



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JUNE 22, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

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

**Please note:** Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. 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 26<sup>th</sup> on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience of no more than 10 will be allowed to gather. First come, first to be granted access. In accordance with Social Distancing Order by the Governor of the State of Iowa.

**AGENDA**

**A. Call to Order**

**B. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

**C. Roll Call**

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

1. Presentation Regarding the West Branch Police Department Use of Force Policy.

**E. Public Comment**

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

*"Turning Vision into Reality is our Business"*

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

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting June 1, 2020.
2. **Motion to Approve** the West Branch Fire Department Appointment of Austin Finnegan.
3. **Motion to Approve** the Claims Report.

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

1. **Resolution 1909** – A Resolution Approving an Excessive Force Policy.
2. **Resolution 1910** – A Resolution Approving an Equal Opportunity Policy.
3. **Resolution 1911** – A Resolution Establishing a Fair Housing Policy.
4. **Resolution 1912** – A Resolution Establishing a Code of Conduct for Administering Federal Grant Funds Policy.
5. **Resolution 1913** – A Resolution Approving A Residential Anti Displacement & Relocation Assistance Plan.
6. **Discussion Item:** Regarding the Recent Findings of the City Audit.
7. **Resolution 1914** – To Continue with Hoover Hometown Days, Or To Cancel Hoover Hometown Days for 2020.
8. **Resolution 1915** – A Resolution Hiring Cathy Steen as a Full-time Police Officer for the City of West Branch, and Setting the Hourly Wage for the Position of Police Officer.
9. **Resolution 1908** – Approving the West Branch High School Softball Parking Lot Site Plan.
10. **Resolution 1906** – A Resolution Amending the City of West Branch Sick Leave Policy.
11. **Resolution 1899** – A Resolution Approving Insurance Proposal from Unum for Group Short term Disability, Group Long term Disability, Group Life and AD&D Insurance.

**H. Reports**

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

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

**J. Adjournment Regular Meeting**

*"Turning Vision into Reality is our Business"*



# West Branch Police Department



## TRAINING

Continue to train in areas required  
By IOWA LAW ENFORCEMENT ACADEMY.

- Use of Force
- Firearms Qualification
- Defensive Tactics
- Mental Health
- Twelve Hours of Continuing Education
- (Done in-house and by outside source)
- As well as De-escalation Techniques, in addition to other  
Topics Required by I.L.E.A.

## SECTION 02 USE OF FORCE

**PURPOSE:** To provide guidelines for law enforcement officers of this agency to follow in the use of force, either deadly or non-deadly, to bring an incident under control.

**POLICY:** This department recognizes and respects the value and special integrity of each human life. In vesting law enforcement officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this agency that law enforcement officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

### DEFINITIONS:

- A. **Deadly force:** Any use of force that is likely to cause death or serious bodily harm. For purposes of this policy, deadly force will mean the discharging of a firearm toward a person. No other type of deadly force is authorized.
- B. **Non-deadly force:** Any use of force other than that which is considered deadly force. Reasonable belief: When facts or circumstances the officers knows, or should know, are such to cause an ordinary and prudent officer to act or think in a similar way under similar circumstances.
- C. **Serious physical injury:** a bodily injury that (1) creates a substantial risk of death; (2) causes serious permanent disfigurement, or (3) results in a long-term loss or impairment to any bodily member or organ.

### PROCEDURES:

- A. **Parameters for use of deadly force:**
  - 1. While on-and off-duty, law enforcement officers shall carry only weapons and ammunition authorized by and registered with this agency.
  - 2. Authorized weapons are those with which the law enforcement officer has qualified and received departmental training on proper and safe usage, and that are registered and comply with departmental specifications.
  - 3. Law enforcement officers are authorized to use deadly force in order to (a) protect the law enforcement officer or others from what is reasonably believed to be an immediate threat of death or serious bodily harm; or (b) prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose a significant threat to human life should escape occur.
  - 4. Before using deadly force, law enforcement officers shall identify themselves and state their intent to shoot, if feasible.
  - 5. A law enforcement officer may also discharge a weapon under the following circumstances:
    - a. During range practice or competitive sporting events.
    - b. To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured.
  - 6. Law enforcement officers shall adhere to the following restrictions when their weapon is exhibited:
    - a. Except for maintenance or during training, law enforcement officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance to this policy.
    - b. Warning shots are prohibited.
    - c. Law enforcement officers shall not fire their weapons at or from a moving vehicle. An exception to this provision will be justified under circumstances where an officer is in immediate danger of being subjected to deadly force.



**Example:** A suspect in a moving vehicle discharges or is attempting to discharge a weapon directed at a vehicle occupied by a law enforcement officer.

7. Officers should attempt to protect innocent bystanders in the discharge of weapons.
  8. This agency shall schedule regular training and qualification sessions for duty, off-duty and specialized weapons, which will be graded under the Iowa Law Enforcement Academy Guidelines.
  9. Law enforcement officers who fail to receive a passing score with their duty weapon(s) in accordance with department testing procedures shall be relieved of their police powers and immediately reassigned to non-enforcement duties.
  10. A law enforcement officer shall not be permitted to carry any weapon with which he has not been able to qualify during the most recent qualification period.
  11. A law enforcement officer who has taken extended leave or suffered an illness or injury that could affect his use of firearms ability will be required to re-qualify before returning to enforcement duties.
- B. Parameters for use of non-deadly force:**
1. Where deadly force is not authorized, officers should assess the incident, if possible, in order to determine which non-deadly technique or weapon will best bring the incident under control in a safe manner.
  2. Law enforcement officers are authorized to use non-deadly force techniques and issued equipment for resolution of incidents, as follows:
    - a. To protect themselves or another from physical harm; or
    - b. To restrain or subdue a resistant individual; or
    - c. To bring an unlawful situation safely and effectively under control.
  3. A law enforcement officer is not permitted to use a non-deadly weapon unless qualified in its proficient use as determined by training procedures.
  4. Use of Tasers
    - a. **Definitions:**
      - i. X26 Advanced Taser/or comparable device – A 26-watt hand held Electro-Muscular Disruption (EMD) device manufactured by Taser International. The device fires two probes a distance of up to 21 feet from a replaceable air cartridge. The probes are connected to the weapon by two high-voltage insulated wires. Electrical pulses are sent along the wires to the probes with the intended effect of temporarily incapacitating the targeted subject. The X26 Advanced Taser may also be used in a touch-stun capacity with a fired cartridge in the device or when the Taser is not loaded with a cartridge.
      - ii. Compliance Technique: Techniques of devices that are designed to obtain compliance or control of uncooperative subjects, these techniques include but are not limited to officer presence, verbal directions, Oleoresin Capsicum, (OC), advanced Taser, defensive control tactics.
      - iii. Deployment: The firing of the projectile cartridges from the Taser.
      - iv. Discharge: The energizing of the Taser by depressing the trigger, with no cartridges.
      - v. Drive Stun: The Taser functions as a stun mode after the probes have been fired or with no cartridges as a backup weapon.
      - vi. Taser Usage: Any time the Taser is activated, including an accidental discharge or deployment.
      - vii. Air Cartridge: The replaceable cartridge of the X26 Taser that contains and fires the electrical probes. The air cartridge has two probes on the front allowing it to be used as a contact device. When the air cartridge is removed the X26 Taser can also be used as a contact EMD device. The air cartridge has an expiration date and ejects 40 AFID identification tags when fired.
      - viii. Data Port: A computer port located at the back of the M-26 Advanced Taser that allows data to be downloaded from the device. Each time the device is fired it stores the time and date it was fired.



- b. Training and Qualification:
  - i. Only Officers authorized by Chief of Police shall be permitted to carry the X26 Taser after successful completion of a course of instruction that is approved by the Iowa Law Enforcement Academy and provided by the agency in accordance with this policy and meets manufacture's guidelines.
  - ii. All personnel authorized to carry the X26 Taser must complete a required re-certification course annually by a certified Iowa Law Enforcement Academy X26 Taser instructor.
  - iii. No changes, alterations, modifications or substitutions shall be made to the Taser.
  - iv. An authority's vendor shall complete all repairs to the Taser.
  - v. It will be the responsibility of the Chief of Police to schedule proficiency training for all Officers in accordance with this procedure and to appropriately document such training.
  - vi. All Officers will be issued a copy of this procedure. Training in the content and intent of this procedure will be accomplished and acknowledged in writing prior to personnel being authorized to carry the X26 Taser
- c. Methods for Carrying:
  - i. Those officers carrying a firearm on their strong side will carry their X26 Taser in a cross-draw position.
- d. Inspection of the X26 Taser:
  - i. Supervisors will be responsible for ensuring that the X26 Taser is properly worn and maintained as required by this directive.
  - ii. A monthly inspection of all issued X26 Tasers will be conducted by the supervisor for cleanliness, signs of damage, abuse, etc. All damages to this device will be reported to the supervisor and the device will be temporarily taken out of service till repaired.
- e. Considerations for Deploying the X26 Taser:
  - i. The Officer should take into consideration the following factors when deploying the X26 Advanced Taser: (a) the age of the subject; (b) pregnancy (Officers will avoid use if possible on late term women as the X26 Taser could cause complications from a secondary injury or fall); (c) multiple subjects; and (d) the relative strength of the subject.
  - ii. The X26 Taser has the ability to ignite flammable liquids. The device is not to be deployed on subjects who have come into contact with flammable liquids or in environments where flammable liquids are obviously present.
  - iii. Officers should remember that some chemical agents (i.e., O.C. Spray) have alcohol-based carriers, which are flammable. **The TASER will not be used on a subject who the officer knows has been contaminated with a chemical agent containing an alcohol-based carrier.**
  - iv. Consideration should be given and care taken in situations where the targeted subject is likely to experience a fall from an elevated position when struck by the device.
  - v. Officers should not touch the wires of the device while the unit is discharging or they may receive electrical shocks from the device.
  - vi. If possible, Officers deploying the TASER should be supported by at least one back-up officer.

- f. Restrictions:
  - i. In less-than-lethal situations, Officers will not deploy the X26 Taser: (a) when apprehending persons who are not an imminent threat to the public or Officer(s); (b) on a subject who is in control of a vehicle, while that vehicle is moving or in gear; (c) on a subject who is complying with a officer's command without hesitation; (d) during any instance where the subject is only offering passive resistance; or (e) when it is reasonable to believe that incapacitation of the subject may result in serious injury or death (e.g. where the subject's fall may result in death or serious injury).
  - ii. Under no circumstances will the Taser be used: (a) to threaten or elicit information; or (b) to intentionally display or deploy as a practical joke or as a form of harassment.
- g. Deploying the X26 Taser
  - i. The X26 Taser is a defensive weapon and is recognized as a secondary, less-than-lethal weapon. The use of the X26 Taser is an intermediate use of force. The use of the X26 Taser will be consistent with our agency's Use of Force Procedures.
  - ii. The X26 Taser can be used at a distance up to 21 feet; however, the optimum distance is 7 to 10 feet. The device is equipped with both laser and fixed sights. The top probe will follow the sight of the device and the bottom probe will drop at an 8 degree angle, dropping approximately one foot for every seven feet of travel.
  - iii. The device should be aimed at the center body mass of the intended target. The device should not be deliberately aimed at the face, neck or groin area.
  - iv. Just prior to discharge, the Officer will state "Taser Taser Taser" to alert other officers the use of the Taser which should not be mistaken for gun fire.
  - v. The X26 Taser is programmed to give a five second burst. The duration of the burst may be shortened by depressing the safety lever at the Officer's discretion. Additional bursts may be administered by pulling the trigger if the targeted subject is not controlled by the initial burst.
  - vi. The X26 Taser can be used in a "drive stun" mode either with or without the air cartridge installed, by driving the X26 aggressively into the subjects muscle mass areas for maximum effectiveness.
- h. Actions Following Deployment of the X26 Taser:
  - i. The targeted subject should be restrained as soon as possible following deployment of the X26 Taser, but prior to the removal of the probes.
  - ii. If the subject attempts to run after being struck, the deploying Officer should run with the subject if possible in order to avoid breaking the wires. Officer safety considerations should be constantly evaluated under these circumstances.
  - iii. The supervisor shall respond to the scene following deployment of the X26 Taser.
  - iv. The subject and any marks left by the X26 Taser probes will be photographed. This should be done by the supervisor in charge of the scene. The photographic document will be placed into evidence.



- v. Following the deployment of the X26 Taser, the data will be downloaded from the device for documentation purposes by the Training Officer. Once the data has been downloaded successfully, the Training Officer will install a new air cartridge and reissue the Taser.
- i. Removal of Probes:
  - i. The cartridge will be removed from the X26 prior to removal of the probes.
  - ii. The Officer will wear the issued medical gloves.
  - iii. The probes should be considered sharps and handled accordingly.
  - iv. The Officer will place one finger on either side of the probe and stretch the skin taut.
  - v. Using a brisk pull, the Officer will then pull the probe out of the subject.
  - vi. The puncture site will be wiped with a sterile alcohol swab and an adhesive bandage applied to the site.
  - vii. Officers will use all due regard to privacy issues with members of the opposite sex when removing the probe. When practical, the probes should be removed by members of the same sex as the subject.
  - viii. If the probes penetrated sensitive areas of the body such as the face, neck or groin area, probes will be removed by medical personnel.
- j. Administrative Review of Critical Incidents:
  - i. All uses of the X26 Taser will be reviewed by the Chief of Police and the Taser instructor to determine agency's Policy to determine whether: (1) Agency rules, policy, or procedures were violated, (2) the relevant policy was clearly understandable and effective to cover the situation; and (3) agency training is currently adequate.
  - ii. All findings of policy violations or training inadequacies will be reported to the appropriate department for resolution and/or disciplinary action.
  - iii. All uses of the X26 Taser will be reported to the Chief of Police immediately.
- 5. Use of ASP
  - a. An ASP baton may be used when considerable force is necessary. The baton will permit an officer to defend himself or others in situations where the use of firearms may not be necessary or justified. Officers must use discretion in determining whether or not to use this equipment. Generally, if verbal persuasion and other means of force have failed to effectively control an individual and backup is not readily available, the use of the baton is justified to gain control.
- 6. Use of Flashlights
  - a. In the event it becomes necessary to use a flashlight as a defensive weapon, officers will use it in the same manner as the baton. The flashlight is the considered the equipment of choice, but may be used in dire situations.
  - b. Note: In use of the above non-lethal weapons, suspects should not be struck in the head, neck, groin area, joints or kidneys.
- 7. Use of Pepper Spray
  - a. OC Pepper Spray - Generally OC Pepper Spray will only be used when a danger of physical injury to the officer or other person(s) is reasonably apparent and the officer is unable to verbally control an offender.
  - b. Note: In use of OC Pepper Spray, officers must successfully complete a training course approved by the department on the use of OC Pepper Spray prior to carrying or deploying the agent. This course must include the officer being



*(Presentation)*  
Background Information

West Branch Police Department  
Policies & Procedures

- exposed to the effects of the OC agents, and guidelines for proper cleanup/treatment of persons exposed, including bystanders, officers and suspects.
- c. The OC device is designed to be worn externally and in a holster. An OC device shall not be pocketed or otherwise concealed by a certified user since one of the purposes of OC is to create a visible deterrent to potential offenders.
  - d. The OC will not be drawn and used against an individual holding a deadly weapon unless extenuating circumstances arise. OC is not intended to be an alternative to the use of deadly force when such is clearly authorized and is necessary.
  - e. When all reasonable efforts have failed to calm a person who is acting violently and presenting a definite danger to himself or others, a minimum stream may be fired at the person in accordance with manufacturer's recommendations and departmental training received.
  - f. The OC weapon will be used only to terminate violent behavior, or the threat of violent behavior, which could result in injury to the officer, other persons, or the violent individual.
  - g. The OC weapon will not be discharged in the immediate vicinity of an area where an infant is known by the officer to be, unless the infant's life is endangered, since their respiratory system is small and especially sensitive to irritating vapors.
  - h. The aiming point is the eyes.
  - i. Firing will be limited to one successful hit, not exceeding one (1) full second on target and/or the termination of the violent or threatening behavior.
  - j. Following use, the disabled victim will:
    - i. Be hand-cuffed:  
When an arrested person resists voluntary detention, is acting in a belligerent or combative manner, or is considered to be threatening resistance or violent behavior
    - ii. Transported to a medical facility for decontamination.
    - iii. Only under conditions which represent an extreme hazard (immediate threat of serious injury or death to the officer or others) will the OC be used in the following manner: prolonged discharge at any effective distance into the face of a person already incapacitated or not responding to normal application of the chemical agent formulation who is continuing an assault which will result in serious injury; discharge of large quantities of the chemical irritant in a confined space such as a small room or closed automobile; discharge in the close proximity of an infant.
    - iv. No officer shall apply, nor permit another person to apply oil or grease medications such as butter, cold cream, lanolin, Vaseline, lotion, or salves which could trap the irritant to the skin and thereby cause blistering unless authorized by a physician.
    - v. Exposed areas should not be bandaged; the areas should be exposed to fresh air for evaporation.
    - vi. Officers utilizing the OC device shall prepare a use of force incident report and the "USE OF CHEMICAL IRRITANT REPORT" citing specifically: (a) the clear justification for use; (b) date and time of exposure; (c) time lapse before wash-up; (d) any injuries observed during wash-up procedure.
    - vii. Failure to provide appropriate care after exposing a person to chemical agents is considered excessive force by this agency.
    - viii. Violation of this section may result in individual loss of authority to use OC and may result in disciplinary action.
    - ix. Chemical agents may be utilized to gain control of vicious animals, as long as it is utilized in a manner consistent with the training received.

6. **Weaponless Defense/Arrest Tactics**
  - a. **Weaponless Defense/Arrest Tactics** - Officers may use defense tactics in which departmental training has been given to control or arrest uncooperative suspects.
7. **Canine**
  - a. The use of a police canine to search for or apprehend suspects will be considered a use of force under this policy when the canine inflicts injury.
- C. **Rendering Aid after Use of Force:**
  1. In the event the subject suffered a secondary injury (i.e. due to a fall, or is displaying any need for immediate medical attention) personnel will render, or arrange for, the immediate, appropriate, and necessary medical aid. The Officer utilizing force will notify his/her immediate supervisor of any medical attention requested/required.
  2. The Officer will, within individual capabilities, render first aid as appropriate until the arrival of Medical Personnel.
- D. **Reporting Use of Force:**
  1. A written "INCIDENT" report prepared according to departmental procedures will be required in the following situations:
    - a. When a firearm is discharged outside the firing range.
    - b. When a use of force results in death or injury.
    - c. When a non-lethal weapon is used against a person.
    - d. Any time physical force is used against a person to affect an arrest.
    - e. The use of handcuffs, although considered to be a use of force, will be excluded from the report requirement.
  2. A use of force report will outline the circumstances surrounding the use of force, the specific degree, amount and type of force employed and the results of the use of force. (who, what, when, where, why and how).
  3. A supervisor will be immediately summoned to the scene and will comply with investigative procedures as required by the department in the following situations:
    - a. When a firearm is discharged outside of the firing range.
    - b. When a use of force results in death or serious injury.
    - c. When a subject complains that an injury has been inflicted.
- E. **Escalating levels of force:** For the purposes of this policy use of force, if possible, will begin and escalate to different levels in the following sequence:
  1. (Level 1): Verbal Persuasion
  2. (Level 2): "Hands on" Minor physical force (taking a suspect/prisoner by the arm as a physical type of persuasion)
  3. (Level 3): OC Pepper Spray (use **ONLY** if resistance is encountered in step 2 above)
  4. (Level 4): Defensive tactics (use of defensive tactics at this point will often result in the suspect/prisoner being subdued, and will include placing hands behind the back for handcuffing)
  5. (Level 5): Use of baton - striking instruments.
  6. (Level 6): Deadly force; Deadly force as used in this policy shall mean the discharging of a firearm toward a person. Justification for the use of deadly physical force by an officer is restricted to the following:
    - a. When necessary to defend the officer or another person from death or serious bodily injury, and all other means of defense have failed or would be inadequate under the circumstances.
    - b. To effect the arrest of a person attempting to escape from a violent felony, and then **ONLY** if the officer reasonably believes the fleeing felon poses a significant threat to human life should escape occur.
  7. It is impossible to control at which level of force any particular use of force incident will begin or how quickly and in what steps it might escalate. An incident might



begin at "level # 4" for instance instead of level #1. As another example, a use of force incident might begin at level # 1, verbal persuasion, and escalate immediately to level # 6, deadly force.

8. The most important thing to remember concerning the use of force is that an officer must use judgment each time a use of force incident occurs, and an officer must base this judgment on training along with the circumstances associated with the incident to make a decision on what type of force to use. An officer must always remember that whatever the circumstances are, only the minimum amount of force necessary will be used to preserve the peace, prevent the commission of offenses, effect lawful arrests' or defend persons or property.

**F. Agency Response:**

1. Deadly force incident
  - a. Where a law enforcement officer's use of force causes death, the officer shall be placed on administrative leave and arrangements made with a mental health agency for counseling purposes.
  - b. The purpose of the counseling is to help the officer cope with the stress and reactions to the use of deadly force.
  - c. An officer will be allowed to return to duty only after all investigative requirements are complete and it is determined by a mental health professional that the officer is ready to return to duty. West Branch Police Department Policies & Procedures
  - d. This agency will conduct both administrative and criminal investigations as a result of any incident involving the use of deadly force.
2. Administrative review of critical incidents:
  - a. All reported uses of force will be reviewed by the appropriate departmental authority to determine whether:
    - i. Departmental rules, policy or procedure were violated;
    - ii. The relevant policy was clearly understandable and effective to cover the situation; and
    - iii. Department training is currently adequate.
    - iv. All findings of policy violations or training inadequacies shall be reported to the Chief of Police for resolution and/or discipline.
    - v. All use of force incident reports shall be retained indefinitely.

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**June 1, 2020  
7:00 p.m.**

*An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, April 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: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Tom Dean were present. Jerry Sexton arrived at 7:22 p.m. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick and Finance Officer Gordon Edgar were present. Attending via Zoom: City Attorney Kevin Olson, City Engineer Dave Schechinger, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin.

**GUEST SPEAKER PRESENTATIONS - NONE**

**PUBLIC COMMENT - NONE**

**CONSENT AGENDA**

Motion to approve minutes for City Council Meeting May 18, 2020.

Motion to approve a liquor license renewal for Kum & Go #254, located at 620 S. Downey St., West Branch

Motion to approve the cigarette permit renewals for FY21.

Motion to approve the claims report.

**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
HOTSYS 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 GRIN DING	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 - OEDERESSEN 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	

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

## PUBLIC HEARING / NON-CONSENT AGENDA

Miller requested that agenda item number 12 and 13 (Public Hearing regarding approving the West Branch Comprehensive Plan and Resolution 1901, Approving the West Branch Comprehensive Plan 2019 Update) be moved to the start of the agenda.

**Motion by Miller, second by Dean to make the agenda adjustment. Motion carried on a voice vote.**

### Public Hearing: Regarding Approving the West Branch Comprehensive Plan 2019 Update.

Laughlin opened the public hearing at 7:06 p.m. Planning & Zoning Commission Chairperson John Fuller, explained the commission began its review in 2017 and with the help of U of IA School of Urban and Regional Planning grad students, the plan update was completed in December 2019. Fuller said the revised plan includes thirteen chapters and was updated with recent economic and demographic information about our community. The plan is designed to be used for future planning methods and concept decisions for West Branch.

### Resolution 1901 – Approving the West Branch Comprehensive Plan 2019 Update.

**Motion by Goodweiler, second by Stoolman to approve Resolution 1901. AYES: Goodweiler, Stoolman, Dean, Miller. NAYS: None. Absent: Sexton. Motion carried.**

Second 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.

Miller suggested to combine the 2<sup>nd</sup> and 3<sup>rd</sup> reading of Ordinance 776. Miller said he felt enough discussions had been held on the subject and was time to move on. The other council members had no objections.

ORDINANCE NO. 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 that has direct access off to each individual unit off a public street. For purposes of this definition, stacked residential units and multiple-family residential units with interior access to each unit are not considered 'Residential Premises.'"

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

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

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

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

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

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 1, 2020

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

ATTEST:

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



Resolution 1905 – Relating to Health and Dental Insurance for Certain Appointed Officials and Part-Time Employees. / Move to action.

Jones said the previous resolution (1896) approving health insurance had been modified to now also offer dental insurance to certain appointed officials and part-time employees.

**Motion by Miller, second by Dean to approve Resolution 1905. AYES: Miller, Dean, Stoolman, Goodweiler. NAYS: None. Absent: Sexton. Motion carried.**

Resolution 1906 – Amending the City of West Branch Sick Leave Policy. / Move to action.

Jones presented the three options for amending the current sick leave policy that staff had come up with. Each option kept the sick leave cap at five hundred sixty hours, but varied in the payout options and annual accruals. Council person Dean presented a forth option with similar limits. Some department directors attending the meeting via Zoom felt that the four options were a disadvantage to themselves and their employees and ultimately felt that benefits were being ‘taken away’. As emotions escalated on the subject on what was a fair exchange in limiting sick leave accruals in lieu of adding employer paid short term and long term disability benefits, the council decided to table the subject at this time. The Council, who felt giving the employees the added insurance benefit was something they desired, directed Jones to poll all employees on whether or not they felt the added benefits were of value to them or keeping the status quo with the current sick leave policy.

**Motion by Dean, second by Miler to TABLE 1906. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.**

Resolution 1899 – Approving an insurance proposal from Unum for Group Short Term Disability, Long Term Disability, Group Life and AD&D Insurance. / Move to action.

**Motion by Dean, second by Miller to postpone Resolution 1899. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.**

Discussion: Wapsi Creek Widening Project.

Schechinger explained that conversations with the Gaskill’s were going well but due to COVID-19, had been delayed. He said another meeting had been scheduled for mid-June. Schechinger said flood models had been completed and shared with the Gaskill’s and they are interested the project however are needing reassurance that their billboards will be protected.

Discussion: Hoover Hometown Days, To Cancel or continue Hoover Hometown Days for 2020.

Laughlin said the committee had already cancelled the inflatables, food vendors, stage entertainment, parade and all activities within the National Park. Laughlin said the only remaining event would be fireworks, but Swisher said that issuing a permit was not likely going to happen. The Council felt the expense of the fireworks may not worth the reward this year. Laughlin suggested the committee meet one more time in the next couple of weeks so a decision could be made.

Resolution 1902 – Approving the West Branch High School Softball Parking Lot Site Plan.

Brian Boelk, Axiom Consultants (represented the West Branch School District), explained that the school desires to pave the existing gravel parking lot next to the softball field at the high school. Boelk said the new parking lot would consist of sixty three parking spaces including handicap spaces, additional paving around the concession stand and added lighting. Boelk noted that the future construction project being added to the east side of the school prompted this parking plan as some parking spaces will be lost in the east lot. Sexton asked where storm water would be directed from this project. Boelk explained that storm water would be directed north to the creek where it currently goes and stated that the over-sized detention basin to be enlarged on the east side of the property is meant to handle storm water from this area. Boelk said he had been working closely with City Engineer Schechinger to make sure all storm water requirements are being met. Dean and Miller both expressed concerns about the project and how it might affect the future turn lanes on Main Street at the high school entrance. Boelk said Schechinger had suggested moving the parking lot entrance further south, but due to topographical issues and grading, that was not a desired option. The

Council discussed other ideas on how to prevent turning traffic issues but could not come up with a consensus. Miller and Dean stood firm and requested additional information from the school district on the Main Street turn lane plan before they would consider approval of this site plan.

**Motion by Goodweiler, second by Sexton to approve Resolution 1902. AYES: Goodweiler, Sexton. NAYS: Miller, Stoolman, Dean. Motion FAILED.**

Resolution 1903 – Approving Liability Insurance Proposal with Iowa Communities Assurance Program (ICAP). / Move to action.

Edgar explained that the City had received a favorable rate proposal for general liability coverage with ICAP and suggested that the proposal be accepted. The Council had no comments.

**Motion by Miller, second by Goodweiler to approve Resolution 1903. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.**

Resolution 1904 – Approving the Workers Compensation Proposal with Iowa Municipalities Workers' Compensation Association (IMWCA). / Move to action.

Edgar explained that the City had received a favorable rate proposal for worker's compensation. The Council had no comments.

**Motion by Sexton, second by Goodweiler to approve Resolution 1904. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.**

Resolution 1900 – Setting the Salaries for Appointed Officers and Employees for Fiscal Year Ending in 2021. / Move to action.

Brick said the resolution reflected the 1.6% cost of living (COLA) wage adjustment for each employee that was approved in the FY21 budget. Stoolman asked the Council to consider giving part-time employee Ben Litscher an additional one dollar increase due to his time with the City. The change would bump Litscher's hourly salary to \$15.91. The Council had no objection to the request and voted accordingly.

**Motion by Goodweiler, second by Sexton to approve Resolution 1900 with the change for B. Litscher. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.**

Resolution 1907 – Authorizing the Transfer of Funds. / Move to action.

**Motion by Stoolman, second by Goodweiler to approve Resolution 1907. AYES: Stoolman, Goodweiler, Dean, Miller, Sexton. NAYS: None. Motion carried.**

#### **CITY ADMINISTRATOR REPORT**

Jones reported on the waste water project and the intent of having DNR's approval of the city's facility plan by September 2020.

#### **CITY ATTORNEY REPORT**

No report.

#### **STAFF REPORTS**

Russell reported that the Park & Rec department has started its summer virtual programs. Information is available on the city website.

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin reminded the council that the City Administrator's annual review was scheduled for Wednesday, June 3<sup>rd</sup>. Laughlin also mentioned that he noticed several residential lawns in need of mowing and directed Jones to get notices sent out this week.

Stoolman brought up the subject of not putting off Officer Steen's hiring to full-time past July 1 in light of the current events happening. Stoolman said if the city was cancelling Hoover's Hometown Days (which is paid for by the general fund), that there would be money available to hire her on July 1.

**ADJOURNMENT**

Motion to adjourn the meeting by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 9:49 p.m.

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Roger Laughlin, Mayor

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





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the West Branch Fire Department Appointment of Austin Finnegan.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	June 17, 2020

### BACKGROUND:

Motion to approve re-appointment of Austin Finnegan to the West Branch Fire Department as a returning firefighter. Approved by the West Branch Fire Department on June 10, 2020.

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

*"Turning Vision into Reality is our Business"*



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	June 16, 2020

**BACKGROUND:**

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

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

*"Turning Vision into Reality is our Business"*

## EXPENDITURES

6/22/2020

AE OUTDOOR POWER	EQUIPMENT REPAIR	697.70
ALLIANT ENERGY	ALLIANT ENERGY	8,645.41
AMAZON	PROGRAM & MAINTENANCE SUPPLIES	197.43
AT & T MOBILITY	AT & T MOBILITY	629.59
BAKER & TAYLOR INC.	BOOKS	18.66
BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLIES	80.52
CEDAR COUNTY ENGINEER	ROAD ROCK	2,762.95
CEDAR COUNTY RECORDER	LEGAL RECORDINGS	35.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	52.15
DEWEYS JACK & JILL	SUPPLIES	35.70
DIRK WIENEKE	LAWN CHEMICALS-CUBBY PARK	956.00
FASTENAL	FACEMASKS & ANTISEPTIC	376.28
FELD FIRE EQUIPMENT CO. INC	SAFETY EQUIPMENT	892.50
FERGUSON US HOLDINGS, INC	HYDRANT REPAIR	2,830.40
FOX APPARATUS REPAIR & MAINTENANCE	VEHICLE REPAIR	322.50
GIERKE-ROBINSON COMPANY INC	SUPPLIES	74.87
GRAINGER	CABINET	930.06
HAWKINS INC	CHEMICALS	685.48
HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	220.76
IOWA DEPARTMENT OF PUBLIC	WARRANTS & ARTICLES SYSTEM	1,200.00
JETCO ELECTRIC INC.	SURGE ARRESTORS	4,981.60
JOHNSON COUNTY REFUSE INC.	RECYCLING MAY, 2020	4,190.75
KANOPY	VIDEO	2.00
L. L. PELLING CO. INC	ROAD REPAIR SUPPLIES	1,127.00
LINN COUNTY R.E.C.	LINN COUNTY R.E.C.	180.10
LYNCH'S PLUMBING INC	SERVICE CALL	944.20
MENARDS	SUPPLIES	520.27
MIDWEST WIRELESS LLC	CAMERA @ CUBBY PARK	6,045.00
MUNICIPAL SUPPLY INC.	WATER METERS	7,020.00
NELSON & SONS PLUMBING INC	BUILDING REPAIR	8.52
OASIS ELECTRIC LLC	LED LIGHTS	287.02
OVERDRIVE INC	BOOKS	270.99
PARKSIDE SERVICE	EQUIPMENT REPAIR	54.55
PDT SERVICES	REPAIR ICE MACHINE	159.50
PITNEY BOWES GLOBAL FINANCE	LIB METER LEASE	102.39
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE METER	701.00
PLAY IT AGAIN SPORTS	YOUTH SPORT SUPPLIES	296.75
PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	95.18
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUALITY ENGRAVED SIGNS	NAME PLATE	26.00
QUILL CORP	LAPTOP REPAIR	198.29
RACOM CORPORATION	PAGERS	1,603.29
RAINMASTER IRRIGATION	IRRIGATION EQUIPMENT REPAIR	472.60
RUSSELL, MELISSA	CAMP SUPPLIES	93.46
SANDRY FIRE SUPPLY LLC	EQUIPMENT	11,762.12
STATE HYGIENIC LAB	STATE HYGIENIC LAB	52.00
THE GAZETTE	THE GAZETTE SUBSCRIPTION	416.32
THOMAS HEATING & AIR LLC	EQUIPMENT REPAIR	133.00
TOTAL WATER TREATMENT SYSTEMS INC	WATER SOFTENER MAINTENANCE	364.64
U.S. POSTAL SERVICE	ANNUAL PO BOX RENTAL	56.00
US BANK CORPORATE CARD	TRAINING & SUPPLIES	328.41
US BANK EQUIPMENT FINANCE	LIB COPIER LEASE	106.25
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	709.25



VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	176.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	632.13
VEENSTRA & KIMM INC.	319 RELOCATING WATER & SEWER - I-80 EAST	1,740.00
VEENSTRA & KIMM INC.	PUD REVIEW	633.25
VEENSTRA & KIMM INC.	321 WIDENING WAPSI CREEK @ BERANEK PARK	1,030.00
VEENSTRA & KIMM INC.	WBHS SITE PLAN REVIEW	88.00
VEENSTRA & KIMM INC.	323 I-80 WEST, WATER MAIN RELOCATION	4,871.15
WEST BRANCH ANIMAL CLINIC	ANIMAL CARE & NEUTER & RELEASE PROGRAM	105.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	494.85
WEST BRANCH TIMES	LEGAL PUBLICATIONS & NOTICES	750.65
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,200.00
WEX BANK	WEX BANK	1,070.17

**TOTAL** **78,502.61**

**PAYROLL** **6/12/2020** **46,533.53**

**PAID BETWEEN MEETINGS**

MISCELLANEOUS VENDORS	5 & 6 GRADE SOFTBALL REFUNDS	\$ 700.00
MISCELLANEOUS VENDORS	3 & 4 GRADE BASEBALL REFUNDS	1,000.00
MISCELLANEOUS VENDORS	1 & 2 GRADE SUNDAY LEAGUE REFUNDS	600.00
DOROTHY DAVIS	REFUND	70.24
MATTHEW GOODALE	SMALL TOOLS	45.99
JULIA HIME	VIDEOGRAPHY SERVICES	100.00
MELISSA RUSSELL	EASTER SUPPLIES	108.50
RICK WILLARD	UTILITY REFUNDS	60.71
MISCELLANEOUS VENDORS	RECREATION ACTIVITY REFUNDS	180.00
MISCELLANEOUS VENDORS	1 & 2 MACHINE PITCH REFUNDS	680.00
MISCELLANEOUS VENDORS	KINDERGARTEN TBALL REFUNDS	1,280.00

**TOTAL** **4,825.44**

**GRAND TOTAL EXPENDITURES** **129,861.58**

**FUND TOTALS**

001 GENERAL FUND	61,436.86
022 CIVIC CENTER	341.49
031 LIBRARY	8,056.19
110 ROAD USE TAX	7,559.91
112 TRUST AND AGENCY	5,205.02
308 PARK IMP - PEDERSEN VALLEY	5,860.00
319 RELOCATING WATER & SEWER	1,740.00
321 WIDENING WAPSI CREEK @ BERANEK PARK	1,030.00
323 I-80 WEST, WATER MAIN RELOCATION	4,871.15
600 WATER FUND	25,306.80
610 SEWER FUND	8,454.16

**GRAND TOTAL** **129,861.58**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	OASIS ELECTRIC LLC	LED LIGHTS	205.99
			SERVICE CALL	81.03
		QUILL CORP	OFFICE SUPPLIES	32.99
		WEX BANK	VEHICLE FUEL	558.92
		ALLIANT ENERGY	SERVICES	128.24
			SERVICES	18.83
		IOWA DEPARTMENT OF PUBLIC SAFETY	WARRANTS & ARTICLES SYSTEM	1,200.00
		AT & T MOBILITY	AT & T MOBILITY	241.31
			WIRELESS SERVICE	388.28
			TOTAL:	2,855.59
FIRE OPERATION	GENERAL FUND	PDT SERVICES	REPAIR ICE MACHINE	159.50
		RACOM CORPORATION	PAGERS	1,603.29
		WEST BRANCH REPAIRS	VEHICLE REPAIR	494.85
		WEX BANK	VEHICLE FUEL	81.25
		FELD FIRE EQUIPMENT CO. INC	SAFETY EQUIPMENT	892.50
		ALLIANT ENERGY	SERVICES	384.72
		BARRON MOTOR SUPPLY	AIR HOSE	59.80
		SANDRY FIRE SUPPLY LLC	EQUIPMENT	11,762.12
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	52.15
		FOX APPARATUS REPAIR & MAINTENANCE	VEHICLE REPAIR	322.50
		TOTAL WATER TREATMENT SYSTEMS INC	WATER SOFTENER MAINTENANCE	364.64
		GRAINGER	CABINET	930.06
			TOTAL:	17,107.38
ANIMAL CONTROL	GENERAL FUND	WEST BRANCH ANIMAL CLINIC LLC	ANIMAL CARE	50.00
			TOTAL:	50.00
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C. ALLIANT ENERGY	LINN COUNTY R.E.C.	180.10
			SERVICES	2,015.43
			SERVICES	170.23
			TOTAL:	2,365.76
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL	SUPPLIES	35.70
		LYNCH'S PLUMBING INC	SERVICE CALL	167.00
		RUSSELL, MELISSA	CAMP SUPPLIES	93.46
		MENARDS	SUPPLIES	21.26
			SUPPLIES	23.37
			SUPPLIES	105.95
			SUPPLIES	133.82
			SUPPLIES	91.93
			SUPPLIES	143.94
		US BANK CORPORATE CARD	TRAINING & SUPPLIES	154.58
		PLAY IT AGAIN SPORTS	YOUTH SPORT SUPPLIES	296.75
		ALLIANT ENERGY	SERVICES	112.87
		DIRK WIENEKE	LAWN CHEMICALS-CUBBY PARK	956.00
		RAINMASTER IRRIGATION	IRRIGATION EQUIPMENT REPAI	239.00
			IRRIGATION EQUIPMENT REPAI	233.60
			TOTAL:	2,809.23
CEMETERY	GENERAL FUND	PARKSIDE SERVICE	EQUIPMENT REPAIR	54.55
		LYNCH'S PLUMBING INC	HYDRANT REPLACEMENT	777.20
		WEX BANK	VEHICLE FUEL	103.95
		AE OUTDOOR POWER	EQUIPMENT REPAIR	697.70
		GIERKE-ROBINSON COMPANY INC	SUPPLIES	74.87
			TOTAL:	1,708.27

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	SERVICES	56.48
			TOTAL:	56.48
CLERK & TREASURER	GENERAL FUND	U.S. POSTAL SERVICE	ANNUAL PO BOX RENTAL	56.00
		QUILL CORP	LAPTOP REPAIR	52.28
			OFFICE SUPPLIES	90.03
			OFFICE SUPPLIES	22.99
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	47.59
		US BANK CORPORATE CARD	TRAINING & SUPPLIES	50.00
			TRAINING & SUPPLIES	442.60
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	166.00
		ALLIANT ENERGY	SERVICES	132.85
			TOTAL:	175.14
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS & NOTIC	647.24
		CEDAR COUNTY RECORDER	LEGAL RECORDINGS	35.00
			TOTAL:	682.24
SOLID WASTE	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS & NOTIC	94.80
		JOHNSON COUNTY REFUSE INC.		4,070.75
			GARBAGE STICKERS	120.00
			TOTAL:	4,285.55
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
COMMISSION	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS & NOTIC	8.61
		WEST BRANCH ANIMAL CLINIC LLC	TRAP/NEUTER PROGRAM	55.00
		QUALITY ENGRAVED SIGNS	NAME PLATE	26.00
		VEENSTRA & KIMM INC.	GOLF COURSE DEV REVIEW	709.25
			LOT SITE PLAN REVIEW	176.00
			MEADOWS 3 & 4 CONST REVIEW	632.13
			PUD REVIEW	633.25
			WBHS SITE PLAN REVIEW-MID	88.00
			TOTAL:	2,328.24
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	47.59
		ALLIANT ENERGY	SERVICES	267.68
			TOTAL:	315.27
LIBRARY	LIBRARY	OVERDRIVE INC	BOOKS	270.99
		BAKER & TAYLOR INC.	BOOKS	18.66
		US BANK CORPORATE CARD	TRAINING & SUPPLIES	16.04
			TRAINING & SUPPLIES	128.74
			TRAINING & SUPPLIES	12.72
			TRAINING & SUPPLIES	360.00
			TRAINING & SUPPLIES	32.89
			TRAINING & SUPPLIES	16.04
		MIDWEST WIRELESS LLC	CAMERA AND INSTALLATION	185.00
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	LIB METER LEASE	102.39
		FASTENAL	FACEMASKS & ANTISEPTIC	322.00
			GLOVES	54.28
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	201.00
		ALLIANT ENERGY	SERVICES	242.91
		THE GAZETTE	THE GAZETTE SUBSCRIPTION	416.32
		NELSON & SONS PLUMBING INC.	BUILDING REPAIR	8.52



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		AMAZON	PROGRAM & MAINTENANCE SUPP	140.32
			PROGRAM & MAINTENANCE SUPP	57.11
		US BANK EQUIPMENT FINANCE	LIB COPIER LEASE	106.25
		KANOPY	VIDEO	2.00
			TOTAL:	2,694.18
ROADS & STREETS	ROAD USE TAX	L. L. PELLING CO. INC	ROAD REPAIR SUPPLIES	1,127.00
		WEX BANK	VEHICLE FUEL	108.67
		ALLIANT ENERGY	SERVICES	95.16
		BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLI	20.72
		CEDAR COUNTY ENGINEER	ROAD ROCK	2,762.95
		HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	212.51
			SUPPLIES	8.25
			TOTAL:	4,335.26
INVALID DEPARTMENT	PARK IMP - PEDERSE MIDWEST WIRELESS LLC		CAMERA @ CUBBY PARK	5,860.00
			TOTAL:	5,860.00
INVALID DEPARTMENT	RELOCATING WATER & VEENSTRA & KIMM INC.		319 UTIL RELOCATE & I-80 W	1,740.00
			TOTAL:	1,740.00
INVALID DEPARTMENT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.		321 CHANNEL WIDENING FLOOD	1,030.00
			TOTAL:	1,030.00
INVALID DEPARTMENT	I-80 WEST, WATER M VEENSTRA & KIMM INC.		323 I-80 WEST WATER MAIN R	4,871.15
			TOTAL:	4,871.15
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER METERS	7,020.00
		STATE HYGIENIC LAB	STATE HYGIENIC LAB	52.00
		JETCO ELECTRIC INC.	SURGE ARRESTORS	943.45
			EQUIPMENT REPAIR	4,038.15
		HAWKINS INC	CHEMICALS	685.48
		WEX BANK	VEHICLE FUEL	108.67
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	2,623.77
			SERVICES	90.78
		WESTRUM LEAK DETECTION INC.	LEAK DETECTION SURVEY	1,200.00
		FERGUSON US HOLDINGS, INC	HYDRANT REPAIR	2,830.40
			TOTAL:	19,759.70
SEWER OPERATING	SEWER FUND	THOMAS HEATING & AIR LLC	EQUIPMENT REPAIR	133.00
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
		WEX BANK	VEHICLE FUEL	108.71
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	2,205.46
			TOTAL:	3,373.17

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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## ===== FUND TOTALS =====

001	GENERAL FUND		34,523.88
022	CIVIC CENTER		315.27
031	LIBRARY		2,694.18
110	ROAD USE TAX		4,335.26
308	PARK IMP - PEDERSEN VALLE		5,860.00
319	RELOCATING WATER & SEWER		1,740.00
321	WIDENING WAPSI CREEK @ BE		1,030.00
323	I-80 WEST, WATER MAIN REL		4,871.15
600	WATER FUND		19,759.70
610	SEWER FUND		3,373.17

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GRAND TOTAL:			78,502.61
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TOTAL PAGES: 4

SELECTION CRITERIA

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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:      6/22/2020 THRU 6/22/2020  
CHECK DATE:        0/00/0000 THRU 99/99/9999

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PAYROLL SELECTION

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

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PRINT OPTIONS

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

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PACKET OPTIONS

INCLUDE REFUNDS:   YES  
INCLUDE OPEN ITEM:NO

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**REVENUE-FISCAL YEAR 2020****FUND****MAY**

001 GENERAL FUND	183,406.68
022 CIVIC CENTER	2,015.13
028 SPLASH PAD RESERVE	100.00
031 LIBRARY	98.98
036 TORT LIABILITY	4,821.20
110 ROAD USE TAX	21,918.57
112 TRUST & AGENCY	27,497.05
119 EMERGENCY TAX FUND	3,870.58
121 LOCAL OPTION SALES TAX	18,587.32
125 TIF	29,394.94
226 DEBT SERVICE	34,167.34
312 DOWNTOWN EAST REDEVELOPMENT	5,000.00
319-RELOCATION OF WATER & SEWER LINES	23,974.38
500 CEMETERY PERPETUAL FUND	840.27
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	46,153.21
610 SEWER FUND	46,943.30
740 STORM WATER UTILITY	5,117.22
<b>TOTAL</b>	<b>453,906.20</b>



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1909</b> – A Resolution Approving an Excessive Force Policy.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator / Mike Horihan, Chief of Police
<b>DATE:</b>	June 16, 2020

### BACKGROUND:

In order to receive the \$25,000 Community Development Block Grant (CDBG) funding for our Food Bank and related activities. The City of West Branch must submit what the federal government refers to as an “Environmental Review Record”. This includes but is not limited to:

- A Program Public Hearing Notice
- A Excessive Force Resolution
- Residential Anti-Displacement and Relocation Assistance Plan
- Equal Opportunity Policy
- Fair Housing Policy
- Code of Conduct
- Procurement Policy

This item specifically address the CDBG requirement for an Excessive Force policy by resolution.

As presented earlier this evening we are satisfied with our current; however, we will be looking at making enhancements with regard to the new anticipated state guidelines regarding de-escalation training once they are established by the state.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1909 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## **RESOLUTION 1909**

### **A RESOLUTION APPROVING AN EXCESSIVE FORCE POLICY.**

**WHEREAS**, the City of West Branch has received federal funding through the Community Development Block Grant (CDBG) Program; and

**WHEREAS**, Section 519 of the Department of Veteran Affairs and U.S. Department of Housing and Urban Development, and Independent Agencies Appropriation Act of 1990 requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipients' s jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

**WHEREAS**, all recipients of CDBG funds are further required to follow a policy of enforcing applicable stat and local laws against physically barring entrances or exits to a facility that is the subject of a nonviolent protest demonstration; and

**WHEREAS**, the City of West Branch endorses a policy prohibiting the use of excessive force and will inform all law enforcement personnel within its jurisdiction of this policy.

**NOW, THEREFORE, BE IT RESOLVED**, the City of West Branch hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, the City of West Branch agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration. The City of West Branch further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that the City of West Branch has not complied with this policy to file a complaint.

Information and assistance relative to excessive force shall be provided by the Chief of Police, Mike Horihan.

\* \* \* \* \*

**Passed And Approved This 22<sup>nd</sup> Day Of June, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones, City Administrator/Clerk





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1910</b> – A Resolution Approving an Equal Opportunity Policy.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	June 16, 2020

### BACKGROUND:

In order to receive the \$25,000 Community Development Block Grant (CDBG) funding for our Food Bank and related activities. The City of West Branch must submit what the federal government refers to as an “Environmental Review Record”. This includes but is not limited to:

- A Program Public Hearing Notice
- ✓ A Excessive Force Resolution
- Residential Anti-Displacement and Relocation Assistance Plan
- Equal Opportunity Policy
- Fair Housing Policy
- Code of Conduct
- Procurement Policy

This item specifically address the CDBG requirement for an Equal Opportunity Policy to be approved by resolution.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1910 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# EQUAL OPPORTUNITY POLICY

DATE: June 22, 2020

The City Council of the City of West Branch desires to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed color, religion, sex national origin, disability, age, familial status, political affiliation, citizenship or sexual orientation.

The City Council has authorized the City Administrator to have the responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the City Administrator's responsibility. The City Administrator will review all policies and procedures as the affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right to appeal and recourse is guaranteed by the City of West Branch. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administer by the City because of race, creed, color, religion, sex, national origin, age disability, political affiliation, sexual orientation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by the City Administrator, who can be contacted at 319-643-5888.

This Equal Opportunity Policy of the City of West Branch shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

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Redmond Jones II, City Administrator/Clerk

## **RESOLUTION 1910**

### **A RESOLUTION APPROVING AN EQUAL OPPORTUNITY POLICY**

**WHEREAS**, the City Council of the City of West Branch desires to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed color, religion, sex national origin, disability, age, familial status, political affiliation, citizenship or sexual orientation; and

**WHEREAS**, the City Council has authorized the City Administrator to have the responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the City Administrator's responsibility. The City Administrator will review all policies and procedures as the affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes; and

**WHEREAS**, the right to appeal and recourse is guaranteed by the City of West Branch. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administer by the City because of race, creed, color, religion, sex, national origin, age disability, political affiliation, sexual orientation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by the City Administrator, who can be contacted at 319-643-5888; and

**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 inclusion of the equal opportunity policy.

\* \* \* \* \*

**Passed And Approved This 22<sup>nd</sup> Day Of June, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1911</b> – A Resolution Establishing a Fair Housing Policy.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	June 16, 2020

### BACKGROUND:

In order to receive the \$25,000 Community Development Block Grant (CDBG) funding for our Food Bank and related activities. The City of West Branch must submit what the federal government refers to as an “Environmental Review Record”. This includes but is not limited to:

- A Program Public Hearing Notice
- ✓ A Excessive Force Resolution
- Residential Anti-Displacement and Relocation Assistance Plan
- ✓ Equal Opportunity Policy
- Fair Housing Policy
- Code of Conduct
- Procurement Policy

This item specifically address the CDBG requirement for a Fair Housing Policy to be approved by resolution.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1911 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## FAIR HOUSING POLICY

DATE: June 22, 2020

The City Council of the City of West Branch pursuant to the requirements of U.S. Federal Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex national origin, disability or familial status.

The City of West Branch, Iowa; advises the public that it will administer any local government assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

The City of West Branch shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

The City Council of the City of West Branch has authorized the City Administrator as the designated contact to coordinate efforts to comply with this policy. Inquiries should be directed to:

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Redmond Jones II, City Administrator/Clerk  
City Administration  
110 N. Poplar Street  
West Branch, Iowa 52358  
(319) 643-5888

Hours: 8am – 4pm (*Monday – Friday*)



## **RESOLUTION 1911**

### **A RESOLUTION ESTABLISHING A FAIR HOUSING POLICY**

**WHEREAS,** The City Council of the City of West Branch pursuant to the requirements of U.S. Federal Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex national origin, disability or familial status; and

**WHEREAS,** The City of West Branch, Iowa; advises the public that it will administer any local government assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services; and

**WHEREAS,** The City of West Branch shall assist individuals who believe they have been subject to discrimination in housing through referring the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the City Administrator and is hereby designated as the contact to coordinate efforts to comply with this policy.

\* \* \* \* \*

**Passed And Approved This 22<sup>nd</sup> Day Of June, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1912</b> – A Resolution Establishing a Code of Conduct for Administering Federal Grant Funds Policy.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	June 16, 2020

### BACKGROUND:

In order to receive the \$25,000 Community Development Block Grant (CDBG) funding for our Food Bank and related activities. The City of West Branch must submit what the federal government refers to as an “Environmental Review Record”. This includes but is not limited to:

- A Program Public Hearing Notice
- ✓ A Excessive Force Resolution
- Residential Anti-Displacement and Relocation Assistance Plan
- ✓ Equal Opportunity Policy
- ✓ Fair Housing Policy
- Code of Conduct
- Procurement Policy

This item specifically address the CDBG requirement for a Code of Conduct for Administering Federal Grant Funds Policy by resolution.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1912 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# CODE OF CONDUCT FOR ADMINISTERING FEDERAL GRANT FUNDS

DATE: June 22, 2020

## PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR Part 200.318 and other applicable federal and state standards, regulations, and laws.

## APPLICATION

This Code of Conduct applies to all officers, employees, or agents of the City of West Branch engaged in the award or administration of contracts supported by federal grant funds.

## REQUIREMENTS

No officer, employee, or agent of the City of West Branch shall participate in the selection, award, or administration of contracts supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or an organization which employs or is about to employ any of the above; or, has a financial or other interest in the firm selected for award.

The City of West Branch officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

## FRAUD, WASTE AND ABUSE

The City of West Branch has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City Administrator of suspected actions. If the City Administrator is suspected of such actions the City Attorney, Mayor and/or City Council shall be notified. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted. Concerns may be reported to the City Administrator at:

City Administration  
110 N. Poplar Street  
West Branch, Iowa 52358  
(319) 643-5888



## REMEDIES

To the extent premitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of West Branch's officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

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Redmond Jones II, City Administrator/Clerk  
City Administration  
110 N. Poplar Street  
West Branch, Iowa 52358  
(319) 643-5888

Hours: 8am – 4pm (*Monday – Friday*)

## **RESOLUTION 1912**

### **A RESOLUTION ESTABLISHING A CODE OF CONDUCT FOR ADMINISTERING FEDERAL GRANT FUNDS POLICY.**

**WHEREAS,** The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with the Code of Federal Regulations (2 CFR Part 200.318) and other applicable federal and state standards, regulations, and laws; and

**WHEREAS,** This Code of Conduct applies to all officers, employees, or agents of the City of West Branch engaged in the award or administration of contracts supported by federal grant funds; and

**WHEREAS,** No officer, employee, or agent of the City of West Branch shall participate in the selection, award, or administration of contracts supported by federal grant funds, if a conflict of interest, real or apparent, would be involved; and

**WHEREAS,** The City of West Branch officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

**WHEREAS,** The City of West Branch has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City Administrator of suspected actions. If the City Administrator is suspected of such actions the City Attorney, Mayor and/or City Council shall be notified. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council of the City of West Branch, Iowa, that the aforementioned code of conduct for administering federal grant funds are hereby accepted and approved.

\* \* \* \*

**Passed and approved this 22<sup>nd</sup> day of June, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1913</b> – A Resolution Approving a Residential Anti Displacement & Relocation Assistance Plan.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator
<b>DATE:</b>	June 16, 2020

### BACKGROUND:

In order to receive the \$25,000 Community Development Block Grant (CDBG) funding for our Food Bank and related activities. The City of West Branch must submit what the federal government refers to as an “Environmental Review Record”. This includes but is not limited to:

- A Program Public Hearing Notice
- ✓ A Excessive Force Resolution
- Residential Anti-Displacement and Relocation Assistance Plan
- ✓ Equal Opportunity Policy
- ✓ Fair Housing Policy
- ✓ Code of Conduct
- Procurement Policy

This item specifically address the CDBG requirement for the Residential Anti-Displacement and Relocation Assistance Plan to be approved by resolution. Since our grant funding is for food pantry assistance there will be no displacement or demolition of lower-income dwellings, therefore it is anticipated that the aforementioned plan will not be used with round of funding. At this time, there are no other round of funding expected.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1913 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# RESIDENTIAL ANTI DISPLACEMENT & RELOCATION ASSISTANCE PLAN

DATE: June 22, 2020

This Residential Anti-displacement and Relocation Assistance Plan is prepared by the City of West Branch in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG, UDAG and/or HOME-assisted projects. This Plan requires the City of West Branch to grant assistance for lower-income tenants, who in an activity assisted with Community Development Block Grant (CDBG) or the Home Investment Partnership Program (a federal housing assistance program).

Consistent with the goal and objectives of activities assisted under the Act, the City of West Branch will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- 1) If feasible, stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- 2) Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- 3) Establish, Refer, or Reference counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their community in the face of revitalization pressures related to HUD funded development.
- 4) If feasible, demolish or convert only dwelling units that are not occupied or vacated occupiable dwelling units (especially those units which are "lower-income dwelling units" – as defined in 24 CFR 42.305).

The City of West Branch will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG / HOME program(s), move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24. CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

If public projects or project supported by CDBG funds, the City of West Branch will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use

other than lower-income housing in connection with a project assisted with funds provided under the CDBG and/HOME Program(s) in accordance with 24 CFR 42.375. Before entering into a contract committing the City of West Branch to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of West Branch will make public by publication of a notice of a public hearing. The City would also be responsible for the following in writing:

- A description of the proposed assisted project. This would include the address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
- A time schedule for the commencement and completion of the demolition or conversion;
- To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided.
- The source of funding and a time schedule for the provision of the replacement dwelling units;
- The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and information demonstrating that any proposed replacement of lower-income dwelling units with smaller efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in the aforementioned points are not available at the time of the general submission, the City of West Branch will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Under 24 CFR 42.375(d), the City of West Branch may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

The City of West Branch designates the City Administrator as the responsible representative for tracking the replacement of lower income dwelling units and ensure that they are provided within the required period. The City Administrator will also be responsible for providing relocation payments and other applicable relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use resulting from the use of CDBG and/or HOME program funds.

---

Redmond Jones II, City Administrator/Clerk

## **RESOLUTION 1913**

### **A RESOLUTION APPROVING A RESIDENTIAL ANTI DISPLACEMENT & RELOCATION ASSISTANCE PLAN.**

**WHEREAS,** The purpose of this Residential Anti-displacement and Relocation Assistance Plan is prepared by the City of West Branch in accordance with the Housing and Community Development Act of 1974; and

**WHEREAS,** This Plan requires the City of West Branch to grant assistance for lower-income tenants, who are displaced or relocated as a result of activity(s) assisted with Community Development Block Grant (CDBG) or the Home Investment Partnership Program funds; and

**WHEREAS,** The \$25,000 CDBG grant that was awarded to the City of West Branch is intended to assist the West Branch Food Pantry and Lower-income dwelling displacement or relocation is not expected to be caused with these funds; and

**WHEREAS,** Establishing a plan is still required, and the City of West Branch will be required to enforce this plan should it be applicable; and

**WHEREAS,** The City of West Branch designates the City Administrator as the responsible party to enforce and follow the specific guidelines of the Residential Anti Displacement and Relocation Assistance Plan should it be applicable; and

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council of the City of West Branch, Iowa, that the aforementioned Residential Anti Displacement and Relocation Assistance Plan be adopted as required by Code of Federal Regulation regarding administering federal grant funds are hereby accepted and approved.

\* \* \* \*

**Passed and approved this 22<sup>nd</sup> day of June, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 22, 2020	
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Regarding the Recent Findings of the City Audit.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	May 27, 2020

### BACKGROUND:

### FINANCIAL HIGHLIGHTS:

The City's receipts totaled \$4,726,338 for the year ended June 30, 2019, a 43.8% decrease from the prior year. Disbursements for the year ended June 30, 2019 totaled \$6,465,590 a 13.7% increase over the prior year. The significant decrease in receipts was due to bond and note proceeds received in the prior year. The increase in disbursements is due to an increase in capital project disbursements for the Pedersen Valley Park and the College Street improvements in the current year.

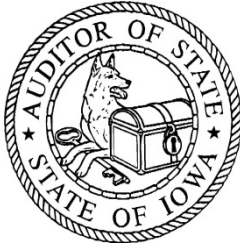
### AUDIT FINDINGS:

Sand reported two findings related to the receipt and disbursement of taxpayer funds, two findings each pertaining to the West Branch Firefighters Association and the West Branch Firefighters Foundation and one finding pertaining to the Friends of the West Branch Library, discretely presented component units. They are found on pages 50 through 54 of this report. The findings address a lack of segregation of duties, lack of bank reconciliations for the Fire Association and Fire Foundation, and disbursements exceeding budgeted amounts. Sand provided the City with recommendations to address each of the findings.

One of the two findings pertaining to the City, one finding pertaining to the West Branch Firefighters Association and one finding related to the Friends of the West Branch Library discussed above are repeated from the prior year. The City Council and management of the discretely presented component units have a fiduciary responsibility to provide oversight of the City's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its fiduciary capacity.

(See Audit on Pages 45-102 of the Council Packet)

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



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

Rob Sand  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 281-6518

**NEWS RELEASE**

FOR RELEASE

June 2, 2020

Contact: Marlys Gaston  
515/281-5834

Auditor of State Rob Sand today released an audit report on City of West Branch, Iowa.

**FINANCIAL HIGHLIGHTS:**

The City's receipts totaled \$4,726,338 for the year ended June 30, 2019, a 43.8% decrease from the prior year. Disbursements for the year ended June 30, 2019 totaled \$6,465,590 a 13.7% increase over the prior year. The significant decrease in receipts was due to bond and note proceeds received in the prior year. The increase in disbursements is due to an increase in capital project disbursements for the Pedersen Valley Park and the College Street improvements in the current year.

**AUDIT FINDINGS:**

Sand reported two findings related to the receipt and disbursement of taxpayer funds, two findings each pertaining to the West Branch Firefighters Association and the West Branch Firefighters Foundation and one finding pertaining to the Friends of the West Branch Library, discretely presented component units. They are found on pages 50 through 54 of this report. The findings address a lack of segregation of duties, lack of bank reconciliations for the Fire Association and Fire Foundation, and disbursements exceeding budgeted amounts. Sand provided the City with recommendations to address each of the findings.

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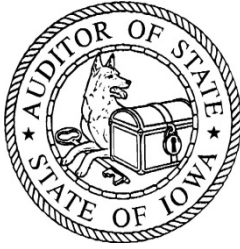
A copy of the audit report is available for review on the Auditor of State's web site at <https://auditor.iowa.gov/audit-reports>.

# # #

**CITY OF WEST BRANCH**  
**INDEPENDENT AUDITOR'S REPORTS**  
**BASIC FINANCIAL STATEMENTS**  
**SUPPLEMENTARY AND OTHER INFORMATION**  
**SCHEDULE OF FINDINGS**

**JUNE 30, 2019**

**City of West Branch**



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 281-6518

Rob Sand  
Auditor of State

May 11, 2020

Officials of the City of West Branch  
West Branch, Iowa

Dear Honorable Mayor and Members of the City Council:

I am pleased to submit to you the financial and compliance audit report for the City of West Branch, Iowa, for the year ended June 30, 2019. The audit was performed pursuant to Chapter 11.6 of the Code of Iowa and in accordance with U.S. auditing standards and the standards applicable to financial audits contained in Government Auditing Standards.

I appreciate the cooperation and courtesy extended by the officials and employees of the City of West Branch throughout the audit. If I or this office can be of any further assistance, please contact me or my staff at 515-281-5834.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Sand". The signature is stylized with a large, looped "R" and a long, sweeping "S".

Rob Sand  
Auditor of State

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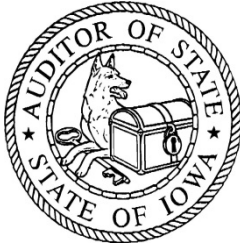


## City of West Branch

### Officials

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Roger Laughlin	Mayor	Jan 2022
Colton Miller	Mayor Pro tem	Jan 2020
Jordan Ellyson	Council Member	Jan 2020
Brian Pierce	Council Member	Jan 2020
Nicholas Goodweiler	Council Member	Jan 2022
Jodee Stoolman	Council Member	Jan 2022
Redmond Jones II	Administrator/City Clerk	Indefinite
Gordon Edgar	Deputy City Clerk	Indefinite
Kevin D. Olson	City Attorney	Indefinite

**City of West Branch**



## OFFICE OF AUDITOR OF STATE STATE OF IOWA

Rob Sand  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0006

Telephone (515) 281-5834 Facsimile (515) 281-6518

### Independent Auditor's Report

To the Honorable Mayor and Members of the City Council:

#### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the City of West Branch, Iowa, as of and for the year ended June 30, 2019, and the related Notes to Financial Statements, which collectively comprise the City's basic financial statements listed in the table of contents.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1. This includes determining the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. This includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the City of West Branch as of June 30, 2019, and the respective changes in its cash basis financial position for the year then ended in accordance with the basis of accounting described in Note 1.

## Basis of Accounting

As discussed in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a basis of accounting other than U.S. generally accepted accounting principles. Our opinions are not modified with respect to this matter.

## Other Matters

### *Supplementary and Other Information*

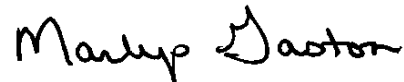
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of West Branch's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the nine years ended June 30, 2018 (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The supplementary information included in Schedules 1 through 4 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The other information, the Budgetary Comparison Information, the Schedule of the City's Proportionate Share of the Net Pension Liability and the Schedule of City Contributions on pages 32 through 38, has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated May 11, 2020 on our consideration of the City of West Branch's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City of West Branch's internal control over financial reporting and compliance.



Marlys K. Gaston, CPA  
Deputy Auditor of State

May 11, 2020

**City of West Branch**



## **Basic Financial Statements**

City of West Branch

Cash Basis Statement of Activities and Net Position

As of and for the year ended June 30, 2019

		Program Receipts		
		Charges for	Operating Grants, Contributions and Restricted Interest	Capital Grants, Contributions and Restricted Interest
	Disbursements	Service	Interest	Interest
<b>Functions/Programs:</b>				
<b>Primary Government:</b>				
Governmental activities:				
Public safety	\$ 609,150	99,571	178,250	-
Public works	392,936	25,352	299,969	-
Culture and recreation	626,015	69,535	28,805	-
Community and economic development	59,636	8,707	6,000	-
General government	175,404	5,079	-	-
Debt service	1,063,861	-	19,151	-
Capital projects	2,821,540	-	-	235,265
Total governmental activities	5,748,542	208,244	532,175	235,265
Business type activities:				
Water	403,249	527,465	-	-
Sewer	284,511	396,132	-	-
Storm water	29,288	59,216	-	-
Total business type activities	717,048	982,813	-	-
Total Primary Government	\$ 6,465,590	1,191,057	532,175	235,265
<b>Component Units:</b>				
Friends of the West Branch Public Library	\$ 1,312	-	2,616	-
West Branch Firefighters Association	74,916	-	50,443	-
West Branch Firefighters Foundation	42,674	-	64,411	-
Total component units	\$ 76,228	-	53,059	-
<b>General Receipts and Transfers:</b>				
Property and other city tax levied for:				
General purposes				
Debt service				
Tax increment financing				
Commercial/industrial tax replacement				
Local option sales tax				
Hotel-motel tax				
Unrestricted interest on investments				
Miscellaneous				
Sale of capital assets				
Transfers				
Total general receipts and transfers				
Change in cash basis net position				
Cash basis net position beginning of year				
Cash basis net position end of year				
<b>Cash Basis Net Position</b>				
Restricted:				
Nonexpendable:				
Cemetery perpetual care				
Krouth principal				
Expendable:				
Civic center				
Streets				
Employee benefits				
Fire				
Park improvements				
Library				
Debt service				
Capital projects				
Other purposes				
Unrestricted				
<b>Total cash basis net position</b>				

See notes to financial statements.

Net (Disbursements) Receipts and Changes in Cash Basis Net Position					
Primary Government			Component Units		
Governmental Activities	Business Type Activities	Total	Friends of the West Branch Public Library	West Branch Firefighters Association	West Branch Firefighters Foundation
(331,329)	-	(331,329)			
(67,615)	-	(67,615)			
(527,675)	-	(527,675)			
(44,929)	-	(44,929)			
(170,325)	-	(170,325)			
(1,044,710)	-	(1,044,710)			
(2,586,275)	-	(2,586,275)			
(4,772,858)	-	(4,772,858)			
-	124,216	124,216			
-	111,621	111,621			
-	29,928	29,928			
-	265,765	265,765			
(4,772,858)	265,765	(4,507,093)			
			1,304	-	-
			-	(24,473)	-
			-	-	21,737
			1,304	(24,473)	-
1,475,190	-	1,475,190	-	-	-
300,250	-	300,250	-	-	-
403,116	-	403,116	-	-	-
90,490	-	90,490	-	-	-
216,090	-	216,090	-	-	-
16,747	-	16,747	-	-	-
56,072	23,692	79,764	997	5	-
17,694	-	17,694	-	-	-
168,500	-	168,500	-	-	-
202,233	(202,233)	-	-	-	-
2,946,382	(178,541)	2,767,841	997	5	-
(1,826,476)	87,224	(1,739,252)	2,301	(24,468)	21,737
5,019,161	295,551	5,314,712	59,572	32,615	-
3,192,685	382,775	3,575,460	61,873	8,147	21,737
117,858	-	117,858	-	-	-
53,347	-	53,347	-	-	-
27,391	-	27,391	-	-	-
193,384	-	193,384	-	-	-
165,548	-	165,548	-	-	-
-	-	-	-	8,147	21,737
110,317	-	110,317	-	-	-
35,826	-	35,826	61,873	-	-
178,941	-	178,941	-	-	-
1,022,863	-	1,022,863	-	-	-
144,812	10,200	155,012	-	-	-
1,142,398	372,575	1,514,973	-	-	-
\$ 3,192,685	382,775	3,575,460	61,873	8,147	21,737

City of West Branch

Statement of Cash Receipts, Disbursements  
and Changes in Cash Balances  
Governmental Funds

As of and for the year ended June 30, 2019

	Special Revenue		
	General	Road Use Tax	Urban
			Renewal Tax Increment
Receipts:			
Property tax	\$ 1,151,817	-	-
Tax increment financing	-	-	403,116
Other city tax	58,262	-	-
Licenses and permits	41,934	-	-
Use of money and property	57,884	-	19,151
Intergovernmental	267,443	299,969	-
Charges for service	107,649	-	-
Miscellaneous	63,876	-	-
Total receipts	1,748,865	299,969	422,267
Disbursements:			
Operating:			
Public safety	507,319	-	-
Public works	115,903	256,378	-
Culture and recreation	537,922	-	-
Community and economic development	51,108	-	8,528
General government	158,682	-	-
Debt service	-	-	-
Capital projects	-	-	-
Total disbursements	1,370,934	256,378	8,528
Excess (deficiency) of receipts over (under) disbursements	377,931	43,591	413,739
Other financing sources (uses):			
Sale of capital assets	168,500	-	-
Transfers in	46,366	-	-
Transfers out	(136,445)	-	(423,863)
Total other financing sources (uses)	78,421	-	(423,863)
Change in cash balances	456,352	43,591	(10,124)
Cash balances beginning of year	737,974	149,793	118,696
Cash balances end of year	\$ 1,194,326	193,384	108,572
<b>Cash Basis Fund Balances</b>			
Nonspendable:			
Cemetery perpetual care	\$ -	-	-
Krouth principal	-	-	-
Restricted for:			
Civic center	27,391	-	-
Streets	-	193,384	-
Employee benefits	-	-	-
Park improvements	-	-	-
Library	16,806	-	-
Debt service	-	-	108,572
Capital projects	-	-	-
Other purposes	7,731	-	-
Assigned for equipment reserves	197,874	-	-
Unassigned	944,524	-	-
Total cash basis fund balances	\$ 1,194,326	193,384	108,572

See notes to financial statements.

Debt Service	Capital Projects	Nonmajor	Total
295,882	-	277,300	1,724,999
-	-	-	403,116
4,368	-	220,648	283,278
-	-	-	41,934
-	-	3,808	80,843
14,322	203,265	14,959	799,958
-	-	8,518	116,167
-	35,962	1,200	101,038
314,572	239,227	526,433	3,551,333
-	-	101,831	609,150
-	-	20,655	392,936
-	-	88,093	626,015
-	-	-	59,636
-	-	16,722	175,404
1,063,861	-	-	1,063,861
-	2,821,540	-	2,821,540
1,063,861	2,821,540	227,301	5,748,542
(749,289)	(2,582,313)	299,132	(2,197,209)
-	-	-	168,500
764,075	143,171	32,104	985,716
-	(7,285)	(215,890)	(783,483)
764,075	135,886	(183,786)	370,733
14,786	(2,446,427)	115,346	(1,826,476)
55,583	3,469,290	487,825	5,019,161
70,369	1,022,863	603,171	3,192,685
-	-	117,858	117,858
-	-	53,347	53,347
-	-	-	27,391
-	-	-	193,384
-	-	165,548	165,548
-	-	110,317	110,317
-	-	19,020	35,826
70,369	-	-	178,941
-	1,022,863	-	1,022,863
-	-	137,081	144,812
-	-	-	197,874
-	-	-	944,524
70,369	1,022,863	603,171	3,192,685

**City of West Branch**



City of West Branch

Statement of Cash Receipts, Disbursements  
and Changes in Cash Balances  
Proprietary Funds

As of and for the year ended June 30, 2019

	Enterprise			
	Water	Sewer	Storm Water	Total
Operating receipts:				
Charges for service	\$ 507,996	396,132	59,216	963,344
Miscellaneous	19,469	-	-	19,469
Total operating receipts	527,465	396,132	59,216	982,813
Operating disbursements:				
Business type activities	302,046	272,205	29,288	603,539
Excess of operating receipts over operating disbursements	225,419	123,927	29,928	379,274
Non-operating receipts (disbursements):				
Interest on investments	12,333	11,359	-	23,692
Debt service	(59,355)	-	-	(59,355)
Capital projects	(41,848)	(12,306)	-	(54,154)
Total non-operating disbursements	(88,870)	(947)	-	(89,817)
Excess of receipts over disbursements	136,549	122,980	29,928	289,457
Transfers out	(113,408)	(88,825)	-	(202,233)
Change in cash balances	23,141	34,155	29,928	87,224
Cash balances beginning of year	110,442	83,204	101,905	295,551
Cash balances end of year	\$ 133,583	117,359	131,833	382,775
<b>Cash Basis Fund Balances</b>				
Restricted for:				
Customer deposits	\$ 10,200	-	-	10,200
Unrestricted	123,383	117,359	131,833	372,575
Total cash basis fund balances	\$ 133,583	117,359	131,833	382,775

See notes to financial statements.

City of West Branch

Notes to Financial Statements

June 30, 2019

**(1) Summary of Significant Accounting Policies**

The City of West Branch is a political subdivision of the State of Iowa located in Cedar and Johnson Counties. It was first incorporated in 1875 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens, including public safety, public works, culture and recreation, community and economic development and general government services. The City also provides water, sewer and storm water utilities for its citizens.

**A. Reporting Entity**

For financial reporting purposes, the City of West Branch has included all funds, organizations, agencies, boards, commissions and authorities. The City has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the City.

These financial statements present the City of West Branch (the primary government) and its component units. The component units discussed below are included in the City's reporting entity because of the significance of their operational or financial relationship with the City.

**Discretely Presented Component Units**

The Friends of the West Branch Public Library (Friends) has been incorporated under the provisions of the Iowa Nonprofit Corporation Act, Chapter 504A of the Code of Iowa, for the purpose of aiding in the general operation of the West Branch Public Library. In accordance with criteria set forth by the Governmental Accounting Standards Board, Friends meets the definition of a component unit which should be discretely presented.

The West Branch Firefighters Association (Association) has been incorporated under the provisions of the Iowa Nonprofit Corporation Act, Chapter 504A of the Code of Iowa, for the purpose of aiding in the extinguishing of fires and performing such other duties as set forth by the Fire Department. In accordance with criteria set forth by the Governmental Accounting Standards Board, the Association meets the definition of a component unit which should be discretely presented.

The West Branch Firefighters Foundation (Foundation) has been incorporated under the provisions of the Iowa Nonprofit Corporation Act, Chapter 504A of the Code of Iowa, for the purpose of fundraising and to support the West Branch Fire and Rescue Department. In accordance with criteria set forth by the Governmental Accounting Standards Board, the Foundation meets the definition of a component unit which should be discretely presented.

#### Jointly Governed Organizations

The City participates in several jointly governed organizations that provide goods or services to the citizenry of the City but do not meet the criteria of a joint venture since there is no ongoing financial interest or responsibility by the participating governments. City officials are members of the following boards and commissions: Cedar County Assessor's Conference Board, Cedar County Joint 911 Service Board and Cedar County Emergency Management Agency.

#### B. Basis of Presentation

Government-wide Financial Statement – The Cash Basis Statement of Activities and Net Position reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement. Governmental activities, which are supported by tax and intergovernmental receipts, are reported separately from business type activities, which rely to a significant extent on fees and charges for service.

The Cash Basis Statement of Activities and Net Position presents the City's nonfiduciary net position. Net position is reported in the following categories/components:

Nonexpendable restricted net position is subject to externally imposed stipulations which require the cash balance be maintained permanently by the City, including the City's Permanent Funds.

Expendable restricted net position results when constraints placed on the use of cash balances are either externally imposed or are imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position consists of cash balances not meeting the definition of the preceding categories. Unrestricted net position is often subject to constraints imposed by management which can be removed or modified.

The Cash Basis Statement of Activities and Net Position demonstrate the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants, contributions and interest on investments restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

Fund Financial Statements – Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds.

The City reports the following major governmental funds:

The General Fund is the general operating fund of the City. All general tax receipts from general and emergency levies and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs not paid from other funds.

Special Revenue:

The Road Use Tax Fund is used to account for the road use tax allocation from the State of Iowa to be used for road construction and maintenance.

The Urban Renewal Tax Increment Fund is used to account for tax increment financing collections and the repayment of tax increment financing indebtedness.

The Debt Service Fund is utilized to account for property tax and other receipts to be used for the payment of interest and principal on the City's general long-term debt.

The Capital Projects Fund is utilized to account for all resources used in the acquisition and construction of capital facilities with the exception of those financed through Enterprise Funds.

The City reports the following major proprietary funds:

The Enterprise, Water Fund accounts for the operation and maintenance of the City's water system.

The Enterprise, Sewer Fund accounts for the operation and maintenance of the City's wastewater treatment and sanitary sewer system.

The Enterprise, Storm Water Fund accounts for the operation and maintenance of the City's storm water system.

C. Measurement Focus and Basis of Accounting

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants and general receipts. Thus, when program disbursements are paid, there are both restricted and unrestricted cash basis net positions available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants and then by general receipts.

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the disbursement toward restricted fund balance and then to less-restrictive classifications – committed, assigned and then unassigned fund balances.

Proprietary funds distinguish operating receipts and disbursements from non-operating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as non-operating receipts and disbursements.

D. Governmental Cash Basis Fund Balances

In the governmental fund financial statements, cash basis fund balances are classified as follows:

Nonspendable – Amounts which cannot be spent because they are legally or contractually required to be maintained intact.

Restricted – Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors or state or federal laws or are imposed by law through constitutional provisions or enabling legislation.

Assigned – Amounts the City intends to use for specific purposes.

Unassigned – All amounts not included in the preceding classifications.

E. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2019, disbursements exceeded the amount budgeted in the debt service function.

**(2) Cash and Pooled Investments**

The City's deposits in banks and credit unions at June 30, 2019 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

The City had no investments meeting the disclosure requirements of Governmental Accounting Standards Board Statement No. 72.

### (3) Bonds and Note Payable

Annual debt service requirements to maturity for general obligation bonds/notes and water revenue bonds are as follows:

Year Ending June 30,	General Obligation Bonds/Notes									
	Water Improvement		Street Improvement		Park Improvements					
	Principal	Interest	Principal	Interest	Principal	Interest				
2020	\$ 170,000	33,475	85,000	11,870	85,000	14,148				
2021	175,000	31,350	85,000	10,255	85,000	13,043				
2022	175,000	28,900	90,000	8,640	90,000	11,938				
2023	180,000	26,188	90,000	6,660	90,000	10,588				
2024	185,000	23,128	95,000	4,680	90,000	9,238				
2025-2029	515,000	72,125	100,000	2,400	390,000	19,863				
2023-2032	270,000	16,500	-	-	-	-				
Total	\$ 1,670,000	231,665	545,000	44,505	830,000	78,818				

Urban Renewal		Judgment Settlement		Street, Utility and Park Improvements		Water Revenue Bonds		Total		Total
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
45,000	7,548	99,000	12,870	340,000	94,472	51,000	6,909	875,000	181,292	1,056,292
50,000	6,850	99,000	9,652	350,000	87,673	53,000	5,958	897,000	164,781	1,061,781
50,000	5,900	99,000	6,435	365,000	80,672	55,000	4,950	924,000	147,435	1,071,435
50,000	4,950	99,000	3,218	375,000	73,373	56,000	3,916	940,000	128,893	1,068,893
50,000	3,850			400,000	65,873	58,000	2,856	878,000	109,625	987,625
110,000	4,125		-	1,325,000	200,163	121,000	2,401	2,561,000	301,077	2,862,077
				545,000	37,878	-	-	815,000	54,378	869,378
355,000	33,223	396,000	32,175	3,700,000	640,103	394,000	26,990	7,890,000	1,087,479	8,977,479

On March 5, 2013, the City issued \$2,730,000 of general obligation corporate purpose and refunding bonds to provide funds to pay the costs of constructing improvements to the municipal sanitary sewer, wastewater treatment and waterworks systems and to currently refund the outstanding balance of the City's 2005 general obligation bonds. The bonds bear interest at rates ranging from 1% to 3% per annum and mature on June 1, 2032. During fiscal year 2019, the City paid principal of \$165,000 and interest of \$35,290 on the bonds. The outstanding principal balance at June 30, 2019 was \$1,670,000.

On July 31, 2013, the City issued a \$400,000 general obligation property acquisition note to fund the purchase of land for future park space. The note bears interest at 3.0% per annum and matures on June 1, 2023. During fiscal year 2019, the City paid principal of \$51,673 and interest of \$1,550 on the note. The note was paid in full at June 30, 2019.

On August 8, 2015, the City issued \$855,000 of general obligation corporate purpose bonds to provide funds to pay the costs of constructing improvements to Main Street and 4th Street. The bonds bear interest at rates ranging from 1.10% to 2.40% per annum and mature on June 1, 2025. During fiscal year 2019, the City paid principal of \$85,000 and interest of \$13,145 on the bonds. The outstanding principal balance at June 30, 2019 was \$545,000.

On July 19, 2016, the City issued \$1,000,000 of general obligation corporate purpose bonds to provide funds to pay the costs of constructing street, storm water drainage, sidewalk, water system, sanitary sewer system and park improvements. The bonds bear interest at rates ranging from 1.0% to 2.1% per annum and matures on June 1, 2028. During the fiscal year 2019, the City paid principal of \$85,000 and interest of \$14,998 on the bond. The outstanding principal balance at June 30, 2019 was \$830,000.

On July 19, 2016, the City issued \$400,000 of general obligation urban renewal bonds to provide funds for an urban renewal project. The bonds bear interest at rates ranging from 1.55% to 2.5% per annum and matures on June 1 2026. During fiscal year 2019, the City paid principal of \$45,000 and \$8,245 of interest on the bonds. The outstanding principal balance at June 30, 2019 was \$355,000.

On March 7, 2017, the City issued a \$495,000 general obligation judgement settlement note to provide funds to settle a judgement against the City. The note bears interest at 3.25% per annum and matures on June 1, 2023. During fiscal year 2019, the City paid principal of \$99,000 and \$16,088 of interest on the note. The outstanding principal balance at June 30, 2019 was \$396,000.

On December 5, 2017, the City issued \$4,200,000 of general obligation corporate purpose bonds to provide funds for constructing bridge, sidewalk, street, sanitary sewer, and water system improvements and park improvements. The bonds bear interest at rates ranging from 2.0% to 3.5% per annum and mature on June 1, 2032. During fiscal year 2019, the City paid principal of \$340,000 and interest of \$101,273 on the bonds. The outstanding principal balance at June 30, 2019 was \$3,700,000.

On June 2, 2005, the City entered into an agreement with the Iowa Finance Authority, the Iowa Department of Natural Resources and Wells Fargo Bank Iowa, N.A. for the issuance of \$860,000 of water revenue bonds with an interest rate of 3.0% per annum. The Iowa Finance Authority approved a reduction to the interest rate from 3.0% per annum to 1.75% per annum effective December 1, 2015. The City is also required to annually pay a .25% servicing fee on the outstanding principal balance. The bonds were issued pursuant to the provisions of Chapter 384 of the Code of Iowa to pay the costs of constructing improvements and extensions to the City's water system. During fiscal year 2019, the City paid principal of \$46,000 and interest of \$7,105 on the bonds. The outstanding principal balance at June 30, 2019 was \$360,000.

On April 5, 2007, the City entered into an agreement with the Iowa Finance Authority and Wells Fargo Bank, N.A. for the issuance of \$83,000 of water revenue bonds with an interest rate of 3.0% per annum. The City is also required to annually pay a .25% servicing fee on the outstanding principal balance. The bonds were issued pursuant to the provisions of Chapter 384 of the Code of Iowa to pay the costs of constructing improvements and extensions to the City's water system. During fiscal year 2019, the City paid principal of \$4,000 and interest of \$1,140 on the bonds. The outstanding principal balance at June 30, 2019 was \$34,000.

The City has pledged future water customer receipts, net of specified operating disbursements, to repay water revenue bonds issued in June 2005 and April 2007. Proceeds from the bonds provided financing for the construction of water main improvements and extensions. The bonds are payable solely from water customer net receipts and are payable through 2026. Annual principal and interest payments on the bonds for the current year required less than 26% of net receipts. The total principal and interest remaining to be paid on the two bond issues is \$420,990. For the current year, total principal and interest paid on the water revenue bonds was \$58,245 and total customer net receipts were \$225,419.

The resolutions providing for the issuance of the water revenue bonds issued under loan agreements between the City, the Iowa Finance Authority, the Iowa Department of Natural Resources and Wells Fargo Bank Iowa, N.A. include the following provisions:

- (a) The bonds will only be redeemed from the future earnings of the Water Fund and the bond holders hold a lien on the future earnings of the fund.

- (b) Sufficient monthly transfers shall be made to a water revenue bond sinking account within the Water Fund for the purpose of making the bond principal and interest payments when due.
- (c) All funds remaining in the Water Fund after making the required transfers shall be placed in a water revenue surplus account. As long as the sinking account has the full amount required to be deposited, the balance in the surplus account may be made available to the City as the City Council may direct.
- (d) User rates shall be established at a level which produces and maintains net receipts at a level not less than 110% of the amount of principal and interest on the bonds falling due in the same year.

**(4) Lease Purchase Agreement**

On July 30, 2018, the City entered into an agreement to lease a copier for the Library at a total cost of \$6,375, including interest at 10.01% per annum. During the year ended June 30, 2019, the City made principal payments of \$740 and interest payments of \$428 on the lease purchase agreement.

The following is schedule of the future minimum lease payments and the present value of net minimum lease payments under the agreements in effect at June 30, 2019

Year Ending June 30,	Library Copier
2020	\$ 1,275
2021	1,275
2022	1,275
2023	1,275
2024	106
Total	5,206
Less amount representing interest	(946)
Present value of net minimum lease payments	<u>\$ 4,260</u>

**(5) Pension Plan**

Plan Description – IPERS membership is mandatory for employees of the City, except for those covered by another retirement system. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by the Iowa Public Employees' Retirement System (IPERS). IPERS issues a stand-alone financial report which is available to the public by mail at PO Box 9117, Des Moines, Iowa 50306-9117 or at [www.ipers.org](http://www.ipers.org).

IPERS benefits are established under Iowa Code Chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.



Pension Benefits – A Regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, any time after reaching age 62 with 20 or more years of covered employment or when the member's years of service plus the member's age at the last birthday equals or exceeds 88, whichever comes first. These qualifications must be met on the member's first month of entitlement to benefits. Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member's monthly IPERS benefit includes:

- A multiplier based on years of service.
- The member's highest five-year average salary, except members with service before June 30, 2012 will use the highest three-year average salary as of that date if it is greater than the highest five-year average salary.

Protection occupation members may retire at normal retirement age, which is generally age 55 and may retire any time after reaching age 50 with 22 or more years of covered employment.

The formula used to calculate a protection occupation member's monthly IPERS benefit includes:

- 60% of average salary after completion of 22 years of service, plus an additional 1.5% of average salary for more than 22 years of service but not more than 30 years of service.
- The member's highest three-year average salary.

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early-retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25% for each month the member receives benefits before the member's earliest normal retirement age. For service earned on or after July 1, 2012, the reduction is 0.50% for each month the member receives benefits before age 65.

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits – A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

Contributions – Contribution rates are established by IPERS following the annual actuarial valuation which applies IPERS' Contribution Rate Funding Policy and Actuarial Amortization Method. State statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires the actuarial contribution rate be determined using the "entry age normal" actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal year 2019, pursuant to the required rate, Regular members contributed 6.29% of covered payroll and the City contributed 9.44% of covered payroll, for a total rate of 15.73%. Protection occupation members contributed 6.81% of covered payroll and the City contributed 10.21% of covered payroll, for a total rate of 17.02%.

The City's contributions to IPERS for the year ended June 30, 2019 were \$91,644.

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2019, the City reported a liability of \$548,551 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to IPERS relative to the contributions of all IPERS participating employers. At June 30, 2018, the City's proportion was 0.008668% which was an increase of 0.000289% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the City's pension expense, deferred outflows of resources and deferred inflows of resources totaled \$99,682, \$204,102 and \$133,007, respectively.

There were no non-employer contributing entities to IPERS.

Actuarial Assumptions – The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions applied to all periods included in the measurement:

Rate of inflation	
(effective June 30, 2017)	2.60% per annum.
Rates of salary increase	3.25 to 16.25% average, including inflation.
(effective June 30, 2017)	Rates vary by membership group.
Long-term investment rate of return	7.00% compounded annually, net of investment
(effective June 30, 2017)	expense, including inflation.
Wage growth	3.25% per annum, based on 2.60% inflation
(effective June 30, 2017)	and 0.65% real wage inflation.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an economic assumption study dated March 24, 2017 and a demographic assumption study dated June 28, 2018.

Mortality rates used in the 2018 valuation were based on the RP-2014 Employee and Healthy Annuitant Tables with MP-2017 generational adjustments.

The long-term expected rate of return on IPERS' investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity	22.0%	6.01%
International equity	15.0	6.48
Global smart beta equity	3.0	6.23
Core plus fixed income	27.0	1.97
Public credit	3.5	3.93
Public real assets	7.0	2.91
Cash	1.0	(0.25)
Private equity	11.0	10.81
Private real assets	7.5	4.14
Private credit	3.0	3.11
Total	<u>100.0%</u>	

Discount Rate – The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at the contractually required rate and contributions from the City will be made at contractually required rates, actuarially determined. Based on those assumptions, IPERS' fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive employees. Therefore, the long-term expected rate of return on IPERS' investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.00%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1% lower (6.00%) or 1% higher (8.00%) than the current rate.

	1% Decrease (6.00%)	Discount Rate (7.00%)	1% Increase (8.00%)
City's proportionate share of the net pension liability	\$ 1,098,824	548,551	87,204

IPERS' Fiduciary Net Position – Detailed information about IPERS' fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS' website at [www.ipers.org](http://www.ipers.org).

**(6) Other Postemployment Benefits (OPEB)**

Plan Description – The City operates a single-employer health benefit plan which provides medical/prescription drug benefits for employees, retirees and their spouses. Group insurance benefits are established under Iowa Code Chapter 509A.13. The City currently finances the benefit plan on a pay-as-you-go basis. For the year ended June 30, 2019, the City contributed \$125,565 and plan members eligible for benefits contributed \$31,593 to the plan. At June 30, 2019, no assets have been accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

OPEB Benefits – Individuals who are employed by the City and are eligible to participate in the group health plan are eligible to continue healthcare benefits upon retirement. Retirees under age 65 pay the same premium for the medical/prescription drug benefits as active employees, which results in an implicit rate subsidy.

Retired participants must be age 55 or older at retirement, with the exception of special service participants who must be age 50 with 22 years of services. At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	-
Active employees	<u>13</u>
Total	<u>13</u>

**(7) Compensated Absences**

City employees accumulate a limited amount of earned but unused vacation hours for subsequent use or for payment upon termination, retirement or death. These accumulations are not recognized as disbursements by the City until used or paid.

Employees eligible for retirement will receive either one-half or one-quarter of their accumulated sick leave balance, dependent on the date they were hired. No employees were eligible for sick leave benefits at June 30, 2019.

The City's approximate liability for earned vacation payable to employees at June 30, 2019, primarily relating to the General Fund, was approximately \$60,000. This liability has been computed based on rates of pay in effect at June 30, 2019.

**(8) Interfund Transfers**

The detail of interfund transfers for the year ended June 30, 2019 is as follows:

Transfer to	Transfer from	Amount
General	Special Revenue:	
	Urban Renewal Tax Increment	\$ 39,081
	Capital Projects	7,285
		<u>46,366</u>
Special Revenue: Revolving Loan	General	<u>32,104</u>
Debt Service	Special Revenue:	
	Urban Renewal Tax Increment	384,782
	Local Option Sales Tax	215,890
	Enterprise:	
	Water	74,578
	Sewer	88,825
		<u>764,075</u>
Capital Projects	General	104,341
	Enterprise:	
	Water	38,830
		<u>143,171</u>
Total		<u>\$ 985,716</u>

Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources.

**(9) Development Agreement**

In May 2015, the City entered into a development agreement with Casey's Marketing Company (Casey's). Under the agreement, Casey's agreed to construct a convenience store with gasoline sales facilities in return for economic development tax increment payments from the City over twenty years. The total to be paid by the City under the agreement is not to exceed \$561,349. At June 30, 2019, the City rebated \$8,528 of incremental property tax to the developer. At June 30, 2019, the remaining balance to be paid on the agreement was \$552,821.

**(10) Risk Management**

The City is a member of the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 778 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials liability, police professional liability, property, inland marine and boiler/machinery. There have been no reductions in insurance coverage from prior years.

Each member's annual casualty contributions to the Pool fund current operations and provide capital. Annual casualty operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses estimated for the fiscal year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained at a level determined by the Board not to exceed 300% of basis rate.

The Pool also provides property coverage. Members who elect such coverage make annual property operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses, reinsurance premiums, losses and loss expenses for property risks estimated for the fiscal year, plus all or any portion of any deficiency in capital. Any year-end operating surplus is transferred to capital. Deficiencies in operations are offset by transfers from capital and, if insufficient, by the subsequent year's member contributions.

The City's property and casualty contributions to the Pool are recorded as expenditures from its operating funds at the time of payment to the Pool. The City's contributions to the Pool for the year ended June 30, 2019 were \$43,375.

The Pool uses reinsurance and excess risk-sharing agreements to reduce its exposure to large losses. The Pool retains general, automobile, police professional, and public officials' liability risks up to \$500,000 per claim. Claims exceeding \$500,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location. Property risks exceeding \$250,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the City's risk-sharing certificate, or in the event a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims or losses shall be the obligation of the respective individual member against whom the claim was made or the loss was incurred.

Members agree to continue membership in the Pool for a period of not less than one full year. After such period, a member who has given 60 days' prior written notice may withdraw from the Pool. Upon withdrawal, payments for all casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the member's withdrawal. Upon withdrawal, a formula set forth in the Pool's intergovernmental contract with its members is applied to determine the amount (if any) to be refunded to the withdrawing member.

The City also carries commercial insurance purchased from other insurers for coverage associated with workers compensation and fire department liability in varying amounts. The City assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**(11) Revolving Loan Fund**

In 2001, the City established a revolving loan fund (RLF) to provide loans to promote economic development within the City. The RLF was established with proceeds from an economic development set-aside grant. At June 30, 2019, active loans made during the year had an outstanding balance of \$3,985 for loans to individual property owners.

**(12) Construction Contracts**

The City entered into construction contracts totaling \$4,582,389. As of June 30, 2019, \$3,180,717 has been paid on the contracts. The remaining \$1,401,672 will be paid as work on the projects progress.

**(13) Subsequent Event**

The COVID-19 outbreak is disrupting business across a range of industries in the United States and financial markets have experienced a significant decline. As a result, local, regional and national economies, including that of the City of West Branch, may be adversely impacted. The extent of the financial impact of COVID-19 will depend on future developments, including the duration and spread, which are uncertain and cannot be predicted. Due to the uncertainties surrounding the outbreak, management cannot presently estimate the potential impact to the City's operations and finances.

**City of West Branch**



## **Other Information**

City of West Branch

Budgetary Comparison Schedule  
of Receipts, Disbursements and Changes in Balances –  
Budget and Actual – All Governmental Funds and Proprietary Funds

Other Information

Year ended June 30, 2019

	Governmental Funds Actual	Proprietary Funds Actual	Total
Receipts:			
Property tax	\$ 1,724,999	-	1,724,999
Tax increment financing	403,116	-	403,116
Other city tax	283,278	-	283,278
Licenses and permits	41,934	-	41,934
Use of money and property	80,843	23,692	104,535
Intergovernmental	799,958	-	799,958
Charges for service	116,167	963,344	1,079,511
Miscellaneous	101,038	19,469	120,507
Total receipts	3,551,333	1,006,505	4,557,838
Disbursements:			
Public safety	609,150	-	609,150
Public works	392,936	-	392,936
Culture and recreation	626,015	-	626,015
Community and economic development	59,636	-	59,636
General government	175,404	-	175,404
Debt service	1,063,861	-	1,063,861
Capital projects	2,821,540	-	2,821,540
Business type activities	-	717,048	717,048
Total disbursements	5,748,542	717,048	6,465,590
Excess (deficiency) of receipts over (under) disbursements	(2,197,209)	289,457	(1,907,752)
Other financing sources, net	370,733	(202,233)	168,500
Excess (deficiency) of receipts and other financing sources under disbursements and other financing uses	(1,826,476)	87,224	(1,739,252)
Balances beginning of year	5,019,161	295,551	5,314,712
Balances end of year	\$ 3,192,685	382,775	3,575,460

See accompanying independent auditor's report.

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Budgeted Amounts		Final to
Original	Final	Total Variance
1,737,833	1,737,833	(12,834)
406,058	406,058	(2,942)
196,570	196,570	86,708
39,500	39,500	2,434
7,000	7,000	97,535
1,384,539	1,384,539	(584,581)
1,092,375	1,092,375	(12,864)
36,250	36,250	84,257
4,900,125	4,900,125	(342,287)
761,642	761,642	152,492
396,053	396,053	3,117
626,113	626,113	98
66,960	66,960	7,324
186,341	186,341	10,937
1,063,762	1,063,762	(99)
4,747,000	4,747,000	1,925,460
740,136	740,136	23,088
8,588,007	8,588,007	2,122,417
(3,687,882)	(3,687,882)	1,780,130
165,000	165,000	3,500
(3,522,882)	(3,522,882)	1,783,630
4,972,864	4,972,864	341,848
1,449,982	1,449,982	2,125,478

City of West Branch

Notes to Other Information – Budgetary Reporting

June 30, 2019

The budgetary comparison is presented in accordance with Governmental Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds except the component units. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects and business type activities. Function disbursements required to be budgeted include disbursements for the General Fund, the Special Revenue Funds, the Debt Service Fund, the Capital Projects Fund, the Permanent Funds and the Enterprise Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund.

During the year ended June 30, 2019, disbursements exceeded the amount budgeted in the debt service function.

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City of West Branch

Schedule of the City's Proportionate Share of the Net Pension Liability

Iowa Public Employees' Retirement System  
For the Last Five Years\*  
(In Thousands)

Other Information

	2019	2018	2017	2016	2015
City's proportion of the net pension liability	0.008668%	0.008379%	0.008229%	0.007732%	0.006950%
City's proportionate share of the net pension liability	\$ 549	558	518	382	276
City's covered payroll	\$ 927	882	782	727	671
City's proportionate share of the net pension liability as a percentage of its covered payroll	59.22%	63.27%	66.24%	52.54%	41.13%
IPERS' net position as a percentage of the total pension liability	83.62%	82.21%	81.82%	85.91%	87.61%

\* In accordance with GASB Statement No. 68, the amounts presented for each fiscal year were determined as of June 30 of the preceding fiscal year.

See accompanying independent auditor's report.

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City of West Branch

Schedule of City Contributions

Iowa Public Employees' Retirement System  
For the Last Ten Years  
(In Thousands)

Other Information

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Statutorily required contribution	\$ 92	85	81	72
Contributions in relation to the statutorily required contribution	<u>(92)</u>	<u>(85)</u>	<u>(81)</u>	<u>(72)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>
City's covered payroll	\$ 948	927	882	782
Contributions as a percentage of covered payroll	9.70%	9.17%	9.18%	9.21%
See accompanying independent auditor's report.				



City of West Branch

Notes to Other Information – Pension Liability

Year ended June 30, 2019

Changes of benefit terms:

Legislation enacted in 2010 modified benefit terms for Regular members. The definition of final average salary changed from the highest three to the highest five years of covered wages. The vesting requirement changed from four years of service to seven years. The early retirement reduction increased from 3% per year measured from the member's first unreduced retirement age to a 6% reduction for each year of retirement before age 65.

Changes of assumptions:

The 2018 valuation implemented the following refinements as a result of a demographic assumption study dated June 28, 2018:

- Changed mortality assumptions to the RP-2014 mortality tables with mortality improvements modeled using Scale MP-2017.
- Adjusted retirement rates.
- Lowered disability rates.
- Adjusted the probability of a vested Regular member electing to receive a deferred benefit.
- Adjusted the merit component of the salary increase assumption.

The 2017 valuation implemented the following refinements as a result of an experience study dated March 24, 2017:

- Decreased the inflation assumption from 3.00% to 2.60%.
- Decreased the assumed rate of interest on member accounts from 3.75% to 3.50% per year.
- Decreased the discount rate from 7.50% to 7.00%.
- Decreased the wage growth assumption from 4.00% to 3.25%.
- Decreased the payroll growth assumption from 4.00% to 3.25%.

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

- Decreased the inflation assumption from 3.25% to 3.00%.
- Decreased the assumed rate of interest on member accounts from 4.00% to 3.75% per year.
- Adjusted male mortality rates for retirees in the Regular membership group.
- Moved from an open 30-year amortization period to a closed 30-year amortization period for the UAL (unfunded actuarial liability) beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20-year period.

The 2010 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted retiree mortality assumptions.
- Modified retirement rates to reflect fewer retirements.
- Lowered disability rates at most ages.
- Lowered employment termination rates.
- Generally increased the probability of terminating members receiving a deferred retirement benefit.
- Modified salary increase assumptions based on various service duration.



### **Supplementary Information**

City of West Branch

Schedule of Cash Receipts, Disbursements  
and Changes in Cash Balances  
Nonmajor Governmental Funds

As of and for the year ended June 30, 2019

	Special Revenue			
	Employee	Local	Revolving	
	Benefits	Option	Loan	Krouth
		Sales Tax		
Receipts:				
Property tax	\$ 277,300	-	-	-
Other city tax	4,558	216,090	-	-
Use of money and property	-	-	-	278
Intergovernmental	14,959	-	-	-
Charges for Services	-	-	8,518	-
Miscellaneous	-	-	-	-
Total receipts	296,817	216,090	8,518	278
Disbursements:				
Operating:				
Public safety	101,831	-	-	-
Public works	20,655	-	-	-
Culture and recreation	88,093	-	-	-
General government	16,722	-	-	-
Total disbursements	227,301	-	-	-
Excess of receipts over disbursements	69,516	216,090	8,518	278
Other financing sources (uses):				
Transfers in	-	-	32,104	-
Transfers out	-	(215,890)	-	-
Total other financing sources (uses)	-	(215,890)	32,104	-
Change in cash balances	69,516	200	40,622	278
Cash balances beginning of year	96,032	110,117	96,459	18,742
Cash balances end of year	\$ 165,548	110,317	137,081	19,020
<b>Cash Basis Fund Balances</b>				
Nonspendable:				
Cemetery perpetual care	\$ -	-	-	-
Krouth principal	-	-	-	-
Restricted for:				
Employee benefits	165,548	-	-	-
Park improvements	-	110,317	-	-
Library	-	-	-	19,020
Other purposes	-	-	137,081	-
Total cash basis fund balances	\$ 165,548	110,317	137,081	19,020

See accompanying independent auditor's report.

Permanent		
Krouth Principal	Cemetery Perpetual Care	Total
-	-	277,300
-	-	220,648
1,234	2,296	3,808
-	-	14,959
-	-	8,518
-	1,200	1,200
1,234	3,496	526,433
-	-	101,831
-	-	20,655
-	-	88,093
-	-	16,722
-	-	227,301
1,234	3,496	299,132
-	-	32,104
-	-	(215,890)
-	-	(183,786)
1,234	3,496	115,346
52,113	114,362	487,825
53,347	117,858	603,171
-	117,858	117,858
53,347	-	53,347
-	-	165,548
-	-	110,317
-	-	19,020
-	-	137,081
53,347	117,858	603,171

City of West Branch  
Schedule of Indebtedness  
Year ended June 30, 2019

Obligation	Date of Issue	Interest Rates	Amount Originally Issued
General obligation bonds/notes:			
Corporate purpose and refunding	Mar 5, 2013	1.00-3.00%	\$ 2,730,000
Property acquisition	Jul 31, 2013	3.00	400,000
Corporate purpose - street improvement	Aug 8, 2015	1.10-2.40	855,000
Corporate purpose - essential projects and park improvements	Jul 19, 2016	1.00-2.10	1,000,000
Urban renewal	Jul 19, 2016	1.55-2.50	400,000
Judgment settlement	Mar 7, 2017	3.25	495,000
Corporate purpose - street, utility and park improvements	Dec 5, 2017	2.00-3.50	4,200,000
Total			
Revenue bonds:			
Water	Jun 2, 2005 *	1.75%	\$ 860,000
Water	Apr 5, 2007 *	3.00	83,000
Total			
Lease-purchase agreements:			
Savin copier	Sep 24, 2013	3.49%	\$ 3,540
Lanier copier	Jul 30, 2018	10.01	5,000
Total			

\* The City is required to annually pay a .25% servicing fee on the outstanding principal balance.

See accompanying independent auditor's report.

Balance Beginning of Year	Issued During Year	Redeemed During Year	Balance End of Year	Interest Paid
1,835,000	-	165,000	1,670,000	35,290
51,673	-	51,673	-	1,550
630,000	-	85,000	545,000	13,145
915,000	-	85,000	830,000	14,998
400,000	-	45,000	355,000	8,245
495,000	-	99,000	396,000	16,088
4,040,000	-	340,000	3,700,000	101,273
<u>\$ 8,366,673</u>	<u>-</u>	<u>870,673</u>	<u>7,496,000</u>	<u>190,589</u>
406,000	-	46,000	360,000	7,105
38,000	-	4,000	34,000	1,140
<u>\$ 444,000</u>	<u>-</u>	<u>50,000</u>	<u>394,000</u>	<u>8,245</u>
234	-	117	-	1
-	5,000	740	4,260	428
<u>\$ 234</u>	<u>5,000</u>	<u>857</u>	<u>4,260</u>	<u>429</u>

City of West Branch  
Bond and Note Maturities  
June 30, 2019

Year Ending June 30,	General Obligation					
	Water Improvement Note		Street Improvement Bonds		Essential Projects and Park Improvement Bonds	
	Issued Mar 5, 2013		Issued Aug 8, 2015		Issued Jul 19, 2016	
	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount
2020	1.25%	\$ 170,000	1.90%	\$ 85,000	1.30%	\$ 85,000
2021	1.40	175,000	1.90	85,000	1.30	85,000
2022	1.55	175,000	2.20	90,000	1.50	90,000
2023	1.70	180,000	2.20	90,000	1.50	90,000
2024	1.85	185,000	2.40	95,000	1.75	90,000
2025	2.00	190,000	2.40	100,000	1.75	95,000
2026	2.30	80,000	-	-	2.00	95,000
2027	2.30	80,000	-	-	2.00	100,000
2028	2.50	80,000	-	-	2.10	100,000
2029	2.50	85,000	-	-	-	-
2030	3.00	85,000	-	-	-	-
2031	3.00	90,000	-	-	-	-
2032	3.00	95,000	-	-	-	-
Total		<u>\$ 1,670,000</u>		<u>\$ 545,000</u>		<u>\$ 830,000</u>

Year Ending June 30,	Revenue Bonds				
	Water Issued Jun 2, 2005		Water Issued Apr 5, 2007		Total
	Interest Rates	Amount	Interest Rates	Amount	
2020	1.75%	47,000	3.00%	4,000	51,000
2021	1.75	48,000	3.00	5,000	53,000
2022	1.75	50,000	3.00	5,000	55,000
2023	1.75	51,000	3.00	5,000	56,000
2024	1.75	53,000	3.00	5,000	58,000
2025	1.75	55,000	3.00	5,000	60,000
2026	1.75	56,000	3.00	5,000	61,000
2027	-	-	-	-	-
2028	-	-	-	-	-
2029	-	-	-	-	-
2030	-	-	-	-	-
2031	-	-	-	-	-
2032	-	-	-	-	-
Total		<u>\$ 360,000</u>		<u>\$ 34,000</u>	<u>394,000</u>

See accompanying independent auditor's report.

Bonds/Notes						
Urban Renewal Bonds		Judgement Settlement Note		Street, Utility and Park Improvement Bonds		
Issued Jul 19, 2016		Issued Mar 7, 2017		Issued Dec 5, 2017		
Interest		Interest		Interest		Total
Rates	Amount	Rates	Amount	Rates	Amount	
1.90%	\$ 45,000	3.25%	\$ 99,000	2.00%	\$ 340,000	824,000
1.90	50,000	3.25	99,000	2.00	350,000	844,000
2.20	50,000	3.25	99,000	2.00	365,000	869,000
2.20	50,000	3.25	99,000	2.00	375,000	884,000
2.50	50,000	-	-	2.50	400,000	820,000
2.50	55,000	-	-	2.50	405,000	845,000
2.50	55,000	-	-	2.75	220,000	450,000
-	-	-	-	3.00	225,000	405,000
-	-	-	-	3.00	235,000	415,000
-	-	-	-	3.10	240,000	325,000
-	-	-	-	3.25	175,000	260,000
-	-	-	-	3.40	180,000	270,000
-	-	-	-	3.50	190,000	285,000
<u>\$ 355,000</u>		<u>\$ 396,000</u>		<u>\$ 3,700,000</u>		<u>7,496,000</u>

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City of West Branch

Schedule of Receipts By Source and Disbursements By Function –  
All Governmental Funds

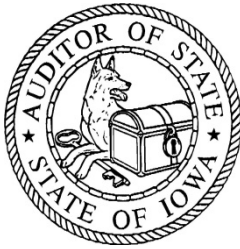
For the Last Ten Years

	2019	2018	2017	2016
Receipts:				
Property tax	\$ 1,724,999	1,631,625	1,613,353	1,544,428
Tax increment financing	403,116	249,972	152,449	154,260
Other city tax	283,278	221,777	247,527	214,282
Licenses and permits	41,934	58,917	49,282	58,941
Use of money and property	80,843	46,396	13,822	7,516
Intergovernmental	799,958	647,327	597,068	592,752
Charges for service	116,167	122,607	116,572	107,827
Miscellaneous	101,038	117,922	134,422	66,781
Total	<u>\$ 3,551,333</u>	<u>3,096,543</u>	<u>2,924,495</u>	<u>2,746,787</u>
Disbursements:				
Operating:				
Public safety	\$ 609,150	1,294,486	592,081	695,809
Public works	392,936	395,399	463,907	438,783
Culture and recreation	626,015	637,963	605,758	727,100
Community and economic development	59,636	52,911	655,049	64,898
General government	175,404	206,342	278,833	399,311
Debt service	1,063,861	681,872	532,538	372,115
Capital projects	2,821,540	1,625,144	1,716,074	483,366
Total	<u>\$ 5,748,542</u>	<u>4,894,117</u>	<u>4,844,240</u>	<u>3,181,382</u>

See accompanying independent auditor's report.



2015	2014	2013	2012	2011	2010
1,537,122	1,559,380	1,329,716	1,157,867	1,035,262	1,053,701
215	36,912	97,387	374,400	963,646	656,110
173,221	147,596	166,392	112,030	-	27,102
54,892	65,481	60,216	47,563	51,699	28,952
5,984	6,817	7,083	10,027	14,338	18,138
486,289	394,359	381,215	427,391	357,947	543,714
94,935	97,863	83,971	71,122	68,253	81,074
154,161	216,635	153,030	178,850	97,210	113,503
2,506,819	2,525,043	2,279,010	2,379,250	2,588,355	2,522,294
835,978	556,440	495,520	461,258	553,784	761,338
609,663	480,201	706,656	573,811	427,260	425,684
571,811	925,633	457,409	499,060	397,686	357,108
147,241	85,428	21,250	484,467	971,569	682,578
231,897	198,704	221,738	252,766	183,459	198,461
468,291	340,488	1,650,192	210,283	125,157	125,628
6,798	-	-	252,978	128,745	-
2,871,679	2,586,894	3,552,765	2,734,623	2,787,660	2,550,797



**OFFICE OF AUDITOR OF STATE  
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**Independent Auditor's Report on Internal Control  
over Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in Accordance with  
Government Auditing Standards**

To the Honorable Mayor and Members of the City Council:

We have audited in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the City of West Branch, Iowa, as of and for the year ended June 30, 2019, and the related Notes to Financial Statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated May 11, 2020. Our report expressed unmodified opinions on the financial statements which were prepared on the basis of cash receipts and disbursements, a basis of accounting other than U.S. generally accepted accounting principles.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City of West Branch's internal control over financial reporting to determine the audit procedures appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of West Branch's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of West Branch's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying Schedule of Findings, we identified deficiencies in internal control we consider to be a material weakness and a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the City of West Branch's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiency in internal control described in the accompanying Schedule of Findings as item (A) to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings as item (B) to be a significant deficiency.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of West Branch's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of non-compliance or other matters which are described in the accompanying Schedule of Findings.

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2019 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.


#### The City of West Branch's Responses to the Findings

The City of West Branch's responses to the findings identified in our audit are described in the accompanying Schedule of Findings. The City of West Branch's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

#### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of West Branch during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

  
Marlys K. Gaston, CPA  
Deputy Auditor of State

May 11, 2020

**Findings Related to the Financial Statements:**

**INTERNAL CONTROL DEFICIENCIES:**

(A) Segregation of Duties

Criteria – Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements.

Condition – Generally, one individual in the City has control over each of the following areas:

- (1) Receipts – collecting, depositing and posting.

For the West Branch Firefighters Association, one individual has control over each of the following areas:

- (1) Receipts – collecting, depositing, recording and reconciling.
- (2) Disbursements – preparing, recording and reconciling.

For the West Branch Firefighters Foundation, one individual has control over each of the following areas:

- (1) Receipts – collecting, depositing, recording and reconciling.
- (2) Disbursements – preparing, recording and reconciling.

For the Friends of the West Branch Library, one individual has control over each of the following areas:

- (1) Receipts – depositing, recording, and reconciling.
- (2) Disbursements – preparing, recording and reconciling.

Cause – The City, the West Branch Firefighters Association, the West Branch Firefighters Foundation and the Friends of the West Branch Library have a limited number of employees and procedures have not been designed to adequately segregate duties or provide compensating controls through additional oversight of transactions and processes.

Effect – Inadequate segregation of duties could adversely affect each entity's ability to prevent or detect and correct misstatements, errors or misappropriation on a timely basis by employees in the normal course of performing their assigned functions.

City of West Branch

Schedule of Findings

Year ended June 30, 2019

Recommendation – The City, the West Branch Firefighters Association, the West Branch Firefighters Foundation and the Friends of the West Branch Library should review their control activities to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials, to provide additional control through review of financial transactions, reconciliations and reports.

Responses

City – City staff agrees with this finding and will continue to work to implement suggestions contained within the recommendation. The Finance Officer will review receipts and sign off on them.

West Branch Firefighters Association – Staff agrees with this finding and will work to implement suggestions contained within the recommendation. Staff will ensure transactions are not prepared, recorded and reconciled by one individual.

West Branch Firefighters Foundation – Staff agrees with this finding and will work to implement suggestions contained within the recommendation. Staff will ensure transactions are not prepared, recorded and reconciled by one individual.

Friends of the Library – Staff agrees with this finding and will work to implement suggestions contained within the recommendation. Staff will ensure collecting, depositing, posting, and reconciling funds is not performed by one individual. Disbursements will be reviewed by an independent person.

Conclusion – Response accepted.

(B) Firefighters Association and Firefighters Foundation Account Bank Reconciliation

Criteria – An effective internal control system provides for internal controls related to reconciling monthly bank statements to the book balance to ensure the accuracy of the book balance.

Condition – The West Branch Firefighters Association and the West Branch Firefighters Foundation have not been preparing a monthly bank to book reconciliation.

Cause – Policies have not been established and procedures have not been implemented to reconcile monthly bank statements to ensure the accuracy of the book balance.

Effect – Since monthly bank statement reconciliations were not prepared, misstatements of the book balances could occur and not be detected.

Recommendation – To improve financial accountability and control, the reconciliation of the book and bank balances should be prepared and reviewed by an independent person. The review should be documented by the signature or initials of the reviewer and the date of the review.

City of West Branch

Schedule of Findings

Year ended June 30, 2019

Response –

West Branch Firefighters Association – Staff agrees with this finding and will work to implement suggestions contained within the recommendation. Staff will ensure bank reconciliations are prepared monthly and reviewed and approved by an independent person. The review will be documented by the signature or initials of the reviewer and the date of the review.

West Branch Firefighters Foundation – Staff agrees with this finding and will work to implement suggestions contained within the recommendation. Staff will ensure bank reconciliations are prepared monthly and reviewed and approved by an independent person. The review will be documented by the signature or initials of the reviewer and the date of the review.

Conclusion – Response accepted.

City of West Branch

Schedule of Findings

Year ended June 30, 2019

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

City of West Branch

Schedule of Findings

Year ended June 30, 2019

**Other Findings Related to Required Statutory Reporting:**

- (1) Certified Budget – Disbursements during the year ended June 30, 2019 exceeded the amounts budgeted in the debt service function. Chapter 384.20 of the Code of Iowa states, in part, “Public monies may not be expended or encumbered except under an annual or continuing appropriation.”

Recommendation – The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursement were allowed to exceed the budget.

Response – City staff agrees with this finding. The Finance Officer will monitor budgets more closely and amend them before any function exceeds the budget.

Conclusion – Response accepted.

- (2) Questionable Disbursements – No disbursements we believe may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.
- (3) Travel Expense – No disbursements of City money for travel expenses of spouses of City officials or employees were noted.
- (4) Business Transactions – Business transactions between the City and City officials or employees are detailed as follows:

Name, Title and Business Connection	Transaction Description	Amount
Kevin Stoolman, Volunteer Fire Chief, Owner of West Branch Repairs	Vehicle repairs	\$ 6,700

In accordance with Chapter 362.5(3)(h) of the Code of Iowa, the transactions with West Branch Repairs do not appear to represent a conflict of interest since the contract is with a volunteer fire fighter.

- (5) Bond Coverage – Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure the coverage is adequate for current operations.
- (6) City Council Meeting Minutes – No transactions were found that we believe should have been approved in the City Council meeting minutes but were not.
- (7) Deposits and Investments – No instances of non-compliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the City's investment policy were noted.
- (8) Revenue Bonds – No instances of non-compliance with the revenue bond resolutions were noted.
- (9) Annual Urban Renewal Report – The Annual Urban Renewal Report was approved and certified to the Iowa Department of Management on or before December 1.



City of West Branch

Staff

This audit was performed by:

Marlys K. Gaston, CPA, Deputy  
Lesley R. Geary, CPA, Manager  
Sidot K. Shipley, Senior Auditor  
Adrian T. Duer, Assistant Auditor



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1914</b> – A Resolution Cancelling the Hoover Hometown Days Event Including the Firework Display.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Hoover Hometown Days Committee
<b>DATE:</b>	June 17, 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 and June 18<sup>th</sup> to discuss options for Hoover's Hometown Days. The committee's recommendation is to cancel the event entirely. It should also be noted that the Fire Department will also be cancelling its activities as well.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1914 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> June 22, 2020	
<b>AGENDA ITEM:</b>	<b>Resolution 1915</b> – A Resolution Hiring Cathy Steen as a Full-time Police Officer for the City of West Branch, and Setting the Hourly Wage for the Position of Police Officer.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Mike Horihan, Chief of Police
<b>DATE:</b>	June 18, 2020

### BACKGROUND:

Cathy Steen has been a dedicated certified part-time police for the City of West Branch for many years and she is committed to be a WBPD Officer in this community. She has lived in West Branch for many years as well. She is a seasoned officer who has already completed her work in the police academy. Her noteworthy leadership as the West Branch School Resource Officer has been exemplary. I would suggest that she gets paid \$25.68 dollars an hour. This would make her the most senior in experience and pay at the full-time police officer level under the Sergeant position in the police department.

<b>STAFF RECOMMENDATION:</b> Approve Resolution 1915 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

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## RESOLUTION 1915

### A RESOLUTION HIRING CATHY STEEN AS A POLICE OFFICER FOR THE CITY OF WEST BRANCH, AND SETTING THE HOURLY WAGE FOR THE POSITION OF POLICE OFFICER

**WHEREAS**, the City of West Branch is interested in hiring Cathy Steen as a full-time police officer; and

**WHEREAS**, Cathy Steen has been a dedicated certified part-time police for the City of West Branch for many years and she is committed to be a WBPD Officer in this community; and

**WHEREAS**, the Police Chief will be undergoing a State Required Retirement during the next fiscal year beginning July 1, 2020 and ending June 30, 2021;

**WHEREAS**, the City of West Branch has expressed interest in hiring ahead of this transition in police personnel; and

**WHEREAS**, Cathy Steen, a high performing current police officer (an internal candidate) and the city's only part-time candidate, based on current hiring practices should receive first consideration in hiring for this position before conducting an external search;

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

**Section 1.** That the City of West Branch, Iowa will hire Cathy Steen as a full-time Police Officer.

**Section 2** The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue payroll checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage Per Hour	Basic Hours
Police Officer	Cathy Steen	\$25.68	40 / Week

**Section 3** The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

**Section 4** This resolution will be effective upon final passage of the City Council.

\* \* \* \*

**Passed and approved this 22<sup>nd</sup> day of June 2020.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1908</b> – Approving the West Branch High School Softball Parking Lot Site Plan.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	June 15, 2020

### BACKGROUND:

**Resolution 1902 – Approving the West Branch High School Softball Parking Lot Site Plan** (failed June 1, 2020 on a vote of 3/2).

**Councilperson Dean requested this item be brought back to the City Council for consideration on June 22, 2020. Resolution 1908 will now be considered for approval.**

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.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1908 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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---

**Dave Schechinger, P.E.**  
Veenstra & Kimm, Inc.  
860 22<sup>nd</sup> 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,

A handwritten signature in black ink that reads "Brian A. Boelk".

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.

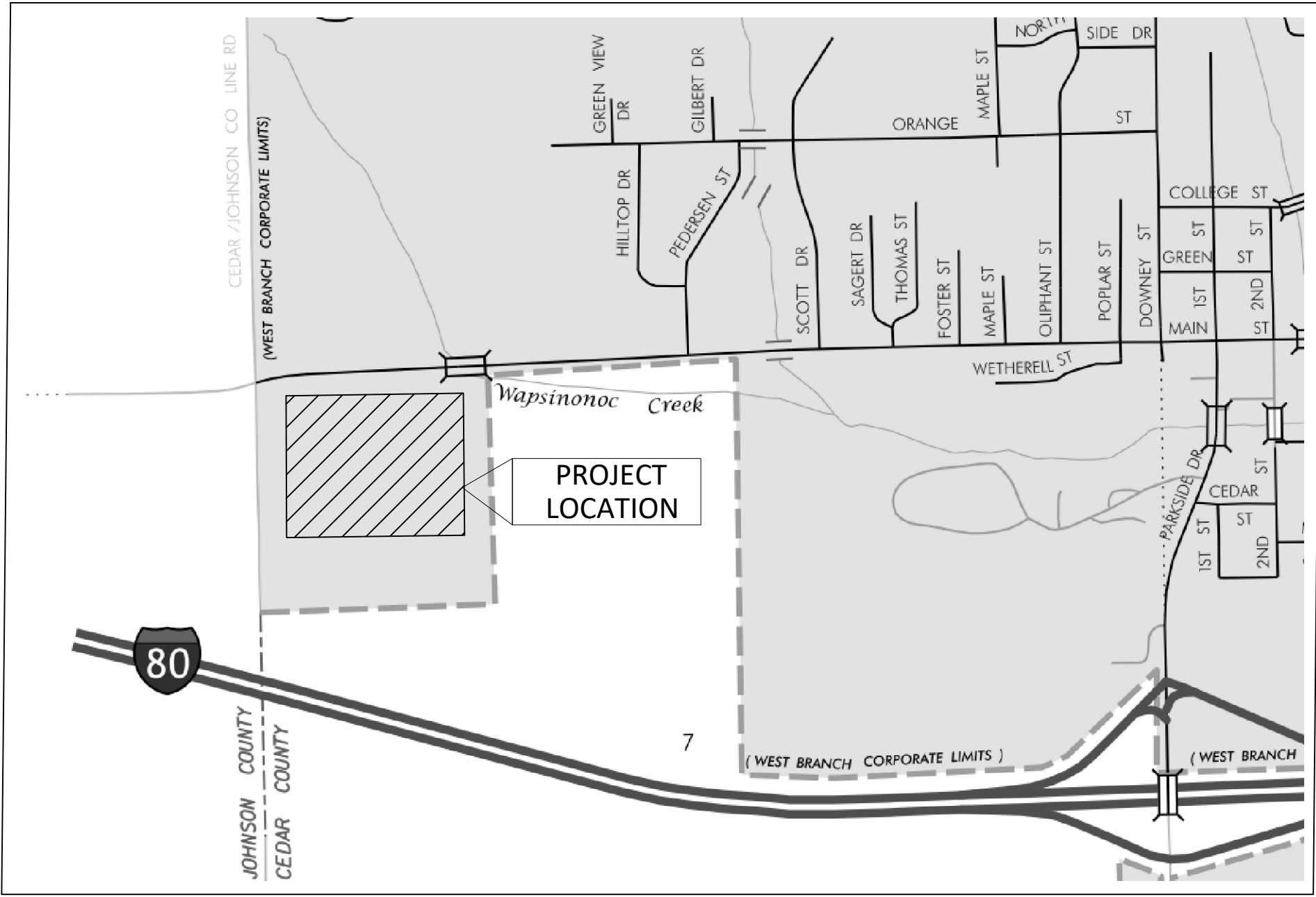
DESCRIBED PARCEL CONTAINS 40 ACRES AND IS SUBJECT TO EASEMENTS AND OTHER RESTRICTIONS OF RECORD.

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

SHEET INDEX		
C0.00	COVER SHEET	
CIVIL		
C0.01	LEGEND AND GENERAL NOTES	
C0.02	GENERAL NOTES	
C1.00	SITE PLAN	
C2.00	GRADING & EROSION CONTROL PLAN	
ELECTRICAL		
E1.00	LIGHTING AND LIGHTING PLAN	

UTILITY CONTACTS

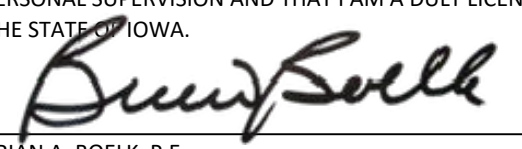
ALLIANT ENERGY  
LAURA BARR  
(319) 286-1315

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



LEGEND:  
UTILITIES

	EXISTING	PROPOSED
COMMUNICATIONS	— < CD —	— CO —
OVERHEAD LINE	— < DH —	— OH —
ELECTRIC	— < E —	— E —
FIBER OPTIC	— < FO —	— FO —
GAS	— < G —	— G —
SANITARY SEWER	— < S —	— SS —
STORM	— < ST —	— ST —
SUBDRAIN	— < 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		
COMMUNICATIONS PEDESTAL		
COMMUNICATIONS MANHOLE		
GUY WIRE ANCHOR		
UTILITY POLE		
UTILITY POLE WITH LIGHT		
LIGHT POLE		
ELECTRIC MANHOLE		
ELECTRIC TRANSFORMER		
TRAFFIC HANDHOLE		
TRAFFIC MANHOLE		
FIBER OPTIC HANDHOLE		
FIBER OPTIC MANHOLE		
GAS MANHOLE		
GAS VALVE		
SANITARY SEWER MANHOLE		
SANITARY SEWER CLEANOUT		
STORM SEWER MANHOLE		
STORM SEWER INTAKE		
HYDRANT		
WATER VALVE		
CURB STOP		
WATER MANHOLE		
POST INDICATOR VALVE		

SITE

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

GENERAL NOTES

- 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.
- 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.
- 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.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL UNCOVER EXISTING UTILITIES AT CRITICAL LOCATIONS TO VERIFY EXACT HORIZONTAL AND VERTICAL LOCATION.
- 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.
- 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.
- NO WORK SHALL BE PERFORMED BEYOND THE PROJECT LIMITS WITHOUT PRIOR AUTHORIZATION FROM THE OWNER OR OWNER'S REPRESENTATIVE.
- 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.
- 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.
- 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

- STRIP EXISTING VEGETATION WITHIN THE GRADING LIMITS AND AREAS TO RECEIVE FILL. STOCKPILE ON-SITE FOR REUSE IF SUITABLE.
- 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.
- REMOVE AND RECOMPACT AREAS OF SUBGRADE WHICH ARE SOFT OR UNSTABLE TO MEET SPECIFIED LIMITS FOR DENSITY AND MOISTURE CONTENT.
- SCARIFY EXISTING SUBGRADE TO A DEPTH OF 12 INCHES AND RECOMPACT TO 98% OF STANDARD PROCTOR DENSITY (ASTM D698) PRIOR TO PLACEMENT OF FILL.
- 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.
- PLACE FILL MATERIAL IN 9" MAXIMUM LIFTS.
- FILLS PLACED BELOW LAWN AREAS SHALL BE COMPACTED TO 90% OF MATERIALS MAXIMUM STANDARD PROCTOR DRY DENSITY (ASTM D698).
- 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.
- 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.
- 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).
- 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).
- FINISH CONTOURS SHOWN ARE TO TOP OF FINISHED GRADE OR TO TOP OF TOPSOIL.

SITE PREPARATION NOTES

- PROTECT ADJACENT PROPERTY DURING DEMOLITION, IF APPLICABLE.
- DEMOLITION LIMIT LINE IS THE EXISTING PROPERTY LINE UNLESS NOTED OTHERWISE.
- MAINTAIN POSITIVE DRAINAGE ON THE SITE THROUGHOUT THE PROJECT DURATION.
- 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.
- 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.
- DURING CONSTRUCTION, CONTROL DUST SPREADING FROM ALL WORK AND STAGING AREAS.
- REMOVAL OR ABANDONMENT OF PUBLIC UTILITIES SHALL BE FULLY COORDINATED WITH APPROPRIATE UTILITY SUPPLIER AND REGULATORY AGENCIES.
- ANY EXISTING FACILITIES (CURBS, PAVEMENT, UTILITIES, ETC.) THAT THE CONTRACTOR'S OPERATIONS DAMAGE SHALL BE REPAIRED BY THAT CONTRACTOR AT HIS/HER COST.
- REMOVE ALL DESIGNATED STREETS, DRIVEWAYS, ETC. IN THEIR ENTIRETY. BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY (ASTM D698).
- 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.
- SAWCUT EDGES OF PAVEMENT FULL DEPTH PRIOR TO REMOVAL TO PREVENT DAMAGE TO ADJACENT SLABS AND FIXTURES.
- 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.
- 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.
- 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.
- 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:

- CONNECT TILE TO THE NEAREST STORM SEWER.
- DAYLIGHT TO FINISHED GROUND.
- REPAIR TILE AND MAINTAIN SERVICE.

SURFACE RESTORATION NOTES

- 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.
- ALL DISTURBED AREAS SHALL BE SEEDED, FERTILIZED AND MULCHED IN ACCORDANCE WITH SUDAS SECTION 9010.
- 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.
- APPLY SEED AT THE RATES INDICATED IN THE PROJECT SPECIFICATIONS.
- MAINTAIN SEEDED AREAS UNTIL AN ADEQUATE STAND OF GRASS HAS BEEN ESTABLISHED. RESEED ANY AREAS AS NECESSARY TO STABILIZE SOIL PER PROJECT SPECIFICATIONS.
- 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.

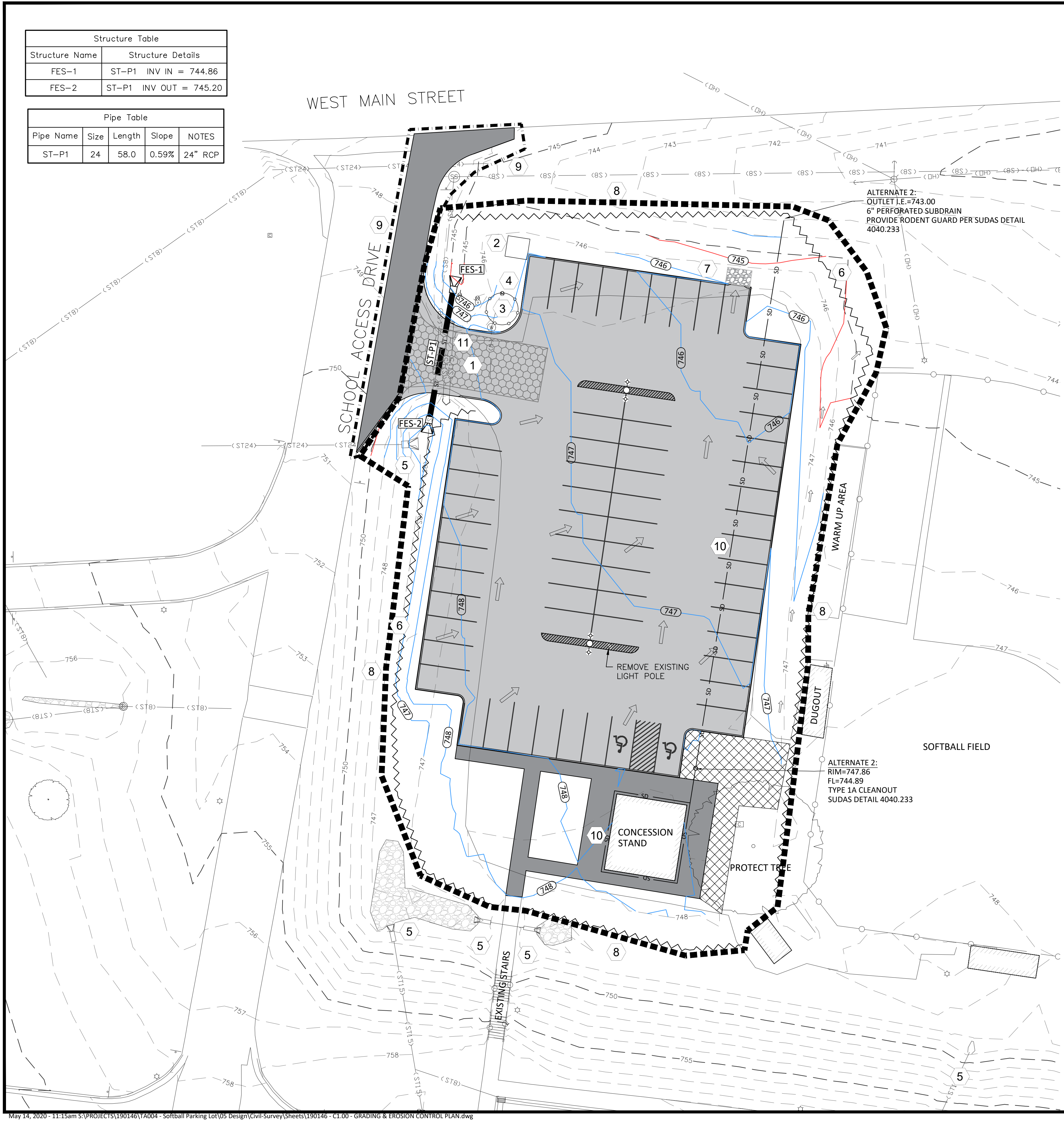
EROSION CONTROL NOTES

- 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.
- THE CONTRACTOR SHALL INCORPORATE ALL EROSION CONTROL FEATURES INTO THE PROJECT PRIOR TO DISTURBING THE SOIL.
- 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.
- 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.
- MINIMIZE SOIL EROSION BY MAINTAINING ALL EXISTING VEGETATIVE GROWTH WITHIN THE GRADING LIMITS FOR AS LONG AS PRACTICAL.
- INSTALL A SILT FENCE AROUND ALL STOCKPILED TOPSOIL.
- 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.
- SEQUENCE OF EROSION AND SEDIMENT CONTROL EVENTS:
  - INSTALL INLET PROTECTION AROUND EXISTING INTAKES AS INDICATED ON THE SITE CONSTRUCTION PLAN.
  - INSTALL PERIMETER SILT FENCE AS INDICATED ON THE SITE CONSTRUCTION PLAN.
  - INSTALL SILT FENCE AROUND ANY TOPSOIL OR EXCESS SOIL STOCKPILES. APPLY TEMPORARY SEEDING TO ALL TOPSOIL OR EXCESS SOIL STOCKPILES.
  - INSTALL STONE SUBBASE ON STREET AREAS FOLLOWING COMPLETION OF GRADING.
  - 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).
  - 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.
  - 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.



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.

01020

01020

ENGINEER:

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

DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

ISSUED FOR:

BIDDING

PROJECT NAME:

WEST BRANCH CSD  
SOFTBALL PARKING LOT

CLIENT NAME:

WEST BRANCH CSD

DATE ISSUED:

MAY 14, 2020

CURRENT REV:

A

SHEET NAME:

GRADING & EROSION  
CONTROL PLAN

SHEET NUMBER:

C1.00

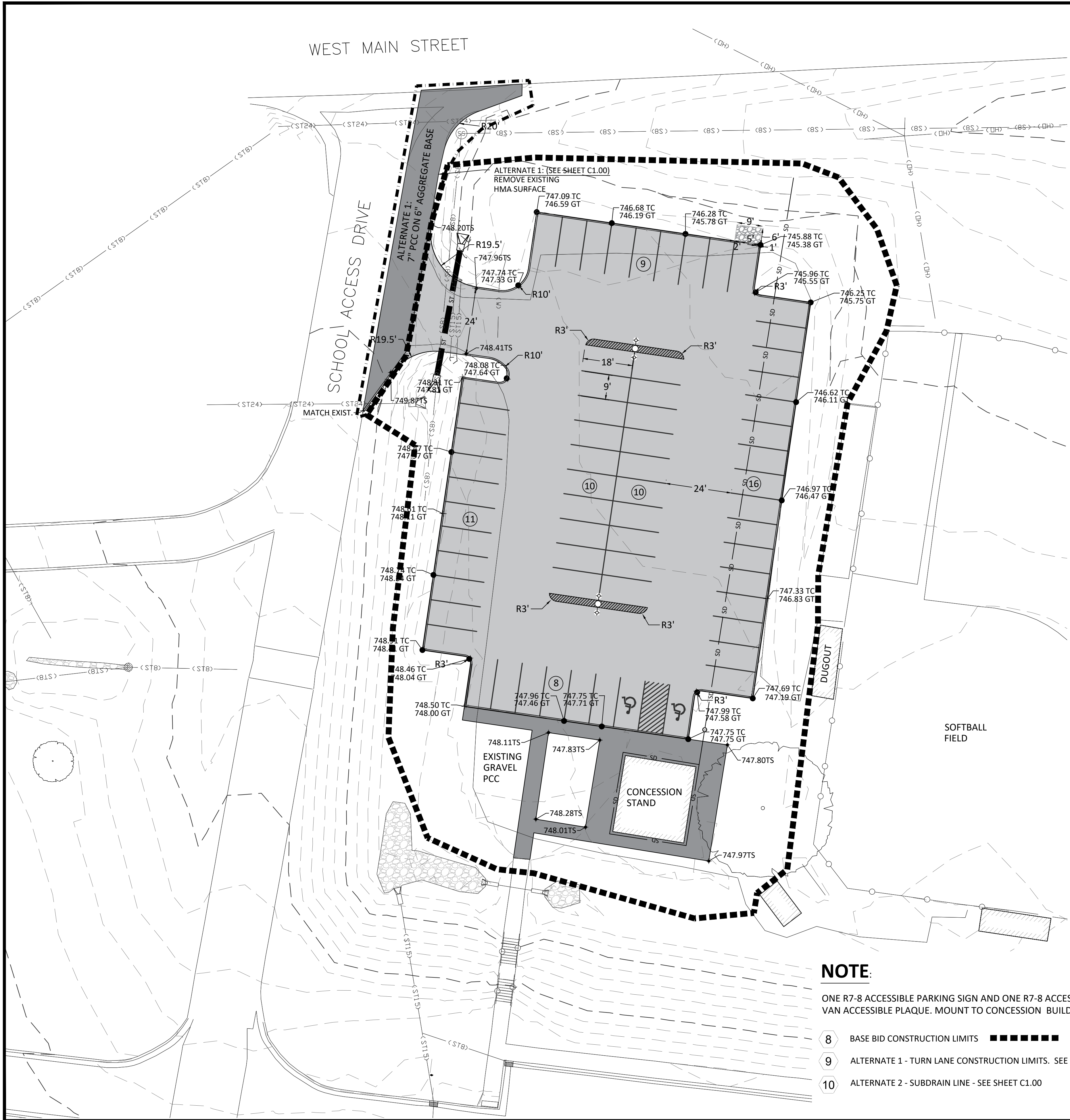
PROJECT NO.:

19-0146

PROJECT MANAGER:

BOELK





### 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

### PCC PAVEMENT NOTES

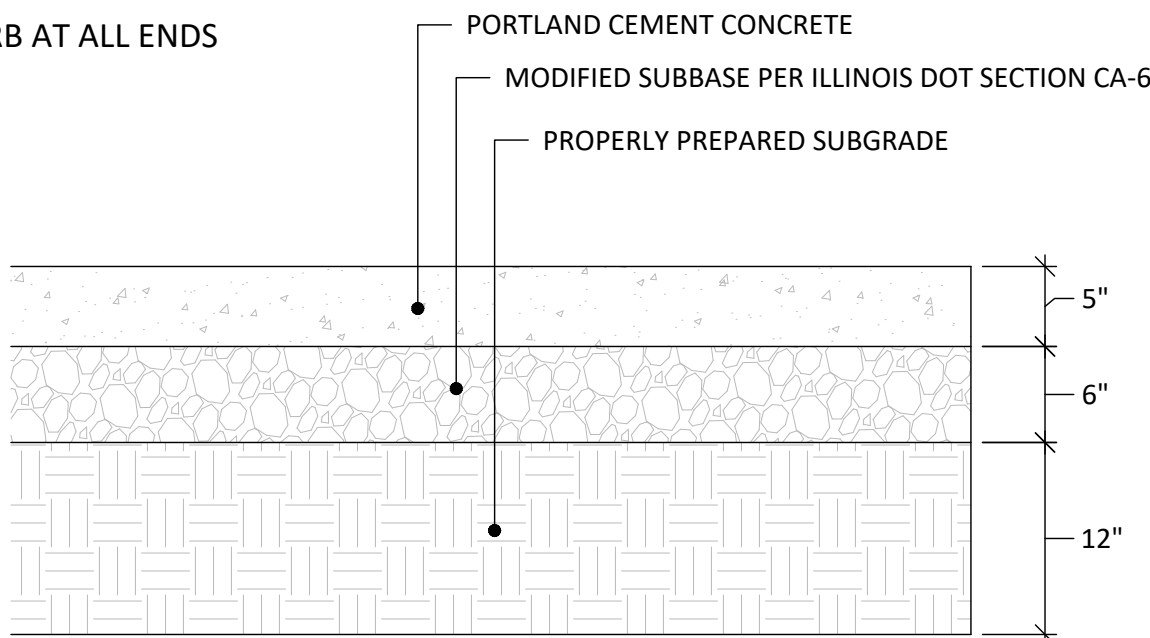
- PCC PAVING THICKNESS SHALL BE 5-INCH ON 6INCH GRANULAR SUBBASE, UNLESS STATED OTHERWISE.
- MATERIALS AND CONSTRUCTION FOR PORTLAND CEMENT CONCRETE PAVEMENTS SHALL MEET THE REQUIREMENT OF IOWA DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, LATEST REVISION, SECTION 2301. THE PARAGRAPHS FOR MEASUREMENT AND PAYMENT SHALL NOT APPLY.
- 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  $6-1/2\% \pm 1.5\%$  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.
- JOINT SEALER SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4136 FOR HOT POURED JOINT SEALER.
- 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.
- 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.
- 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.
- CURBS SHALL BE CAST INTEGRAL WITH CONCRETE PAVEMENT UNLESS NOTED OTHERWISE.
- 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 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.
- 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.
- CONSTRUCT 1" EXPANSION JOINTS ON PCC CURB AT ALL ENDS OF RETURN RADII.

### PAVEMENT GENERAL NOTES

- ALL SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
- ALL DIMENSIONS TO BACK-OF-CURB UNLESS NOTED OTHERWISE.
- 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.
- COMPACT SUBGRADE BENEATH PAVEMENTS IN ACCORDANCE WITH GRADING NOTES.
- 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.
- PROOF-ROLL SUBGRADE PER SECTION 2115. REMOVE AND REPLACE UNSTABLE AREAS WITH SUITABLE COMPACTED MATERIAL.
- ALL CURB AND GUTTER IS 6" STANDARD CURB PER SUDAS FIGURE 7010.102 UNLESS STATED OTHERWISE.

### STORM SEWER NOTES

- ALL STORM SEWERS SHALL BE CLASS 3 RCP UNLESS NOTED OTHERWISE IN THE PLANS.
- 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.
- ALL STORM SEWERS SHALL BE PROVIDED WITH CLASS "B" BEDDING, UNLESS NOTED OTHERWISE.
- STORM SEWERS SHADED ON THE PROFILE VIEW SHALL BE BACK FILLED WITH EITHER OF THE FOLLOWING COMPACTED TO 95% STANDARD PROCTOR DENSITY:
  - SUITABLE EXCAVATED MATERIAL. IF EXCAVATED MATERIAL IS NOT SUITABLE, THEN CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL SHALL BE USED.
  - GRANULAR BACKFILL TO BE USED FRONT AND SIDES OF ALL INTAKE BACKFILL.
- 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.
- ALL STORM SEWERS SHALL HAVE CONFINED PROFILE GASKETS. STORM SEWERS 36" MAY HAVE TONGUE AND GROOVE JOINTS. NO MASTIC JOINTS ALLOWED.
- ALL PIPE SHALL BE CERTIFIED.
- LIFT HOLES IN STORM SEWER WILL NOT BE ALLOWED.



### STANDARD DUTY PAVEMENT SECTION

NOT TO SCALE

2

ENGINEER:

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

DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

ISSUED FOR:

BIDDING

PROJECT NAME:

WEST BRANCH CSD  
SOFTBALL PARKING LOT

CLIENT NAME:

WEST BRANCH CSD

DATE ISSUED:

MAY 14, 2020

CURRENT REV:

A

SHEET NAME:

SITE PLAN

SHEET NUMBER:

C2.00

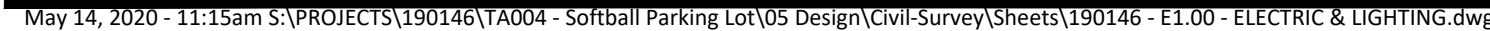
PROJECT NO.:

19-0146

PROJECT MANAGER:

BOELK





## LIGHTING PLAN KEYNOTES:

- 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.



SHEET NAME:		PROJECT NAME:		ISSUED FOR:		DRAWING LOG	
ELECTRICAL & LIGHTING PLAN		WEST BRANCH CSD SOFTBALL PARKING LOT		BIDDING		REV	DATE
SHEET NUMBER:	PROJECT NO.:	PROJECT MANAGER:	CLIENT NAME:	DATE ISSUED:	CURRENT REV.:		
E1.00	19-0146	BOELK	WEST BRANCH CSD	MAY 14, 2020	A		

**RESOLUTION 1908**

**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 22<sup>nd</sup> day of June, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 22, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1906</b> – A Resolution Amending the City of West Branch Sick Leave Policy.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator and Gordon Edgar, Finance Director
<b>DATE:</b>	May 27, 2020

**BACKGROUND:** Councilperson Tom Dean asked for this item to return because we believe we may be close to a compromise of between employee acceptance, fiscal prudence, and city council feedback.

The Dean Option:

- 1) Step 1: would remove annual pay outs for employees who have and/or earned sick leave accural time above the set maximum of 560 hours. As result, the only payout will be at retirement and those payouts would be capped at 560.
- 2) Step 2: would allow existing employees to continue to accural up to 560 hours. But new employees would fall under a new system that caps sick leave accruals at 96 hours a year. No annual payouts with a payout at only at retirement for no more than 96 hours at 25% of the employee's normal pay rate.
- 3) Step 3: the rate of accural would remain at current levels. After reviewing the survey of other cities, it was overwhelming validation that our current rate of accural was standard in the public sector industry.
- 4) Step 4: would provide short term and long term disability at the expense of the employer. After researching this matter it was learned that the employee benefit levy has a rolling balance of \$200,000 of which can not by state law be spent on anything except employee benefits. In addition to being able to levy .83458 cents per 1,000 taxable assessed dollars; our rolling balance is building up to a balance that could raise concerns with city auditors. Therefore, a benefit enhancement that will have a expense of less than \$8,000 a year will be more than affordable for the city.

Based on the results of the staff survey, I believe we can reach support with employees on the "Dean Option". From a city finance perspective this approach is economical and better for the employee than a Aflac (contributory system). It will also allow the city to spend benefit reserves for what they were intended for.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1906 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

# 16-142

## Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

Resolution No.: 1879

The City of: West Branch

County Name: CEDAR & JOHNSON

Date Budget Adopted: 3/2/2020

The below signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

319-643-5888

Telephone Number

*Mark R. Edgar*  
Signature

County Auditor Date Stamp

January 1, 2019 Property Valuations

Last Official Census

Regular  
DEBT SERVICE  
Ag Land

3a  
3b  
4a

With Gas & Electric  
143,785,299  
161,739,740  
573,644

2b  
3b  
4b

Without Gas & Electric  
142,523,267  
160,477,708

2,322

### TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General levy	5 1,184,661	1,154,438	43 8.10000
(384)		Non-Voted Other Permissible Levies			
1210	0.07000	Contract for use of Bridge	6 0	0	44 0
1210	0.06000	Opr & Maint publicly owned Transit	7 0	0	45 0
1211	Ant Nec	Rent, Ins. Maint of Civic Center	8 0	0	46 0
1212	0.13000	Opr & Maint of City owned Civic Center	9 18,885	18,719	47 0.13134
1212	0.06700	Planning a Sanitary Disposal Project	10 0	0	48 0
1214	0.27000	Aviation Authority (under sec.330A.15)	11 0	0	49 0
1216	0.06700	Levee Impr. fund in special charter city	13 0	0	51 0
1217	Ant Nec	Liability, property & self insurance costs	14 44,451	44,061	52 0.30915
1217	Ant Nec	Support of a Local Emerg Mgmt. Comm.	403 8,908	8,829	405 0.06195
(384)		Voted Other Permissible Levies			
1211	0.13000	Instrumental/Vocal Music Groups	15 0	0	53 0
1212	0.01000	Memorial Building	16 0	0	54 0
1213	0.13000	Symphony Orchestra	17 0	0	55 0
1214	0.27000	Cultural & Scientific Facilities	18 0	0	56 0
1215	As Voted	County Bridge	19 0	0	57 0
1216	1.30000	Missi or Missouri River Bridge Const.	20 0	0	58 0
1216	0.03375	Aid to a Transit Company	21 0	0	59 0
1216	0.20000	Maintain Institution received by gift/devise	22 0	0	60 0
1216	1.00000	City Emergency Medical District	403 0	0	405 0
1216	0.27000	Support Public Library	23 0	0	61 0
384.22	1.50000	Unified Law Enforcement	24 0	0	62 0

### Special Revenue Levies

384.8	0.27000	Emergency (if general fund at levy limit)	28 38,822	38,822
384.9	Ant Nec	Police & Fire Retirement	29 0	0
Ant Nec		FICA & IPERS (if general fund at levy limit)	30 161,782	161,782
Ant Nec		Other Employee Benefits	31 120,000	120,000
Total Employee Benefit Levies (29,30,31)			32 281,782	281,782
Sub Total Special Revenue Levies (28+32)			33 320,604	320,604

SSMID 2	(A)	(B)	34 0	0
SSMID 3	(A)	(B)	35 0	0
SSMID 4	(A)	(B)	36 0	0
SSMID 5	(A)	(B)	37 0	0
SSMID 6	(A)	(B)	38 0	0
SSMID 7	(A)	(B)	39 0	0
SSMID 8	(A)	(B)	40 0	0
Total Special Revenue Levies			39 320,604	317,789

384.4	Ant Nec	Debt Service Levy 76.10(6)	40 365,872	363,017	70 2.26210
384.7	0.07500	Capital Projects (Capital Improv. Reserve)	41 0	0	71 0
Total Property Taxes (27+39+40+41)			42 1,925,104	1,908,576	72 13.09428

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

The State of Iowa allows a levy of .83458 cents per 1,000 taxable assessed dollars to be spent on fringe benefits. These dollars can't be spent on anything else. So they sit as reserves until they are used.





West Branch Public Library  
PO Box 460  
300 N Downey St.  
West Branch, IA 52358

Ph: (319)643-2633  
Fax: (319)643-4148  
staff@wbpl.org  
www.wbpl.org

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City Council of West Branch, IA  
110 N Poplar St.  
West Branch, IA 52358

6/11/2020

Members of the City Council, Mayor, et. al.:

The Board of Trustees serves as both the community representation as well as direct governing agency of the West Branch Public Library. As that agency, we, the members of the board, believe that input might be provided on the recent discussions of wellness benefits as it directly affects the three full-time members of the library staff as well as any future recruiting efforts. As a smaller community, we find that West Branch relies on benefits like these to provide competitive positions compared to nearby, larger communities who have the ability to pay higher salaries.

In regards to the disability benefits, we understand that this is not a common benefit provided to municipal staff in small communities and applaud your consideration of disability benefits. As other city department staff are more likely to need this benefit, we do not feel able to provide a stronger argument for this than have already been provided by city administration and departments.

Regarding the topic of medical/sick/family leave, we have never before had cause to review these benefits so believed that they were competitive with other local government agencies. When provided the survey of surrounding communities' benefits, we were surprised to find they were lesser in some cases. The board strongly urges the council to increase the capacity of this time to 720 hours or 90 days to be competitive. These numbers are in reference to the average offering of those surveyed by the city administrator.

Medical and family leave is meant to be a safety precaution for staff in the event of extended illness in either their or their family's well being. They are meant to provide stability for our staff and to prevent them from spreading contagions to the public. The library serves many of our community on a frequent basis and we do not want staff attending work hours when ill. This

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Staff

Library Director: Nick Shimmin • Assistant Director: Jessica Schafer  
Youth Services Librarian: Rebecca Knoche • Library Assistant: Kat Korsmo

Board of Trustees

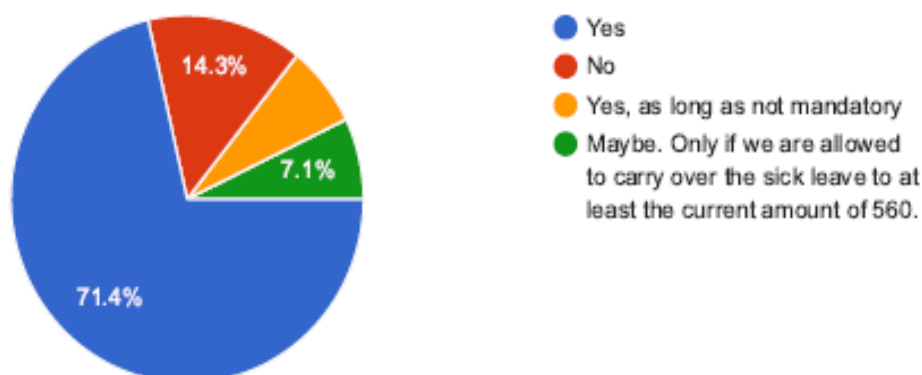
Karina Krall, president • Kristin Nalan, vice president • Lizabeth Osborne, secretary  
Jim Farmer • Jan Jacobson • Lisa Kofoed • Craig Walker

# Wellness Benefits Staff Survey

14 responses

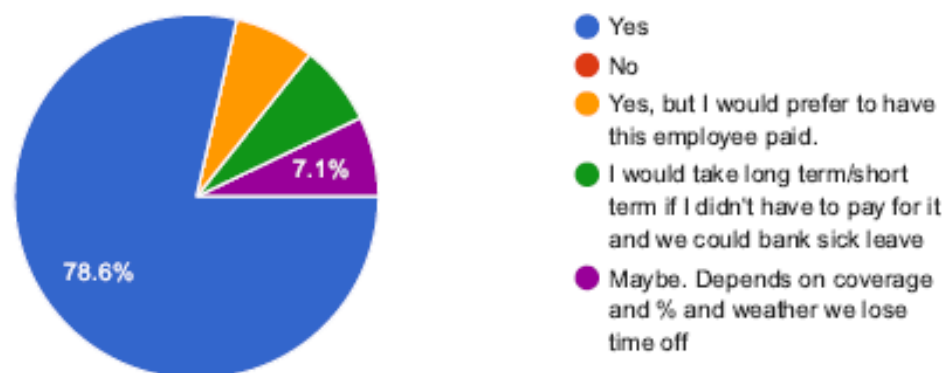
Would you support a shared sick leave bank that would allow employees to contribute time that goes over maximum sick/medical/family leave amounts?

14 responses



If offered, would you be interested in having a short-term or long-term insurance benefit?

14 responses



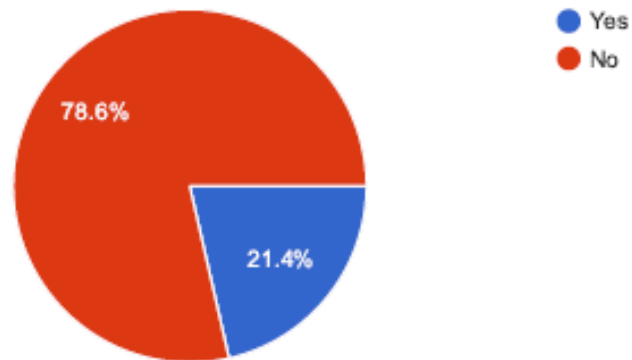


## Employee Cost

### Definitions

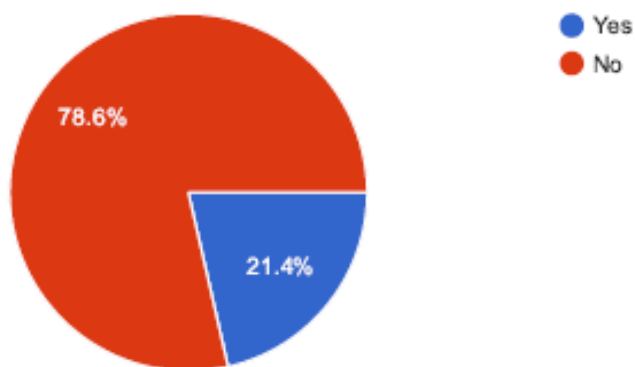
Would you be willing to pay the entirety for an added Disability Insurance Benefit?

14 responses



Would you be willing to pay the entirety for an added Disability Insurance Benefit?

14 responses

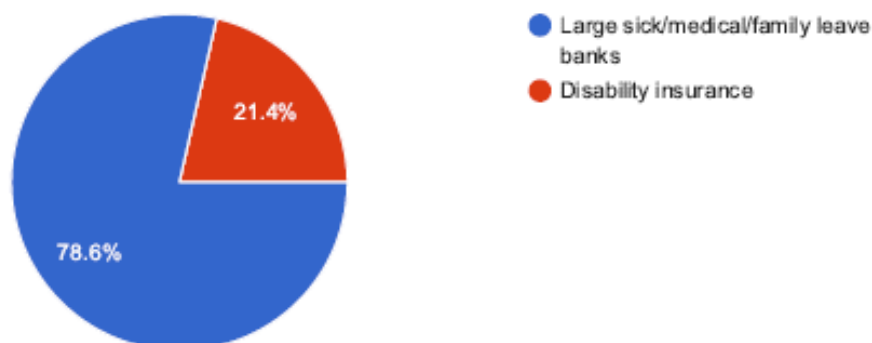


## Medical Leave Banks

### Medical Leave Banks

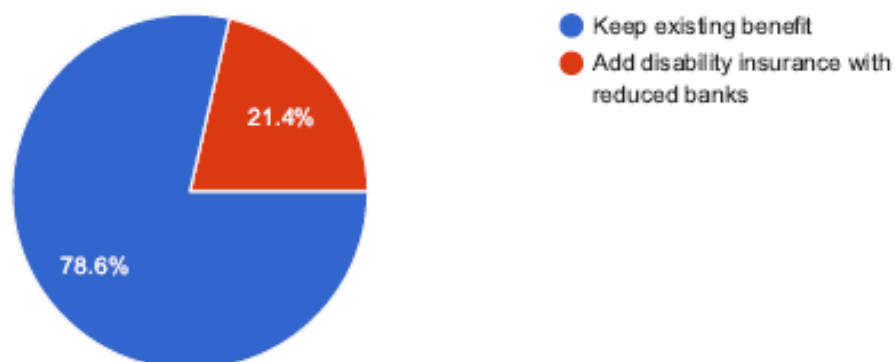
Would you rather have a large sick/medical/family leave bank with no disability insurance or have a small bank with disability insurance?

14 responses



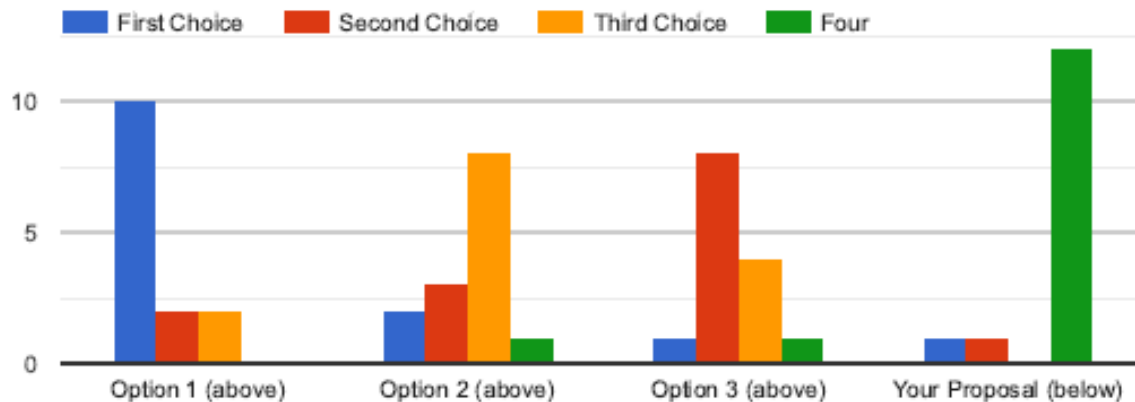
If the disability changes result in reduction of existing sick/medical/family banks, would you prefer to keep the existing benefit unchanged or would you prefer the addition of disability insurance with reduced banks?

14 responses



For the following questions, Options 1, 2 and 3, are defined as the following. You will be asked to rank them in order of preference.

Please Rank the above options in your order of preference



Fourth Option from above

2 responses

Sick/Medical/Family leave capped at 560 hours- any hours accrued over 560 go into sharable sick leave bank. Accrue at the current rate of 3.69 hours per pay period. Payout only at retirement at current rates. Employer-paid Short Term, Long Term, Life, and AD&D.

Add 6 weeks paid maternity leave for new moms and increase sick leave accruals so that employees can bank enough time to have a medically necessary surgery. (Current accruals at 3.69 hrs per pay period would make an employee to have to accrue sick leave for 3 years (with no use) just to have 5-6 weeks off for a surgery. Or allow comp time for all hourly employees to use for appointments or stay home with sick family members.

Additional Comments:

N/A

Not interested in the change

Increase accrual hours based on years of service. Pay out annually and at retirement as currently stated in handbook

**Sick Pay Survey**

City	Contact	Phone	Sick Pay	Maximum	Payout	Disability Insurance	Paid Premium	Transfer to Others
<b>Walcott</b>	Lisa Rickertsen	563-284-6571	8 hours/month	960 hours	100% at current hourly rate	NO Short term No Long term	N/A	No
<b>DeWitt</b>	Deanna Rekemeyer	563-659-3811	10 hours/month	1,000 hours	NO	NO Short term No Long term	N/A	Yes
<b>North Liberty</b>	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
<b>Durant</b>	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
<b>Tipton</b>	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
<b>West Liberty</b>	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
<b>Center Point</b>	Sarah Tritle	319-849-1508 X123	<b>PAID TIME OF (PTO)</b> 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
<b>Tiffin</b>	Abigail	319-545-2572	8 hours/month	540 hours	15% of cash valuation @ termination	Short Term - AFLAC	Employee pd	No policy
<b>Postville</b>	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
<b>Hudson</b>	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
<b>Jesup</b>	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
<b>West Union</b>	Nick McIntyre	563-422-3908	8 hours /month	600 hours	No Pay out	No Short term but Yes Long-term	100% paid Long term	Yes
<b>Bellevue</b>	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
<b>Mitchellville</b>	Deputy Clerk	515-967-2935	6 hours / month		No pay out	Aflac only for Short term and long term	100% employee paid	No Policy
<b>Hull</b>	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
<b>Lake Mills</b>	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
<b>Rock Rapids</b>	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
<b>Wilton</b>	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
<b>Kalona</b>	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
<b>Hawarden</b>	Jacob	712-551-2565	8 hrs. a month	960	No Pay Out	Yes Short term and long term	100% paid by the Employer	Yes
<b>Belle Plaine</b>	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
<b>Marengo</b>	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
<b>Cascade</b>	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
<b>Madrid</b>	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
<b>Belmond</b>	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
<b>Toledo</b>	Kim McAdoo	641-484-2160	General employees 12 hour a month	720 hrs. for general and Library employees	No Pay Out	Aflac only for Short term and long term	Employee pays	Not at this time
			Library employees 10.5 hours a month	920 hrs. for Public Works employees				
<b>Sac City</b>	Jamie Lawrence	712-662-7593	16 hour month	960 hrs.	No Pay Out	No short term or Long term	N/A	Yes
<b>Ida Grove</b>	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
<b>Lamoni</b>	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
<b>La Porte City</b>	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
<b>Audubon</b>	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 several options, the option that has wide support is the option that proposes the following:

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. Payouts would only occur for employees at retirement. Payouts would occur at the city's current committed rates of 25% for 50% based on employee start date. For new employees the accrual of sick leave will be 96 hours per year, these hours will not roll over from year to year. Unused hours will be lost and a new bank of 96 hours will be assigned. This plan provides for short-term, long-term, and life insurance at the expense of the employer (the City).

**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 22<sup>nd</sup> day of June, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 1, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1899</b> – A Resolution Approving Insurance Proposal from Unum for Group Short-term, Group Long-term, Group Life and AD&D Insurance.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon R. Edgar, Finance Officer
<b>DATE:</b>	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.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1899 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

**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 22<sup>nd</sup> day of June, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk