable housing in Iowa City, to make West Branch a more attractable place to live in future years. In addition, the city should plan for tourism from Iowa City.

Figure 7.7. Where West Branch Residents Work by Count, 2015.



Source: On the Map Census, 2015.

Retail and Taxable Sales Trends.

Key Retail Indicators for West Branch.

One way to measure West Branch's economy is to observe key retail indicators. These include real total taxable sales, number of reporting firms, population, average sales per capita, and average sales per firm.

Figure 7.8. Key Retail Indicators for West Branch in 2016.

Retail Indicators for West Branch	2006	2016	10 Year Change
Real Total Taxable Sales	14,551,349	17,184,788	18%
Number of Reporting Firms (annualized)	97	96	-1%
Average Sales per Capita	6,707	7,331	9%
Average Sales per Firm	149,628	178,543	19%
Retail Indicator for Median Peer Cities	**2006**	**2016**	**10 Year Change**
Real Total Taxable Sales	9,404,085	10,731,641	14%
Number of Reporting Firms (annualized)	42	50	19%
Average Sales per Capita	6,727	7,721	15%
Average Sales per Firm	213,740	226,247	6%

Source: Retail Trade Analysis for West Branch by ISU, 2016.

The key retail indicators shown in Figure 7.8. are mostly positive over a ten-year period. Some reasons why the economy is doing well in West Branch include its location next to Interstate 80, the presence of car dealerships, various local specialized services, and the city's location next to the Herbert Hoover Museum and Historic Site.

Key indicators for West Branch from 2010 to 2016 show:

- Real taxable sales increased by 18%.
- The number of reporting businesses decreased slightly (by 1).
- Average sales per capita increased by 9%.
- Average sales per firm increased by 19%.
- Peer Cities outperformed West Branch in average sales per capita by 6 percentage points.
- Peer Cities outperformed West Branch in number of reporting firms by 20 percentage points.

Figure 7.9 shows how real total taxable sales fluctuated in West Branch from 2007 to 2016. What stands out is the recovery of taxable sales following the 2008 recession. West Branch experienced sales growth after 2013 with increased retail sales of 5.3%, 13% and 10.3% in FY 14, FY 15 and FY 16 respectively.

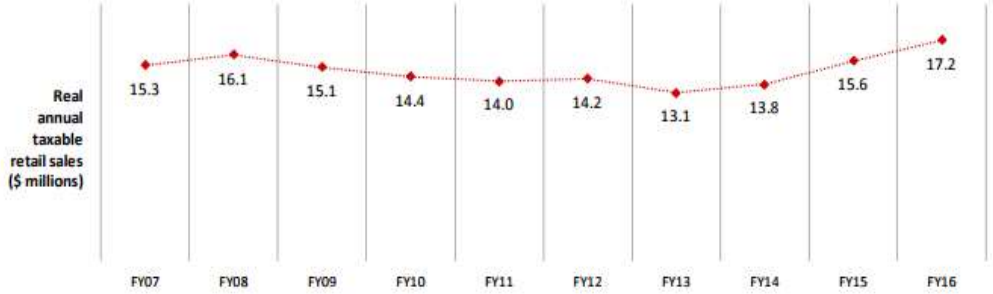
The City of West Branch should strive for the following:

Monitor and continue to increase real annual taxable sales.

Increase the amount of commercial or retail space available.

Develop and implement a marketing plan based on the 2017 Market Study.

Figure 7.9. Real Total Taxable Sales in West Branch from 2007 to 2016.[22]



Source: Retail Trade Analysis for West Branch by Iowa State University, 2016

Trade Breakeven Analysis.

It is important to note West Branch competes with larger cities which have specialize retail economies at a larger scale. As such, it is expected West Branch will experience trade leakage. While it may be difficult, the city, local businesses, and the West Branch Community Development Group should seek ways to lower the trade leakage. Note from Figure 7.10, the leakage was slightly less in 2016 than in any other year in the past decade.

Figure 7.10. West Branch Breakeven Analysis in 2016.[23]

West Branch Breakeven Analysis	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Statewide average per capita spending ($)	12,154	12,260	12,216	11,445	11,524	11,759	11,619	11,743	12,126	12,281
x Local income adjustment	0.99	0.98	0.98	0.97	0.97	0.97	0.96	0.96	0.96	0.96
= Average spending (anywhere) by residents ($)	11,983	12,041	11,952	11,154	11,187	11,370	11,190	11,264	11,586	11,734
x City population estimate	2,274	2,290	2,308	2,318	2,323	2,327	2,328	2,335	2,341	2,344
= Breakeven sales target ($000s)	27,250	27,575	27,585	25,855	25,987	26,458	26,051	26,302	27,122	27,505
City actual sales ($000s)	15,253	16,058	15,075	14,354	14,003	14,211	13,113	13,760	15,582	17,185
Surplus estimate ($000s)	-	-	-	-	-	-	-	-	-	-
Leakage estimate ($000s)	(11,997)	(11,517)	(12,510)	(11,500)	(11,984)	(12,247)	(12,939)	(12,542)	(11,540)	(10,320)

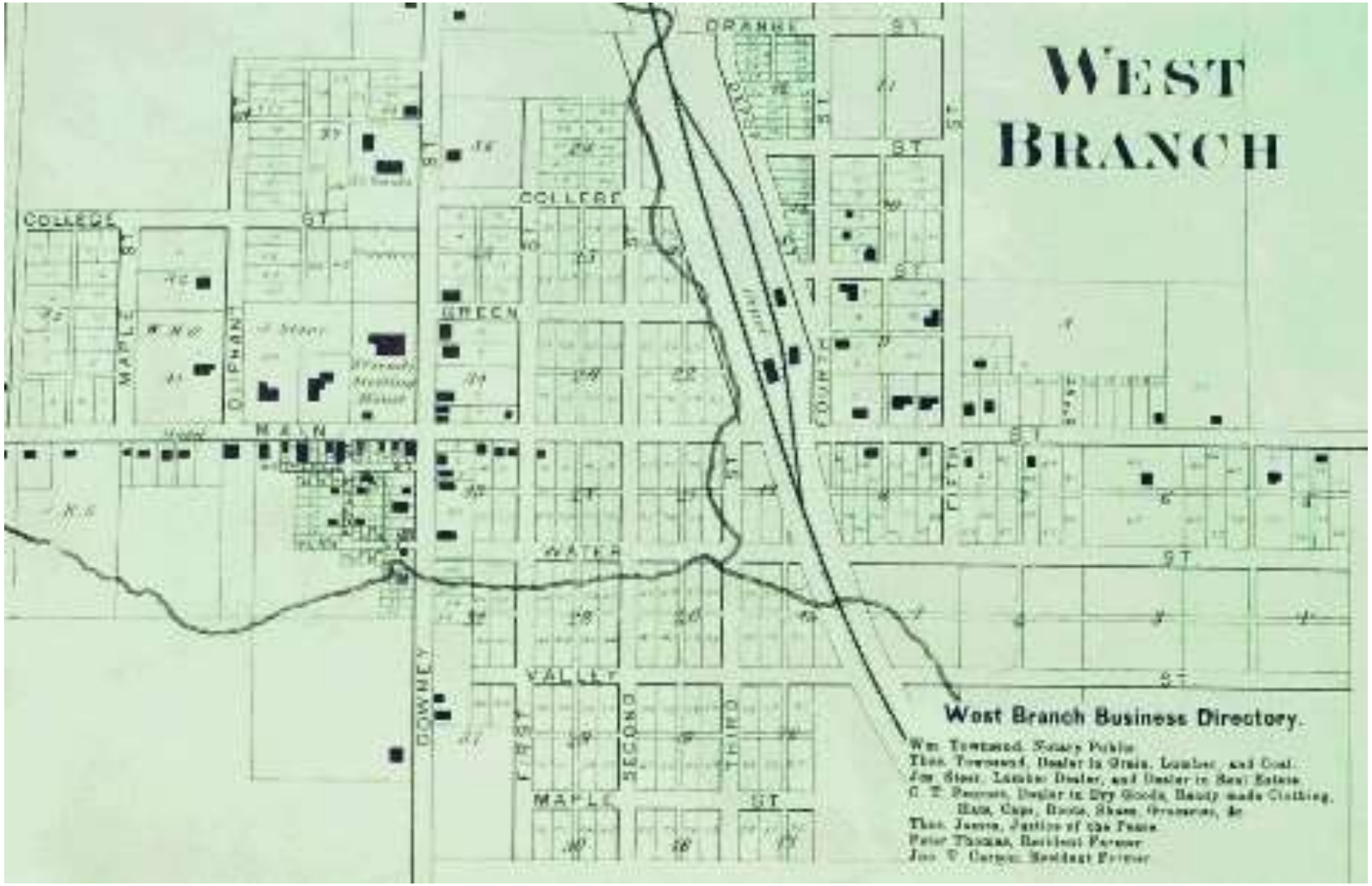
Source: Retail Trade Analysis for West Branch by Iowa State University, 2016.

To help reduce trade leakage the City of West Branch should:

- **Promote specialized services which meet the population's basic needs such as dentists, accountants, lawyers, and others.**
- **Increase collaboration between storefront businesses and the Herbert Hoover Museum and National Park Service. This will encourage tourists to stay longer.**
- **Support a specialized economy which encourages historic tourism businesses to locate in West Branch.**
    - **For examples, a clustering of antique stores near West Branch's historic sites can encourage more visitors and promote longer stays. More lodging and destination restaurants can support tourism.**
- **Utilizing events to promote West Branch's businesses.**
    - **The City of Marion promotes a chocolate walk and bar crawl which encourages local shopping. The proceeds go to revitalization and beautification.**
- **Implement a plan that takes into account the 2017 Market Study and future Marker Studies.**

CHAPTER 8: PUBLIC INFRASTRUCTURE, UTILITIES, FACILITIES, AND FINANCE.

Picture 8.1. West Branch in 1872.



Source: 1872 Atlas of Cedar County Iowa.[1]

Introduction.

The 2013 West Branch Comprehensive Plan dealt with public infrastructure and utilities in Chapter 8 and public and community facilities in Chapter 12. This updated chapter combines those two chapters and also includes city finance.

High quality and dependable basic public services, such as clean water and reliable sewer and stormwater management services, are essential to West Branch's future success. Cost-effective and dependable services improve the quality of life, as well as affordability, and make West Branch a more attractive place in which to live and do business. Well-built and well-maintained facilities also help the City recover from damaging natural events and emergencies. In addition, the City's public facilities and services can help create a vibrant place to live and work.

The West Branch public facility system provides water, sewer, parks, and civic services. Public facilities include the varied, extensive, and growing network of streets and pipes. In addition, several parks and natural areas help provide access for recreation, as well as stormwater and flood management. Public services include police, fire, and emergency response. Access to internet, electricity, natural gas, refuse and recycling services is essential for households and businesses.

The maintenance and operation of a complex system of services requires the collective and coordinated effort of multiple entities and regulated utilities to provide these necessities for West Branch. This chapter provides a list of goals and objectives for public facilities, followed by information on the existing situation plus recommended actions.

Picture 8.2. West Branch Public Library.

Source: West Branch Public Library Facebook Page. https://www.facebook.com/WestBranchPublicLibrary. Accessed Nov., 2018.

Picture 8.3. West Branch Fire Department.

Source: Google Maps. Accessed Nov., 2018.

Goal 1: Provide public facilities, service investments, and operations that improve service equity, support economic prosperity, and enhance human and environmental health.

Objective 1: Provide public facilities and services to alleviate potential service deficiencies and meet level-of service standards for all, including individuals, businesses, and property owners.

Objective 2: In areas of the city that are not expected to grow significantly, but have existing deficiencies, invest to reduce disparity and improve livability.

Objective 3: In areas of the city that lack basic public services and have significant growth potential, invest to enhance neighborhoods, maintain affordability, and accommodate growth.

Objective 4: In areas of the city that are not expected to grow significantly and already have access to complete public services, invest primarily to maintain existing facilities and services and retain livability.

Objective 5: Invest in public facility systems to maintain and improve system capacity, resolve service deficiencies, and properly manage assets.

Objective 6: Establish, improve, and maintain public facilities and services at levels appropriate to support land-use patterns, population densities, and anticipated growth.

Goal 2: Ensure water, wastewater, and stormwater systems are managed, conveyed, and/or treated to protect public health, safety, and the environment, and to meet the needs of the community on an equitable, efficient, and sustainable basis.

Objective 1: Manage wastewater and stormwater systems in ways that meet federal and state regulations. Use watershed health as a guide and treat the entire watershed as an interconnected hydrologic system.

Objective 2: Evaluate future needs for wastewater treatment and plan facility improvements to meet expected population demands and Iowa DNR requirements. Review and consider implementing the Wastewater Treatment Facility Plan.

Objective 3: Manage wastewater and stormwater systems in ways that meet federal and state regulations. Use watershed health as a guide and treat the entire watershed as an interconnected hydrologic system.

Objective 4: Evaluate future needs for wastewater treatment and plan facility improvements to meet expected population demands and Iowa DNR requirements. Review and consider implementing the Wastewater Treatment Facility Plan.

Objective 5: Prevent pollution and reduce the need for wastewater treatment capacity through land-use programs and public facility investments that manage pollution as close to its source as practical.

Objective 6: Implement green infrastructure, such as landscaping, rain gardens, bio-swales, trees, and natural areas to assist stormwater management. Promote investments, education, and community stewardship to reduce the impact of stormwater discharge on water and habitat quality of streams and rivers.

Goal 3: Review and update the Capital Improvement Plan (CIP) annually and produce a new plan every five years to help coordinate capital costs and financing, while working towards the long term goals of the community.

Objective 1: Maintain long-term capital improvement programs that balance acquisition and construction of new infrastructure and public facilities with maintenance and operations of existing infrastructure and facilities.

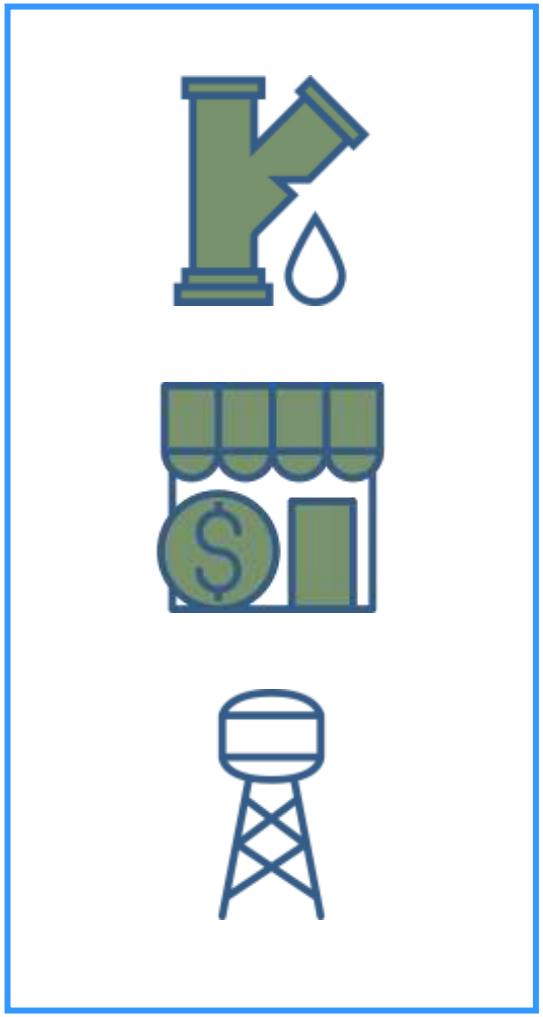
Objective 2: Continue to implement the CIP and extend it every two years. Encourage directors from each city department and the city administrator to thoroughly review the CIP annually.

Objective 3: Department directors effectively manage a two-year CIP that includes funded and unfunded projects. This allows the City to program key investments to accomplish community goals.

Objective 4: Partner with other nearby cities to share the cost of expensive personnel. For example, if a waste-water treatment plant is required in West Branch, perhaps technical and management staff could be shared with a nearby city which currently operates a sludge and waste-water treatment facility.

Objective 5: Encourage the preservation of viable existing infrastructure and promote the economical extension of new infrastructure and services.

Objective 6: Support cost-effective management practices to deliver services and facilities to residents. Utilize a variety of funding mechanisms to ensure an equitable sharing of the costs of investing in and maintaining the City's public facilities.



Public Infrastructure.

This section provides an inventory and analysis of West Branch's current infrastructure systems, including water distribution and storage, sanitary sewer collection and treatment, and storm water conveyance. Consideration for the growth of these systems is also covered.

Water System.

The City of West Branch provides water to businesses and residents by tapping four wells - three in the Silurian aquifer and one in the Jordan aquifer. The three wells in the Silurian aquifer have capacity of 425 gallons per minute (GPM), 340 GPM, and 45 GPM. The well in the Jordan aquifer has a capacity of 700 GPM. Therefore, the total pumping capacity with all wells in operation is 1,510 GPM.

West Branch's treatment facility plant has two 8-foot-diameter vertical pressure filters rated at 100 GPM each and one 3-cell horizontal pressure filter rated at 300 GPM. The treatment facility uses pressure filtration to remove iron.

The City has two water towers. The first was built in 1970 and has a capacity of 250,000 gallons, the second water tower was built in 2006 and has a capacity of 300,000 gallons.

In 2019, the City had two aeration/detention tanks with a capacity of 470 and 1,040 GPM. The water system currently has 3 high service pumps. Only 2 of the 3 pumps run at a time while the other pump serves as a back-up.

Picture 8.4. West Branch Water Tower on Orange Street.

Source: http://www.dalejtravis.com. Accessed Nov., 2018.

Sanitary Sewer System.

Like many other small communities in Iowa, West Branch operates an aerated lagoon to treat wastewater prior to discharge into a nearby stream. The West Branch sanitary sewer system is made up of a collection system, a sewage lift station located in the southeast part of the City, and an aerated lagoon. The collection system consists of sanitary sewer pipe, manholes and sewer mains. Currently the system treats between 6,000,000 gallons and 14,000,000 gallons of water per month in the lagoons. The City has been proactive in evaluating the future needs of its water and sanitary sewer systems.

While the current system is operating as intended, there are new state and federal standards that require the City to extend operations beyond current technological limits.[2] In August, 2017, the Iowa DNR gave West Branch a 52 month notice to design, finance, and construct a wastewater treatment facility that will address high amounts of ammonia, nitrogen, and e. coli in the city's wastewater discharge.[3] Initial project costs were estimated at roughly $5 million.[4]

In fall of 2017, the City established a Wastewater Task Group to evaluate available options to resolve the issue presented by the Iowa DNR. The purpose of the taskforce is to review the current state of operations, research new processes and/or infrastructure to meet state water quality standards, and provide a recommendation to the City Council.[3]

Picture 8.5. Wastewater Treatment Lagoons Aerial.

Source: Google Maps. Accessed Nov. 2018.

Picture 8.6. Wastewater Treatment Lagoons Sideview.

Source: 2017 State of the City Address. Accessed Nov., 2018.

The Task Group is to identify alternative solutions and financing strategies, participate in pilot case studies, and create Iowa DNR compliance strategies. Processes and facilities which emphasize reuse, ecological benefits, and revenue generation are preferred. [4] The Task Group expects there will be cost savings from an alternative wastewater treatment process, such as a Revolving Algal Biofilm treatment system available through Gross-Wen Technologies[5], in comparison to another alternative, an Aero-mod Wastewater Treatment Plant. It is expected the facility planning process will verify the assumption that an alternative lagoon process is more cost-effective. The deadline to satisfy the Iowa DNR permit requirement is 12/31/2021.

In addition, city consultant V&K Engineering is preparing a Wastewater Treatment Facility Plan. This plan will determine which process is financially viable and effective in meeting state requirements.[6] V&K Engineering has indicated the current lagoon system is operating at or over capacity. As such, any alternative wastewater process would require a projected $1 million cost to add an additional lagoon. [7]

The West Branch Village Mobile Home Community has its own wastewater treatment facility. The requirement for the City to expand its wastewater treatment may provide an opportunity to merge this treatment lagoon with the City facility. Currently the Village is one of the largest water customers in West Branch.

Picture 8.7. West Branch Village Wastewater Treatment Lagoon.

Source: Google Maps. Accessed Nov., 2018.

Picture 8.8. Rain Garden Example.

Source: www.epa.gov/soakuptherain. Accessed Nov. 2018.

Picture 8.9. Bioswale Example.

Source: www.iowastormwater.org. Accessed Dec. 2018.

Storm Water.

Storm water is water (coming in the form of rain, melted snow, or melted ice) collected as it "runs off" impervious surfaces, including buildings, roads, parking lots, and fields. In the undeveloped portions of the City of West Branch, storm water naturally flows across the surface and is either absorbed by the ground or runs into creeks and streams. In the developed areas of the City, storm water is channeled across roofs, gutters, parking lots and streets and into pipes which discharge into local streams and creeks.

Storm water management revolves around three main issues: drainage, water quality, and flooding. Public input during the 2013 Comprehensive Plan recognized sustainability and/or being a "green" community as an important value to many residents of West Branch. One way for the City to become more sustainable is to encourage "green" infrastructure in new and existing developments.

One of the most practical solutions to stop storm water pollutants being carried into the streams is to manage the run off as close to the source as possible. There are several methods which percolate storm water back into the soil, such as rain gardens, bio swales, planter boxes, permeable pavements, and green roofs. These methods provide practical solutions while also providing attractive vegetation and landscaping.

The City implemented a storm water utility fee beginning July 1, 2014. The City uses the fee to administer the construction and operation of the utility system, including capital improvements designated in the comprehensive drainage plan.

Private Utility Providers.

The services available in West Branch in 2019 for natural gas, electricity, phone, internet, and cable television are summarized below.

Table 8.1 Service Providers by Service in West Branch.

Service	Service Provider
Electricity	Alliant Energy Linn County Rural Electric Cooperative Maquoketa Valley Electric Cooperative Moxie Solar Eagle Point Solar
Natural Gas	Alliant Energy
Phone, Cable, Internet	Liberty Communications Mediacom Communications

Electricity and Natural Gas.

Alliant Energy Cooperation is an energy holding company providing electric and natural gas services to communities throughout Iowa and Wisconsin. They serve 900,000 electric customers, 410,000 natural gas customers, and have approximately 4,000 employees.[8] Alliant is the main service provider in West Branch.

Two other suppliers serve West Branch customers. Linn County Rural Electric Cooperative organized on July 8, 1938 as a private, non-profit electric utility that is owned by the members it serves. It was established to provide electric service at the lowest price possible. It serves more than 28,000 members in portion of six counties in eastern Iowa.[9] Maquoketa Valley Electric Cooperative is an electric utility headquartered in Marion, Iowa and owned by the members it serves. It was established more than 80 years ago to provide electric services at cost. It serves more than 14,000 members in nine counties in eastern Iowa.[10]

Solar.

The Midwest Renewable Energy Association (MREA) worked with Johnson County and six partner cities to host a group solar buy in 2018. This leverages the power of volume purchasing, which significantly reduces the up-front costs of installing solar.[11] The group buy was open to all Johnson County and West Branch homeowners and the solar installer for this program was Moxie Solar. A total of seven arrays were installed in West Branch through the program, including six residential and one commercial.[12] Moxie was founded in 2008 to bring new energy options to Iowa and has completed over 500 projects. Their mission is to provide the financial and environmental benefits of solar power to farms, homes, and businesses.[13]

Phone, Internet, Cable.

Two firms supply phone, internet, and cable services to West Branch residents: Liberty Communications and Mediacom. Liberty provides cable, telephone, and internet service to West Branch and West Liberty. Liberty Communications began as the West Liberty Telephone Company in 1899. In January of 1997 the name was changed to Liberty Communications.[14] Mediacom Communications is the nation's fifth largest cable television company. Mediacom's focus is providing cable, internet and phone service to America's smaller cities and towns. They serve customers in 22 states and have a workforce of over 4,600.[15]

[8] Alliant Energy, "2017 Annual Report," Annual Report, 2017, Accessed November 2, 2018. https://www.alliantenergy.com/AboutAlliantEnergy/AnnualReport.

[9] Linn County REC, "Cooperative Information: About Us," Linn County Rural Electric Cooperative, 2018, Accessed October 5, 2018. https://www.linncountyrec.com/your-cooperative/cooperative-information/.

[10] Maquoketa Valley Electric Cooperative, "Cooperative Profile," Maquoketa Valley Electric Cooperative, July 10, 2013, Accessed October 5, 2018. http://www.mvec.com/home/cooperative-profile.

[11] Grow Solar, "Solarize Johnson County," Grow Solar: A Midwest Partnership to Move Markets, 2018, Accessed November 10, 2018. https://www.growsolar.org/solarize-johnson-county/about/.

[12] Peter Murphy, Midwest Renewable Energy Association, Phone Call, January 4, 2019.

[13] Moxie Solar, "Moxie Solar: The Leading Solar Provider in the Midwest," Moxie Solar, 2018, Accessed November 3, 2018. https://moxiesolar.com/about/.

[15] Mediacom Communications Corporation, "Mediacom Communications Corporation," Mediacom, 2018, Accessed November 10, 2018. See: https://mediacomcable.com/about/rocco-commisso.

Capital Improvement Plan.

The city's first Capital Improvement Plan (CIP) covering FY 2016 to FY 2020 was adopted in February, 2015, approximately two years after recommendations in the most recent Comprehensive Plan (2013). The two basic components of a CIP are to identify projects and the estimated costs of each, then develop method(s) to pay for each project. A CIP links together the City's comprehensive plan and its annual budget.

The City has completed numerous capital improvement projects in recent years. For example, all four of the capital improvement projects for FY 2015-2016, which were street and intersection improvements, are completed. In addition, the City has completed two of the five phases of repairs to the sanitary sewer system. The third phase was in progress as of 2019.

Several projects are either in progress or slated for the near future. The park at Pederson Valley (now Cubby Park) is currently under construction and expected to open in 2019. The College Street bridge replacement was expected to open in early 2019 and the bridge finally opened in November, 2019.

There are some projects which have fallen in priority due to lack of funding. For example, extensive renovations to Town Hall, estimated at $400,000 for FY 2018-2019, have been deemphasized in favor of basic upkeep and maintenance. In addition, the plans for Cubby Park do not yet call for a recreation center and new library.

Library Strategic Plan.

Separate from the CIP, the Library has engaged the community and identified goals and objectives for the Library's future growth. These are contained in the 2018 Public Library Strategic Plan, which built upon the Library's 2016 Long Range Plan.

Infiltration & Inflow (I&I).

Reducing I & I, or storm water entering the wastewater system, saves sewer rate payers in two ways. First, by reducing the amount of storm water that enters the wastewater system, the amount of wastewater which needs to be pumped from the lift station to the lagoons is lessened. This results in large energy cost savings associated with operating the pump. Second, documenting reduced wastewater flows to the Iowa DNR regulators allows cost savings on future treatment solutions. The design of future treatment systems can be created for lower capacities, which saves design, construction, operating, and maintenance costs.

I&I work continues in West Branch. In fiscal year 2018, approximately 6,000 feet of sewer was lined. This was the second phase of five phases.

City Facilities.

The City of West Branch operates a wide variety of facilities to carry out services for the residents. West Branch manages and maintains the following buildings and facilities:

- Fire Station (105 S. Second Street)
- Public Works (338 Cookson Drive)
- Town Hall Municipal Building (113 N. 1st Street)
- City Offices (110 N. Poplar Street)
- Cemetery Building (N. Maple Street)
- Public Library (300 N. Downey Street)
- Several parks and recreation facilities (see Chapter 11)

Picture 8.10. West Branch Public Works Department.

Source: www.westbranchiowa.org. Accessed Nov., 2018.

Picture 8.11. West Branch City Hall.

Source: www.westbranchiowa.org. Accessed Nov., 2018.

City Finances.

Financial resources will be needed to continue existing programs and services as well implement many of the strategies outlined in the Capital Improvement Plan. Within the City of West Branch's Fiscal Year 2018-2019 budget, the major budget categories and amounts for expenses and revenues are listed as follows.

Total revenues and other income were expected to equal $5.9 million while total expenditures and fund transfers out were expected to be $9.5 million. The full budget summary is in Table 8.6 below. Thus, in FY 2019, it was estimated expenses would exceed revenues by just over $3.5 million.[16] This is largely due to the $4.7 million allocated to capital projects in the FY 2019 budget. The amount allocated to capital projects in FY 2018 and FY 2017 was $1.0 million and $1.7 million respectively. Capital projects represented 60.5% of Total Government Activities Expenditures in FY 2019. This is an increase from 22.3% in FY 2018 and 35.4% in FY 2017.

Revenues:

- **Taxes Levied on Property = $1,737,833**
- **TIF Revenues = $406,058**
- **Other City Taxes = $196,570**
- **Licenses and Permits = $39,500**
- **Use of Money and Property = $7,000**
- **Intergovernmental = $1,384,539**
- **Charges for Fees and Services = $1,092,375**
- **Miscellaneous = $36,250**
- **Proceeds of Debt and Capital Asset Sales = $1,035,185**

Expenditures:

- **Public Safety = $761,642**
- **Public Works = $396,053**
- **Culture and Recreation = $626,113**
- **Community and Economic Development = $66,960**
- **General Government = $186,341**
- **Debt Service = $1,063,762**
- **Capital Projects = $4,747,000**
- **Business Type Propriety = $740,136**
- **Total Transfers Out = $870,185**

Total = $9,458,192

[16] Iowa Department of Management, "Adoption of Budget and Certification of City Taxes" (West Branch, Iowa, March 5, 2018), November 15, 2018. https://dom.iowa.gov/sites/default/files/documents/2018/08/WEST_BRANCH19.pdf.

Property Tax Rates.

The total regular property tax rate for the City of West Branch for the FY 2018-2019 budget was $13.09246 per $1,000 in value.[17] This is a $0.50 increase per $1,000 in valuation over the prior year. All contributing rates are summarized in Table 8.2. This table is based on property tax valuations as of January 1, 2017.

Total property tax revenue was $1.7 million. Total taxable valuation was just over $130 million for regular property. The tax levy rate per $1,000 valuation of agricultural land was 3.000375¢.

Water and Sewer Fees.

The City passed an increase in City water fees to be phased in over several years from 2012 to 2016. The objective was to raise sufficient revenue for the water fund and sewer fund to be financially self-sufficient. The user is billed the same amount for sewer and water use fees. Water rates increased as displayed in Table 8.3 to the right. From 2012 to 2016, the rate increased by $2.56 per 1,000 gallons in total.

The water and sewer fund are not entirely self-sufficient. The water fund borrowed $139,000 from the general fund for repairs in FY 2017-2018.

Table 8.2. City Property Tax Levey, 2018-2019.

Levy	Property Tax Dollars	Rate per $1,000
General - $8.10 Limit	$ 1,055,520	$ 8.10000
City-Owned Civic Center	$ 15,233	$ 0.11690
Insurance	$ 44,605	$ 0.34230
Support Local Emergency Mgmt Com	$ 8,418	$ 0.06460
Emergency	$ 35,183	$ 0.26999
Employee Benefits	$ 279,514	$ 2.14498
Debt Service	$ 297,688	$ 2.05369
Total Regular Tax Rate		$13.09246

Source: Iowa Department of Management.

Table 8.3. City Water Rates.

Charge per 1,000 Gallons	Effective Date
$ 4.59	6/20/2006
$ 5.23	7/1/2012
$ 5.87	7/1/2013
$ 6.51	7/1/2014
$ 7.15	7/1/2015
$ 7.79	7/1/2016

Source: City of West Branch.

[17] Iowa Department of Management, "City of West Branch Certification of Property Tax Rates for FY 2018/2019 Budgets" (Department of Management, June 11, 2018), Accessed November 10, 2018. https://dom.iowa.gov/sites/default/files/documents/2018/07/citycertifications_fy2018-2019.pdf.

Storm Water Fees.

The City implemented a storm water utility fee beginning July 1, 2014 at the rate of $2.00 per month per equivalent residential unit (ERU). The rate increased to $3.00 per ERU by 2018. In FY 2017 total revenue from the storm water utility was $49,800 while total expenditure was $65,823. The revenue has been used for storm-water-related projects, such as for storm-water-pipe replacement on Main Street and 1st Street and analysis of streams south of town with the USGS. In the future, this funding may be allocated to widening and maintaining stream banks which will allow storm water to discharge more quickly and thereby alleviate flooding In town, such as at the fire department building.

Table 8.4. City Storm Water Fee Expenditure and Revenue, 2014-2015 through 2016-2017.

Fiscal Year	Expenditure	Revenue
2016-2017	$ 65,823	$ 49,800
2015-2016	$ 74,292	$ 45,605
2014-2015	$ 19,666	$ 35,427

Source: City of West Branch.

Peer Cities.

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

Table 8.5 Peer City Chargers for Water, Sewer, Stormwater Utility, Property Taxes, Garbage, and Recycling Recent Year.

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

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

Table 8.6 City Budget - FY 2018-2019.

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2019 (J)	RE-ESTIMATED 2018 (K)	ACTUAL 2017 (L)
Revenues & Other Financing Sources											
Taxes Levied on Property	1	1,125,448	314,697		297,688	0			1,737,833	1,635,553	1,613,353
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	1,125,448	314,697		297,688	0			1,737,833	1,635,553	1,613,353
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			406,058					406,058	250,000	152,449
Other City Taxes	6	10,914	183,057		2,599	0			196,570	196,308	271,648
Licenses & Permits	7	39,500	0					0	39,500	41,897	25,159
Use of Money and Property	8	7,000	0	0	0	0	0	0	7,000	4,150	19,289
Intergovernmental	9	269,865	296,793	0	14,281	803,600		0	1,384,539	645,407	597,068
Charges for Fees & Service	10	97,375	0		0	0	0	995,000	1,092,375	1,082,074	1,041,547
Special Assessments	11	0	0		0	0		0	0	0	0
Miscellaneous	12	34,250	0		0	0	2,000	0	36,250	40,910	148,647
Sub-Total Revenues	13	1,584,352	794,547	406,058	314,568	803,600	2,000	995,000	4,900,125	3,896,299	3,869,160
Other Financing Sources:											
Total Transfers In	14	74,606	32,104	0	763,475	0	0	0	870,185	828,159	889,326
Proceeds of Debt	15	0	0	0	0	0		0	0	4,200,000	1,886,751
Proceeds of Capital Asset Sales	16	165,000	0	0	0	0	0	0	165,000	0	7,576
Total Revenues and Other Sources	17	1,823,958	826,651	406,058	1,078,043	803,600	2,000	995,000	5,935,310	8,924,458	6,652,813
Expenditures & Other Financing Uses											
Public Safety	18	658,052	103,590	0			0		761,642	1,334,740	592,082
Public Works	19	127,575	268,478	0			0		396,053	475,000	467,682
Health and Social Services	20	0	0	0			0		0	0	0
Culture and Recreation	21	536,109	90,004	0			0		626,113	644,765	610,792
Community and Economic Development	22	66,960	0	0			0		66,960	87,770	655,123
General Government	23	168,151	18,190	0			0		186,341	193,317	273,886
Debt Service	24	0	0	0	1,063,762		0		1,063,762	741,571	532,538
Capital Projects	25	0	0	0		4,747,000	0		4,747,000	1,000,000	1,716,035
Total Government Activities Expenditures	26	1,556,847	480,262	0	1,063,762	4,747,000	0		7,847,871	4,477,163	4,848,138
Business Type Proprietray: Enterprise & ISF	27							740,136	740,136	1,244,435	669,566
Total Gov & Bus Type Expenditures	28	1,556,847	480,262	0	1,063,762	4,747,000	0	740,136	8,588,007	5,721,598	5,517,704
Total Transfers Out	29	32,104	251,415	423,263	0	0	0	163,403	870,185	828,159	889,326
Total ALL Expenditures/Fund Transfers Out	30	1,588,951	731,677	423,263	1,063,762	4,747,000	0	903,539	9,458,192	6,549,757	6,407,030
Excess Revenues & Other Sources Over	31										
(Under) Expenditures/Transfers Out	32	235,007	94,974	-17,205	14,281	-3,943,400	2,000	91,461	-3,522,882	2,374,701	245,783
Beginning Fund Balance July 1	33	539,869	171,556	104,481	897	3,988,628	164,919	2,514	4,972,864	2,598,163	2,352,380
Ending Fund Balance June 30	34	774,876	266,530	87,276	15,178	45,228	166,919	93,975	1,449,982	4,972,864	2,598,163

Source: Iowa Department of Management.[18]

[18] Iowa Department of Management, "Adoption of Budget and Certification of City Taxes."

Debt Capacity.

The General Obligation (GO) debt limit ranged from $10.1 million in FY 2017-2018 to an anticipated almost $12 million for FY 2022-2023. The remaining GO debt capacity is projected to increase from $1.7 million in FY 2017-2018 to $7.9 million in FY 2022-2023. Data and projections are displayed in Table 8.7 below.

Table 8.7. West Branch Property Valuation and Debt Capacity.

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Property Valuation at 100% (Actual/Projected)	$202,291,560	$216,856,596	$222,287,236	$227,844,417	$233,540,527	$239,379,040
Statutory GO Debt Limit at 5% of 100% Value	$10,114,578	$10,843,280	$11,114,362	$11,392,221	$11,677,026	$11,968,952
Remaining GO Debt Capacity (Not Obligated)	$1,747,905	$3,335,864	$4,442,362	$5,564,221	$6,718,026	$7,893,952

Source: City Council Agenda Packet, November 19, 2018, Speer Financial Inc.

CHAPTER 9: TRANSPORTATION

Introduction.

The City of West Branch's transportation system is vital to everyday life within the city and for access throughout the region and beyond. Locally, the transportation system facilitates the movement of people as well as goods. The system allows residents to get from their homes to employment, education, medical care, recreation, and shopping opportunities. Good transportation allows people and goods to move efficiently and reliably to and from the city. Connections to regional transportation networks allow businesses to import and export goods quickly and efficiently, give access to the city by tourists, and allow the region to compete in the global marketplace. Along with the benefits from transportation, come unintended negative impacts. If left unchecked, pollution, noise, congestion, safety, and high maintenance costs can diminish their quality of life for local residents. In addition, some segments of the population such the disabled, the elderly, and low-income persons are not able to utilize portions of the transportation system. Through this Comprehensive Plan, the City of West Branch will strive to provide efficient and affordable transportation to residents and businesses while also striving to minimize negative impacts. The City of West Branch will work to provide diverse and interconnected modes of transportation, accessibility, safety, and improved environmental quality.

Goal 1: To provide efficient and affordable transportation for city residents and businesses, while striving to minimize negative effects.

Objective 1: The City Council adopt the Complete Streets section in this chapter as city policy, and, in particular, ensure that all future street projects on new or existing streets encompass complete streets practices unless explicitly excluded by action of the City Council.

Objective 2: The City should work to encourage city residents and/or staff to become members of RPA 10 committees to encourage full consideration of West Branch projects in future RP 10 transportation plans and TIPS.

Objective 3: The city will ensure that adequate pedestrian facilities, bicycle parking and vehicle parking for the disabled are pursued as elements of its complete streets policies.

Objective 4: West Branch should continue to work with state and regional transportation staff to improve safety for all its road users.

Goal 2: It is City policy to increase children's physical activity to benefit their short- and long-term health and improve their ability to learn.

Objective 1: Children are to be given safe and appealing opportunities for walking and bicycling to school and to other access points such as the public library, in order to decrease rush-hour traffic and fossil fuel consumption, encourage exercise and healthy living habits, and reduce the risk of injury to children through traffic collisions near schools.

Objective 2: The City will partner with the West Branch School District to encourage programs such as Walk and Bike to School Days, as well as "Walking School Bus"/ "Bike Train" programs at elementary schools (where parents take turns accompanying a group of children to school on foot or via bicycle). Both parties will encourage educational programs that teach students safe walking and bicycling behaviors and educate parents and drivers in the community about the importance of safe driving.

Goal 3: Trails as both transportation and recreation facilities should be planned and implemented within West Branch and as connections to surrounding areas.

Objective 1: The City Council should adopt a trails vision and support the production of a map indicating desired trail connections.

Objective 2: West Branch should plan a trails system to serve transport and recreation users, and seek financing to implement the system.

Goal 4: The city should monitor changing transportation circumstances, such as evolving technology, to ensure the city has adequately and efficiently provided transportation for its future needs.

Objective 1: Publicize and promote paratransit services. Strive for cost effectiveness in service provision, perhaps enlisting volunteer support.

Objective 2: Promote low-cost and environmentally friendly service that is provided by employers, such as the University of Iowa vanpool, is a city objective.

Objective 3: Be attentive to the needs for freight service and ensure trucking needs are accounted for in street planning, design, and administration.

Objective 4: Keep abreast of changes in transport services and technology that impact the city, and in particular prepare for network service operations and the emergence of electric and autonomous vehicles.

Objective 5: The city should consider adding public electric vehicle charging stations and encouraging home charging stations for new construction or reconstruction.

Transportation Planning.

The City of West Branch coordinates with a regional transportation planning agency, Regional Planning Affiliation 10 (RPA 10—staffed by the East Central Iowa Council of Governments). RPA 10 is a seven-county region that includes Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington counties. RPA 10 was first formed in 1964 and facilitates coordination among local, regional, state, and federal agencies on transportation issues and plans. RPA 10 is responsible for planning for the development of a seamless system for the safe and efficient movement of people and goods within and between modes of transportation including streets, highways, bicycle, pedestrian, transit, rail, water, and air. RPA 10 has a 14-member policy committee with two members from each affiliated county and a technical advisory committee with three members from each county; in 2019 none of the Cedar County members on either committee were from West Branch.[1]

The City of West Branch's Comprehensive Plan provides an overview of the City's transportation system. More detailed transportation information is included in the RPA 10 Long Range Transportation Plan (LRTP) for passenger transport. The RPA 10 LRTP focuses on transportation-related issues over a 20-year period. In accordance with Iowa DOT recommendations, RPA 10 updates its LRTPs every five years. The LRTP provides an explanation of the area's current transportation trends, and a forecast of future transportation issues. Through the LRTP planning process, local residents create the vision and goals that will guide transportation investment within the region over the next 20 years. The RPA 10 LRTP and other transportation planning documents (such as a trails plan) are available for download at www.ecicog.org, under plans. The plan that was current in 2019 covers 2016-2020, and the current Transportation Improvement Program (TIP), adopted in 2018, covers 2019-2022. That TIP lists one bridge replacement project in West Branch, over Wapsinonic Creek. The City desirably should work to encourage city residents and/or staff to become members of RPA 10 committees to encourage full consideration of West Branch projects in future plans and TIPS.

Roadways.

The predominant transportation system in West Branch is a network of streets and highways that carry cars and trucks, but also can be utilized by bicyclists. These roadways serve the circulation needs of local residents and those of visitors from outside the area. The following section describes the roadway system connecting the City in terms of functional classification, capacity, congestion, and safety. Following that section is information on complete streets and sections about alternative forms of transportation and intercity transportation connections.

Functional Classification.

Functional classification is commonly used to describe roadways based on the type of service that they provide. Roadways provide two basic types of service: land access, and mobility. The degree to which a roadway provides access and/or mobility determines its functional classification. The key to planning an efficient roadway system is finding the appropriate balance between mobility and accessibility. The following section describes functional classifications. Map 9.1 displays West Branch roads by Functional Classification.

Principal Arterial roadways primarily serve a mobility function with minimal land access. The primary purpose of principal arterials is the relatively rapid movement of people and goods for extended distances. Principal arterials are higher-capacity, higher-speed roadways with restricted land access. Although not meeting all those criteria, the closest roads to principal arterials in West Branch are Main Street (and its extension out of town as Hoover Highway), Parkside Drive, and Baker Avenue. An important highway for passenger and freight transportation that serves the function of a principal arterial borders West Branch to the south, Interstate Highway 80. I-80 is expected to increase its traffic over the span of this comprehensive plan, particularly its heavy truck traffic.[2] A capacity expansion for I-80 from four to six lanes by the Iowa Department of Transportation was in the planning process in 2019, together with reconstruction of the I-80 interchange at Hoover Highway.

Minor Arterials interconnect with and augment principal arterials. Minor arterials within urban areas serve inter-community trips of moderate length. Although the primary purpose of the minor arterial is mobility, this functional class provides more access points and more land access than a principal arterial. An example is Johnson-Cedar Road in West Branch. Main Street in West Branch might be described as a minor arterial due to its low speeds and lack of access control.

Collector streets channel trips between the local street system and the arterials. An example is Orange Street. Collectors serve a balance between mobility and land access. Parking and direct driveway access to the street are typically allowed on collectors. Collectors are usually wider, have higher capacity, may have some parking restrictions, and permit somewhat higher speeds than the local street network.

Local Streets primarily provide local land access and offer the lowest level of mobility. Characteristics of local streets include uncontrolled intersections, posted speed limits of 25 miles per hour or less, and few restrictions on parking. Local streets include all streets not classified as principal arterial, minor arterial, or collector.

Traffic Volume.

Traffic volume is an important measure for the transportation system. Understanding traffic volume helps engineers and transportation planners design a road system that is appropriate for the community. Traffic volume is measured in Average Annual Daily Trips (AADT). AADT is the total traffic volume on a road for a year divided by 365 days. Map 9.2 displays the AADT for West Branch area roads. The data used in Map 2 was collected by the Iowa DOT in 2014 (and was the latest information available at https://iowadot.gov/maps/Digital-maps/traffic/city_trafficmaps in May, 2019). Main Street and Parkside Drive were the most heavily traveled West Branch city streets in 2014 (the most recent year for which the Iowa DOT had data in 2019) with 4,610 and 3,980 AADT respectively. Interstate 80 had the highest traffic volume in the area with an AADT of 34,400.

Roadway Safety.

Roadway safety is an important consideration when planning for the future of a transportation system. Outdated or deteriorating infrastructure, high traffic volumes, or unsafe driver behavior are all potential causes of safety issues that can lead to serious injury or death. Transportation planners use crash data to identify areas on the road network where the number of crashes is higher than expected. Once identified, a local government may take action to correct the problem. The Iowa Department of Transportation provides crash data for all counties in the state at but unfortunately this site shows data only for larger Iowa cities (5,000 population and above). However, rural Cedar County data for 2007-2011 are available at https://iowadot.gov/crashanalysis/data/county/general/_counts/counts20072011/images/jpegs/cedar20072011.jpg.

For the 2013 plan, using DOT data from 2008-2010, ECICOG staff created a map to illustrate the distribution of crashes. Map 9.3, which is included in this chapter from the 2013 plan, identified locations of crashes for that period. During the three-year time period 43 crashes occurred within city limits. The crash data suggest that while the City

is relatively safe, there are some problem areas. Injuries and fatalities from auto crashes can place a burden on local residents and can reduce the overall quality of life in the City. By observation in 2019, it is to be noted that Hoover Highway, continued to Main Street, has been experiencing increased bicycle traffic between the Iowa City area and West Branch. Limited sight distances and minimal shoulders on Hoover Highway suggest potential conflict with motor vehicles and an emerging safety problem. West Branch should continue to work with state and regional transportation staff to improve safety on Hoover Highway and throughout the city.

Complete Streets.

While functional classification may be helpful in describing a city's roadways, transportation planners and many localities increasingly find an additional concept more useful when describing and implementing the role of their street networks. This concept is termed "complete streets," and a policy of promoting complete streets was first discussed on 5/24/16 by the Planning & Zoning Commission, then further discussed and the following vision statement and policy approved by the Planning and Zoning Commission in 2017. Such a policy requires that design and implementation practices for city streets follow a policy of careful and individualized evaluation of street construction, reconstruction and maintenance procedures using current design options that comply with state and federal requirements in the following manuals, as well as others when feasible, to ensure access for all users:

- AASHTO Green Book: A Policy on Geometric Design of Highways and Streets, by the American Association of State Highway and Transportation Officials;
- AASHTO Guide for the Development of Bicycle Facilities, by the American Association of State Highway and Transportation Officials;
- Urban Street Design Guide, by the National Association of City Transportation Officials;
- Urban Bikeway Design Guide, by the National Association of City Transportation Officials and the Iowa Statewide Urban Design Standards, by the Institute for Transportation at Iowa State University.

As necessary, West Branch street ordinances should be revised to accord with complete streets policies.

The Commission's complete streets vision and policy statement follow. Nearby communities and the MPO of Johnson County also incorporate the concept in their plans and ordinances.[3]

It is proposed that the Commission recommend that the City Council adopt this Complete Streets section as city policy, and, in particular, ensure that all future street projects on new or existing streets encompass complete streets practices unless explicitly excluded by action of the City Council.

Transportation Vision Statement

West Branch envisions a transportation system that encourages healthy, active living; promotes transportation options and independent mobility; increases community safety and access to healthy food; reduces environmental impact; mitigates climate change; and supports greater social interaction and community identity by providing safe and convenient travel along and across streets through a comprehensive, integrated transportation network for pedestrians, bicyclists, public transportation riders and drivers, motor-vehicle drivers, emergency vehicles, freight, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

Complete Streets Policy

It is the policy of the city of West Branch to provide safe and comfortable routes for walking, bicycling, and, in the future when practicable, public transportation, to increase the use of these modes of transportation, enable convenient and active travel as part of daily activities, reduce pollution, and meet the needs of all users of the streets, including children, families, older adults, and people with disabilities.

The City will integrate complete streets infrastructure and design features into street design and construction to create safe and inviting environments for all users to walk, bicycle, and use public transportation.

In planning, designing, and constructing complete streets: to the greatest extent practicable West Branch will include infrastructure that promotes a safe means of travel for all users along the right- of-way, such as sidewalks, shared-use paths, bicycle lanes, and paved shoulders.

West Branch will include infrastructure that facilitates safe crossing of the right-of-way, such as accessible curb ramps, crosswalks, refuge islands, and pedestrian signals; such infrastructure must meet the needs of people with different types of disabilities and people of all ages. The City will ensure that sidewalks, crosswalks, and other aspects of the transportation right-of-way are compliant with the Americans with Disabilities Act and meet the needs of people with different types of disabilities, including mobility impairments, vision impairments, hearing impairments, and others.

West Branch will consider incorporating street design features and techniques that promote safe and comfortable travel by pedestrians, bicyclists, and public transportation riders, such as traffic-calming circles, additional traffic-calming mechanisms, narrow vehicle lanes, raised medians, road diets, high street connectivity, and physical buffers and separations between vehicular traffic and other users.

To the extent practicable, West Branch will provide pedestrian-oriented signs, pedestrian-scale lighting, benches and other street furniture, and bicycle parking facilities. The city will encourage street trees, landscaping, and planting strips, including native plants where possible, in order to buffer traffic noise and protect and shade pedestrians and bicyclists. The City's long-term goal is to reduce surface water runoff by reducing the amount of impervious surfaces on the streets, It is the City's intent to have all future street projects on new or existing streets encompass complete streets practices unless explicitly excluded by action of the City Council.

Transportation for Youth.

It is City policy to increase children's physical activity to benefit their short- and long-term health and improve their ability to learn. Children are to be given safe and appealing opportunities for walking and bicycling to school in order to decrease rush-hour traffic and fossil fuel consumption, encourage exercise and healthy living habits in children, and reduce the risk of injury to children through traffic collisions near schools.

The City will partner with the West Branch School District to pursue encourage programs such as Walk and Bike to School Days, as well as "Walking School Bus"/"Bike Train" programs at elementary schools, where parents take turns accompanying a group of children to school on foot or via bicycle. Both parties will encourage educational programs that teach students safe walking and bicycling behaviors, and educate parents and drivers in the community about the importance of safe driving.

Bicycle and Pedestrian Transportation.

Non-motorized transportation is a key component of a multi-modal transportation system. Good walking and biking facilities can improve quality of life by reducing the number of vehicles on the road, promoting an active lifestyle, attracting visitors to the area, and providing a low-cost mode of transportation. In recent years, the City of West Branch has worked to integrate bike and pedestrian facilities into its transportation network. However, according to 2010 Census estimates, only 3.2% of the population walks to work, and only 0.47% rides a bike.[4]

West Branch's bike and pedestrian facilities fall into two categories, separated and on-street facilities. A separated facility is a bikeway/walkway physically separated from motorized traffic by open space or barrier either in the highway right-of-way or in an independent right-of-way. Separated facilities are suit- able for all pedestrians and bicyclists. In an on-street route, bicyclists share space with motorized vehicles. On-street routes can take several forms including bike lanes or shared roadways. In some cases, striping, signing, and pavement markings designate a portion of the roadway for the preferential or exclusive use of bicyclists. In other cases, an on-street route signage indicates that the route is safe for bicyclists.

When planning a bicycling, hiking, and walking system, local governments should design a system that will accommodate as many users as possible in accord with complete streets policies. One interesting possibility for West Branch's system would be a bike-sharing program such as recently instituted by Solon, Iowa.[5] Such a program could help expand bicycle usage by city residents, but could

[4] U.S. Census Bureau, 2006-2010 American Community Survey. http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_10_5YR_B08301&prodType=table.

[5] For a description of Solon's program and its funding see: https://patch.com/ohio/solon/solon-bicycle-renting-program-gets-boost-grant.

be an effective way to bring visitors from the Hoover complex to historic properties and commercial activity in West Branch.

West Branch's system should take into consideration the differing abilities of the potential riders using the system. The Federal Highway Administration (FHWA) uses the following categories of bicycle users to assist in determining the impact that different facilities and roadway conditions will have on the bicyclist. Group A riders have the most experience, and are comfortable riding on most city streets. Group B bicyclists are less experienced and prefer riding on separated trails or low speed low traffic volume streets. Group C bicyclists are children. Children often use bicycles to get to school or recreation, but require well-defined separation from motor vehicles.

The Bicycle Federation of America estimates that out of nearly 100 million people in the United States that own bicycles, roughly 5 percent qualify as Group A bicyclists, with the remaining 95 percent as Group B and C bicyclists. See Map 1.6 for the bike and pedestrian facilities in West Branch.

In this update to the comprehensive plan, the Commission adopts the following vision statement for trails. That statement was created at an October, 2017, West Branch Trail Meeting, chaired by Mayor Roger Laughlin, and attended by interested West Branch citizens and city staff.

Trails Vision Statement.

West Branch will have a trail system linking city parks, schools, National Park Service, West Branch Public Library, business districts, neighborhoods and other communities, enhancing the lives of residents, and attracting more visitors to enjoy our community.

At the 2017 meeting, it was proposed that elements of the system should be as follows.

1. Verbal Statement of destinations to be connected.
   a. West Branch Public Schools, West Branch Public Library, NPS, Business District, Beranek Park, Wapsi Park, Cubby Park, West Branch Dog Park and Hoover Nature Trail were all discussed as destinations within the city limits.
   b. There is a desire to connect the West Branch trail system to other communities such as West Liberty, Iowa City, Solon, and Tipton.
2. List of existing trails and desired trail connections not yet built.
   a. Beranek Park Connection
   b. Cubby Park Connection
   c. Improve sidewalk long north side of Main Street creating a connection to Hoover Park at Parkside Drive
   d. Trail through the Meadows to Greenview
   e. Eventually asphalt Hoover Nature Trail.
3. Map of the items mentioned above.
   Superintendent Pete Swisher will check with the NPS resources and see if they can assist with the map. Mayor Laughlin will contact Cedar County GPS department and determine if they will be able to assist with mapping. *Map to be forthcoming*.
4. List of near-term priorities
5. General discussion of funding sources.
   The 2011 City Trails Plan has a list of potential trail funding sources. An update to that Trails Plan that envisions 9 mils added to the current 4 miles of streets, sidewalks, and trails was presented to the City Council in June, 2019, although the update did not include trail funding.[6]

Safety – Improving bicycle and pedestrian safety will be a primary concern for West Branch. According to Iowa DOT, the state averages 5 bicyclist and 21 pedestrian fatalities each year. In West Branch, City injury hospitalization data shows bicycle and pedestrian accidents as one of the leading causes of injury and death for residents between the ages of 1 and 34. The Iowa DOT recommends the following to improve bicycle and pedestrian safety:

- Young children need supervision in the traffic environment.
- Children should learn bicycle and pedestrian safety from an early age.
- Wearing a helmet can reduce the risk of head injury by as much as 85%.[7]

[6] See http://www.westbranchtimes.com/article.php?id=15884.
[7] Iowa Department of Public Health. 2002-2006 The University of Iowa Injury Prevention Research Center. http://www.public-health.uiowa.edu/iprc/resources/reports/Cedar-County.pdf.

Distance – West Branch's semi-rural character means that walking or bicycling to a destination can be difficult because of the distances involved. Local governments can help reduce travel distances by encouraging compact development that reduces sprawl and promotes land-use patterns that create more walkable neighborhoods. Examples of this include conservation subdivisions, mixed-use development, cluster development, planned unit developments, and infill development.

Infrastructure – Incomplete infrastructure prevents many West Branch residents from walking and biking. Local governments can fill the gaps in the bicycle and pedestrian network working to obtain funding for trails and other facilities, and by adopting new sidewalk and Complete Streets polices. Complete Streets are designed to allow pedestrians, bicyclists, and transit to travel safely alongside automobiles. West Branch communities should continue to work to improve the quality of its residents by supporting programs that make walking and biking safer and more convenient. West Branch should also collaborate with Cedar County, Johnson County and surrounding communities to improve trail infrastructure, both for the use of city residents and to economically support local businesses through tourism.

Transit.

East Central Iowa (ECI) Transit provides demand-responsive rural transit service in the counties of Benton, Iowa, Johnson, Jones, Linn, and Washington counties. ECICOG is responsible for administration, coordination, and planning of ECI Transit. ECICOG does not directly operate the transit service. ECICOG contracts with a transit service provider in each affiliated county. In Cedar County, River Bend Transit (RBT) provides transit services to persons with disabilities, the elderly, and the general public According to RBT's website, "RBT was Iowa's first regional consolidated transit system, starting public transit operations in 1978." In Johnson County, transit services are provided by Johnson County SEATS.[8] (see https://riverbendtransit.org/about).

There are a few rural transit services that operate primarily using volunteers. One such example is OATS Transit in Missouri (see https://www.oatstransit.org/annual-report). Although such a volunteer-supported service does not appear likely for West Branch, investigating prospects for greater use of volunteers to provide mobility should be kept in mind over the planning period.

While West Branch is not expected to have a sufficiently large population to support conventional bus transit services over the period of this comprehensive plan, a few city residents do currently participate in paratransit services through a University of Iowa (UI) vanpool program. According to a representative of the UI's Parking and Transportation Division, "Over the years we have had three (3) vanpools from West Branch. One maxi-van and two mini-vans. The maxi-van was the first to start and is the only one that is still operating." That current maxi-van operates at 7:30 AM daily from West Branch, returning from Iowa City at 4 PM. Vanpool usage data for 1996 through early 2019 are available in a spreadsheet provided to city staff as part of preparing this plan update. Promoting such low-cost and environmentally friendly service that is provided by employers should be a city objective.

Taxicab and transportation network companies (such as Uber and Lyft) currently provide service to and from nearby communities. As technology develops, autonomous vehicles may provide mobility services for West Branch residents.

Freight.

The efficient movement of goods is one of the keys to effective competition in national and world markets. As a result, policy makers, industry specialists, and transportation planners have recognized that an efficient freight system is fundamental for economic development in cities such as West Branch. This section focuses on the three freight modes which are most active in the West Branch: truck, rail, and air. The freight modes are described separately, but the different modes are often used in combination, which is referred to as intermodal freight transport.

Interstate 80 passes through West Branch. This highway provides a ground connection to the rest of Iowa, the region, and the nation. Air freight service is available through the Cedar Rapids and Moline airports. The rail system that passes through the region may also be a

[8] Current information on paratransit services and funding should be obtained as needed.

valuable but more limited resource. Iowa Interstate Railroad operates an east-west line that runs approximately 2.5 miles south of West Branch.

Business establishments need attention to freight pick-up and delivery services in order that they be efficient and reliable. Often a city needs to give attention to loading and unloading areas and to special regulations for truck activity. West Branch should be alert to freight needs and emerging freight transport technologies (such as those anticipated in the region by Google) as it plans, designs and administers its street facilities.

Airport.

The Eastern Iowa Airport in Cedar Rapids provides commercial air transportation services for West Branch. Recently thirty-five daily departures (with 14 non-stop destinations) have provided service from American, United, Delta Frontier and Allegiant Air. The Airport also features increasing cargo activity with Fed Ex, DHL, and UPS and serves an active general aviation community. The Airport is owned by the City of Cedar Rapids and operated by the Cedar Rapids Airport Commission. The Airport is located between Cedar Rapids and Iowa City along Interstate 380.[9]

The Quad City International Airport also provides commercial air transportation services for West Branch. The Quad City International Airport is located in Moline, Illinois and currently has four airlines serving 11 nonstop hubs or connecting cities.[10] The airport is owned by Rock Island County and is operated by the Metropolitan Airport Authority. The airport also has cargo activity with Fed Ex, DHL and UPS. General aviation airports are located in Iowa City, Muscatine, and Tipton.

Intermodal Facility.

Railroads through their connections with other transportation modes are involved in many intermodal traffic movements. Rail typically provides the long-haul portion of the movement and at an intermodal facility the freight is transferred to another mode for door-to-door delivery. The closest rail facility to the City of West Branch is located in West Liberty, Iowa. The Iowa Interstate Railroad passes through West Liberty although its intermodal service is currently available only in Council Bluffs and Blue Island, IL. [11]

West Branch Intercity Passenger Transportation

Greyhound.

The closest Greyhound station to West Branch is in Iowa City. One bus leaves each day for Chicago with tickets costing $43 per seat in 2019. One bus leaves each day for Omaha; tickets cost from $79 to $87.[12] Below is a map of the regional Greyhound routes from Iowa City:

Map 9.1. Regional Greyhound Routes From Iowa City

Source: Greyhound Corporation.

[9] See https://flycid.com/airlines-nonstops/.
[10] See https://www.qcairport.com/airlines-serving-mli.html.
[11] See https://iaisrr.com/ship-with-iais/intermodal/.
[12] See https://www.greyhound.com/en/ecommerce/schedule/.

Burlington Trailways.

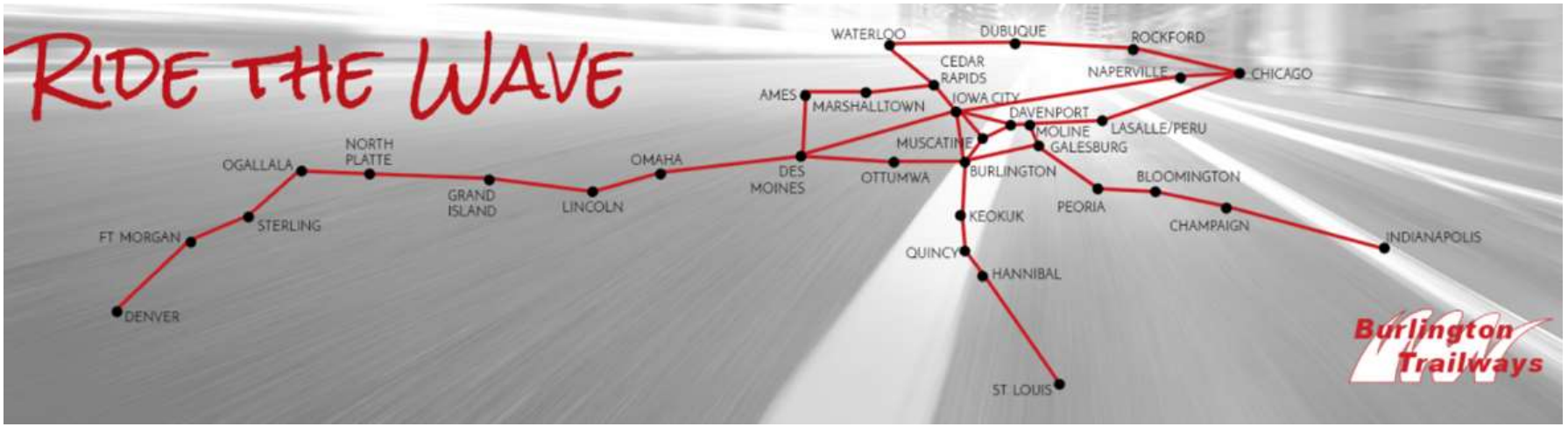
The closest Trailways stations to West Branch are Iowa City and Cedar Rapids. Its intercity options have had the greatest numbers of destination and frequencies.[13] The table below summarizes the recent prices and service frequencies from Cedar Rapids and Iowa City to Chicago, Des Moines and Minneapolis:

Table 9.1. Recent Prices and Service Frequencies

Origin	Destination	Price	# Daily
Cedar Rapids	Chicago	$57	3
Cedar Rapids	Des Moines	$34	1
Cedar Rapids	Minneapolis	$99	1
Iowa City	Chicago	$32	4
Iowa City	Des Moines	$25	5
Iowa City	Minneapolis	$80	2

Source: Unknown

Map 9.2. Routes for Trailways extend to Denver, St. Louis and Indianapolis.



Source: Burlington Trailways

[13] See https://webstore.trailways.com/buy-bus-tickets/ia.

Megabus.

Megabus (Windstar Lines) is a newer carrier accessed in Coralville (at the Coralville Transit Intermodal Facility, 906 Quarry Rd., Coralville, near Iowa City) with daily service to Chicago, Des Moines, and Omaha. These buses have a variety of passenger amenities. Fares are variable.[14]

Passenger Train.

The closest train station is in Mt. Pleasant, where one can catch Amtrak's California Zephyr line. Amtrak travels daily east to Chicago ($41) and west to Denver ($108) and Oakland ($203).[15] Daily service is also newly available from Chicago to Moline with fares in 2019 starting at $42.[16] A regional map for Amtrak follows:

Map 9.3. Amtrak Regional Map

Source: Amtrak

Transportation Projects.

Transportation is extremely important to the citizens of West Branch. The primary transportation mode is vehicle travel on streets and roads. The public input survey found that the majority of residents supported the replacement of College Street Bridge, opened 11/21/19, followed by repaving 4th Street and repaving County Line (Johnson-Cedar) Road. Sidewalks were the second mode of transportation cited by citizens as in need of attention. Residents would like to see sidewalks throughout the entire community, and identified the following areas for sidewalk improvement: College Street Bridge, College Street, Poplar and Oliphant, downtown, Cedar Street, Johnson Street, and pointed out the need to build missing sidewalks and address steps (elevations). City staff can provide a detailed map of street conditions in the City of West Branch. This map should be used in identifying future street projects within the City.

Another project identified as needed is a connection between Pedersen Valley and Greenview. When the land that had been in agriculture between Pedersen Valley and Greenview is developed into residential housing, the City Council should ensure that the developer provides a street connection between the two neighborhoods. This will allow for an improved public safety response time for residents in Greenview, and provide for better circulation of traffic in this area. A majority of survey responses collected on this issue supported a connection between the two neighborhoods. In 2019 it was anticipated that the extension of Orange Street in the near future would satisfy this need for connection.

Transportation Technology and Electric Vehicles.

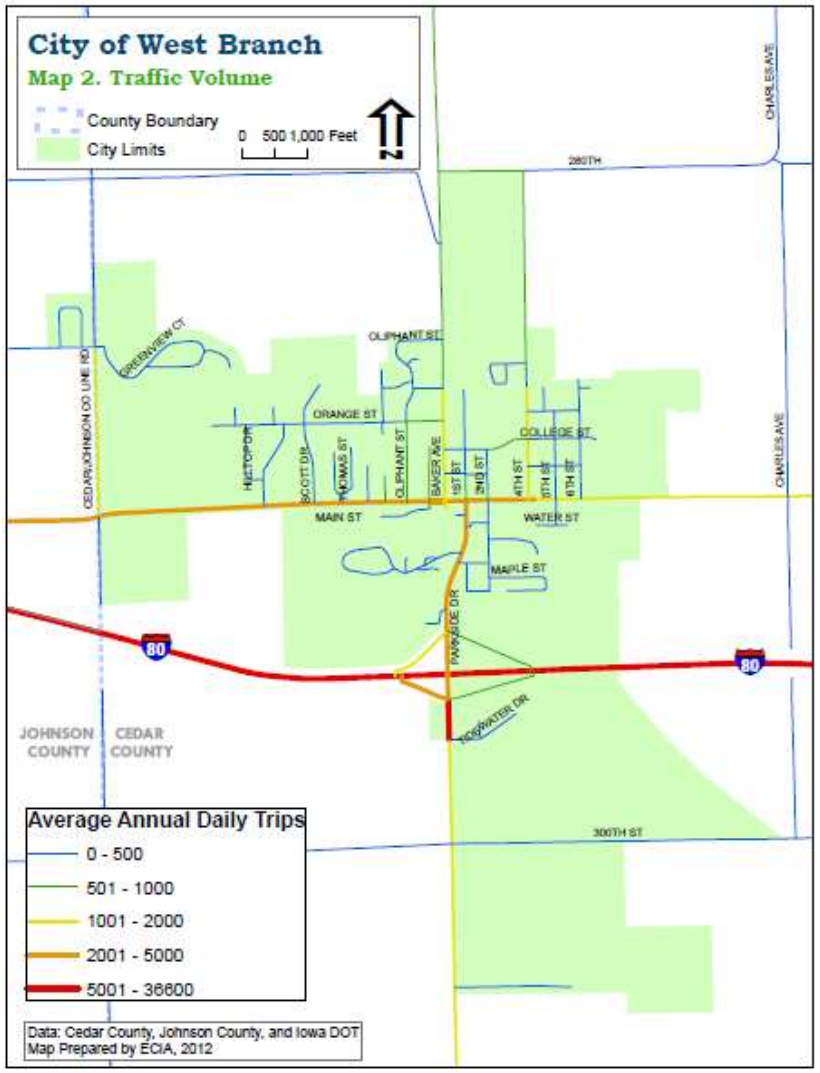
At their joint meeting of October 24, 2017, the Commission and the City Council discussed emerging changes in the nation's vehicle fleet and the desirability of quickly responding to those anticipated changes, particularly to the emergence of greater numbers of electric vehicles. As a result, the Mayor agreed to explore with Alliant Energy and potential local partners the prospects for installation of electric charging stations in West Branch at an early date, and the publicizing of station locations as a city attraction. While his exploration was ultimately unsuccessful, as transport technology such as automated vehicles continues to evolve the city should keep abreast of new developments to track mobility opportunities and to determine their impact on city facilities.

[14] For information see https://us.megabus.com/route-guides/des-moines-to-iowa-city-coralville-bus. Service may eventually be extended to downtown Iowa City, but without intermediate stops in Iowa.
[15] See https://iowadot.gov/iowarail/Iowa-Passenger-Rail/Todays-Passenger-Rail and
[16] See https://www.amtrak.com/stations/mli. Also https://www.amtrak.com/midwest-train-routes.

Map 9.4. West Branch Roads by Functional Classification

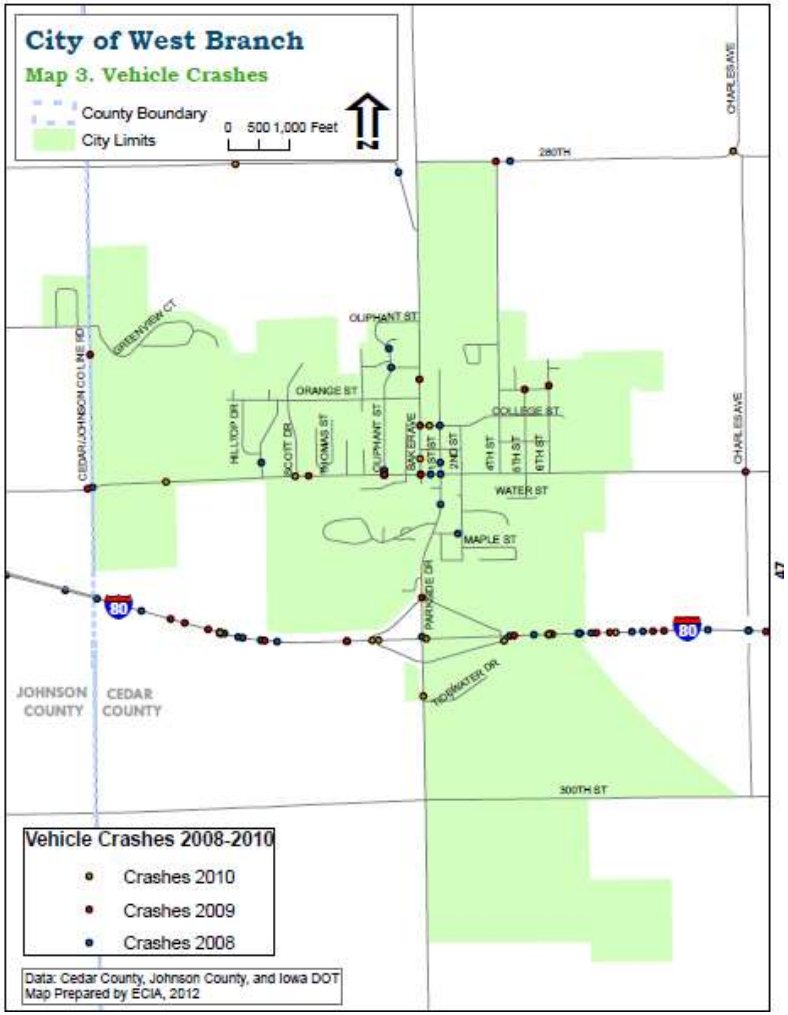
Source: City of West Branch.

Map 9.5. AADT for West Branch Area Rods.



Source: City of West Branch.

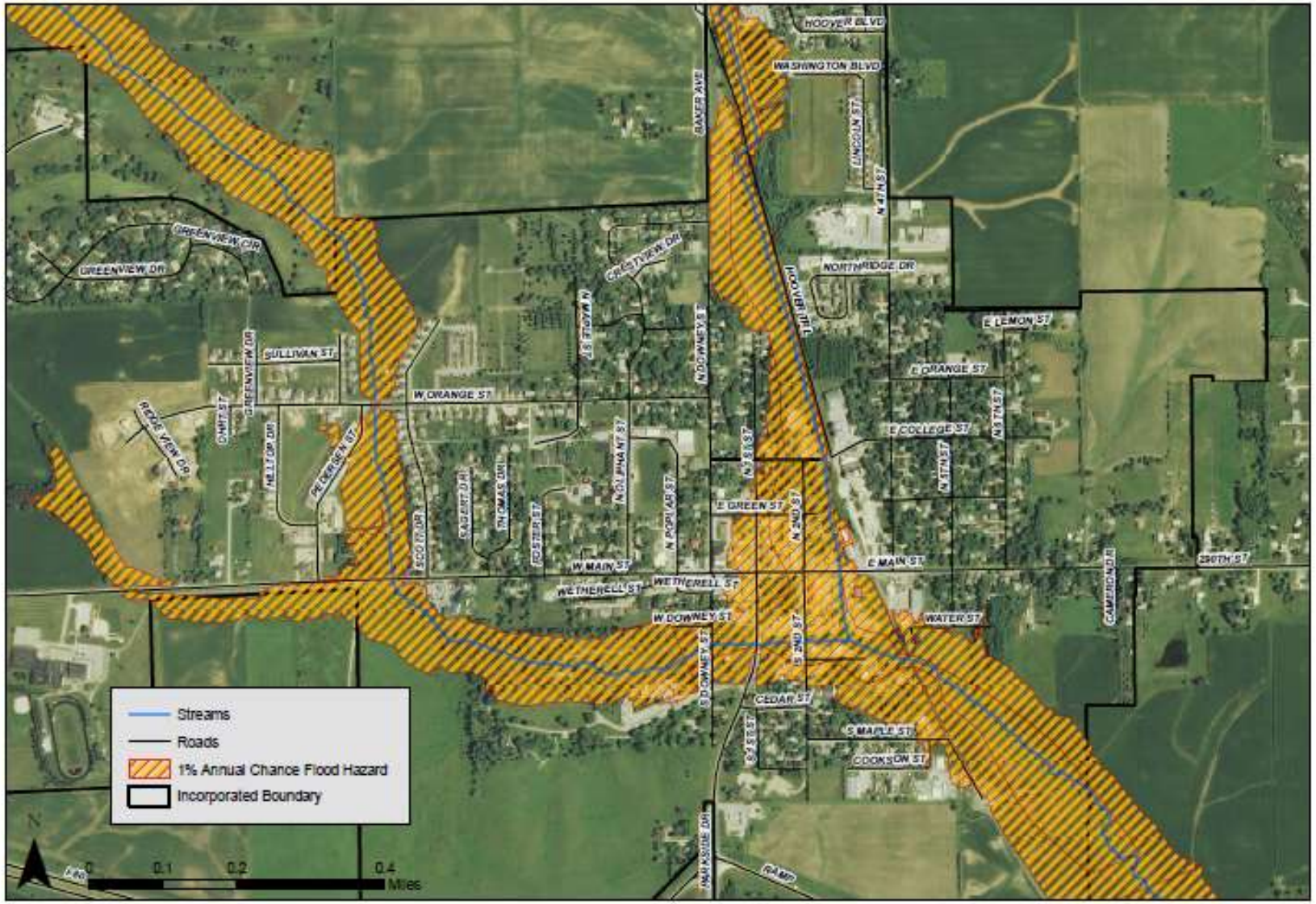
Map 9.6. IA DOT Crash Data.



Source: City of West Branch.

CHAPTER 10: ENVIRONMENTAL STEWARDSHIP

FEMA's National Flood Hazard Map
West Branch, IA



Source: Iowa GIS Data Repository, Iowa Counties Information Technology. Compiled by Tara Cullison.

Introduction:

Chapter 10 of West Branch's 2013 Comprehensive Plan dealt with hazard mitigation. This is an important city topic, but there are other concerns that an updated plan should address. The chapter is now retitled "Environmental Stewardship" and covers the additional topics of:

- The National Flood Insurance Program;
- Derelict and Abandoned Buildings;
- Urban Forestry;
- Electric Vehicle Charging Stations;
- Solid Waste and Compost;
- Light Pollution;
- Green Energy;
- Brownfield Redevelopment and Remediation;
- Topsoil.

Each topic is described, and recommendations are made for action.

Picture 10.1. West Branch Hoover Nature Trail.

Source: Source: Cedar County Conservation Board
http://cedarccb.org/hoovertrail1.html. Accessed June, 2018.

Goal 1: Increase Community Based Environmental Outreach

Objective 1: Publicize the federal flood insurance program so that residents become more aware and can participate if they choose.

Objective 2: Continue to partner with organizations such as Trees Forever and Alliant Energy and look for grant opportunities such as Alliant's "Branching Out" grants to increase the number and variety of trees in West Branch. This includes seeking opportunities that would allow the community to provide trees for private homeowners as well as to plant new trees in public spaces.

Objective 3: Form a tree committee comprised of 6 to 7 community members to provide direction for future tree projects within the community.

Objective 4: Seek to become designated a "Tree City U.S.A."

Objective 5: Establish a brownfields inventory by identifying possible brownfields sites. Coordinate with the East Central Brownfield Coalition (ECBC) to produce a brownfield land bank. These recommendations are especially pertinent to redevelopment of the Croell Cement site.

Goal 2: Improve Creative Guidelines

Objective 1: Research and adopt an ordinance to properly manage derelict buildings.

Objective 2: Adopt a tree policy meant to build a robust green infrastructure. This should encourage the community to complement and support other key goals established for a city in the Comprehensive Plan.

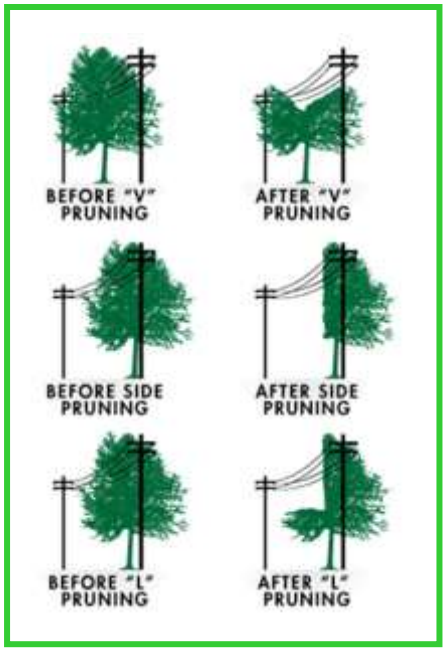
Objective 3: Expand and continue to diversity the City's tree-planting practice and canopy.

Objective 4: Continue to trim overhanging branches up to a height of 14 feet over every street and up to a height of 9 feet over every sidewalk in town annually.

Objective 5: Continue annual efforts to remove unhealthy trees on public ground that pose a hazard to nearby structures and passersby.

Objective 6: Continue annual efforts to monitor ash trees for signs of Emerald Ash Borer, and remove infected trees.

Objective 7: Continue to monitor developments in topsoil management. Consider adopting a best-practices ordinance.



Goal 3: Embrace Green Technological Advances

Objective 1: Pursue the instillation of one or two EV-2 Charging Stations within the next year.

Objective 2: Track green energy programs, particularly in the Midwest, and go on record as supporting and publicizing renewable energy programs (An example is "Solarize Johnson County.)

Objective 3: Be attentive to the virtues of dark skies, and as opportunities present themselves take advantage of newer technologies in lighting to reduce light pollution in our city. In this effort, the City should coordinate with the West Branch School District.

Objective 4: Investigate compost and recycling service for apartments.

National Flood Insurance Program

Nearly 650 Iowa communities currently participate in the National Flood Insurance Program (NFIP). To participate in the program, a community must adopt and enforce floodplain management ordinances meant to reduce damage from future flood events. In exchange, the NFIP makes federally-backed flood insurance available to homeowners, renters and business owners in these communities, regardless of whether their property is in the current floodplain or not. Community participation in the NFIP is voluntary, but there are many advantages to participating.[1]

West Branch is participating in the FEMA National Flood Insurance Program.[2] Chapter 160 "Flood Plain Regulations" of the West Branch municipal code addresses and enforces floodplain management. Specifically, Chapter 160 Section 8 addresses flood damage minimization. Per FEMA, as of 3/31/2018, there were 26 homes in West Branch which had NFIP insurance. However, the Flood Hazard Map on the initial page of this chapter suggests that rather more homes in the city might be eligible for insurance. The total annual premium paid for policies in force ("premium written in-force") was $38,435 and the total coverage amount for policies in force ("insurance in-force") was $3,531,100.[3] This is summarized in Table 10.1., following.

Picture 10.2. 2008 Flooding in Cedar Rapids, Iowa.

Source: Time Magazine 2008.
http://content.time.com/time/nation/article/0,8599,1815178,00.html.
Accessed June 12, 2018.

Table 10.1. National Flood Insurance Program Statistics as of 3/31/2018.

	Homes Insured	Total Written Premium In-Force	Total Insurance In-Force
West Branch, Iowa	26	$38,435	$3,531,100
State of Iowa	12,547	$12,812,897	$2,591,614,000

Source: Federal Emergency Management Association, 2018.

To purchase insurance, residents can contact an insurance agent or an insurer participating in the NFIP. It is not possible to buy the insurance directly from FEMA. To assist in finding an insurance agent, residents can call the NFIP referral call center at 800-427-4661. One local agent, Matt McCall of State Farm in Tipton, (563-886-6120), sells the NFIP policy. According to McCall's estimate, annual premium quotes range from $600 to $4,000 per policy, which is determined based on location and value of the home.

Derelict and Abandoned Buildings

There is currently no West Branch ordinance that deals with derelict and abandoned buildings. It is recommended the City research and adopt a code to ensure all rehabilitations and demolitions of derelict or abandoned buildings are performed with sensitivity to the environment. As a reference, the Cedar Rapids code, Chapter 33A – "Moving or Demolition of Buildings; Use of Streets" addresses their process to deal with abandoned buildings. The code requires a permit to demolish or wreck a building. The chapter explains the application, issuance, validity, expiration and permit fees. The full code is available online and at the City of Cedar Rapids website "Building Services Codes".[4]

Urban Forestry.

A core responsibility of any city administration is to provide for and maintain the community's infrastructure, which comprises the physical assets that support the city's basic functions. Many communities have started to think of infrastructure as having two components: gray infrastructure (buildings, roads, utilities) and green infrastructure (trees, shrubs, grass). Doing so recognizes that green infrastructure works in tandem with the gray infrastructure and impacts the functioning of systems critical to the community.

A form of environmental stewardship is to increase the number of trees throughout the city. Trees yield many benefits to a community such as providing wind breaks, reducing home cooling costs, preventing erosion, adding value to properties and providing food for wildlife. A 2017 publication on the health and energy benefits of trees in cities is available at https://www.nature.org/newsfeatures/pressreleases/urban-trees-can-save-tens-of-thousands-of-lives-globally.xml. It should also be noted that trees enhance the historic nature of West Branch.

Source: Ten-year urban forestry action plan for the National Urban and Community Forestry Advisory Council and the Community of Practice: 2016-2026. https://urbanforestplan.org/the-urban-forest/. Accessed May, 2018.

City Forestry Data and Iowa DNR

West Branch is a community that embraces the benefits trees provide, as evidenced by planting additional trees each year. In the past four years, the city has planted over 200 trees. In 2014, approximately 140 trees were planted on the municipal cemetery grounds. In 2015, 45 trees were planted in Beranek Park. In 2016, approximately 35 trees were planted on Main Street. It is suggested that tree species diversity should be sought with these plantings. Ideally, the goal should be to achieve ISU Extension best practices for community tree cover: no more than 10% of public trees should be a single species, no more than 20% should be a single genus, and no more than 30% should be a single ***tree*** family.

In 2011, a report prepared by the Iowa Department of Natural Resources (IDNR) that inventoried and assessed trees in West Branch determined that the community's trees provide $75, 851 ($81,887 in 2017, adjusted for inflation) in total annual benefits. The specific values can be viewed in Table 10.2. following. The report also contained recommendations for a maintenance plan that included removal of problem trees, planting and replacement, trimming activities, and monitoring/addressing incidents of Emerald Ash Borer. Current practices, as reported by Public Works Director Matt Goodale, meet or exceed all annual benchmarks recommended by IDNR.

Table 10.2. Value of Ecosystem Services Provided by Trees in West Branch

Benefits	Value in 2011	Value in 2017 adjusted for inflation
Annual Storm water Benefits	$21,115	$22,795
Annual Air Quality Benefits	$2,200	$2,375
Annual Carbon Benefits	$24,659	$26,621
Annual Aesthetic Benefits	$13,302	$14,361
Total	**$75,851**	**$81,887**

Source: Calculated by IDNR, 2011.

The Public Works Department (PWD) performs all tree maintenance and coordinates all plantings. It has been popular to do larger plantings around Earth Day in the spring in order to engage the community. Students from local schools have helped support successful plantings to date. In turn, this provides a great opportunity for relationship building between city employees and school-aged youth.

The PWD expects to continue to seek partnerships and grants to assist in acquiring additional trees. In the past, both Alliant Energy and Trees Forever have supported tree plantings throughout the community. There is potential to establish a volunteer committee in West Branch which would assist the PWD with their tree planting initiatives.[5]

Economic Environmental Incentives

As an economic development incentive and a welcoming gift to new homeowners it has been suggested that the city provide and plant a tree for each new house in town, if the owners desire it. Homeowners would be asked to pay a small portion of the tree cost and commit to tree maintenance.

Source: Arbor Day Foundation

There is an opportunity to become officially designated as a "Tree City USA". By doing so, the community would demonstrate its leadership and commitment to the environment and its residents who benefit daily from the cleaner air, shadier streets and improved beauty that urban forests provide. There are eighty such designated communities in Iowa, including smaller cities such as Tipton.[1]

[1] A similar but more recent program is to become a "bird-friendly city". See https://birdfriendlyiowa.org/Pages/Designations.aspx?id=1. Two cities in Iowa have achieved this designation, Waterloo in 2017 (see https://wcfcourier.com/news/local/waterloo-to-be-named-iowa-s-st-bird-friendly-city/article_86db969f-dabf-5036-8cb9-4f4b47fdca11.html) and Pleasant Hill in 2019 (see https://www.radioiowa.com/2019/02/11/pleasant-hill-is-second-iowa-city-to-be-named-bird-friendly/).

To qualify as a Tree City USA community, a town or city must meet four standards established by The Arbor Day Foundation and the National Association of State Foresters. These includes having a tree board, department, or committee, adopting a tree-care ordinance, establishing a community forestry department with an annual budget of at least $2 per capita, and observing Arbor Day each year. Such a tree committee could report to the City's Recreation Commission or to the PWD. As a reference, the City of Marion has established a City Code section regarding tree care, planting and maintenance.[6] If any additional staff are needed in order to fulfill these standards, there may be an opportunity to partner with nearby cities or Cedar County in order to reduce costs.

Picture 10.11.

Source: Trees Forever.com

In West Branch, a tree policy meant to build a robust green infrastructure for the community can complement and support other key goals established for a city in the Comprehensive Plan. For this reason, the following policies are recommended to codify the informal policies – and, where appropriate, build upon their successes – as already practiced in West Branch presently.

Electric Vehicle Charging Stations

As Electric Vehicle (EV) ownership increases, there will be a growing demand for EV charging stations. Currently, Alliant Energy is investing more in regional charging stations and EV charging infrastructure throughout their region. Providing public charging stations in West Branch could be an economic development tool to attract visitors, as well as demonstrate the community's leadership in environmental stewardship.

In 2018 Alliant started to offer rebates for community charging stations. Fast, level-2 stations for use by city employees or the public were eligible for $1,500 from Alliant for a dual-prong unit. This amount will largely cover the equipment costs for non-networked charging stations, which means the city needed only to cover installation costs. Alliant would supply a field engineer to help identify locations where the installation costs would be lowest due to an adequate existing power supply. Rebates were available on a first-come basis for up to two stations. Although the Alliant program is no longer available, additional support for charging stations may become be eligible for mitigation activities from the state of Iowa resulting from a settlement from Volkswagen concerning settlements under the Clean Air Act being applied in 2018-19. (See https://www.iowadot.gov/vwsettlement/ and https://www.epa.gov/enforcement/volkswagen-clean-air-act-civil-settlement.The funds are to be administered by the Iowa Department of Transportation.)

Picture 10.10. Example of Neighborhood Trees.

Source Arbor Day Foundation. https://www.arborday.org/programs/treecityusa/. Accessed June, 2018.

A charging station may attract regional residents as well as persons traveling along I-80. While many EVs currently have fairly limited battery ranges, the next closest charging stations are Iowa City (North Dodge St. Hy-Vee) and Davenport. The east side of Iowa City has one of the highest densities of electric vehicle ownership rates in Iowa.[7]

The average charge time is 1 hour and 38 minutes. This provides the user of the electric charging station with time to visit the shops and restaurants in downtown West Branch while they are waiting for their vehicle to charge. As a result, foot traffic in the area surrounding the charging station would be expected to increase. An

ideal location for a charging station may be in the parking lot just south of the City offices, on the northwest corner of West Main and Poplar St, because of proximity to retail shops and restaurants. A future potential location is within the development of the Croell cement plant area. Another possibility would be the Hoover complex. Inquiries suggest there is interest on the part of the Department of the Interior, and funds available, but the process to apply the funds may be lengthy.

There are several options to select from with regard charging infrastructure, software and user rates. While some communities offer charging stations free to the user, others charge a small fee that is managed by a third-party contractor. Both Centerville (pop. 5,924) and Mt. Vernon (pop. 4,444) have worked with Alliant on their charging station programs, so the company has a good track record of working with smaller communities. Ames had two stations available for public use in 2018 and charged $2 per hour, or $1 per hour for Ames residents.[8] According to ChargePoint data in 2015, the average charging session cost the hosting entity $0.50. [9]

West Branch Solid Waste and Compost.

The Current Recycling Program.

Johnson County Refuse, a locally owned operation serving Johnson County and surrounding areas, provides garbage and recycling pickup every Friday morning in the City of West Branch. Garbage that cannot be recycled is placed in garbage bags or cans with one or two $1.25 yellow stickers attached. These stickers can be purchased at the City Offices, Dewey's Jack & Jill, and Kum & Go, or year-round stickers can be purchased directly from Johnson County Refuse. Curbside recycling is mandatory in the City of West Branch. A monthly fee of $4.75 is included in the water and sewer bill, and recycling bins are provided gratis to each residence. Service is not currently provided to apartment complexes. The provider expects changes by 2020 in this process.

Curbside Compost Pick-up

In efforts to become more sustainable and reduce volume at local landfill sites, communities have started implementing curbside pick-up programs for compost. The compost can then be used by residents for agriculture, horticulture, and erosion control. Today, in

Picture 10.13. Picture 10.6. Johnson County Refuse Recycling Action Picture.

Source: Cedar Rapids Gazette 2015, "Rural Residents Face Limits to Recycling." http://www.thegazette.com/subject/news/rural-residents-face-limits-to-recycling-20150214. Accessed June, 2018.

cities where curbside programs do not exist, residents can voluntarily bring their food scraps and other compostable material to a facility or can compost in their yard. The closest facility to West Branch is the Iowa City Landfill and Recycling Center. Here they collect commercial organics for composting, ultimately diverting organic material from the landfill. A 2017 statewide study found that approximately 30% of landfill material was compostable.[10]

An investigation was done to determine whether compost pick-up curbside might be possible for West Branch through Johnson County Refuse. As of 2017, the owners stated that curbside compost pick up service in West Branch was not feasible. They explained that the compost pick-up they currently provide to North Liberty is done because of the City's proximity to their facilities. They are currently not interested in expanding curbside compost pick-up service to other cities that use their solid waste/recycling services.

The City should continue to monitor the availability of curbside recycling options in the region.

Picture 10.14. Composting Tips, Education, and Outreach.

Source: City of Iowa City Organics. https://www.icgov.org/foodwaste. Accessed June, 2018.

Municipal Compost Examples.

Two nearby municipalities that provide curbside composting services to residents are Iowa City and North Liberty. Iowa City provides the service to residents receiving City of Iowa City garbage, recycling, and yard waste services. These residents simply use the annual yard waste stickers ($12.50) on a 20-35 gallon, upright garbage bin and place it on the curb on their normal garbage pick-up day. A list of accepted curbside items is below.

The City of North Liberty, like West Branch, uses Johnson County Refuse services for garbage and recycling. North Liberty residents receive curbside compost pick up along with solid waste and recycling services. This program is voluntary and residents must sign up with the City to be provided the pick-up service. As of 2017, there were 170 residents participating in the program. This program is different from Iowa City's because rather than having an annual sticker on a container, the participants put their compostable material in a North Liberty yard waste bag ($1.65 each) and place it on the curb in the compost container (obtained from the city for a $25 deposit). The material is transported to Iowa City's Commercial Compost facility.

Iowa City Compost Items

- All fruits and vegetable matter;
- All grain products;
- Non-liquid dairy products (no milk);
- Meat and seafood (raw or cooked, including bones and shells);
- Eggs and eggshells;
- Pizza and used pizza boxes;
- Coffee grounds and filters, tea and tea bags;
- Leftovers and plate scrapings;
- Spoiled food;
- Paper leftover containers from restaurants but NOT plastic or foam containers;
- Uncoated paper that has been in contact with food: napkins, paper towels, pizza boxes, uncoated paper plates, uncoated paper cups;
- Small quantities of grease and fat;
- Compostable service-ware such as spoons, forks, plates, etc. that are certified ASTM D64001.

North Liberty Compost Items

- Fruit and vegetables;
- Meat (raw or cooked, including bones) and seafood (raw or cooked, including shells);
- Grains, bread and baked goods ;
- Dairy, eggs, coffee grounds and filters;
- Mixed plate scrapings;
- Wood produce crates;
- Floral waste;
- Leftovers past the point of re-serving;
- Spoiled foods;
- Paper that has been in contact with food such as:
    - Napkins
    - Parchment bakery tray liners
    - Pizza boxes
    - Uncoated paper plates.

Compost Pilot Program.

More locally, before the Iowa City curbside pickup was launched in March 2017, a pilot study of fifty participants was completed in 2014. They found that in 6 weeks, 1,000 pounds of material was composted rather than transported to the landfill under the then-available waste services.

There are only three facilities in the State of Iowa that accept food waste into their composting operations. These include Metro Waste Authority (Des Moines), Cedar Rapids/Linn County Solid Waste Agency, and Iowa City Commercial Composting facility.

Because Johnson County Refuse finds compost recycling infeasible, another option for the City of West Branch is to compost its own material. The Iowa DNR provides a helpful toolkit for communities interested in collecting and producing their own compost. If a parcel of land is available and enough residents are interested, a compost facility could easily be set up to meet the needs of the City. If material coming in is less than two tons per week, the in-house facility would meet the "Permit by Rule" exemption.[11] If a curbside compost program collects more than two tons per week, the municipality must obtain the appropriate permit from the Iowa DNR. The final composted material could be used for City landscaping and soil quality restoration**,** or perhaps for use in a community garden. West Branch could also begin partnerships with local farmers or register with the Iowa Department of Agriculture and Land Stewardship (IDALS) Feed and Fertilizer Division to legally sell the compost. The curbside pickup could be contracted out, while the City owns and operates the composting services, and would allow residents a solution to sustainably rid themselves of yard waste and food scraps.

Picture 10.15. Compost System Diagram.

Source: City of Glendale, California. http://www.glendaleca.gov/government/departments/public-works/integrated-waste-management/refuse-trash-recycling/backyard-composting. Accessed June, 2018.

Apartment Solid Waste/Recycling Service.

Iowa City passed a resolution (Nov. 2016) that requires all multi-family apartments and condominiums to provide recycling to their tenants. Landlords, apartment owners, managers and condo associations have until their next scheduled City inspection to comply. As such, the mandate will rolled out through the end of 2018. The enforcement mechanism mirrors existing solid waste requirements and compliance will be enforced in conjunction with the next rental permit renewal permit issuance.

Light Pollution

Astronomers have preached the virtues of dark skies for years. Modern cities, they say, use far more artificial light during nighttime than necessary, much of it emanating into the sky where it does no good.

So-called light pollution erases our view of stars and, to a degree, the wonder they bring at our place in the cosmos. High-intensity lights at night can actually do harm to humans, by suppressing hormones that help people fall asleep. For these reasons cities have begun replacing sodium high-pressure street lights with dark-sky-compliant LED bulbs.

Green Energy.

Small cities may find it difficult to envision a future in which their energy consumption is more "green" than today, but many larger U.S. cities are making strides towards reducing the environmental impacts of the energy they consume. In 2017, over 20 cities had determined they would transition fully to renewable energy by various future periods of time. One such Midwestern city is Madison, Wisconsin.[12]

Communities need not be large to benefit from policies aimed at energy efficiency and green energy. The town of Columbus, Wisconsin has a population just under 5,000 residents and has adopted energy policies that have resulted in cost savings for municipal buildings, added to the quality of life within the community, and served as an important economic development tool. Efforts within Columbus began with several energy-efficiency projects for city facilities, including the public works department, senior center, police station, fire department, city hall and library. This included converting to LED lighting and energy-efficient windows. A solar array was installed at the community high school and integrated into industrial arts curriculum. The community also committed to reducing its non-renewable energy usage 25% by 2025. Steve Sobiak, the former economic development director for Columbus, credits the energy efficiency programs as a major factor in the decision by Enerpac to expand its manufacturing operations in Columbus rather than relocate to another community.[13]

Some residents in West Branch receive energy from Linn County REC rather than from Alliant. Most of the housing in West Branch that uses Linn County REC is located near the golf course in the Bickford and Greenview Drive neighborhoods. Linn Country REC follows state regulations for interconnecting with alternative renewable energy systems such as solar. Nearly 60% of Linn County REC "Generation Mix" electricity is from carbon free sources. Their generation mix is composed of coal, nuclear, hydro, landfill gas generation, wind, natural gas, and oil resources.[14]

Brownfield Redevelopment Policy for West Branch.

Brownfields are defined by the U.S. Environmental Protection Agency (EPA) as "property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant." However, brownfield assessment and redevelopment is often hindered by confusion as to what is and is not a brownfield (a small, abandoned gas station may be, while an active manufacturing site often is not). The stigma associated with contaminated sites further compounds the problem, creating barriers to redevelopment.

Although generally assumed to be an urban problem, brownfield sites are pervasive across the U.S. and pose particular challenges in rural areas where many developers find it easier to build in the ample greenspaces on the outskirts of town rather than redevelop closer in. Brownfield sites in Iowa commonly take the form of former filling

stations with underground storage tanks and older commercial spaces suspected of containing asbestos. Although concerns about these sites can leave them sitting empty and unused, communities may not realize they are brownfields and, as such, eligible for site assessment and cleanup funds through the EPA. In the majority of cases, environmental site assessments (ESAs) are sufficient to remove the stigma of contamination.

Picture 10.18. Croell Redi Mix Site in West Branch.

Source: Google Maps August 2013. Accessed June, 2018.

Financial Help with Brownfields

The East Central Intergovernmental Association (ECIA), serving governments in a five-county area of eastern Iowa – including the government of West Branch – in 2016 received a $600,000 grant from the EPA to support ESA activities in its service area. These funds must be used by the end of 2019. To help disburse the grant money, ECIA has formed the East Central Brownfields Coalition (ECBC) with the intention of identifying brownfield sites and assisting with their redevelopment. More about ECBC can be found here: http://ecia.org/Brownfields/.

Participating in the ECBC can complement and support key goals outlined in the West Branch Comprehensive Plan, particularly goals related to downtown revitalization and business development in Chapter 7, Economic Development. For this reason, the following are recommended for West Branch in regards to brownfield sites within its jurisdiction:

1) Create an inventory of potential brownfield sites within West Branch in cooperation with ECIA and ECBC. A group of graduate students from the University of Iowa recently developed software available through ECIA to help communities create a brownfield inventory, assess redevelopment potential, identify priority sites, and request grant funding for ESAs.

2) Work with owners of unused commercial sites to determine whether they may be brownfield sites, assist with creating redevelopment plans, and apply for assistance from ECBC for those owners willing to consent to environmental site assessment.

3) Integrate brownfield assessment and redevelopment goals into the West Branch Comprehensive Plan, situating these policies within the context of broader economic development and environmental priorities.

4) Coordinate efforts with ECBC to obtain and convey brownfield sites to a brownfield land bank for redevelopment.

Topsoil Concerns in East-Central Iowa.[15]

Introduction.

Over the past several years, Johnson and Linn County, Iowa, municipalities have held an array of debates about dirt, or more specifically, topsoil. Topsoil is defined as the upper, outermost layer of soil containing the majority of a plant's roots.[16]

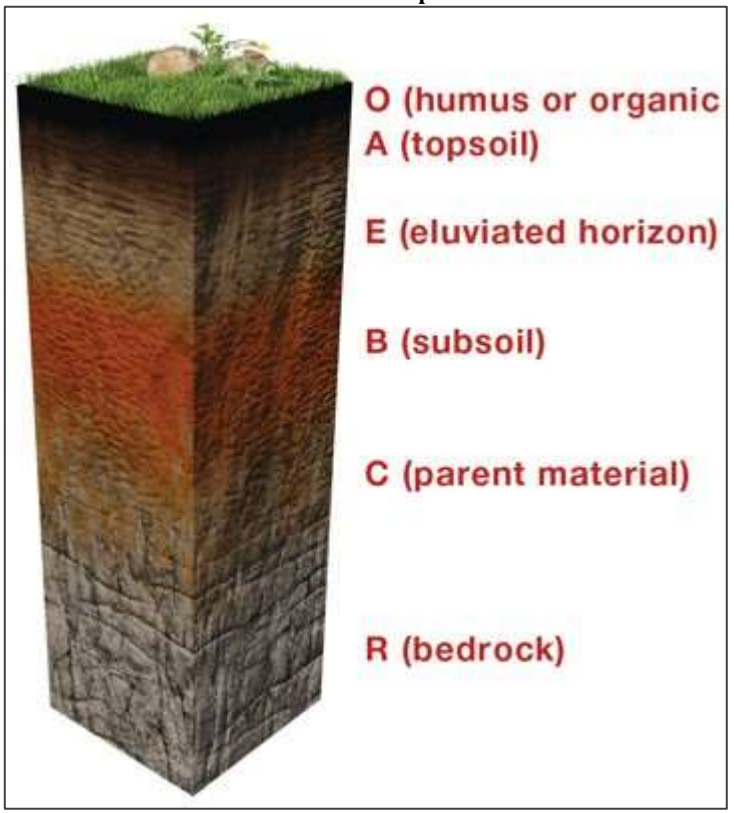
Iowa, historically a prairie state, is known and valued for its deep, nutrient-rich topsoil. When land is developed for construction, developers typically grade that land, altering the topography to make it suitable for buildings and infrastructure, and accommodating to storm water drainage requirements. During this process, topsoil is often compacted and stripped from the land. Contractors may then sell the topsoil to excavation companies or dispose of it. As buildings near completion, grass turf is generally placed directly on the top of the exposed and compacted land.

Why is this a problem?

When there is very little to no topsoil foundation, and a compacted surface area, grass turf roots cannot adequately establish themselves in the ground. This makes it challenging for a homeowner to grow vegetation on his or her lawn. It also hinders rainwater from infiltrating the ground at maximum capacity and increases the chance that water will run off the land. Such runoff, combined with runoff from paved land, stresses the storm sewer system. In addition, runoff carrying added chemicals is introduced to Iowa waterways. The turf is more easily eroded, so homeowners may face turf replacement or soil aeration costs.

In short, a lack of post-construction topsoil regulation reduces the ability of the land to hold vegetation, may inconvenience the homeowner, contributes to major and minor flooding events, and can pollute Iowa's water supply.

Picture 10.20. The Horizons on Soil Graphic.



Source: Soil Science Society of America. http://www.soils4kids.org/about. Accessed June, 2018.

State Regulation.

For these reasons, in October 2012, Iowa was inspired by the Environmental Protection Agency (EPA) and the Iowa Department of Natural Resources to adopt a state topsoil rule. The state worked together with homebuilders to write a rule requiring developers to maintain up to four inches of topsoil on a site if the site had that much topsoil before construction started. If the site had less, only that prior amount needed to be maintained.[17] In 2013, developers stated the topsoil regulation was too costly and proposed a change. In 2015, the state Environmental Protection Commission voted to set aside the four-inch topsoil rule. Instead, communities may adopt their own topsoil rules, if they choose. Two nearby cities have adopted such rules.

Coralville, Iowa's Topsoil Ordinance.

Coralville's topsoil ordinance is within Chapter 159 of the*ir* Code, listed as part of the post-construction storm water ordinance that new development applications must meet. The topsoil regulation states that *site design shall address the preservation and replacement of existing topsoil in an uncompact manner*, and that *existing topsoil must be preserved and reapplied on site in a uniform and uncompact manner*.[18] This simple language is phrased similarly to the DNR staff's originally proposed wording for the state regulation in 2012. If little or no topsoil is present before construction, builders can use a variety of options (such as inexpensive compost mixtures, etc.) to recover the site. Coralville's topsoil requirement is only one piece of their vigorous post-construction storm water ordinance.

North Liberty, Iowa's Topsoil Ordinance.

North Liberty's topsoil regulation is codified as part of its required storm water management permit. It states that *topsoil shall be preserved at all construction sites unless land use precludes the practice*, and requires developers to conduct soil testing to determine the original existing depth of the topsoil before site disturbance. This original topsoil depth must then be replaced at the project's end.[19] Other relevant requirements meant to address issues with storm water runoff include: builders are not allowed to export any topsoil away from site; topsoil must be set aside and not be mixed with clay during construction; and, the builder must till the site's compacted clay at the project's end.

North Liberty chose to exclude the 4-inch minimum that was originally part of the state's 2012 topsoil regulation, in order to prevent developers importing new dirt onto sites where four inches did not exist to begin with. However, typical sites in North Liberty have been reported to have anywhere from 5 to 24 inches of topsoil. As a result, many believe that North Liberty's regulation will prove to be sufficient.[20]

Enforcement of the topsoil ordinance will fall to North Liberty's building department in conjunction with its contracted engineering firm. A city inspector will assess site topsoil depths at a project's end to ensure it complies with the initial permit documentation.

Pros and Cons of Topsoil Regulation.

Costs of topsoil regulations.

Developers' primary argument against topsoil regulation is that it's too challenging and costly to comply. They emphasize their concern with making homes affordable for buyers, and declare that topsoil regulation adds costs to construction. In an appeal to homebuyers, developers emphasize that instead of developers sacrificing profits for topsoil replacement, it's the homeowners who will have to pay for replacement through increased housing prices.[21]

However, so far in debates over regulation no one seems to be able to agree on *how much* extra cost it will require. City officials in Cedar Rapids estimate that a 4-inch topsoil requirement could add $1,000 to $1,500 to a new home's cost.[22] Developers are conflicted: some say an 8-inch restoration on a 0.4 acre home lot would cost $3,300 at most, while others estimate $10,600 for an 8-inch restoration, and $7,375 for 4-inches restoration on the same 0.4 acre lot.[23] In reality, the cost of topsoil replacement varies according to each individual site's grading, compaction, soil conditions, and the practicality of the developer to stockpile the site's topsoil during construction.

Others interpret topsoil regulation differently. Dan Holderness, the Coralville City Engineer states: "topsoil regulation protects unsuspecting new homeowners who are unfamiliar with construction process and the importance of topsoil."[24] Some point out that topsoil replacement is a *need* comparable to windows and plumbing that should not be considered an option that impairs affordability. In addition, it is to be noted that developer acceptance of topsoil regulation may depend on the type of developer. Residential developers construct and then transfer ownership to homebuyers, making them less likely to accept any "added costs" of topsoil replacement. On the other hand, commercial developers often maintain ownership of the property after development and prefer to have an attractive, low-maintenance lawn, which makes them more likely to support topsoil regulation.

Some developers argue that most new homebuilding happens at the edge of the city where storm water practices such as detention basins are already required to detain runoff.[25] While this may be true, storm water detention basins are intended to accommodate only the run-off from impervious surfaces. They may become overwhelmed when required to handle additional run-off from grass surfaces. An overwhelmed sewer system results in additional infrastructure costs for the municipality. Developers are quick to point out the increased costs to the homeowner. However, they fail to recognize that the combined impact of topsoil runoff from multiple developments can strain a city's sewer system, resulting in increased costs for the city and its taxpayers. For example, Cedar Rapids' storm sewer system has a backlog of 90 projects totaling $50 million.[26] Finally, topsoil provides environmental services, such as increased vegetation health, water quality, and infiltration, which not all storm water detention basins are built to handle.

Willingness to Purchase Homes.

In a recent debate between Cedar Rapids developers and city staff on topsoil regulation, developers argued that topsoil regulation will prevent people from wanting to live in Cedar Rapids. City officials in nearby Marion and Hiawatha closely followed the Cedar Rapids topsoil debate, from the contrary view that Cedar Rapids has the potential to make the city a regional leader in topsoil regulation.[27]

Good topsoil provides a substantial foundation for grasses and other vegetation. A homeowners' quality of life can increase with the ability to grow healthier, low-maintenance lawns that better support garden, trees, landscaping, and prevent localized flooding. Despite being short-lived, the state's topsoil ordinance has already served to educate prospective homebuyers on the benefits of having topsoil on their lawn. Thanks to the rule, homebuyers have begun asking about topsoil and soil quality as they decide on which homes to buy.[28] Publicity on this issue has brought to light stories from residents, who describe their challenges with attempting to grow vegetation on a foundation of compacted clay, gravel, and no topsoil. Although topsoil replacement may add upfront costs to the house, the cost for an owner to continually aerate the soil over their years of ownership may be much higher. It is possible that by rejecting a topsoil ordinance, Cedar Rapids could actually deter residents from purchasing homes within its boundaries.

Picture 10.21. An Example of a Well Maintained Lawn.

Source: Atlanta Lawn Care Services, 2013.

The above picture helps explain why better topsoil may be more desirable to future homeowners who wish to have high quality landscaping and gardening.

Improved Water Quality and Reduced Flooding

While a healthy supply of topsoil allows the proper establishment of vegetation, other benefits accrue community wide. Lawns will require less chemical treatment, increase water infiltration into the ground, and slow and reduce storm water runoff and erosion. This helps prevent and mitigate flash flooding events and the contamination of waterways.

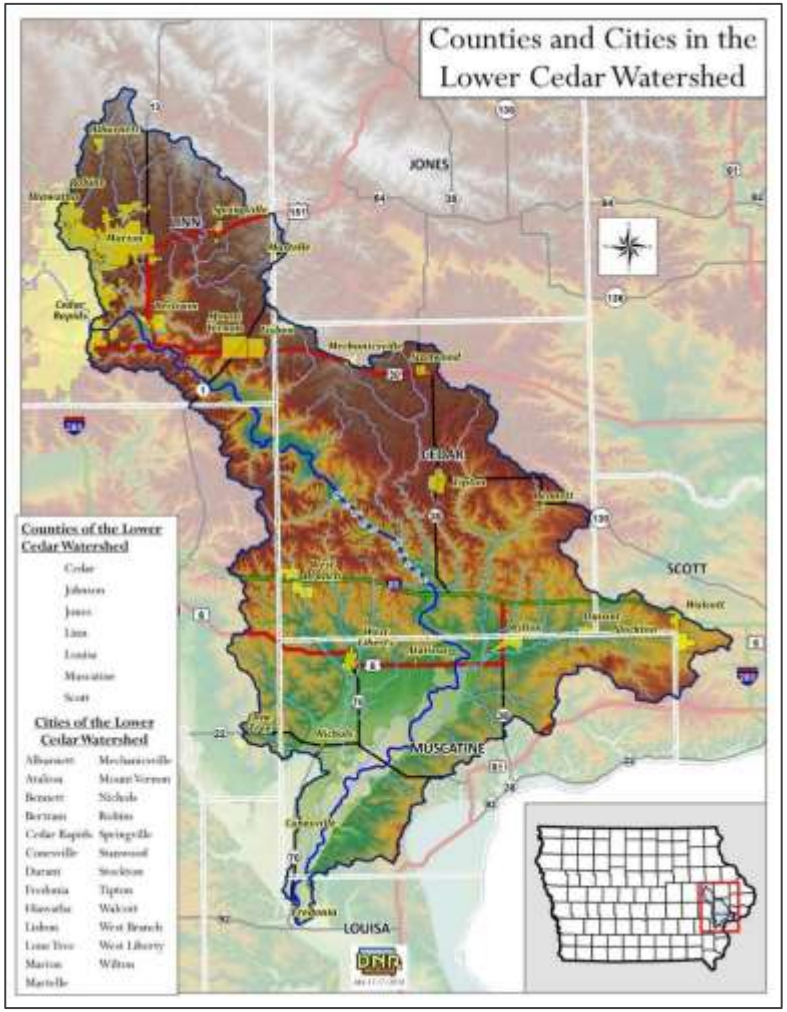
Although topsoil regulation cannot single handedly reverse Iowa's impaired water situation or prevent flooding events, it is a piece in the large picture of regional and community sustainability. While improving the water quality and runoff from a single development may not make much difference, improving the water quality and runoff from hundreds of developments does make a difference. In addition, because Iowa communities are asking farmers to improve the way they handle runoff, it's appropriate that municipal residents also contribute.[29]

Strategies for Preservation and Replacement of Soil

Best management practices for topsoil involve both the preservation of the construction site's native soil, and the restoration of soil disturbed or removed by development to a state as close as possible to the original site. Although best management practices for topsoil may vary by location, the following methods have been adopted by a variety of state and local governments across the nation.

Builders can restore soil to meet topsoil replacement rules in a variety of ways. Most regulations and best practices suggest the four options described below. Strategies can be used individually or in combination at a single site.[30]

Picture 10.22. Counties Located in Lower Cedar River Watershed.



Source: Muscatine Journal 2017, "Muscatine County approves creation of Lower Cedar Watershed Authority".

Topsoil Composition

Material that should *not* be mixed in topsoil includes: wood bark, wood fiber, grass hay, or grain straw. Topsoil may be mixed with organic material such as "compost and rock mulch for added slope protection and to improve the growing capability of seeded and planted vegetation."[31]

Reusing Stockpiled Topsoil

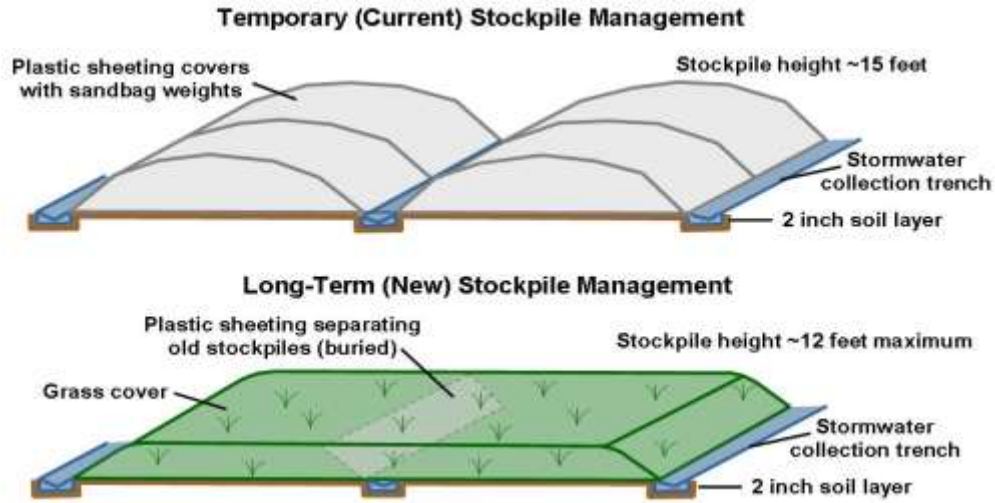
Stockpiling topsoil can result in the disruption and loss of beneficial soil microorganisms if stockpiled over a length of time (+/-6 months). If topsoil is stockpiled prior to placement, the top one foot of the stockpile material should be mixed with the remainder of the stockpile to ensure that living organisms are distributed throughout the topsoil material at the time of final placement.[32]

Following construction, stockpiled topsoil should be uniformly redistributed for placement to a depth of 6 inches. Placed topsoil should be cat-tracked vertically to the slope to compact the topsoil and to create horizontal pockets (safe sites) to hold seed and water.[33]

Figure 10.5 Best-Practice Topsoil Management Steps

1. Plan site development to leave native soil undisturbed and protect from compaction during construction. Fence off areas that do not need to be stripped, logged or graded and protect these areas from disturbance;
2. Amend the existing soil by rototilling compost into the existing soil;
3. Import topsoil mixes with 5-10% organic matter for turf areas and planting beds;
4. Stockpile, reapply, and amend original-site soil.

Picture 10.23. Topsoil Management.



Source: http://ecologywa.blogspot.com/2013/08/around-sound-work-underway-at-rayonier.html.

Restoring Original Site Soil Moisture

Some municipal, county, and state regulations require that unless covered by an impervious surface, areas cleared and graded be restored with an original soil moisture holding capacity equivalent to that of the original undisturbed native site soil.[34]

Restoring Original Site Organic Matter Content and pH

Best practices suggest that replaced topsoil have an 4-5% organic matter content (dry weight) for turf applications, 8-13% organic content for planting, and a pH that is suitable for the proposed landscape plants.[35]

Replacement Thickness

Several regulating agencies, such as the state of Minnesota, the City of Seattle, and King County, Washington, require that a minimum of four to eight inches of soil be restored to the site. In addition, they recommend that that compacted subsoil be tilled or plowed before the placement of topsoil.[36] Leaving the topsoil in a roughened condition reduces erosion and creates a safe environment for seeds to establish and grow. In addition, best practices recommend that subsoils below the topsoil be scarified at least four inches.[37]

Picture 10.24. Soil.

Source: London Lawn Turf 2018. https://www.londonlawnturf.co.uk/turf-lawn-seeding-soil.html. Accessed, June, 2018.

Topsoil Conclusion.

The debate on topsoil replacement regulation for construction sites need not be "another tired showdown between builders and environmental interests. It can and should be a cooperative model that seeks and values input from a broad array of citizens, not just those able to wield clout behind the scenes." [38]

Topsoil replacement regulation's potential front-end cost impact on an individual lot is important. But also important are the burdens for homeowners who must struggle with an unproductive yard. Perhaps more important are the broader costs, borne over time by all city residents, associated with soil runoff, water quality, and the wear and tear of the municipal sewer systems that must handle quantities of runoff from inefficient land.

Employing best management practices for topsoil preservation and replacement, can help moderate development's impact on the land. A city can be both open to development and interested in maintaining its land in a way that provides social, economic, and environmental benefits through carefully construed topsoil regulation.

Picture 10.25. Soil – Hummus.

Source: Cherry Hill screened top soil 2016. https://www.cherryhillinc.com/top-soil-rock-stone-process-aggregate. Accessed June, 2018.

Hazard Mitigation.

Hazard Mitigation is critical to the comprehensive planning process, and hazard concerns are integrated throughout this document. In order to facilitate review of the West Branch plan for compliance with Iowa's smart planning grant parameters, this section uses the "safe growth audit questions" from the FEMA publication Hazard Mitigation: Integrating Best Practices into Planning as a framework to collect and present the hazard mitigation elements of this plan. The West Branch comprehensive plan focuses primarily on flooding issues for its hazard mitigation recommendations, as this is the hazard most likely to be affected by the decisions of the comprehensive plan (namely, land-use and environmental decisions).

The efforts to minimize the impact of hazards in West Branch should be evaluated annually and be considered an on-going effort. The following questions will help the City of West Branch address and identify ways to minimize devastation from hazards.

Land-Use.

Does the future land-use map clearly identify natural-hazard areas?

Map 10.1 shows the planned future land-use with the current floodplain. Development should be discouraged in the floodplain.

Do the land-use policies discourage development or redevelopment within natural-hazard areas?

Yes, as described above, existing structures in the floodplain areas are noted and mitigation continues to be processed through an ongoing cost- benefit analysis.

Does the plan provide adequate space for expected future growth in areas located outside of natural-hazard areas?

Map 10.2 shows the planned future land-use for the City of West Branch. With redevelopment of existing sites and looking at infill lots as the first priority of development there is adequate land outside of natural-hazard areas for development

Transportation.

Does the transportation plan limit access to hazard areas?

Yes. The transportation plan does not encourage access to hazardous area. For example, any new roads and streets proposed for growth areas would be discouraged not to enter the floodplain, but rather would access higher ground.

Is transportation policy used to guide growth to safe locations?

Yes. Proposed new roads would connect to areas of town that have areas of non-hazard land available for development. Providing access to these areas will encourage development in safe areas. The West Branch floodplain ordinance stipulated that subdivisions should have means of access during flood.

Are movement systems designed to function under disaster conditions (e.g., evacuation)?

Yes. One of the primary features of the set of proposed transportation changes (Chapter 9) is the provision of multiple access routes to all developed areas, and accommodation of multiple modes of transportation, including auto, bike, and pedestrian. By limiting single access developments (such as dead-end cul-de-sacs), the proposed system allows for greater evacuation possibilities. Most new growth areas have multiple street outlets and all new growth areas have at least one proposed street connection to the existing street network that does not cross a floodplain. A more connected street system also makes safety services such as ambulance/fire service more efficient. Providing multiple mode choices improves safety by allowing options for evacuation and mobility during disaster conditions, particularly for those without vehicles. Proposed street extensions also reduce the load on existing streets, which increases mobility for safety purposes such as ambulance/fire service and other emergency services.

Environmental Management.

Are environmental systems that protect development from hazards identified and mapped?

Yes. Map 10.1 shows floodplains and wetlands. These areas contribute to the natural drainage system that can help prevent flooding in developed areas by moving and dispersing storm water properly.

Do environmental policies provide incentives to development that is located outside of protective ecosystems?

Yes. The future land-use map (Map 10.2) located new development in areas outside of protective ecosystems and shows areas inside those eco systems as non-developable (greenways). This map is presented as a guide for the planning and zoning commission and city council in deciding where new development should be allowed. Additionally, the City of West Branch floodplain ordinance places restriction on development in the floodplain.

Public Safety.

Are the goals and politics of the comprehensive plan related to those of the FEMA Hazard Mitigation Plan?

Yes. The goals and policies of the comprehensive plan are in agreement with the 2011 Cedar County, Iowa Multi-Jurisdictional Hazard Mitigation Plan (HMP). The comprehensive plan primarily addresses floodplain issues, as this is the hazard most likely to be affected by the decisions of the comprehensive plan (namely, land-use and environmental decisions). The land-use plan and storm-water plans in this document correlate directly to several mitigation actions identified in the Cedar County HMP that are fully outlined on the following page. Cedar County in general, has had significant issues with flooding in the past decade and many of the County's mitigation goals are related to flooding, which in turn become crucial to this comprehensive plan in terms of zoning, construction, roads and watershed preservation and restoration. Other factors that correlate from the HMP to the comprehensive plan are in terms of necessary safety systems that relate to mitigation, such as fire and safety personnel, systems and equipment.

Is safety explicitly included in the plan's growth and development policies?

Yes. Public Safety facility development is covered in chapter 12, while safety concerns regarding natural hazards are referenced as part of the "Comprehensive Planning Principles" and "preservation of Natural Areas" in chapter 5.

Does the monitoring and implementation section of the plan cover safe-growth objectives?

Yes. Chapter 14 outlines a plan and broad timeline for implementation of the safe-growth objectives, including: new residential developments connect well to existing neighborhoods, and guide growth to non-hazard areas of the city. Chapter 14 also provides possible funding sources to help the City of West Branch accomplish these goals.

Other Hazards.

While avoiding floodplain development is one of the biggest hazard prevention the City of West Branch can do, being aware of other hazards is important too. Even though there is little the City of West Branch can do to prevent natural disasters caused from tornadoes, windstorms, hailstorms, and thunder and lightning being aware of these hazards and have a storm preparedness plan in place can reduce the chaos if such a storm strikes the City of West Branch. The City should as be aware of manmade hazards from brownfields, and interstate highway for example. Having an understanding of these potential hazards and having a response plan in place if such a hazard occurs can limit the destruction caused by these manmade hazards. An investigation of possible brownfield sites in the City could be done so the City has a better understanding of where these potential hazards are. For a comprehensive look at all the potential hazards the City of West Branch could be exposed to please refer to the Cedar County, Iowa Multi-Jurisdictional Hazard Mitigation Plan January 2011.

Storm Water System and Drainage Improvements – These improvements can serve to more effectively convey runoff within cities and towns, preventing interior localized flooding. May also reduce the risk of illness/disease by eliminating standing water.

Stream Bank Stabilization/Grade Control Structures/Channel Improvements – Can serve to more effectively protect structures, increase conveyance, prevent down cutting, and provide flooding benefits.

Drainage Study/Storm Water Master Plan – Protective steps to identify all potential problems/issues can lead to effectively addressing improvements and prioritizing the projects to improve conditions. These improvements can serve to more effectively convey runoff within jurisdictions, preventing interior localized flooding resulting in damages. This ensures that the most beneficial projects are done first and could possibly eliminate the need for others.

Flood-prone Property Acquisition – Voluntary acquisition and demolition of properties prone to flooding will reduce the general threat of flooding for communities. Additionally, this can provide

flood insurance benefits to those communities within the NFIP.

Drainage Districts – Improve land for agricultural and sanitary purposes on a regional basis.

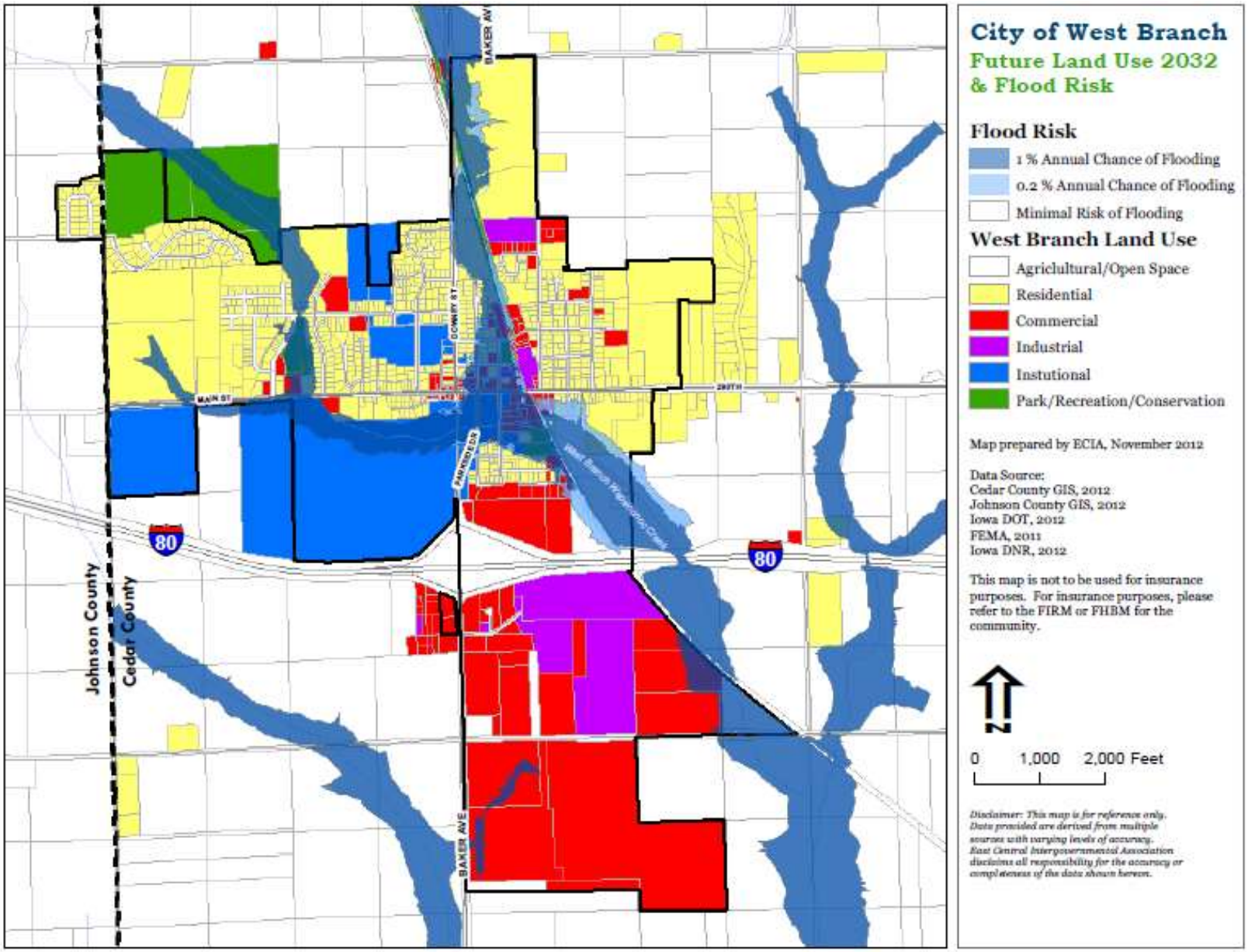
Map 10.1 Flood Risk.

Regulation and Enforcement Updates.
Ensures that no new structures built will be vulnerable to flooding. Reducing damages and health risks associated with flooding.

Floodplain Management.
Continue compliance with the NFIP. Good standing enables participants to apply for PDM and HMGP cost-share.

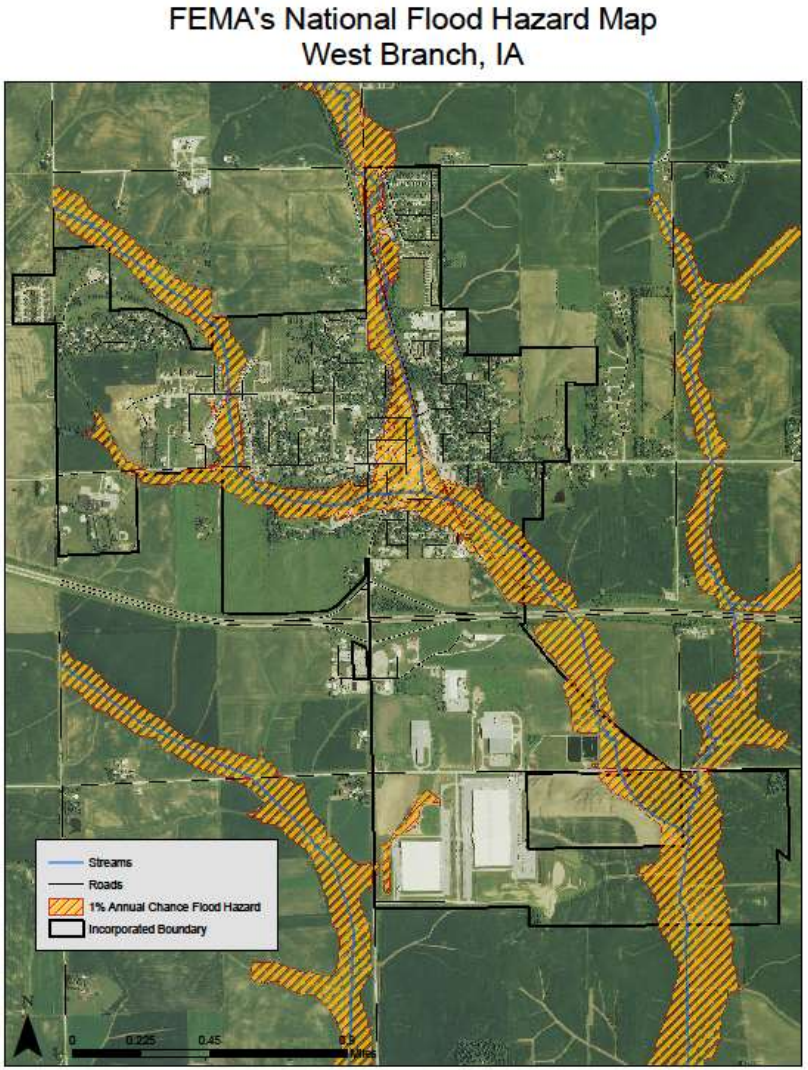
Civil Service Improvements.
Having appropriate and up to date equipment along with adequately trained and numbered personnel increases safety and reduces the risk of damage.

Map 10.1 Future Land-Use With Flood Risk.



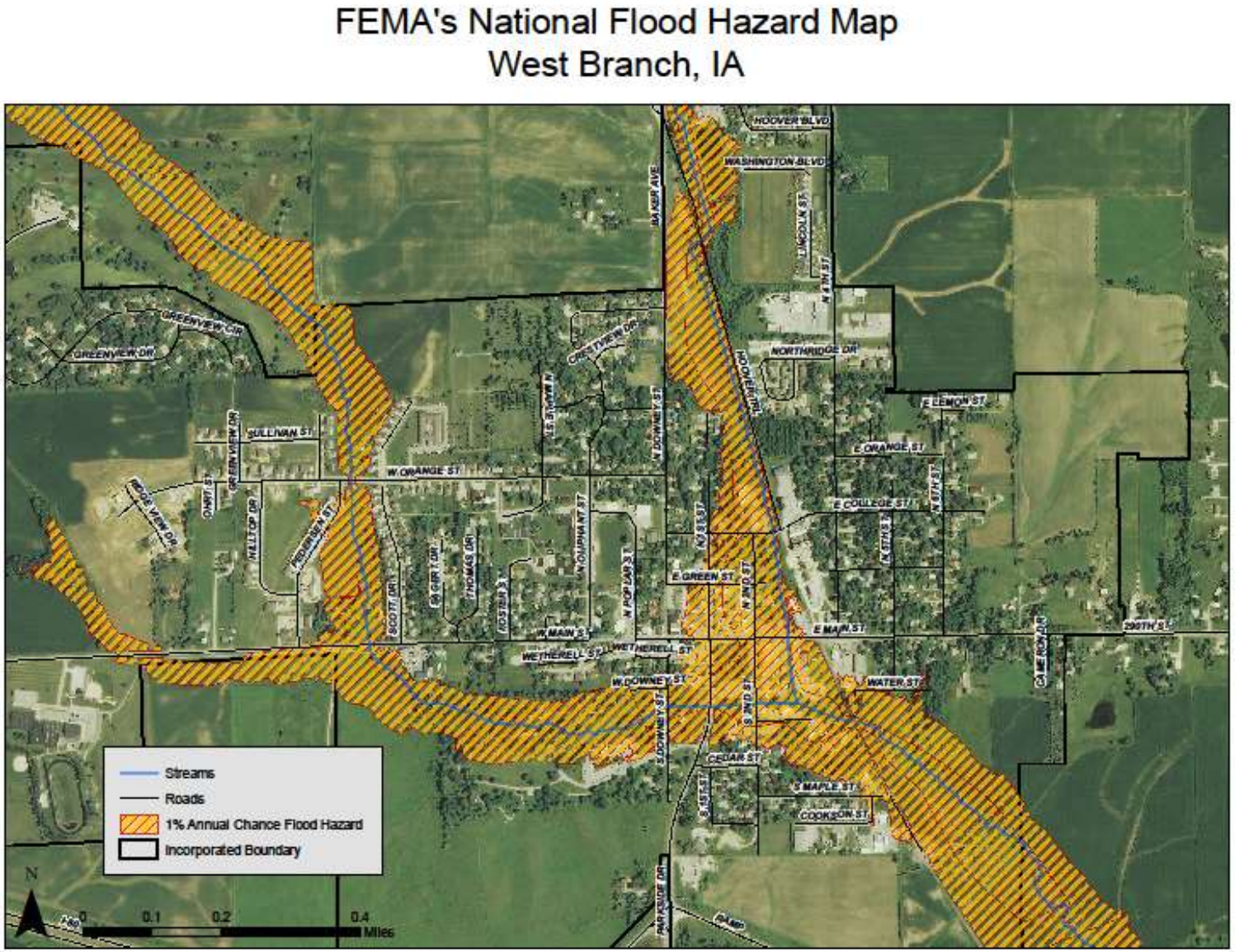
Source: City of West Branch

Map Appendix 10-1



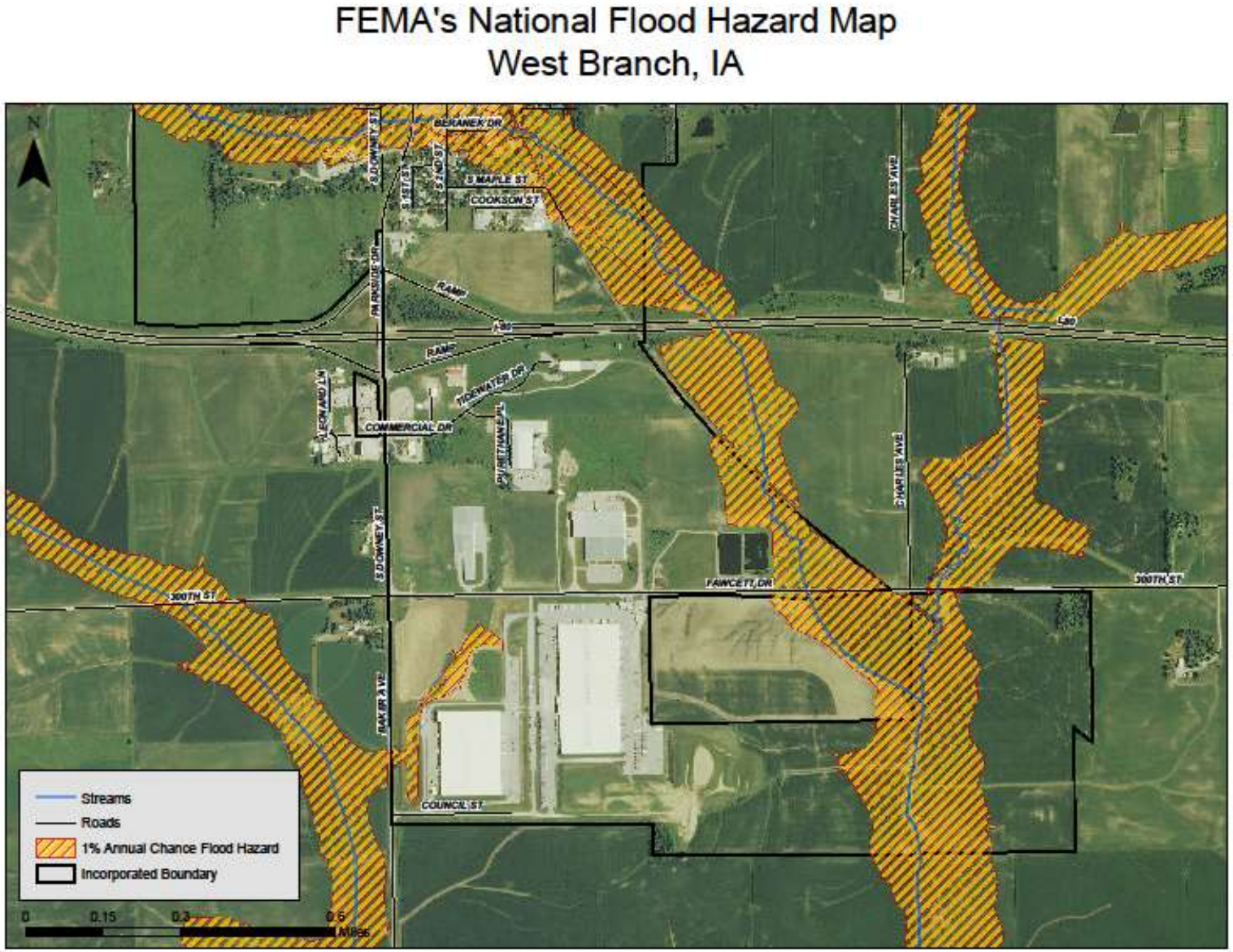
Source: Iowa GIS Data Repository, Iowa Counties Information Technology. Compiled by Tara Cullison.[39]

Map Appendix 10-2



Source: Iowa GIS Data Repository, Iowa Counties Information Technology. Compiled by Tara Cullison.[39]

Map Appendix 10-3



Source: Iowa GIS Data Repository, Iowa Counties Information Technology. Compiled by Tara Cullison.[39]

CHAPTER 11: PARKS, RECREATION AND FACILITIES

Picture 11.1. Hoover Nature Trail in West Branch.

Source: www.traillink.com. Submitted by moonlightrose44. Accessed Feb., 2019.

Introduction.

Parks, recreational facilities and programs are vital components in a community's quality of life. Active living, or the integration of physical activity into daily life, is becoming increasing popular. Walking, bicycling and hiking are the most common ways to participate in active living. Providing facilities that support active living has a variety of social, health, economic, and environmental benefits for a community. These benefits include: a better quality of life, improved livability (which is a positive factor in attracting new residents, businesses and workers), and reduced energy consumption.

As the community manages anticipated continued growth, the integration of parks, trails, open spaces, and other recreational facilities such as playing fields will be an important factor in West Branch's overall health and attractiveness.

Picture 11.2. Hertiage Square, Main Street, West Branch.

Source: Reuben Grandon, August 2018.

Goal 1: Provide and maintain an adequate supply and variety of parkland and recreational facilities to serve the city's current and future population, based on identified standards and community needs.

Objective 1: Prepare a comprehensive master parks plan. Update the plan annually.

Objective 2: Invest in acquisition and development of parks and recreation facilities.

Objective 3: Maintain a long-range park capital improvement plan (CIP) and budget for identified priorities through an annual CIP.

Objective 4: Provide opportunities for public input. Identify potential partners and build coalitions of people or agencies with a mutually beneficial interest in parks, trails, and open space.
Objective 5: Utilize creative and flexible financing strategies to invest in acquisitions and maintain facilities.

Objective 6: Monitor and evaluate neighborhoods for local service-level deficiencies.

Objective 7: Encourage public-private partnerships to develop and operate publicly accessible recreational facilities that meet identified public needs.

Goal 2: Improve parks, recreation facilities, natural areas, and greenspace through strategies that reflect user needs, development priorities, development and maintenance costs, program opportunities, financing strategies, and community input.

Objective 1: Preserve, enhance, and manage City-owned natural areas and resources to protect and improve their contribution to ecological health and to provide compatible public access.

Objective 2: Manage urban trees as green infrastructure with associated ecological, community, and economic functions through planning, planting, and maintenance activities, education, and regulation.

Objective 3: Consider developing master or management plans for properties that lack guiding plans or strategies.

Objective 4: Establish and manage specialized facilities within the park system that take advantage of land assets, and that respond to diverse, basic and emerging recreational needs.

Objective 5: Review and update subdivision and parkland dedication ordinances and supporting administrative practices to effectively provide neighborhood parks and trails in association with new development.

Objective 6: Explore creating partnerships with nearby recreation facility and programming providers. Pursue partnerships to expand park and recreation facilities regionally.

Goal 3: Establish, improve, and maintain a complete and connected system of public trails that provides recreational opportunities and that can serve transportation functions.

Objective 1: Operate the citywide trail system so that it connects and improves access to neighborhoods, Main Street and commercial areas, schools, parks, recreation facilities, and the regional trail system, among other key places residents wish to access in their daily lives.

Objective 2: Be attentive to opportunities to attract visitors to trails and other recreation facilities to promote the city and economic opportunities.

Objective 3: Coordinate planning, design, improvement, and maintenance of the trail system among City departments, other public agencies, non-governmental partners, and adjacent landowners.

Objective 4: Promote a variety of trail types to reflect a trail's transportation and recreation roles, requirements, and physical context.

Objective 5: Support active living by establishing a greenway system of distinctive pedestrian and bicycle-friendly streets and trails, enhanced by lush tree canopy and landscaped stormwater facilities.

Objective 6: Utilize the trail system to plant and preserve trees, increase tree species and tree age diversity, and contribute to an urban tree canopy.

Objective 7: Connect local trails to regional public trails that are a component of a larger network of facilities for bicyclists, pedestrians, and recreational users.

Objective 8: Update the existing trails plan every five years to coordinate with the parks plan.

Picture 11.3. Horseshoe Park in the Early 1900s.

Source: West Branch: The First 150 Years.

Community Input.

After the most recent Comprehensive Plan was adopted in 2013, the City of West Branch through its Parks and Recreation commission engaged the public to identify what types of park improvements and future parks the community desired. A survey was conducted in January and February of 2014 in partnership with HBK Engineering from Iowa City. (See http://westbranchiowa.org/sites/default/files/WB%20Final%20Report%207%2014%202014.pdf.)

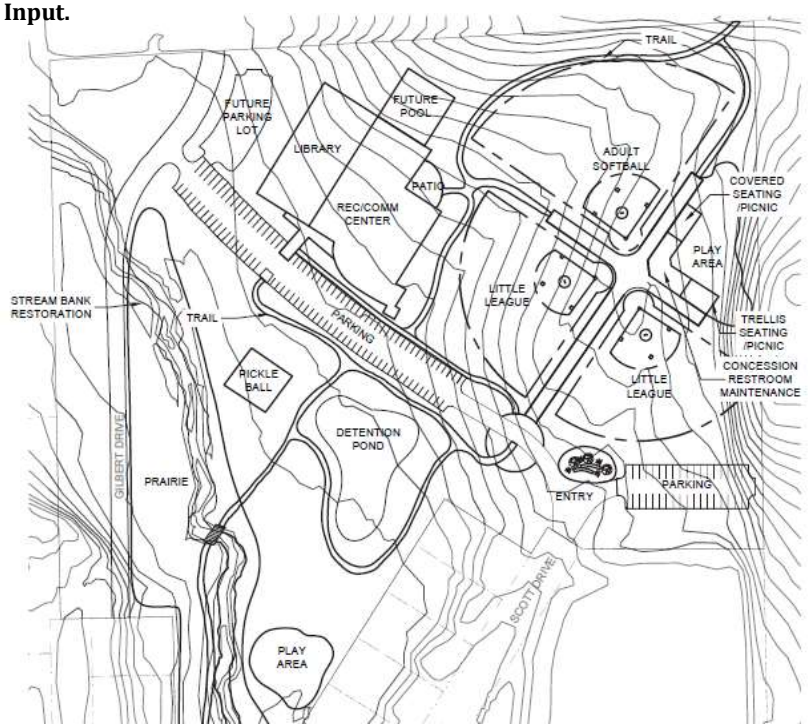
The survey helped the City identify and prioritize improvements to existing public parks. In addition, the community showed high interest in having a local community center, indoor swimming pool, and outdoor swimming pool. It was also identified that combining a new public library in the same building as a community and recreation center was favored by survey respondents and City staff.

Picture 11.4. Beranek Park in the 1980s.

Source: West Branch: The First 150 Years.

To address these needs, the City created the Pedersen Valley Recreation Complex. This project was to be developed in four phases at the Pedersen Valley site (now Cubby Park). The first phase included baseball and softball diamonds with concessions stands, a playground, trails, and all initial exterior site work. This phase is expected to be completed by the end of 2019. Phase two included a recreation and community center while the third phase added a library attached to the same building. The fourth phase involved indoor/outdoor swimming pool additions.[3] The original site plans are presented in the image to the right.

Figure 11.1. Original Pedersen Valley Site Plans Based on Community Input.



Source HBK Engineering, 2014

[3] HBK Engineering, "Strategic Plan for Parks and Recreation Capital Improvements Final Report," July 14, 2014, https://westbranchiowa.org/sites/default/files/WB%20Final%20Report%207%2014%202014.pdf. Accessed 2/18/2019.

Park Facility Updates Since 2013.

Several existing parks have been updated with new equipment or recreation facilities. The following is a short list of the major accomplishments realized since the city's most recent comprehensive plan was adopted in 2013. In addition, a dog park on the north side of town was created.

Beranek Park

- ◊ Added sand volleyball courts;
- ◊ Updated lighting;
- ◊ Added playground equipment.

Lions Field

- ◊ Built public restrooms;
- ◊ Created ADA access from the parking lot to the field.

Wapsi Creek Park

- ◊ Added a playground;
- ◊ Created parking on the south side, used for the Hoover Nature Trail as well as the park.

Cubby Park (Formerly Pedersen Valley)

- ◊ Completed all exterior site work;
- ◊ Phase I of Cubby Park is in progress.

Raising Revenue.

The City held a bond and optional sales tax referendum on the November 2014 ballot to improve four community parks in West Branch. Those are Beranek Park, Lions Field, Wapsi Creek Park, and Phase One in Pedersen Valley (now named Cubby Park).

Two votes were conducted. The first vote allowed the City to borrow $4 million to make all of the proposed improvements to the parks. The second vote extended the 1% local option sales tax (LOST) for ten years to provide funding for the improvements. The $4 million in new debt was to be paid for by LOST and Tax Increment Financing (TIF). Neither the LOST nor bond would have caused property taxes to increase.[4]

The LOST vote passed with a simple majority, however the bond referendum required 60% of those voting plus one to pass. With 57.3 percent of the voters in support, the bond failed to pass in 2014.[5]

The bond referendum for park improvements was placed on the ballot during the next City-wide election in November of 2015. Just as before, the City requested voter approval to borrow funds toward park and trails improvement and development. Satellite voting was made available leading up to the election, which also included races for Mayor and City Council. This time, the $4 million parks improvement bond referendum was approved by voters. [6]

The park improvements were proposed to improve the quality of life for existing West Branch residents. Specifically, the new enhancements would encourage both residential and commercial growth. At the same time, having more facilities available locally would allow for residents to participate in local events rather than travel to larger nearby communities.

[4] City of West Branch, "City of West Branch Parks, Ballot: November 4th, 2014," October 2, 2014, https://westbranchiowa.org/sites/default/files/Park_Information_14_10_02.pdf. Accessed 2/15/2019.

[5] Rick DeClue, "LOST OK'd, but $4M Bond Fails," *West Branch Times*, November 6, 2014, http://www.westbranchtimes.com/article.php?id=11050. Accessed 2/15/2018.

[6] Gregory Norfleet, "$4M Parks Bond Approved, 17 Days after City Election," *West Branch Times*, November 25, 2015, https://www.westbranchtimes.com/article.php?viewID=12189. Accessed 02/15/2019.

Picture 11.5. New Bathrooms at Lions Field.

Source: www.romtec.com. Accessed Feb., 2019.

Picture 11.6. New Playground at Wapsi Creek Park.

Source: Reuben Grandon, April 2019.

Picture 11.7. Flyer for 2015 Parks Ballot Initiative.

Source: City of West Branch Parks Informational Guide 2015.

LOST Revenue.

The revenue generated from the LOST was projected to be approximately $1.8 million over ten years (FY 2016 to FY 2025), or $180,000 per year. There are limitations on how this funding can be budgeted and spent. LOST funding can only be spent as it is collected and can only be spent on park improvement projects.[7] Total actual revenues from LOST are shown in Table 11.1. LOST has generated more revenue than expected to date.

Bond Issue.

The City issued General Obligation bonds for parks and recreation in 2016 and 2017. In July of 2016, $500,000 of the $1,000,000 issued was for parks and recreation. In 2017, a portion of the $4,200,000 issued was for parks and recreation while the other portion was to fund general Capital Improvement Plan (CIP). The portion of the bonds for park and recreation activities is repaid with LOST (46%)

[7] City of West Branch, "Minutes Park and Recreation Commission," Meeting Minutes (West Branch, November 20, 2014), http://westbranchiowa.org/sites/default/files/14_11_20%20Minutes.pdf. Accessed 2/15/2019.

and TIF revenues (54%). The CIP portion is repaid with general tax revenues.

Table 11.1. Projected and Actual LOST Revenues

Year	Amount	Actual / Budget
FY 2016	$ 183,721	Actual
FY 2017	$ 219,609	Actual
FY 2018	$ 193,266	Actual
FY 2019	$ 180,000	Budgeted
FY 2020	$ 180,000	Budgeted
FY 2021	$ 180,000	Budgeted
FY 2022	$ 180,000	Budgeted
FY 2023	$ 180,000	Budgeted
FY 2024	$ 180,000	Budgeted
FY 2025	$ 180,000	Budgeted
Total	$ 1,856,596	

Source: Iowa Department of Management and City of West Branch.

Facilities Analysis.

It is important to conduct a facilities analysis when the comprehensive plan is updated. Such an analysis examines the City's existing park and recreation system, including all city-owned and operated recreation areas and public parks. The facilities are evaluated based on standards for park classification and population service standards.

Existing Park System Overview.

West Branch has 38.45 acres of park that the City is responsible for managing. Of those, Cubby Park (19.5 acres) is currently under construction and the Meadows Park (4.2 acres) was slated for future development as of 2019. Table 11.2 below lists each park, its size, and available amenities. This does not include parks and recreation facilities managed by the National Park Service (which operates 186 acres at the Herbert Hoover National Historic Site) or West Branch Community Schools.

Table 11.2. West Branch Parks, Sizes and Amenities, 2019.

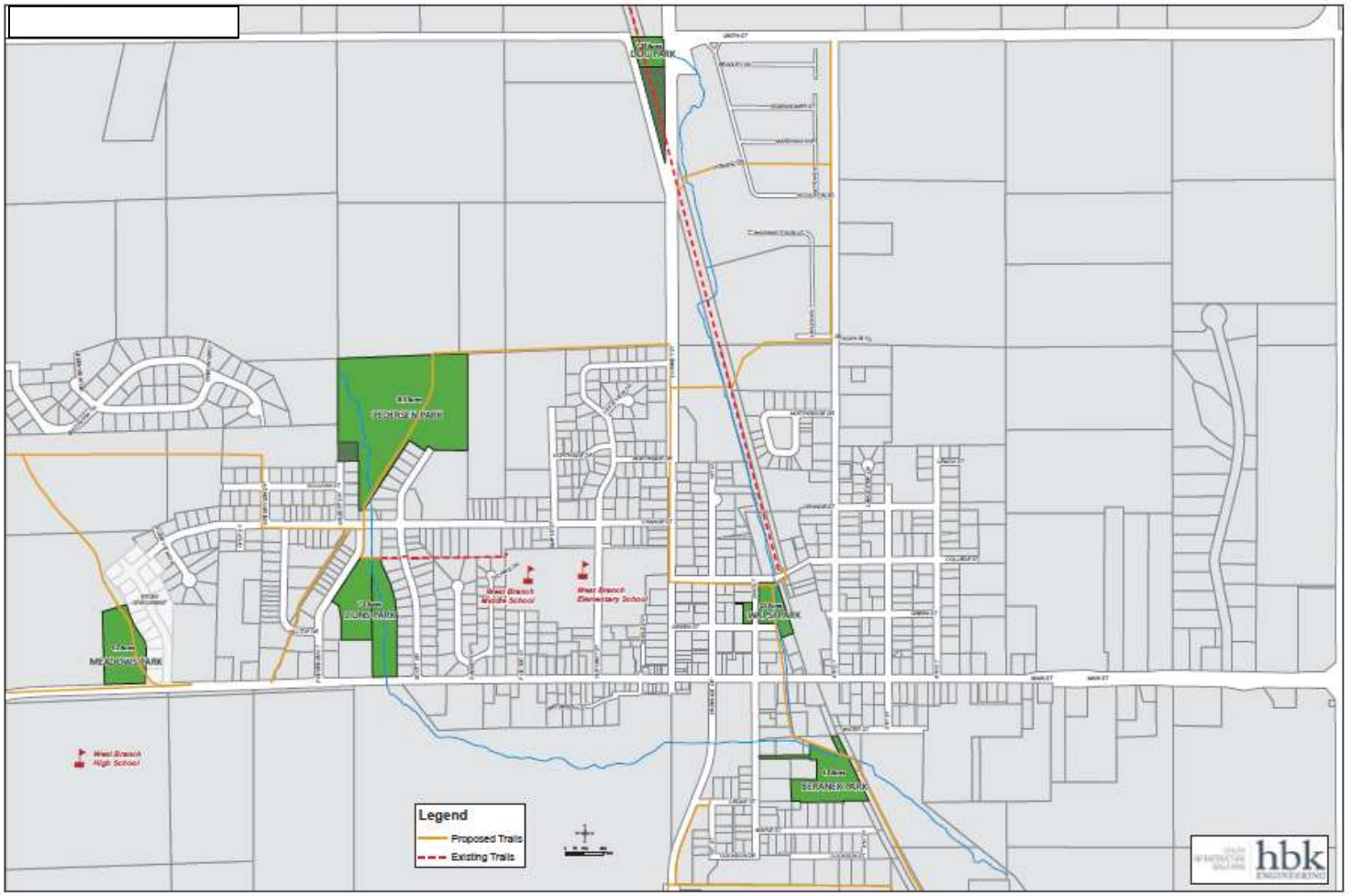
Name	Size in Acres	Amenities
Beranek Park	4.3 Acres	3 Sand Volleyball Courts Playground Basketball Court Large Shelter Restrooms
Cubby Park (Formerly Pedersen)	19.5 Acres	In Progress 3 Baseball/Softall Fields Concessions
Dog Park	1.25 Acres	Drinking Water Barrel for Dogs
Heritage Square	Under 1 Acre	Picnic Area
Hoover Nature Trail	3.5 Miles	Trail from West Branch to Oasis 0.5 Miles Paved 3 Miles Crushed Limestone
Lions Field	7.2 Acres	Soccer Fields Small Shelter Restrooms
Meadows Park	4.2 Acres	Planned for Future
Wapsi Creek Park	2 Acres	Playground Picnic Tables

Source: City of West Branch, Accessed Feb. 2019.

Map of Parks.

The map below shows each of the City owned and operated parks throughout West Branch. This map does not include the pocket park adjacent to the public library.

Map 11.1. City Parks and Trails in West Branch, 2014.

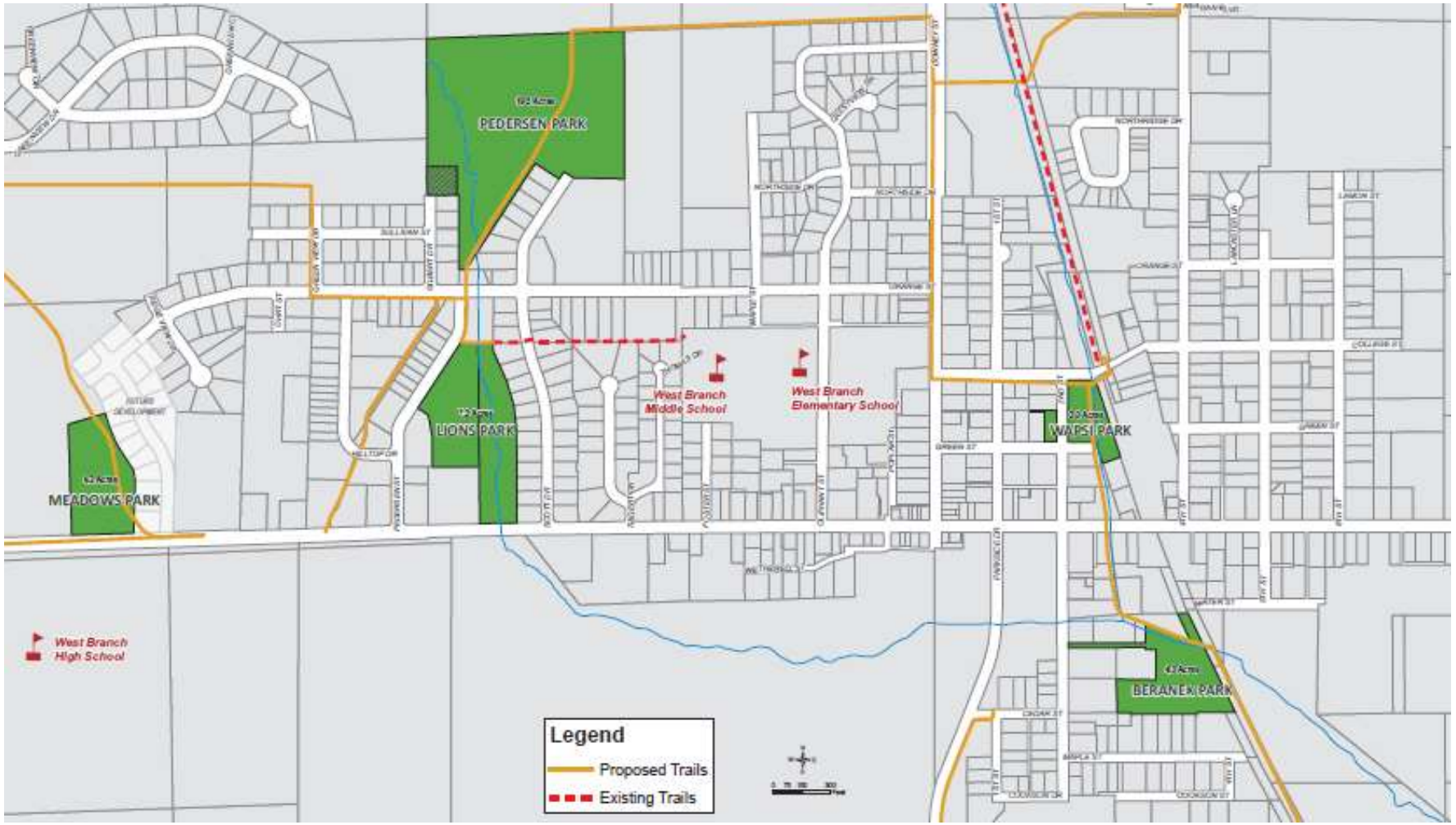


Source: HBK Engineering.[8]

[8] HBK Engineering, "Strategic Plan for Parks and Recreation Capital Improvements Final Report." Accessed Feb., 2019.

Map 11.2 below is the same as Map 11.1, except it zooms in on the cluster of parks near the center of town, which excludes the dog park.

Map 11.2. City Parks and Trails in Central West Branch, 2014.



Source: HBK Engineering.[9]

Park Classifications.

A complete and well-developed system of neighborhood and community parks is vital to a healthy, growing community Such a system provides ample opportunities for exercise, recreation, and neighborhood events. Parks are important to provide a high quality of life and connection to nature.

The National Recreation and Parks Association (NRPA) has created a classification system for communities to utilize in park and recreation planning. Their system defines several categories of parks, recreation areas and open spaces that together make up a municipal park system.[10] Several of the park classifications are based on city population. West Branch's population was 2,393 as of 2017. The estimated population by 2040 is 3,167.[11]

While national standards are useful, it is important to ensure they are reasonable for the community, given factors such as participation trends, user characteristics, demographics, socioeconomics, climate, natural environment, and other considerations. It is important that the standards represent the interests and desires of the community. In instances where the existing parks in West Branch do not meet all of these criteria, the development of future parks should be guided by these standards.

The National Recreation and Parks Association believes that parks and recreation:

- ◊ *Enhance the human potential by providing facilities, services, and programs that meet the emotional, social, and physical needs of communities.*
- ◊ *Articulate environmental values through ecologically responsible management and environmental education programs.*
- ◊ *Promote individual and community wellness that enhances the quality of life for all residents.*
- ◊ *Utilize holistic approaches to promote cultural understanding, economic development, family public health, and safety by working in coalitions and partnerships with allied organizations.*
- ◊ *Facilitate and promote the development of grassroots, self-help initiatives in communities across the country.*

Source: National Recreation and Parks Association.

Mini Parks.

Mini-parks are used to address limited, isolated or unique recreational needs. A mini-park is the smallest park classification and is used to address limited or isolated recreational needs. Examples include concentrated or limited populations, isolated development areas, and unique recreational opportunities.

Mini-parks may meet unique recreational needs such as a landscaped public use area in a commercial area, scenic overlooks, or a play area adjacent to a shopping district.

- ◊ Size: 2,500 sq. ft. to 1 acre;
- ◊ Service area: less than ¼ mile radius.

Heritage Square is a mini park on Main Street. It provides picnic tables for folks to congregate, a showcase of local history, and hosts the weekly farmers market in warmer months. At one time, community concerts were held here. See Picture 11.8 and Picture 11.2. At two acres, Wapsi Creek Park is also classified as a mini-park.

As neighborhoods continue to develop in West Branch, it may be desirable to include more mini-parks throughout those neighborhoods, particularly on the east side of town. Pocket parks are a version of mini parks that are desirable for the greenery provided, a place to sit outdoors, and perhaps the inclusion of a piece of art, a monument, or a historic marker.

[9] HBK Engineering. Accessed Feb., 2019.
[10] James D. Mertes and James R. Hall, *Parks, Recreation, Open Space and Greenway Guidelines* (Ashburn, VA: National Recreation and Parks Association, 1996).
[11] City Administrator, "West Branch City Council: City Administrator's Report" (City of West Branch, December 3, 2018), https://westbranchiowa.org/wp-content/uploads/2019/01/City-Administrators-Report-120318.pdf. Accessed 2/23/2019.

Picture 11.8. Historic Heritage Square on Main Street.

Source: West Branch: The First 150 Years.

Neighborhood Parks.

Neighborhood parks serve as the recreational and social focus of a neighborhood with emphasis on informal and passive recreation. Ease and safe access from surrounding neighborhoods, central location, and pedestrian/bicycle linkages are key characteristics. They are intended to meet the daily recreation needs of nearby residents.

- ◊ Size: 5 to 10 acres;
- ◊ Service area: ¼ mile to ½ mile radius;
- ◊ Amenities include: restrooms, playgrounds, small shelters, multi-use play courts, open play areas approximately 200' x 300', trees, vegetation, parking, fountains, bike racks, and a connection to the community trail network;
- ◊ Acreage standard: 1 acre per 1,000 residents. 5 acres is considered minimum size.

West Branch neighborhood parks currently include Beranek Park and Lions Field, for a total of 11.5 acres. This exceeds the recommended acreage per 1,000 residents, or the 5-acre minimum. Furthermore, as the Meadows subdivision Phase IV is completed, Meadows Park is expected to be created on the southwest side of town. This park will provide an additional 4.2 acres of neighborhood parks. Therefore, West Branch exceeds the recommended 5 acres by approximately 10.7 acres.

Picture 11.9. Park Shelter at Lions Field.

Source: www.westbranch.org. Accessed Feb., 2019.

Picture 11.10. Entrance to Beranek Park.

Source: Reuben Grandon, April 2019.

Community Parks.

Community parks are intended to function on a large scale, serving the park and recreation needs of an entire community. They are typically large in size and include facilities and improvements for area-wide activities. They may also preserve unique landscapes and/or open space. Typical examples include sports facilities, aquatic facilities, dog parks, and event parks.

- ◊ Size: 10 to 50+ acres;
- ◊ Service area: a radius of ½ mile to 3 miles;
- ◊ Acreage standard: 5 acres per 1,000 residents;
- ◊ Amenities may include: a restroom, playground, large shelter or lodge, multi-use play court, open play areas, trees,

vegetation, parking, drinking fountains, bike racks, and a connection to the community trail network.

In West Branch, the new park being developed in Pederson Valley – Cubby Park – meets the guidelines to be considered a Community Park. Two little league baseball diamonds, one softball diamond, a concession stand, a pickle ball court, and a playground are developed in the first phase of construction. The final park rendering is displayed in the appendix.

Specialty Parks or Open Spaces.

In addition to the three park classifications listed above, the National Association describes a number of specialty parks which are applicable to West Branch. The opportunity for expanded greenways, aquatic centers, and community gardens are covered in this section of Chapter 11.

Greenways.

A Greenway is effectively the park system components that together form a continuous park environment. The location criteria depend on resource availability and opportunity. The size criteria are variable from one community to another.

One example of a greenway in Iowa is the Lower Fourmile Creek in Polk County. Representatives from Polk County, the Polk County Conservation Board, the Polk Soil and Water Conservation District, the City of Des Moines, and the City of Pleasant Hill formed a stakeholder committee. Together they developed a master plan that aims to create a greenway that assists in flood management, protects habitat, educates citizens, and connects to regional trails.[12] See picture 11.11 to the right for an example of the greenway trail.

West Branch is a place of great beauty with charming natural resources. The City should identify and protect unique and critical natural resource areas within the community. Greenways are one natural resource area that typically follow waterways throughout the community. Greenways could be used to tie the park system components together to form a continuous park environment that also helps manage storm-water. The size of greenways is variable, typically ranging from 25 feet wide to 200 feet wide.

The City should maintain and enhance a system of fully functional greenways throughout the community. This can be done through property acquisition and in conjunction with stream maintenance, flood mitigation, and development restrictions.

The City could also look to partner with and educate private property owners regarding the benefit of preserving functioning greenways. The County Soil and Water Conservation Districts and the County Conservation Boards, for both Johnson and Cedar counties, and the Lower Cedar Watershed Management Authority may provide resources and support for this activity.

Picture 11.11. Lower Fourmile Creek Greenway in Polk County.

Source: https://www.snyder-associates.com. Accessed Feb., 2019.

Aquatics.

Aquatics facilities are important recreation resources in a community and are often identified as one of the quality of life amenities that attract new residents. However, they are increasingly difficult and expensive to operate. NRPA guidelines suggest 1 pool facility per 20,000 residents. West Branch residents currently use pool facilities primarily in Iowa City, Coralville, and North Liberty. West Branch should work to partner with other communities, organizations, and/or

[12] Snyder and Associates, "Greenway Master Plan: Lower Fourmile Creek," Synder and Associates, accessed February 24, 2019, https://www.snyder-associates.com/projects/lower-fourmile-creek-greenway-master-plan/. Accessed 2/23/2019.

the school district in order to fund a future aquatic center, if desired.

Splash pads are areas for water play that have little to no standing water and generally do not require the presence of a lifeguard. They include a slip proof deck and a variety of spray features. They can even be interactive with users controlling sprays through valves or sequences of movements.

Splash pads can be developed in a variety of sizes and complexity. They require far less capital investment and operating expense than traditional pools. Splash pads provide a great option for neighborhood-scaled aquatic facilities in a community.

A splashpad was proposed for Beranek Park in the 2015 ballot initiative. See Figure 11.3 for the proposed site within Beranek Park. A splashpad could also be located within other parks, including Cubby Park or future pocket parks.

Figure 11.3. Proposed Splashpad Site in Beranek Park.

Source: City of West Branch Parks Informational Guide 2015.

Community Gardens.

A distributed network of community gardens throughout the City can promote sustainability, local food production, and civic interaction. They can also be important sources of food for people in need of assistance. Locations for community garden(s) in West Branch should be selected carefully based on neighborhood interest. Placement of a community garden for children might be located near the public library. Ideally, local gardens will be sponsored and monitored by neighborhood organizations.

The City should consider providing land, defined plots, and water sources. The following pictures show examples of community gardens in Iowa City and Coralville. Both gardens are managed directly by the respective City. Annual rent for a 10' x 20' plot is $20 in Coralville and $15.75 in Iowa City, for residents. Coralville also offers 8' x 4' accessible raised beds for $10.

Picture 11.12. Iowa City Community Garden.

Source: www.icgov.org/gardenplots. Accessed Feb., 2019.

Picture 11.13. Coralville Community Garden.

Source: www.littlevillagemag.com. Accessed Feb., 2019

Effective Park Land Dedication.

Provisions of parks should occur primarily through the Subdivision Regulations found in City Ordinance Chapter 170. The City should consider passing a Parkland Dedication Ordinance to codify a specified amount of land the city expects developers to dedicate to the city for public use or park development. The 2013 comprehensive plan suggested a requirement of 5% of useable subdivided land or its value. This suggestion has been utilized by the City. As an alternative, a developer might provide a sum equal to the developed value of the land for the city to use for park purposes. In addition, the City may choose to purchase parcels to create parks of adequate size. Creating effective neighborhood parks when typical subdivisions within the community are small presents a challenge. This can result in the City acquiring several small parcels that increase the cost of maintenance and may lower the overall effectiveness of the open space.

The ordinance should enable the City to work collaboratively with developers to allow for monetary donations in lieu of dedication. This could, for example, be applied to the development of a neighborhood park or trails in a given service area. The City should not allow dedications required for stream buffer protection and management of storm water requirements to be substituted for park land dedications.

Appendix

A.1. Cubby Park Rendering – Full Size.

Source: Parks and Recreation Department Director, April, 2019.

A.2. Beranek Park Playground.

A.3. Beranek Park Trails.

A.4. Beranek Park Shelter and Basketball Courts.

Sources: Images A.2 through A.12 provided by Reuben Grandon, April 2019.

A.5. Dog Park Sign.

A.6. Dog Park in Motion.

A.7. Lions Field Sign.

A.8. Lions Field Ready for Soccer.

A.9. Cubby Park Softball Field, in Progress.

A.10. Cubby Park Ball Fields and Trail, in Progress.

A.11. Cubby Park, Playground in Progress.

A.12. Cubby Park Retention Basin and Trail in Progress.

CHAPTER 12: INTERGOVERNMENTAL COOPERATION

© ellagrin / Fotolia.com

Introduction.

Intergovernmental cooperation provides opportunities for increased communication and cost-saving measures across multiple jurisdictions within a region. Cities are part of broader regions and cooperation provides opportunities for cost sharing and the sharing of approaches to common problems or issues.

Goal 1: West Branch should strive to provide more efficient and cost-effective public services through interactions with other governmental units.

Objective 1: Periodically review existing and potential intergovernmental agreements.

Objective 2: Initiate fringe-area agreements with Johnson and Cedar counties.

Objective 3: Pursue collaborative projects with the Herbert Hoover Presidential Library and Museum and the Herbert Hoover Historical Site.

Objective 4: Investigate joint community events, public service sharing, and purchasing opportunities with Cedar County and nearby communities.

Background.

Giving attention to intergovernmental service opportunities was a topic included in the 2017 Cedar County Comprehensive plan to encourage further improvement in collaboration and cooperation throughout the County.

Chapter 12 outlines a variety of opportunities for coordination and sharing among local groups, organizations, county, state and federal governments. A number of local entities with intergovernmental interests are listed below:

- Cedar and Johnson Counties
- Cedar County Economic Development Commission
- East Central Intergovernmental Association
- East Central Iowa Council of Governments
- Iowa City Area Development
- Lower Cedar Water Management Authority
- Main Street Iowa
- National Park Services
- River Bend Transit
- West Branch Community School District

Picture 13.1. Cedar County Comprehensive Plan, 2038.

Source: Cedar County Comprehensive Plan, May 2018.

Purpose.

It is important for City leaders to periodically review existing intergovernmental agreements and proactively pursue opportunities to create new agreements. The need for intergovernmental collaboration opportunities is great as local funding is stretched further and state and federal funding becomes more and more competitive.[1]

The public demand for some services may not be that strong, or citizens may not be willing or able to pay. Cooperative or joint agreements with other public agencies could be a way to cost-effectively provide these services. What is termed in Iowa as a 28E agreement is a way to broaden a service area and share the costs.[2]

A section of the new Cedar County Comprehensive Plan describes the legality and process of establishing intergovernmental agreements between communities. This plan was accepted by the Cedar County Planning and Zoning Commission in August, 2018. That commission indicated the intergovernmental cooperation chapter should be a high priority for implementation. The County Plan was forwarded to the Board of Supervisors for adoption and approved by the Board on November 13, 2018.

28E Agreements.

The essence of this state legislation is to permit any governmental agency to undertake any activity jointly with any other agency, so long as each agency has the power to undertake that particular activity on its own. As an example, because cities, townships, counties, and schools can establish libraries, it is possible for a library to be a joint undertaking by a combination of those local governments.[3]

Formal Municipal agreements are known as "28E Agreements" under chapter 28E of the Iowa Code. The stated purpose is to permit:

> *"State and local governments in Iowa to make efficient use of their powers by enabling them to provide joint services and facilities with other agencies and to cooperate in other ways of mutual advantage. This chapter shall be liberally construed to that end."*[4]

28E Examples.

Joint and cooperative arrangements have proved to be an efficient and popular way of providing services at a reasonable cost.[5] A 28E agreement with other cities, a county, a school board, or some agency could make many projects possible.[6]

General examples of 28E intergovernmental cooperation parties include: Councils of Governments, Economic Development, City Utilities, Fire Protection/Prevention, Emergency Medical Response, Landfill Agencies, Community Development, Public Works Equipment, Public Transit Agreements, Library Services and Housing Authorities.[7]

28E Agreements in West Branch

It is typical for 28E Agreements to cover a wide range of jurisdictions and issues such as sewer, road systems, economic development, emergency response agreements, and health services. The most common agreements are between townships and municipalities where municipalities help provide fire and police services to nearby townships.

Picture 13.2. Municipal Adoption Process 28E.

Source: Cedar County-Comprehensive Plan 2018.

[1] The University of Iowa: Institute of Public Affairs, "Joint Exercise of Governmental Powers.".
[2] The University of Iowa: Institute of Public Affairs..
[3] The University of Iowa: Institute of Public Affairs..
[4] State Code of Iowa.
[5] The University of Iowa: Institute of Public Affairs, "Joint Exercise of Governmental Powers."
[6] The University of Iowa: Institute of Public Affairs.
[7] The University of Iowa: Institute of Public Affairs.

Most 28E utilization in West Branch has been for fire protection services with nearby communities. Other common agreements are with the West Branch Community School District, and concern matters such as street maintenance. For example, the City and School District entered into a joint agreement to maintain the pedestrian bridge and trail south of Main Street, between 827 W. Main Street and West Branch High School.[8]

In 2017, West Branch joined 7 counties, 24 municipalities and 7 soil and water conservation districts in the Lower Cedar Watershed Management Authority. The purpose is to provide avenues for members to cooperate with one another to successfully plan for and implement improvements within the watershed, such as flood risks and water quality.[9]

The municipal adoption process is described in Image 13.2.

Regional Organizations.

The Cedar County Comprehensive Plan identifies several regional organizations active in West Branch that present opportunities for cooperative arrangements.

Cedar County Economic Development Commission.

CCEDC is a Cedar County Board aimed to improve economic development throughout the County. The Board is made up of County Supervisors and City Council members of the communities it represents. The Cedar County Comprehensive Plan identifies that greater communication between the County, its communities, and the public can give businesses greater access to economic development tools (i.e. small business start-up resources, low-interest revolving loans, and financial assistance).[10]

East Central Intergovernmental Organization.

ECIA is a membership-sponsored organization of local governments in Cedar, Clinton, Delaware, Dubuque, and Jackson Counties. West Branch is one of 66 member communities.[11] Through ECIA

Pictures 13.3 and 13.4. – Logos.

Source: www.cedarcountyia.org. Accessed 9/10/18.

Source: www.ecia.org. Accessed 9/10/18

membership, local governments share resources they could not afford individually. The services and programs provided by ECIA include: community development, economic development, housing assistance, employment and training, transportation, and planning.[12] The Eastern Iowa Regional Housing Authority (EIRHA) is a division of ECIA which works to provide decent, safe and affordable housing for in the region. The Cedar County Plan suggests sharing resources and coordinating discussions of common concerns may improve the quality and consistency of solutions to local and regional problems.

[8] Iowa Secretary of State, "Filing Number M509776."
[9] Iowa Secretary of State, "Filing Number M510023."
[10] The University of Iowa: Iowa Initiative for Sustainable Communities et al., "Cedar County Comprehensive Plan for 2038." As of November, 2019 Jordan Ellyson, West Branch City Council member, was a member of the Commission. (See https://www.cedarcountyia.org/board.html.)

[11] East Central Intergovernmental Association, "A Regional Response to Local Needs."
[12] East Central Intergovernmental Association. For information, see: https://www.ecia.org/aboutus/boards.cfm.

East Central Iowa Council of Governments.

East Central Iowa Council of Governments is a regional planning affiliation which provides transportation planning and administrative services for Cedar, Benton, Iowa, Johnson, Jones, Linn and Washington Counties. ECICOG provides local governments technical assistance on land-use planning, zoning, and local government financing. Their website identifies historic preservation, recreation planning, downtown revitalization, and urban renewal special taxation districts as areas where they can provide information.[13] They also assist local governments in securing and administering state and federal funds for local infrastructure improvement and community facility projects.

River Bend Transit.

River Bend Transit provides full ADA door-to-door service to the public in Cedar, Clinton, Muscatine, and Scott Counties. The Cedar County Plan encourages increased cooperation among different providers and agencies. Transportation is covered more in-depth in Chapter 9 of this plan.

Federal Entities.

West Branch is home to the Herbert Hoover Presidential Library and Museum and the Herbert Hoover Historical Site. These two entities are managed by the National Archives and Records Agency and the National Park Services, respectively. Together, they are an integral part of the West Branch community. Further opportunities to collaborate on projects should be proactively pursued. One such example is the implementation of an electric vehicle charger. As detailed in Chapter 7 of this plan, this could provide a public service while also promoting economic development. Another example is storm-water management.

Pictures 13.5, 13.6, 13.7. – Logos.

ECICOG
EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

Source: www.ecicog.org. Accessed 9/10/18.

Source: www.riverbendtransit.org. Accessed 9/10/18.

NATIONAL ARCHIVES

NATIONAL PARK SERVICE

Source: www.nps.gov. Accessed 9/10/18.
Source: https://www.archives.gov/. Accessed 9/24/18.

[13] East Central Iowa Council of Governments, "Your Regional Planning Agency."

Practical Implementation.

Joint and cooperative arrangements have proved to be an efficient and popular way of providing services at a reasonable cost.[14] A 28E agreement with other cities, a county, the West Branch School District, or some agency could make more projects possible.[15]

Land Use.

It is important for the City to be proactive in its communication with Cedar County and with Johnson County regarding land use. As the Cedar County Plan identifies, future conflicts may arise between cities, counties, and unincorporated rural areas. It is important the two entities remain in communication about annexation plans when rural development occurs. Iowa Code 28E gives cities with an adopted subdivision ordinance the option to review subdivision plats that are within a two-mile radius of their boundary. The Cedar County Plan encourages smaller communities to adopt zoning policies to create compatibility between smaller towns and Cedar County.

Fringe agreements between cities and counties provide road maps for future planning and development. They are a useful tool that identify future annexation areas and prioritize where development should occur. The Cedar County Plan recommends entering into these agreements to avoid future conflicts, and the last section of this chapter describes such agreements more fully.

Development Codes.

Another application of 28E agreements includes addressing development codes. The County plan suggests 28E agreement could be utilized to secure a county-wide building inspector. This would effectively reduce costs for this position because the cost would be shared across several municipalities. Further, this would provide an opportunity to improve the efficiency and consistency of development ordinances.

Coordinated Tourism.

As identified in Chapter 7, *Economic Development*, tourism in West Branch is an economic driver. The Cedar County Plan discovered residents want improved collaboration between cities in order to minimize event conflicts. The County Plan suggests it would be beneficial for an organization representing Cedar County to develop a community events strategy that increases public and tourism participation.

Purchasing.

One area that should be explored is the development of joint purchasing. Communities could go to bid together on items, which will save money with bulk pricing and with the development of bid specifications. Items that may be eligible for joint purchasing could be, but are not limited to, office supplies or maintenance supplies such as salt or sand.

Fringe Area Agreement with Johnson County.

One of the land-use goals for West Branch's 2013 Comprehensive Plan was to increase cooperation with Cedar and Johnson Counties as regards planning and development.[16] Currently, any new development two miles outside West Branch's city limits, and within Johnson County, falls under Johnson County's planning authority. (West Branch has extraterritorial authority within a two-mile limit.) In order to pursue future land use goals of West Branch, a fringe area agreement with Johnson County should be instituted as a useful tool in the event of growth over our 20-year horizon. Such an agreement should be followed by a similar agreement with Cedar County.

Johnson County has established fringe area agreements with many towns within that county. The goal of such agreements is to designate an undeveloped area surrounding the town or city as a potential growth area in which future development would need to be reviewed by both the city and the county. The purpose is to ensure that future development falls within future land use plans of both the city and the county. Typical language of these agreements follows:

"The Fringe Area Policy Agreement is intended to provide for orderly and efficient development patterns appropriate to a non-urbanized area, protect and preserve the fringe area's natural resources and environmentally sensitive features, direct development to areas with

[14] The University of Iowa: Institute of Public Affairs, "Joint Exercise of Governmental Powers."
[15] The University of Iowa: Institute of Public Affairs.
[16] City of West Branch, "West Branch Comprehensive Plan."

physical characteristics which can accommodate development, and effectively and economically provide services for future growth and development." [17]

According to Chapter 5, Section 3, of the 2018 Comprehensive Plan of Johnson County, the County plans to work with individual cities to create or update Fringe Area Agreements in order to coordinate land use planning with and between local governments to achieve mutually beneficial development policies.[18] Such agreements are expected to promote and protect sustainable agriculture land use and direct future commercial and industrial development in Johnson County.

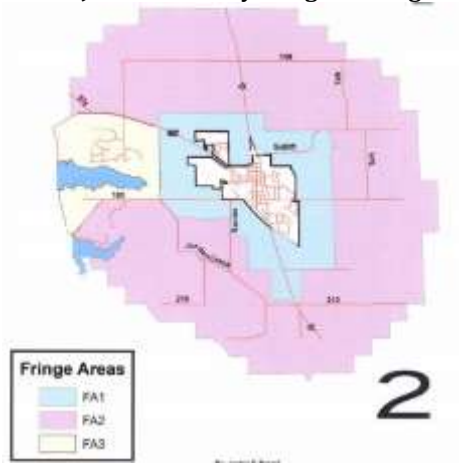
What Would a Fringe Area Agreement Look Like?

The City of Solon, Iowa, a city that has many of the same land-use characteristics and a scale similar to West Branch, has a Fringe Area Agreement with Johnson County. The FA1, FA2, and FA3 areas illustrated in Figure 13.1 are potential annexation areas identified by the City.[19] Future development standards have been identified within the Fringe Area Agreement as ones that are conducive to both Solon and Johnson County land-use goals and objectives.

A second example is the City of Tiffin and Johnson County Fringe Area Agreement. Illustrated in Figure 13.2, Tiffin has established areas (in green) that would best support growth and future annexation. Recommended land uses for these areas are residential subdivision, industrial, and commercial. In addition, the green areas are identified within the agreement as ones that support expansion of City infrastructure (sanitary sewer and water).[20] Any future developments proposed in the green areas, under the agreement, are at the discretion of the City, while development in the blue should be submitted for approval to the County and are unlikely to be annexed.

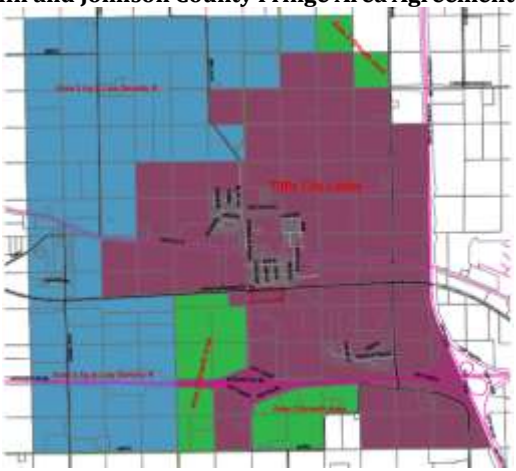
Beyond coordinating planning efforts, one of the goals of Johnson County's Fringe Area Agreements is to "discourage the creation of unincorporated islands."[19] Establishing a Fringe Area Agreement with Johnson County would ensure long-term development west of West Branch fits with future land-use plans of the City and would identify where development would be welcomed. Similarly, a fringe-area agreement should be investigated with Cedar County.

Figure 13.1. Solon and Johnson County Fringe Area Agreement



Source: http://www.johnson-county.com/WorkArea/DownloadAsset.aspx?id=4905. Accessed 9.24.18.

Figure 13.2. Tiffin and Johnson County Fringe Area Agreement



Source: http://www.johnson-county.com/WorkArea/DownloadAsset.aspx?id=4915 Accessed 9/24/18.

[17] Johnson County Board of Supervisors, "Fringe Area Agreement Between Iowa City and Johnson County."
[18] Johnson County, Iowa, "Johnson County 2018 Comprehensive Plan: Sustaining Success Through 2028."
[19] Johnson County Board of Supervisors, "Fringe Area Agreement Between Johnson County and Solon."
[20] Johnson County, Iowa, "1997 Fringe Area Policy Agreement Between Johnson County, Iowa and City of Tiffin, Iowa."
[19] Johnson County, Iowa, "Johnson County 2018 Comprehensive Plan: Sustaining Success Through 2028."

CHAPTER 13: PLAN IMPLEMENTATION

The West Branch Comprehensive Plan is a road map of possible directions for the City of West Branch over the next 20 years. Implementation of the visions and actions presented in the previous twelve chapters should be completed through a realistic program that is compatible with the available re-sources. This section addresses the issues and opportunities surrounding implementing the goals and objectives, and addresses scheduling, potential funding sources, and plan maintenance and support.

Issues and Opportunities.

Before the goals can be achieved it is best to evaluate the issues or hurdles and the opportunities or benefits of implementation. By doing this, decision makers will have an understanding of the actions needed to implement the goals. Table 13-1 list goals and issues and opportunities associated with each goal, as given in the 2013 plan, It is followed, in italics, by the goals and objectives listed in the 2019 plan update.

Table 13.1. Issues and Opportunities.

Goal	Issue	Opportunities
Concentrate on retaining and expanding local businesses.	•Access to employees •Aging population	•Economic stability
Increase number of small firms by fostering local entrepreneurship.	•Finding office space •Marketing	•Partnerships –Kirkwood, UI, ISU, etc. •Bring more people to West Branch
Promote vacant, development-ready land for industrial use.	•Land •Funding	•Diversification of industry •Bring more development to West Branch
Provide, maintain, and improve solid waste collection and disposal infrastructure and services.	•Funding •Changing rules and regulations	•Recycling •Sustainable community •Quality of life
Provide, maintain, and improve a cost-effective, safe and functional surface transportation system.	•Funding •Development of a maintenance program	•Better streets •Reduced accidents
Provide, maintain and improve a safe and functional storm sewer system.	•Funding	•Sustainable community
Provide, maintain and improve cost-effective, functional and self-supporting sanitary sewer and water pollution control systems.	•Funding •Changing rules and regulations	•Quality of life •Sustainable community

Table 13.1. Issues and Opportunities, continued.		
Goal	**Issue**	**Opportunities**
Provide, maintain and improve a cost-effective, functional and self-supporting water system.	•Funding •Changing rules and regulations	•Quality of life •Sustainable community
Promote the creation and adoption of a complete streets policy.	•Funding •A change in mindset	•Quality of life •Sustainable Community •Enhanced transportation system
Promote cost-effective emergency services and facilities that enhance and protect the lives of residents.	•Funding •Availability of trained staff •Changing regulations	•Quality of life •Safe community
Provide public facilities and services at levels which support a "desirable quality of life" for current and future residents.	•Funding •Changing Rules and Regulation	•Tourism •Stabilize /increase in population
Promote the fiscal soundness and viability of City government operations.	•Property tax rates •Funding	•Balanced budget •City savings
Operate municipal facilities and services in an accountable manner and encourage positive public relations with residents and others.	•Education	•Sustainable community •Community understanding •Quality of life
Provide adequate developed park areas and continue to develop a pedestrian/ bicycle trail system that links the parks, historical, and natural resources of the City while providing opportunities for recreational activities.	•Initial funding •Ongoing funding	•Tourism •Quality of life •Increased population
Determine future location of library.	•Needs analysis study	•Better facility •Quality of life
Achieve funding for library renovation or construction.	•Funding	•Useable facility
Carry out renovation or construction of library.	•Funding	•Better facility •Quality of life
Encourage cooperative effort between the City of West Branch, Cedar County and Johnson County and any other bodies or agencies involved with planning, administration or enforcement of plans, codes, ordinances, regulations, etc. that are in effect in the West Branch area.	•Coordination •Change in mindset	•Partnerships •Reduce City expenses

Updated Goals, 2019.

Chapter 4. Community Profile and Character Goals.

1. *Help achieve an increased city population by 2040, closer to projections for Johnson County than to projections for Cedar County.*
2. *Maintain and seek to improve West Branch's pull factor for retail sales.*
3. *Encourage racial diversity in West Branch and younger residents, while providing services for the expected higher population of elderly citizens.*

Chapter 5. Land Use Goals.

1. *To support economic development, reuse, revitalization and redevelop underutilized commercial properties and public land.*
2. *Strive to maximize infill development.*
3. *Conserve the historic nature of West Branch.*

Chapter 6. Housing Goals.

1. *Maintain and revitalize older housing options.*
2. *Reduce exposure to hazardous construction materials and lower energy costs in older housing units.*
3. *Address affordable housing needs by increasing aging-in-place ownership and rental options.*

Chapter 7. Economic Goals.

1. *Reuse, revitalize and redevelop underutilized commercial properties.*
2. *Improve the local shopping atmosphere.*
3. *Promote a community-based economic development approach.*
4. *Utilize outside resource opportunities to improve and fund economic development.*
5. *Invest in West Branch's historic tourism advantage.*

Chapter 8. Public infrastructure, utilities, facilities, and finance goals.

1. *Provide public facilities, service investments, and operations that improve service equity, support economic prosperity, and enhance human and environmental health.*
2. *Ensure water, wastewater, and stormwater systems are managed, conveyed, and/or treated to protect public health, safety, and the environment, and to meet the needs of the community on an equitable, efficient, and sustainable basis.*
3. *Review and update the Capital Improvement Plan annually and produce a new plan every five years to help coordinate capital costs and financing, while working towards the long-term goals of the community.*

Chapter 9. Transportation goals.

1. *Provide efficient and affordable transportation for city residents and businesses, while striving to minimize negative effects.*
2. *Increase children's physical activity to benefit their short- and long-term health and improve their ability to learn.*
3. *Trails as both transportation and recreation facilities should be planned and implemented within West Branch and as connections to surrounding areas.*
4. *Monitor changing transportation circumstances, such as evolving technology, to ensure the city has adequately and efficiently provided transportation for its future needs.*

Chapter 10. Environmental stewardship goals.

1. *Increase community-based environmental outreach.*
2. *Improve creative guidelines.*
3. *Embrace green technology advances.*

Chapter 11. Park and recreation goals.

1. *Provide and maintain an adequate supply and variety of parkland and recreational facilities to serve the city's current and future population, based on identified standards and community needs.*
2. *Improve parks, recreation facilities, natural areas, and greenspace through strategies that reflect user needs, development priorities, development and maintenance costs, program opportunities, financing strategies, and community input.*
3. *Establish, improve, and maintain a complete and connected system of public trails that provides recreational opportunities and that can serve transportation functions.*

Chapter 12. Intergovernmental cooperation goal.

1. *West Branch should strive to provide more efficient and cost-effective public services through interactions with other governmental units.*

Achieving the Goals.

To achieve the goals outlined in this plan West Branch should look to the objectives as action steps to realizing the goals of the plan. The previous chapters provide a detailed analysis of each chapter subject area and what specific items or action steps are needed to achieve the goals listed in that chapter. This chapter addresses the scheduling of the action steps outlined in the 2013 plan plus plan maintenance and plan support.

Plan Scheduling: summarizes the policies and actions proposed in previous chapters and presents projected time frames for the implementation of these recommendations.
Plan Maintenance: outlines the process for maintaining the plan and evaluating the progress in meeting the plan's goals. Plan Support: identifies potential funding sources that can assist in the implementation of the objectives and action steps.

Plan Scheduling.

Throughout this plan the goals and objectives or action steps to achieve the goals were identified. Table 13.2 provides a timeline on when items needed to be addressed as given in the 2013 plan. Recommendations were classified into the following categories: on-going, short-term, medium-term and long-term. Short-term indicates that implementation should occur within the next five years, while medium-term suggests five to ten years and long-term is ten to twenty years. Goals and actions come, first, from the 2013 plan and are then objectives follow from the 2019 plan update.

Table 13.2. Schedule.

Goal: Concentrate on retaining and expanding local business.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Build partnerships: Cooperate with business, education institutions, community organizations, and government to provide information to local businesses.	X – keeping the partnerships	X – establishing the partnerships		
Develop a business license program, which includes an information packet, in conjunction with Main Street West Branch.		X		
Develop "Welcome West Branch" brochure for distribution to residents and visitors highlighting businesses in West Branch, in conjunction with Main Street West Branch.		X		
Development sites: Promote assistance to local firms in finding appropriate development sites for expansion.	X			

Table 13.2. Schedule, continued.				
Goal: Concentrate on retaining and expanding local business.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Work with Main Street West Branch to utilize revolving loan fund to benefit local business expansion.	X			
Facilitation: Promote retaining existing manufacturing firms and facilitate their expansion.	X			
Mayor, Council, Administration and Main Street West Branch to engage with existing manufacturing firms to encourage growth.	X			
Mayor, Council, Administration and Main Street West Branch to engage with ICAD to encourage growth of existing manufacturing firms.	X			
Revitalization: Encourage downtown revitalization and business development.	X			
Provide community policing services in the downtown district, to include officers on foot, receiving feedback from business owners.	X			
Work with Main Street West Branch and business owners to repair sidewalks in the Main Street business district.	X			
Repave Downey Street from Wetherell to Main Street.		X		
Work with the Historic Preservation Commission on enhancing the appearance of Heritage Square and other public downtown areas.	X			
Work with Main Street West Branch to obtain new way finding signage.		X		
Work with business owners, the National Historic Site and Main Street West Branch to identify parking solutions that will provide both residents and commercial activity.	X			
Diversification: Encourage diversified retail shopping.	X			
Work with Main Street West Branch to bring in diversified services or retail establishments, including a pharmacy, hardware store, a recreation/community center, an assisted living center, a grocery store, laundromat and a family restaurant.		X		

Table 13.2. Schedule, continued.				
Goal: Increase the number of firms by foster local entrepreneurship.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Partnerships: Cooperate with other agencies and institutions to identify programs and services to assist in the creation of new small business.		X		
Examine a potential renewed partnership with Cedar County Economic Development Corporation (CCEDCO) and make a decision within the next two years on whether or not reengagement with CCEDCO would benefit West Branch.		X		
Mayor, Council, Administration and Main Street West Branch to engage with ICAD to encourage industrial park growth.	X			
Financial & Technical Assistance: Promote support for start-up businesses with both financial and technical assistance.		X		
Support start-up businesses with both financial and technical assistance.	X			
Work with Main Street West Branch and/or possible CCEDCO to provide training for start-up businesses.	X			
Work with Main Street West Branch to utilize revolving loan fund to benefit of start-up businesses.	X			
Promote vacant, development-ready land for industrial use.	X			
Market development-ready sites.	X			
Evaluate potential future industrial sites.	X			
Redevelop existing vacant, underutilized and brownfield properties for industrial development.				
Goal: Promote the preservation, rehabilitation, and investment in the housing stock and neighborhoods				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Encourage a range of affordable, accessible, and decent, safe and sanitary rental housing options throughout the city.	X			
Work with ECIA on housing assistance programs appropriate for West Branch.	X			
Provide a variety of housing types, costs and locations.	X			

Table 13.2. Schedule, continued.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Become more aggressive in attracting new residents to live in West Branch.	X			
Work with Main Street West Branch to bring in diversified services or retail establishments, including a pharmacy, hardware store, a recreation/community center, an assisted living center, a grocery store, laundromat, and a family restaurant.	X			
Park and recreation department to expand activities for youth and teens.		X		
Investigate the viability of a movie theater, pool, community-recreation-senior center, splash pool, adult education programs, shuttle service to Iowa City, and expanded trails.		X		
Goal: Provide, maintain, and improve solid waste collection and disposal infrastructure and services.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Strive to maintain efficient and effectiveness of solid waste collection system.	X			
Examine new solid waste provisions contract at the end of the current contract which runs through June of 2015.		X		
Increase solid waste rates so that the service is self-supporting.	X			
Goal: Provide, maintain, and improve a cost-effective, safe and functional surface transportation system.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Support ongoing street reconstruction, rehabilitation, and maintenance programs, ensuring the timely maintenance, repair and reconstruction of the city's streets and ridges.	X			
Develop comprehensive CIP Plan to include street reconstruction and repair.	X			
Increase property tax levy to fund these improvements.		X		
Goal: Promote the preservation, rehabilitation, and investment in the housing stock and neighborhoods				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Encourage a range of affordable, accessible, and decent, safe and sanitary rental housing options throughout the city.	X			
Work with ECIA on housing assistance programs appropriate for West Branch.	X			
Provide a variety of housing types, costs and locations.	X			

Table 13.2. Schedule, continued.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Become more aggressive in attracting new residents to live in West Branch.	X			
Work with Main Street West Branch to bring in diversified services or retail establishments, including a pharmacy, hardware store, a recreation/community center, an assisted living center, a grocery store, Laundromat and a family restaurant.	X			
Park and recreation department to expand activities for youth and teens.		X		
Investigate the viability of a movie theater, pool, community-recreation-senior center, splash pool, adult education programs, shuttle service to Iowa City, and expanded trails.		X		
Goal: Provide, maintain, and improve solid waste collection and disposal infrastructure and services.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Strive to maintain efficient and effectiveness of solid waste collection system.	X			
Examine new solid waste provisions contract at the end of the current contract which runs through June of 2015.		X		
Increase solid waste rates so that the service is self-supporting.	X			
Goal: Provide, maintain, and improve a cost-effective, safe and functional surface transportation system.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Support ongoing street reconstruction, rehabilitation, and maintenance programs, ensuring the timely maintenance, repair and reconstruction of the city's streets and bridges.	X			
Develop comprehensive CIP Plan to include street reconstruction and repair.	X			
Increase property tax levy to fund these improvements.		X		
Seek alternative funding sources for construction and maintenance.	X			
Consider use of local option sales tax for future projects.		X		
Consider use of TIF for future projects in the industrial park.		X		
Consider increasing property tax levy to fund future projects.		X		
Support extending the life and improving the quality of the city street system through preventative maintenance programs.	X			

Table 13.2. Schedule, continued.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-Term**
Continue seal coating.	X			
Fix failing streets.	X			
In-house (Public Works Staff) work to repair portion of streets where appropriate.	X			
Goal: Provide, maintain and improve a safe and functional storm sewer system.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-Term**
Support maintaining the integrity of the storm sewer system.	X			
Complete lift station.		X		
Complete I and I phase I repairs.		X		
Complete I and I studies on the remainder of the sewer system.		**X**		
Complet e I and I repairs identified in future studies on an ongoing basis.	X			
Complete wastewater treatment facilities plan that would meet increased contaminant requirements.		X		
Complete sump pump inspections.		X		
Meet all local, state and federal regulations.	X			
Identify existing and potential flood prone problem areas, and alleviate with appropriate mitigation strategies, where possible.	X			
Goal: Provide, maintain and improve a cost-effective, functional and self-supporting water system.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-Term**
Support maintaining the integrity of the water system.	X			
Replacing aging water mains and water mains smaller than 6 inches.		X		
Make improvements to water plant, including fencing around existing plant.		X		
Encourage efficient operation of water system.		X		
Investigate the need for abandoning or developing new wells.		X		
Meet all local, state and federal water quality standards.	X			

Table 13.2. Schedule, continued.				
Goal: Promote the creation and adoption of a complete streets policy.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Adoption of a complete streets policy.		X		
Goal: Promote cost-effective emergency services and facilities that enhance and protect the lives of residents.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Promote cooperation and coordination among emergency services agencies.	X			
Continue to develop positive partnerships between police and fire.	X			
Increase the partnership with the National Park law enforcement.	X			
Support provisions of responsive, high quality emergency services.	X			
Hire additional full-time police officer.		X		
Increase the salaries of full-time police officers by 20%.		X		
Fully fund the fire department's capital improvement plan.	X			
Goal: Provide public facilities and services at levels which support a "desirable quality of life" for current and future residents.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Provide facilities and services in locations compatible with planned uses, population and needs.	X			
Implement the proposed park facility improvements outlined in Chapter 11.		X		X
Goal: Promote the fiscal soundness and viability of City government operations.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Continue using nonrecurring revenues only to fund nonrecurring expenditures.	X			
Monitor changing conditions, trends and legislation appropriate to the City's fiscal position and promote the City's sound fiscal condition.	X			
Minimize program costs by using sound purchasing practices.	X			
Maintain adequate reserves to positively impact the City bond rating and provide flexibility to implement projects as opportunities occur.	X			

Table 13.2. Schedule, continued.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Use City Council goals and priorities to guide the budgeting process.	X			
Operate municipal facilities and services in an accountable manner and encourage positive public relations with residents and others.	X			
Maintain and review administrative, management and personnel capacity for effective support and implementation of municipal services.	X			
Pursue a variety of revenue sources to offset flat-line budget as well as examine ways to reduce costs and increase fund balances for municipal facilities and services.	X			
Provide adequately developed park areas and continue to develop a pedestrian/bicycle trail system that links the parks, historical and natural resources of the City while providing opportunities for recreational activities.	X			
Goal: Determine future location of the library.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Work with FEH Associates and George Lawson Consulting to evaluate sites in West Branch and surround area.		X		
Select site and acquire the property and achieve funding for library renovation or construction.		X		
Goal: Achieve funding for library renovation or construction.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Work with FEH Associates to construct designs for future library.		X		
Promote library project among local social groups and community.		X		
Work with the Friends of the Library to conduct fundraising events.		X		
Acquire grants and donations for building construction.		X		
Hire a professional fundraiser to assist in fundraising efforts (if needed).		X		
Work to pass a bond referendum (if needed).		X		

Table 13.2. Schedule, continued.				
Goal: Carry out renovation or construction.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Work with FEH Associates to create site construction plans.			X	
Conduct bidding process to select the building contractor.			X	
Hire contractor to conduct the library renovation or construction.			X	
Work with FEH Associates and selected contractors to conduct the building renovation.			X	
Goal: Encourage redevelopment opportunities to revitalize unused property.				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Encourage redevelopment or adaptive reuse of vacant or underutilized buildings and sites.	X			
Promote infill development.	X			
Promote affordable commercial space for small start-up, new or growing businesses.	X			
Encourage reinvestment in our existing neighborhood (i.e. smart growth).	X			
Consider incentives for smart growth.	X			
Goal: Encourage cooperative effort between the City of West Branch, Cedar County, Johnson County and any other bodies or agencies involved with the planning, administration or enforcement of plans, codes, ordinances, regulations, etc., that are in effect in the West				
Action Item	**On-Going**	**Short-Term**	**Medium-**	**Long-**
Establish partnerships	X			

Objectives from the 2019 Plan Update

Chapter 4.

4-1-1: Ensure that quality of life enhancements are provided efficiently in West Branch, while maintaining relatively low rates of local taxation.

4-1-2: Improve affordable housing choices in West Branch for an increased number of city residents.

4-1-3: Pursue infill development and consider annexation if needed to allow for additional residents.

4-2-1: Promote the West Branch communities' establishments and encourage additional businesses to locate in West Branch.

4-2-2: Pay special attention to filling the West Branch Industrial Park and to promoting activity around the Interstate 80 interchange.

4-2-3: Encourage specialized destination businesses to pull retail activity from elsewhere, in particular the greater Iowa City area.

4-2-4: Conduct periodic market analysis to better understand retail gaps and seek to attract new businesses to fill the identified gaps.

4-3-1: Consider special city incentives and services to attract new young residents.

4-3-2: Encourage new residents to take part in West Branch activities and to volunteer in the community.

4-3-3: Pay particular attention to the needs of elder citizens to ensure they remain active in the community and their needs for services are met.

4-3-4: Encourage public events that are welcoming and engaging across all cultures.

Chapter 5.

5-1-1: Survey vacant lots that offer opportunities for infill development, and maintain a city inventory of such properties for potential users.

5-1-2: Consider promoting the development of auxiliary living units such as "granny flats" to densify development with minimal public-service cost.

5-1-3: Monitor national trends in densification of residential areas for possible application to West Branch.

Chapter 6.

No objectives listed. See chapter for descriptions of strategies to achieve goals.

Chapter 7.

7-1-1: Consider using underutilized commercial spaces as regional attractions or future housing developments in coordination with the 2017 West Branch Market Study.

7-1-2: West Branch should adopt a mixed-use or form-based zoning code, or utilize a planned unit development, in areas close to the central city.

7-1-3: Develop an Economic Development Master Plan for guidance.

7-1-4: Coordinate with the West Branch Community Development Group and businesses to effectively promote and encourage investment.

7-1-5: Collaborate with the Cedar County Economic Development Commission and other regional organizations that will help assist and promote commercial revitalization.

7-2-1: Promote annual promotional events that encourage small town shopping.

7-2-2: Analyze recommendations in the 2017 West Branch Market Study for implementation.

7-2-3: Start a local advertising campaign that encourages local shopping and increases regional tourism.

7-2-4: Promote the reuse, revitalization, and redevelopment of commercial properties.

7-2-5: Recruit one or more unique businesses that serves residents and draws new regional customers to West Branch.

7-2-6: Use the city-owned Croell Redi-Mix site on 4th Street as an anchor for local economic activity.*

7-2-7: Consider using art and better-block techniques to encourage economic development.

7-3-1: Take an Economic Gardening approach.

7-3-2: Continue to work with and support local economic groups such as the West Branch Community Development Group to begin small-business-startup education classes.

7-3-3: Assist in providing promotional material to new businesses and future residents.

7-3-4: Establish regional partnerships for the purpose of entrepreneurial networking among young adults.

7-3-5: Support revolving low-interest-loan programs for small businesses and promote their benefits to potential users.

7-4-1: Research, seek, and apply for grants that will improve economic development, marketing, and historic preservation.[xxxix] As an example, for 2018 Alliant Energy offers community and business charger rebates for Level 2 charging stations.[xl] West Branch could apply for such a rebate.

7-4-2: Encourage local businesses to seek low-interest loans and promote the opportunities available.

7-4-3: Increase partnerships with small banks to continue low-interest loan programs for West Branch businesses.

7-4-4: Explore fundraising opportunities for revitalization and beautification.

7-5-1: Coordinate economic activity between local businesses, the Herbert Hoover Presidential Library, and the National Park Service. Collaborate to establish electric charging stations to bring visitors to the Hoover Complex and local commerce.

7-5-2: Seek out businesses that will serve tourism, such as increased lodging opportunities.

7-5-3: Consider using the Croell Redi-Mix site as a tool to keep Hoover Site tourists in West Branch longer.

7-5-4: Adopt an Interim Development Ordinance that requires corridor commercial sites along Main Street to have architectural and material designs similar to West Branch Historic District.

7-5-5: Investigate the possibility of highlighting the Underground Railroad as an economic driver.

7-5-6: Collaborate with West Branch's Historic Preservation Commission on economic activity.

7-5-7: Utilize Townsend's Traveler's Rest as an additional historic tour site in West Branch.

Chapter 8.

8-1-1: Provide public facilities and services to alleviate potential service deficiencies and meet level-of-service standards for all, including individuals, businesses, and property owners.

8-1-2: In areas of the city that are not expected to grow significantly, but have existing deficiencies, invest to reduce disparity and improve livability.

8-1-3: In areas of the city that lack basic public services and have significant growth potential, invest to enhance neighborhoods, maintain affordability, and accommodate growth.

8-1-4: In areas of the city that are not expected to grow significantly and already have access to complete public services, invest primarily to maintain existing facilities and services and retain livability.

8-1-5: Invest in public facility systems to maintain and improve system capacity, resolve service deficiencies, and properly manage assets.

8-1-6: Establish, improve, and maintain public facilities and services at levels appropriate to support land-use patterns, population densities, and anticipated growth.

8-2-1: Manage wastewater and stormwater systems in ways that meet federal and state regulations. Use watershed health as a guide and treat the entire watershed as an interconnected hydrologic system.

8-2-2: Evaluate future needs for wastewater treatment and plan facility improvements to meet expected population demands and Iowa DNR requirements. Review and consider implementing the Wastewater Treatment Facility Plan.

8-2-3: Manage wastewater and stormwater systems in ways

that meet federal and state regulations. Use watershed health as a guide and treat the entire watershed as an interconnected hydrologic system.

8-2-4: Evaluate future needs for wastewater treatment and plan facility improvements to meet expected population demands and Iowa DNR requirements. Review and consider implementing the Wastewater Treatment Facility Plan.

8-2-5: Prevent pollution and reduce the need for wastewater treatment capacity through land use programs and public facility investments that manage pollution as close to its source as practical.

8-2-6: Implement green infrastructure, such as landscaping, rain gardens, bio-swales, trees, and natural areas to assist stormwater management. Promote investments, education, and community stewardship to reduce the impact of stormwater discharge on water and habitat quality of streams and rivers.

Chapter 9.

9-1-1: The City Council adopt the Complete Streets section in this chapter as city policy, and, in particular, ensure that all future street projects on new or existing streets encompass complete streets practices unless explicitly excluded by action of the City Council.

9-1-2: The City should work to encourage city residents and/or staff to become members of RPA 10 committees to encourage full consideration of West Branch projects in future RP 10 transportation plans and TIPS

9-1-3: The city will ensure that adequate pedestrian facilities, bicycle parking and vehicle parking for the disabled are pursued as elements of its complete streets policies.

9-1-4: West Branch should continue to work with state and regional transportation staff to improve safety for all its road users

9-2-1: Children are to be given safe and appealing opportunities for walking and bicycling to school and to other access points such as the public library, in order to decrease rush-hour traffic and fossil fuel consumption, encourage exercise and healthy living habits, and reduce the risk of injury to children through traffic collisions near schools.

9-2-2: The City will partner with the West Branch School District to encourage programs such as Walk and Bike to School Days, as well as "Walking School Bus"/ "Bike Train" programs at elementary schools (where parents take turns accompanying a group of children to school on foot or via bicycle). Both parties will encourage educational programs that teach students safe walking and bicycling behaviors and educate parents and drivers in the community about the importance of safe driving.

9-3-1: The City Council should adopt a trails vision and support the production of a map indicating desired trail connections.

9-3-2: West Branch should plan a trails system to serve transport and recreation users, and seek financing to implement the system.

9-4-1: Publicize and promote paratransit services. Strive for cost effectiveness in service provision, perhaps enlisting volunteer support.

9-4-2: Promoting low-cost and environmentally friendly service that is provided by employers, such as the University of Iowa vanpool, is a city objective.

9-4-3: Be attentive to the needs for freight service and ensure trucking needs are accounted for in street planning, design, and administration.

9-4-4: Keep abreast of changes in transport services and technology that impact the city, and prepare for network service operations and the emergence of electric and autonomous vehicles.

9-4-5: The city should consider adding public electric vehicle charging stations and encouraging home charging stations for new construction or reconstruction.

Chapter 10.

10-1-1: Publicize the federal flood insurance program so that residents become more aware and can participate if they choose.

10-1-2: Continue to partner with organizations such as Trees Forever and Alliant Energy and look for grant opportunities such as Alliant's "Branching Out" grants to increase the number and variety of trees in West Branch. This includes seeking opportunities that would allow the community to provide trees for private homeowners as well as to plant new trees in public spaces

10-1-3: Form a tree committee comprised of 6 to 7 community members to provide direction for future tree projects within the community.

10-1-4: Seek to become designated a "Tree City U.S.A."

10-1-5: Establish a brownfields inventory by identifying possible brownfields sites. Coordinate with the East Central Brownfield Coalition (ECBC) to produce a brownfield land bank. These recommendations are especially pertinent to redevelopment of the Croell Cement site.

10-2-1: Research and adopt an ordinance to properly manage derelict buildings.

10-2-2: Adopt a tree policy meant to build a robust green infrastructure. This should encourage the community to complement and support other key goals established for a city in the Comprehensive Plan.

10-2-3: Expand and continue to diversity the City's tree-planting practice and canopy.

10-2-4: Continue to trim overhanging branches up to a height of 14 feet over every street and up to a height of 9 feet over every sidewalk in town annually.

10-2-5: Continue annual efforts to remove unhealthy trees on public ground that pose a hazard to nearby structures and passersby.

10-2-6: Continue annual efforts to monitor ash trees for signs of Emerald Ash Borer, and remove infected trees.

10-2-7: Continue to monitor developments in topsoil management. Consider adopting a best-practices ordinance.

10-3-1: Pursue the instillation of one or two EV-2 Charging Stations within the next year.

10-3-2: Track green energy programs, particularly in the Midwest, and go on record as supporting and publicizing renewable energy programs (An example is "Solarize Johnson County.)

10-3-3: Be attentive to the virtues of dark skies, and as opportunities present themselves take advantage of newer technologies in lighting to reduce light pollution in our city. In this effort, the City should coordinate with the West Branch School District.

10-3-4: Investigate compost and recycling service for apartments.

Chapter 11.

11-1-1: Prepare a comprehensive master parks plan. Update the plan annually.

11-1-2: Invest in acquisition and development of parks and recreation facilities.

11-1-3: Maintain a long-range park capital improvement plan (CIP) and budget for identified priorities through an annual CIP.

11-1-4: Provide opportunities for public input. Identify potential partners and build coalitions of people or agencies with a mutually beneficial interest in parks, trails, and open space.

11-1-5: Utilize creative and flexible financing strategies to invest in acquisitions and maintain facilities.

11-1-6: Monitor and evaluate neighborhoods for local service-level deficiencies.

11-1-7: Encourage public-private partnerships to develop and operate publicly accessible recreational facilities that meet identified public needs.

11-2-1: Preserve, enhance, and manage City-owned natural areas and resources to protect and improve their

contribution to ecological health and to provide compatible public access.

11-2-2: Manage urban trees as green infrastructure with associated ecological, community, and economic functions through planning, planting, and maintenance activities, education, and regulation.

11-2-3: Consider developing master or management plans for properties that lack guiding plans or strategies.

11-2-4: Establish and manage specialized facilities within the park system that take advantage of land assets, and that respond to diverse, basic and emerging recreational needs.

11-2-5: Review and update subdivision and parkland dedication ordinances and supporting administrative practices to effectively provide neighborhood parks and trails in association with new development.

11-2-6: Explore creating partnerships with nearby recreation facility and programming providers. Pursue partnerships to expand park and recreation facilities regionally.

11-3-1: Operate the citywide trail system so that it connects and improves access to neighborhoods, Main Street and commercial areas, schools, parks, recreation facilities, and the regional trail system, among other key places residents wish to access in their daily lives.

11-3-2: Be attentive to opportunities to attract visitors to trails and other recreation facilities to promote the city and economic opportunities.

11-3-3: Coordinate planning, design, improvement, and maintenance of the trail system among City departments, other public agencies, non-governmental partners, and adjacent landowners.

11-3-4: Promote a variety of trail types to reflect a trail's transportation and recreation roles, requirements, and physical context.

11-3-5: Support active living by establishing a greenway system of distinctive pedestrian and bicycle-friendly streets and trails, enhanced by lush tree canopy and landscaped stormwater facilities.

11-3-6: Utilize the trail system to plant and preserve trees, increase tree species and tree age diversity, and contribute to an urban tree canopy.

11-3-7: Connect local trails to regional public trails that are a component of a larger network of facilities for bicyclists, pedestrians, and recreational users.

11-3-8: Update the existing trails plan every five years to coordinate with the parks plan.

Chapter 12.

12-1-1: Periodically review existing and potential intergovernmental agreements,

12-1-2: Initiate fringe-area agreements with Johnson and Cedar counties.

12-1-3: Pursue collaborative projects with the Herbert Hoover Presidential Library and Museum and the Herbert Hoover Historical Site.

12-1-4: Investigate joint community events, public service sharing, and purchasing opportunities with Cedar County and nearby communities.

Plan Maintenance

The West Branch Comprehensive Plan is designed to be a long-range plan and many of the recommendations will require funding and continuous support. The City of West Branch should refer to the comprehensive plan to develop annual improvement programs and budgets. An annual evaluation of the plan should be conducted. Land use developments, plan implementations and changes that should be made to the comprehensive plan should be reviewed and reported back to elected officials, preferably annually.

Many of the goals, objectives and action steps identified will require outside funding sources to make them a reality. Table 13.3 contains a listing of potential funding sources available in 2013. Since funding sources change this list should not be viewed as the ultimate listing and should be reviewed and modified as needed.

Table 13.3. Potential Funding Sources

Source	Administrator	Description	Deadline	Funding	Match
Community Attraction and Tourism Program	Iowa Economic Development Authority	Projects that promote recreational, cultural, educational or entertainment attractions	January 15 April 15 July 15 October 15	$5 million	Encouraged
Community Attraction and Tourism Program Marketing	Iowa Economic Development Authority	Marketing of Vision Iowa CAT and RECAT Projects	November 4	$100,000, maximum grant	50%
River Enhancement Com- munity Attraction and Tourism Program	Iowa Economic Development Authority	Help with projects that create recreational and entertainment attractions that connect with and enhance a river, lake or river	October 15	Varies	25%
Community Development Block Grant	Iowa Economic Development Authority	Public Facilities, Housing and Community Facilities Projects	November December January	Varies	Encouraged
Enhancement Program	Iowa Department of Transportation	Projects must meet at least 1 of the 10 categories	October 1	$4,500,000 Minimum project $10,000	30%
Federal Recreational Trails Program	Iowa Department of Transportation	Recreational Trails	October 1	$1.25 million	20%
State Recreational Trails Program	Iowa Department of Transportation	Recreational Trails	July 1	$2 million	25%

Table 13.3. Potential Funding Sources, continued.					
Source	**Administrator**	**Description**	**Deadline**	**Funding**	**Match Requireme**
Highway Bridge Program	Iowa Department of Transportation	Replacement or rehabilitation of structurally deficient or functionally	October 1	$1 million	20%
Home Fund	Iowa Finance Authority	Provide decent affordable housing to lower-income households	Varies	$15 million	25%
Iowa Clean Air Attainment Program	Iowa Department of Transportation	Projects that will help meet national ambient air quality standards	October 1	$4.5 million, minimum $20,000 per project	20%
Land & Water Conservation Fund	Iowa Department of Natural Resources	Outdoor recreation area development and acquisition	March 15		50%
Living Roadway Trust Fund	Iowa Department of Transportation	Roadside vegetation management pro- grams	June 1		20%
Pedestrian Curb Ramp Construction	Iowa Department of Transportation	Assists City's with complying with the Americans with Disabilities Act on primary roads	Accepted year round	Maximum of $250,000 per city per year	45%
Public Facilities Set-Aside Program	Iowa Economic Development Authority	Sanitary sewer system, water system, streets, storm sewers, rail lines and airport improvements for Cities under 50,000 population, 51% of the persons benefiting must be low or	Accepted year round		50%
Resource Enhancement and Protection	Iowa Department of Natural Resources	Enhancement and protection of the state's natural and cultural resources	Varies		Varies by grant category
Revitalize Iowa's Sound Economy	Iowa Department of Transportation	Economic development projects through construction or improvements of Iowa roads	February 1 – September 1 Immediate Opportunities accepted all year	$11 million for cities and $5.5	Local: 50% Immediat e: 20%

Table 13.3. Potential Funding Sources, continued.					
Source	**Administrator**	**Description**	**Deadline**	**Funding**	**Match**
Safe Routes to School	Iowa Department of Transportation	Education or construction projects that help promote walking or bicycling to school	October 1	$1.5 million	Encouraged
Section 42 Low Income Housing	HUD	Multi-family housing development for low and moderate-income families	N/A	N/A	N/A
Surface Transportation Program	Iowa Department of Transportation	Road, bridge, transit ,bicycle/pedestrian projects and planning activities	Counties are notified by DOT, Cities need to submit	$2,100,000	20%
Tax Increment Financing	Reduction or elimination of property taxes for a set period of time on new improvements to property	Available for commercial, industrial or residential developments	N/A	N/A	N/A
Traffic Safety Improvement Program	Iowa Department of Transportation	Traffic safety improvement projects or studies	June 15	$5.4 million $500,000 per project maximum	
Urban-State Traffic Engineering Program (U-Step)	Iowa Department of Transportation	Solve traffic operation and safety problems on primary roads	Accepted year round	$200,000 for spot improvements $400,000 for linear improvements	45%

References

Chapter 1 - Introduction

Footnotes

1. The American Community Survey population estimate for 2017 is 2,294 and creditable population estimates for 2020 range from 2,370 to 3,198. For details see Chapter 4, Table 4.3.

Chapter 2 – Smart Planning

None

Chapter 3 – Vision Statement, Goals and Objectives

None

Chapter 4 – Community Profile and Character

Footnotes

1. Gregory R. Norfleet, "West Branch Experiencing Exciting Increase in New Construction," Spring Home and Garden, May 1, 2019.

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Chapter 5 – Land Use

Footnotes

1. Gary Taylor, "Iowa Land Use Planning Notebook." Iowa State University, March, 2007. https://store.extension.iastate.edu/product/iowa-land-use-planning-notebook

Chapter 6 - Housing

Footnotes and Endnotes

1. Taken by running a housing search at https://cedar.iowaassessors.com/showResBldgSearch.php and using the median value.
2. Information found at https://www.asbestos.com/asbestos/history/
3. 947 F. 2d 1201 – Corrosion Proof Fittings v. Environmental Protection Agency. Openjurist.org. Retrieved 31 July 2017.
4. http://www.asbestossurveyingltd.co.uk/ "Where can asbestos be found", Asbestos Surveying Ltd, Birmingham, UK 2008 and http://www.artex.com/, Click the "Asbestos in Artex" button.

5. Projections were made by the authors of this updated chapter using a number of calculations in order to measure trends from 2010-2015 of cost-burdened renters from American Community Survey data. A mean percentage error (MAPE) calculation was used to determine the forecast or most accurate scenario based on how accurate the calculations were compared with data from 2010 to 2015. A Gompertz formula was used to project the forecasted calculation using the MAPE formula.
6. March 2011 University of Iowa Smart Planning Guide to the State of Iowa's Legislative Guide, https://rio.urban.uiowa.edu/sites/rio/files/Iowa_Smart_Planning_Overview_0.pdf
7. March 2011 University of Iowa Smart Planning Guide to the State of Iowa's Legislative Guide, https://rio.urban.uiowa.edu/sites/rio/files/Iowa_Smart_Planning_Overview_0.pdf
8. All statistics on this page are from the 2015 five year grouped American Community Survey.
9. 2015 5 Year American Community Survey from Census American Fact Finder website https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml.
10. Taken from HUD Unit Vacancy and Resident Turnover Report found here: https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_35528.pdf
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13. Found on the Department of Housing and Urban Development website affordable housing section in 2017: https://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/
14. https://www.huduser.gov/portal/datasets/fmr.html#2017
15. An observation from five, five-year American Community Surveys from 2010 to 2015.
16. An observation from five, five-year American Community Surveys from 2010 to 2015.
17. According to five, five-year American Community Surveys from 2010 to 2015, these two age groups made relatively the same income across the United States, and in Iowa the age groups' incomes increased with inflation.
18. Projections were made by the authors of this updated chapter using a number of calculations used to measure trends from 2010-2015 cost-burdened renters from the American Community Survey. A mean percentage error (MAPE) calculation was used to determine the forecast or most accurate scenario based on how accurate the calculations were compared with data in 2010 to 2015. A Gompertz formula was the forecasted calculation using the MAPE formula.
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21. See Iowa information at https://www.lung.org/our-initiatives/healthy-air/indoor/indoor-air-pollutants/radon.html. When needed, mitigation costs per home average between $1,000 and $2,000.
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Chapter 7 - Economic Development

Footnote

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2. 2010 "Seven Steps to Developing an Economic Gardening Implementation Strategy" by International City Management Association: https://icma.org/articles/seven-steps-developing-economic-gardening-implementation-strategy.
3. 2012 Small Business Administration FAQs: https://www.sba.gov/sites/default/files/FAQ_Sept_2012.pdf.
4. Some grant opportunities can be found here: https://www.grants.gov/web/grants/search-grants.html. It is recommended that an entity applying for a grant research the types of grants and select a grant program that the entity has the ability to work with. Grants may not support your specific project but tailoring a program to fit a grant has a higher chance of getting funded.
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Chapter 13 – Plan Implementation

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