



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY AUGUST 3, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

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

**Please note:** *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. 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 August 7<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 member. Access will be granted in accordance with the Social Distancing Order by the Governor of the State of Iowa.*

**AGENDA**

- A. Call to Order**
- B. Opening Ceremonies**
  - 1. Pledge of Allegiance
  - 2. Welcome
- C. Roll Call**
- D. Guest Speaker, Presentations and Proclamations.**
- E. Public Comment**

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

*"Turning Vision into Reality is our Business"*

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting July 20, 2020.
2. **Motion to Approve** Destruction of Certain Records with Shred-it Services Listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
3. **Motion to Approve** the Claims Report.

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

1. **Discussion Item:** Presentation / Proposal Regarding the Turn Lane Requirement Related to the High School Expansion Project.
2. **Motion to Approve** Accepting the Staff Work Plan for Fiscal Year 2021.
3. **Resolution 1920** – A Resolution Considering the request of Cathy Steen for special consideration for a vacation accrual adjustment from 4.0 to 4.9 to reflect a full-time 5 year employee.
4. **Resolution 1921** – A Resolution Approving Staff Recommendation to Accept the Quote of \$4,800 from “AquaShine” for the Services of Cleaning the Exterior our North Water Tower.
5. **Discussion Item:** The Use of Tree Sap / Equivalent on Public Gravel Surfaces in the City.

**H. Reports**

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

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

**J. Adjournment Regular Meeting**

*"Turning Vision into Reality is our Business"*

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**July 20, 2020  
7:00 p.m.**

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

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

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:03 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Tom Dean were present. Jerry Sexton arrived at 7:19 p.m. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, and Police Chief Mike Horihan were present. Attending via Zoom: Public Works Director Matt Goodale and Library/IT Director Nick Shimmin.

#### **GUEST SPEAKER PRESENTATIONS**

Public Works Director Goodale shared news of the completion of a recent streets project on North Maple Street which included adding curb and gutter at the north end of the street. Goodale said that the project was needed to prevent further wash out of a resident's driveway. Goodale said the project was completed in-house by his staff and cost less than two thousand dollars to complete.

#### **PUBLIC COMMENT**

No comments.

#### **CONSENT AGENDA**

Motion to approve Minutes for City Council Meeting June 22, 2020.

Motion to approve Minutes for City Council Meeting July 6, 2020.

Motion to approve a Class C Liquor License (LC) (Commercial) with Sunday Sales privileges for Mexico Lindo, Inc., Doing Business as Mexico Lindo Grill and Cantina at 315 E. Main Street.

Motion to approve the Special Event Permit for the West Branch Sidewalk Sales.

Motion to approve the Claims Report.

July Claims and June Revenues

#### EXPENDITURES

7/20/2020

AE OUTDOOR POWER	EQUIPMENT MAINTENANCE	262.56
ALLIANT ENERGY	ALLIANT ENERGY	9,664.69
AMAZON	MAINT & PROG SUPPLIES, COLLECT	659.27
BAKER & TAYLOR INC.	BOOKS	671.86
BANKERS ADVERTISING COMPANY	OPERATING SUPPLIES	140.00
BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLIES	151.62
CCEDCO	DUES 7-01-2020 TO 6-30-2021	6,409.00
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	14,331.78
CEDAR COUNTY RECORDER	LEGAL RECORDINGS	68.00
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
CROELL, INC.	CONCRETE	381.50
DEWEYS JACK & JILL	REC ACTIVITY AND MAINT SUPPLI	117.15
DIRK WIENEKE	INSECTICIDE/WEED CONTROL-CUBBY	1,327.00
FASTENAL	BATTERIES	52.89
FRED'S FEED & SUPPLY LLC	LIME & CHEMICALS	334.59

HAWKINS INC		CHEMICALS	653.18
HEIMAN FIRE EQUIPMENT		EQUIPMENT	2,507.00
HI-LINE ELECTRIC COMPANY INC		SUPPLIES	101.50
HOLLYWOOD GRAPHICS		SHIRTS	1,229.75
IMWCA		IMWCA	2,345.00
IOWA CITY PRESS-CITIZEN		SUBSCRIPTION	221.02
IOWA DEPARTMENT OF NATURAL		IOWA DEPARTMENT OF NATURAL RES	265.18
JJ NICHTING COMPANY		EQUIPMENT MAINTENANCE	340.61
JOHNSON COUNTY AMBULANCE SERVICE		MEDICAL SUPPLIES	60.25
JOHNSON COUNTY REFUSE INC		RECYCLING JUNE 2020	4,080.25
JOURNEYED COM INC		SOFTWARE LICENSE RENEWAL	1,259.64
KANOPY		VIDEO RENTAL	26.00
KWM INC		DUMPSTER ENCLOSURE-CUBBY PARK	568.04
LIBERTY COMMUNICATIONS		WIRING - TELEPHONE SYSTEM	1,427.98
LIBRARICA LLC		SOFTWARE SUPPORT RENEWAL	326.57
LINN COUNTY R.E.C.		STREET LIGHTS	180.10
LYNCH'S PLUMBING INC		SERVICE CALL	155.00
MERCY IOWA CITY PHYSICIAN		DRUG TEST	21.00
MOORE'S WELDING INC		RAILINGS @ CUBBY PARK	1,554.88
ORIENTAL TRADING CO. INC		CAMP SUPPLIES	125.62
OVERDRIVE INC		AUDIO BOOKS	313.66
PLUNKETT'S PEST CONTROL INC.		PEST CONTROL CITY OFFICE	95.18
PORT 'O' JONNY INC.		SERVICE -WAPSI PARK	124.67
PUTNAM MUSEUM & IMAX THEATRE		LIBRARY MEMBERSHIP	50.00
QC ANALYTICAL SERVICES LLC		LAB ANALYSIS	759.00
QUILL CORP		OFFICE SUPPLIES	293.27
RIVER PRODUCTS COMPANY INC		ROADSTONE	215.59
RUSSELL, MELISSA		REFUND OF PAYROLL DEDUCTION	189.06
SPAHN & ROSE LUMBER CO		REROD-STORM SEWER	134.40
STATE HYGIENIC LAB		LAB ANALYSIS	26.00
TIPTON ELECTRIC MOTORS INC		EQUIPMENT REPAIR	213.12
US BANK CORPORATE CARD		CANP SUPPLIES, CONCESSION MDSE	588.28
US BANK EQUIPMENT FINANCE		LIBRARY COPIER LEASE	106.25
WALMART COMMUNITY/RFCS LLC		MAINTENANCE & PROGRAM SUPPLIES	434.62
WEST BRANCH ANIMAL CLINIC		TRAP NEUTER CATS	90.00
WEST BRANCH FIREFIGHTERS FOUNDATION		TELEPHONES	122.95
WEST BRANCH REPAIRS		WEST BRANCH REPAIRS	154.95
WEST BRANCH TIMES		LEGAL PUBLICATIONS	379.17
WEX BANK		WEX BANK	1,192.65
TOTAL			57,538.30
PAYROLL		7/10/2020	47,656.98
PAID BETWEEN MEETINGS			
VARIOUS VENDORS		UTILITY REFUNDS	141.79
CEDAR COUNTY COOP		FUEL - CEMETERY	485.90
F & B COMMUNICATIONS		SOFTWARE HOSTING SERVICE	179.70
JILL CANON		REFUND - SPORTS	35.00
PARKSIDE PETROLEUM		TIRES	1,203.48
SHANNON VACEK		REFUND - SPORTS	80.00
MERCHANT SERVICES		CREDIT CARD FEES	222.04
CROELL, INC.		CONCRETE - STORM SEWER	470.00
PSC DISTRIBUTION		SUPPLIES	249.13
UNUM LIFE INSURANCE COMPANY		LIFE & DISABILITY INSURANCE	613.03
TOTAL			3,680.07
GRAND TOTAL EXPENDITURES			108,875.35
FUND TOTALS			
001 GENERAL FUND	62,784.36		
022 CIVIC CENTER	457.36		
031 LIBRARY	9,467.27		
036 TORT LIABILITY	2,164.30		
110 ROAD USE TAX	4,131.46		
112 TRUST AND AGENCY	6,306.97		
308 PARK IMP - PEDERSEN VALLEY	2,122.92		
600 WATER FUND	10,877.99		
610 SEWER FUND	9,576.82		
740 STORM WATER UTILITY	985.90		
GRAND TOTAL	108,875.35		

REVENUE-FISCAL YEAR 2020  
FUND JUNE

001 GENERAL FUND		89,308.33
022 CIVIC CENTER		83.30
031 LIBRARY		623.59
036 TORT LIABILITY		369.39
110 ROAD USE TAX		14,617.87
112 TRUST & AGENCY	2,106.83	
119 EMERGENCY TAX FUND		296.58
121 LOCAL OPTION SALES TAX		18,587.32
125 TIF		83.18
226 DEBT SERVICE		2,434.47
312 DOWNTOWN EAST REDEVELOPMENT		50,890.00
500 CEMETERY PERPETUAL FUND		300.10
501 KROUTH PRINCIPAL FUND		230.24
502 KROUTH INTEREST FUND		61.67
600 WATER FUND		48,943.54
610 SEWER FUND		45,146.23
740 STORM WATER UTILITY		5,147.30
TOTAL		279,229.94

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

## **PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 1917 – Approving a paid Parental / Maternity / Adoption Leave Policy. / Move to action.

No discussion.

**Motion by Miller, second by Dean to approve Resolution 1917. AYES: Miller, Dean, Stoolman, Goodweiler. NAYS: None. Absent: Sexton. Motion carried.**

Resolution 1918 – Authorizing the purchase of a disc mower for roadside ditches. / Move to action.

Goodale said that per Council direction, additional research was conducted to find additional mower options.

Goodale said that after more research, the Samba 200 SaMASZ mower was selected as the best value and had good reviews. The mower has a two year guarantee and will be purchased in Riverside Iowa where parts are readily available. Goodale said this mower will be suitable for mowing ditches without discharging into the roadways.

**Motion by Miller, second by Goodweiler to approve Resolution 1918. AYES: Miller, Goodweiler, Stoolman, Dean. NAYS: None. Absent: Sexton. Motion carried.**

Resolution 1919 – Approving and establishing an equipment and vehicle replacement reserve policy for city departments. / Move to action.

Jones explained his proposed policy for establishing a reserve funds policy for city departments. Jones said that department managers at budget time, would request a certain dollar amount within their annual budget to be set-aside for future equipment and vehicle purchases. Jones said these funds will be allowed to roll over at fiscal year-end and act as a savings account for those large purchases later. Jones said he also proposes an incentive for departments who practice good financial stewardship of up to one percent of their annual budget to be moved to the reserve fund at fiscal year-end, subject to the City Administrator approval. Jones said that the proceeds of surplus equipment and/or vehicles sold will now go back to the appropriate departments' reserve fund. The Council had no objection with Jones' proposal.

**Motion by Dean, second by Goodweiler to approve Resolution 1919. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.**

Discussion: Consider making corrections to Chapter 22 of the City Code of Ordinance: Entitled Library Board of Trustees.

Shimmin explained that in October 1994, an ordinance was passed changing the term limit of Library Board members from six to three years. According to state law this can only be done by referendum which was not done at that time and was confirmed with the County Auditor. Shimmin said the state is beginning to heavily enforce on how library ordinances are changed in order to receive state funding. Shimmin offered two options to correct this issue; 1) Pass an ordinance to revert to the original language and have the terms be six years instead of three, or 2) Have a referendum on the next regular election and allow the voters to decide on term limits. Shimmin said the current board prefers the second option. The Council agreed with Shimmin's proposal and directed him to contact the County Auditor when appropriate.

Discussion: Regarding the City's position regarding the interpretation of City Code of Ordinances regulating the moving mobile homes through town.

Horihan addressed the Council on the subject of whether (or not) mobile homes met the definition of a 'building or similar structure' in regard to Chapter 123 House Movers. Horihan said that Haven Park has recently been moving mobile homes in and out of West Branch without requesting a permit. Horihan said the police department is usually contacted a few hours before they come through town and are asked to provide traffic control as they navigate through West Branch. Miller said as a former employee of West Branch Village, they never needed a permit in the past and said he felt they (mobile homes) did not meet the definition of 'similar structure' as most homes do not require the use of 'skids, jacks, dollies or other specialized equipment' as further defined in the ordinance. The Council discussed the subject and felt that it was not necessary to require a permit for the moving of mobile homes. Brick said she would request the ordinance to be updated to 'exclude' mobile homes during the re-codification process.

Discussion: Considering the request of Cathy Steen for special consideration for a vacation accrual adjustment from 4.0 to 4.9 to reflect a full-time, 5 year employee.

Stoolman pledged her support of Steen's request citing that the Employee Handbook was a 'guide' and could be changed or modified at any time. She also said that exceptions had been made for other employees in the past with regard to extra vacation days granted. Sexton said his concern was that it set a precedence for future part-time employees to have the same consideration. Laughlin directed Jones to draft a resolution approving a request for Steen's vacation accrual as a full-time, five year employee for Council consideration for the next meeting.

### **CITY ADMINISTRATOR REPORT**

Jones said he met with Baldrige Environmental and Craig Just with the University of Iowa who is interested in participating in the waste water project. Jones reported that the Baldrige team now has reservations on their ability to get their technology approved by the DNR before mandates are imposed on the City. U of IA Just is working on a proposal to be presented to the DNR in August. Jones also discussed the rising positive COVID-19 cases in Johnson County and asked the Council for feedback on whether or not city staff should be required to wear masks when interacting with the public. Brick said she had rearranged the front deck to be able to social distance herself and customers and suggested that a plexi-glass barrier be added at the counter for added safety. The Council felt that was an adequate improvement. Jones also brought up the subject of the Greenview Drive connection now that the Loethen Ridge development is underway. Jones said the connection may be able to be completed in-house by Public Works.

### **CITY ATTORNEY REPORT**

Absent.

### **STAFF REPORTS**

Brick reported that the automated trash change-over had gone over pretty smoothly. She said over six hundred residents opted to register for carts online through the city website which was a big time saver. She also mentioned that several residents had made cart changes to the larger size in the first few weeks of service. Brick mentioned that trash fees would be added to the August bills.

Goodale reported that he had been given the approval by Jones and Edgar to post the streets maintenance worker positions. Goodale said an ad was placed in this week's newspaper and will be posted on the city website later this week. Goodale said the job would be posted until August 12<sup>th</sup> with an October start date.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Miller commented that the Northside Development condo project did not have the detention basin constructed yet and was concerned that there may not be room for it. Miller asked staff to have the City Engineer look into it.

**ADJOURNMENT**

Motion to adjourn the meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:13 p.m.

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Roger Laughlin, Mayor

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



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	August 3, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> Destruction of Certain Records with Shred-it Services Listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	July 28, 2020

**BACKGROUND:**

Per the Iowa League of Cities Record Retention Manual for Iowa Cities, the City of West Branch adopted their standards for records retention. See Records Destruction Form (attached) for documents intended to be destroyed as they have surpassed their legal or administrative value.

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

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**City of West Branch  
RECORDS DESTRUCTION FORM**

**CAUTION:** A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

<b>Departmental Destruction</b>		<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied.  <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied.  Signature: <i>Leslie Brick</i>
Date of Records Destruction: 8/4/2020		
Department Name: Administration		
Destruction Method:  Shredding _____ Discard _____ Outside Vendor <u> x </u>		
Destruction Witness: Deputy City Clerk Leslie Brick		

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
Miscellaneous receipt books	FY15	5 years	Administrative
Accounts Payable – Claims / Invoices	FY15	5 years	Financial
Bank Statements	FY15	5 years	Financial
Journal Entries / Receipts / Bank Reconciliations	FY10	10 years	Financial
EE timesheets & paystubs	FY15	5 years	Payroll & Personnel
Utility Billing Records	FY15	5 years	Administrative
Receipt books	FY15	5 years	Administrative

**INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM**

1. Fill in the department name and date.
2. Locate a description of your records in the Records Retention Schedule and record.
3. Enter the description of the records in the “Description of Records” column.
4. Fill in the “Inclusive Dates” of the records. Please include month and year.
5. Fill in the “Retention Period” listed for the records in the Records Retention Schedule.
6. Fill in the “Record Type” of the records (for example, P= Paper, E=Electronic, etc.).
7. The completed *original* Records Destruction form must be maintained as a permanent record at the City Office.



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	August 3, 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>	July 28, 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
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<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****8/3/2020**

GONGORA, JOSE	SAFETY CONSULTING	3,537.50
HD SUPPLY CONST AND INDUST	CONSTRUTION SUPPLIES	203.76
IOWA DEPARTMENT OF NATURAL	NPDES FEE FOR FY2021	210.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	71.10
JJ NICHTING COMPANY	REPAIR PARTS	32.00
JOHN DEERE FINANCIAL	BLDG & GRNDS SUPPLIES, UNIFORMS	725.84
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	285.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,797.13
MENARDS	SHIELD ON OFFICE COUNTER	123.96
OLSON, KEVIN D	LEGAL SERVICES-AUGUST, 2020	1,500.00
PORT 'O' JONNY INC.	SERVICE - CEMETERY	90.00
PSC DISTRIBUTION	BUILDING REPAIRS	283.62
QUILL CORP	OFFICE SUPPLIES	113.77
SAWYER, ALEX	PARTIAL BUILDING PERMIT REFUND	20.20
STEVEN M BERRY	BUILDING INCENTIVE PAYMENT	1,899.23
UNITED STATES GEOLOGICAL SURVEY	STREAM STUDY	2,160.00
USA BLUE BOOK	SUPPLIES	276.19
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	465.88
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	181.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	242.13
VEENSTRA & KIMM INC.	HIGH SCHOOL SITE PLAN REVIEW	362.00
VEENSTRA & KIMM INC.	323 I-80 WEST WATER MAIN RELOCATION	552.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	379.25
VERIZON WIRELESS	VERIZON WIRELESS	342.20
WEST BRANCH FIREFIGHTERS FOUNDATION	WEST BRANCH FIREFIGHTERS FOUNDATION	2,500.00

<b>TOTAL</b>		<b>18,353.76</b>
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**PAYROLL****7/24/2020 58,872.38****PAID BETWEEN MEETINGS**

MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
UNUM LIFE INSURANCE COMPANY	LIFE & DISABILITY INSURANCE	613.03

<b>TOTAL</b>		<b>1,154.93</b>
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<b>GRAND TOTAL EXPENDITURES</b>		<b>78,381.07</b>
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**FUND TOTALS**

001 GENERAL FUND		34,833.95
022 CIVIC CENTER		57.55
031 LIBRARY		6,557.71
110 ROAD USE TAX		3,767.10
112 TRUST AND AGENCY		13,546.55
323 I-80 WEST, WATER MAIN RELOCATION		552.00
600 WATER FUND		8,950.01
610 SEWER FUND		7,956.20
740 STORM WATER UTILITY		2,160.00

<b>GRAND TOTAL</b>		<b>78,381.07</b>
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS GONGORA, JOSE	TELEPHONE SERVICE	392.08
			SAFETY CONSULTING	442.00
			TOTAL:	834.08
FIRE OPERATION	GENERAL FUND	VERIZON WIRELESS LIBERTY COMMUNICATIONS GONGORA, JOSE WEST BRANCH FIREFIGHTERS FOUNDATION	WIRELESS SERVICE	39.98
			TELEPHONE SERVICE	104.72
			SAFETY CONSULTING	442.00
			WEST BRANCH FIREFIGHTERS F	2,500.00
			TOTAL:	3,086.70
ROADS AND STREETS	GENERAL FUND	GONGORA, JOSE	SAFETY CONSULTING	442.00
			TOTAL:	442.00
PARK & RECREATION	GENERAL FUND	VERIZON WIRELESS PSC DISTRIBUTION LIBERTY COMMUNICATIONS  GONGORA, JOSE	WIRELESS SERVICE	43.17
			BUILDING REPAIRS	283.62
			TELEPHONE SERVICE	233.20
			TELEPHONE SERVICE	91.21
			SAFETY CONSULTING	442.00
			TOTAL:	1,093.20
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC. JJ NICHTING COMPANY	SERVICE - CEMETERY	90.00
			REPAIR PARTS	32.00
			TOTAL:	122.00
ECONOMIC DEVELOPMENT	GENERAL FUND	STEVEN M BERRY	BUILDING INCENVTIVE PAYMEN	1,899.23
			TOTAL:	1,899.23
CLERK & TREASURER	GENERAL FUND	QUILL CORP  MENARDS LIBERTY COMMUNICATIONS GONGORA, JOSE	OFFICE SUPPLIES	3.90
			OFFICE SUPPLIES	40.88
			OFFICE SUPPLIES	48.59
			OFFICE SUPPLIES	20.40
			SHIELD ON OFFICE COUNTER	123.96
			TELEPHONE SERVICE	553.95
			SAFETY CONSULTING	443.50
			TOTAL:	1,235.18
			LEGAL SERVICES	GENERAL FUND
TOTAL:	1,500.00			
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	285.00
			TOTAL:	285.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	GOLF COURSE DEV REVIEW	465.88
			LOT SITE PLAN REVIEW	181.00
			MEADOWS 3 & 4 CONST REVIE	242.13
			HS SITE PLAN REVIEW	362.00
			LOETHEN RIDGE CONST REVIEW	379.25
			TOTAL:	1,630.26
NON-DEPARTMENTAL	GENERAL FUND	SAWYER, ALEX	PARTIAL BUILDING PERMIT RE	20.20
			TOTAL:	20.20
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	44.23

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	44.23
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	168.04
		GONGORA, JOSE	SAFETY CONSULTING	442.00
			TOTAL:	610.04
ROADS & STREETS	ROAD USE TAX	VERIZON WIRELESS	WIRELESS SERVICE	86.34
		JOHN DEERE FINANCIAL	BLDG & GRNDS SUPPLIES, UNI	79.98
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.24
		HD SUPPLY CONST AND INDUSTRIAL	SUPPLIES	35.20
			TOTAL:	249.76
INVALID DEPARTMENT	I-80 WEST, WATER M	VEENSTRA & KIMM INC.	323 I-80 WEST WATER MAIN R	552.00
			TOTAL:	552.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UNDERGROUND LOCATION SERVI	35.55
		VERIZON WIRELESS	WIRELESS SERVICE	86.37
		JOHN DEERE FINANCIAL	BLDG & GRNDS SUPPLIES, UNI	360.72
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.28
		GONGORA, JOSE	SAFETY CONSULTING	442.00
		HD SUPPLY CONST AND INDUSTRIAL	CONSTRUTION SUPPLIES	168.56
		USA BLUE BOOK	SUPPLIES	276.19
			TOTAL:	1,417.67
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UNDERGROUND LOCATION SERVI	35.55
		IOWA DEPARTMENT OF NATURAL RESOURCES	NPDES FEE FOR FY2021	210.00
		VERIZON WIRELESS	WIRELESS SERVICE	86.34
		JOHN DEERE FINANCIAL	BLDG & GRNDS SUPPLIES, UNI	285.14
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.23
		GONGORA, JOSE	SAFETY CONSULTING	442.00
			TOTAL:	1,107.26
STORM WATER UTILITY	STORM WATER UTILIT	UNITED STATES GEOLOGICAL SURVEY	UNITED STATES GEOLOGICAL S	2,160.00
			TOTAL:	2,160.00

===== FUND TOTALS =====		
001	GENERAL FUND	12,212.80
022	CIVIC CENTER	44.23
031	LIBRARY	610.04
110	ROAD USE TAX	249.76
323	I-80 WEST, WATER MAIN REL	552.00
600	WATER FUND	1,417.67
610	SEWER FUND	1,107.26
740	STORM WATER UTILITY	2,160.00
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	GRAND TOTAL:	18,353.76
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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 20, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Presentation / Proposal Regarding the Turn Lane Requirement Related to the High School Expansion Project.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Roger Laughlin, Mayor / Marty Jimmerson, School Superintendent
<b>DATE:</b>	July 28, 2020

**BACKGROUND:**

As the High and Middle School Project continues to move forward, certain topics need to be discussed and understandings reached regarding the question of turning lanes and/or other traffic calming measures, a crosswalk; and/or connecting road way on the adjacent high school property.

The intent of this discussion is to get some mutual understanding and direction as to the viability of funding options or others strategies funding the infrastructure needs of the aforementioned project.

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

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	August 3, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> Accepting the Staff Work Plan for Fiscal Year 2021
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	July 28, 2020

**BACKGROUND:**

The “Staff Work Plan” is the last step in the Goal and Objective Setting Process. What starts with a goal setting process with no budget constraints, then moves into the budget prioritization process where the Council Approves a budget that tries to incorporated as many of the goals and objectives as resources can fund. These priorities are now funded, and the Staff Work Plan is the implementation strategy that gives the Council and Community staff’s estimation for completion. The Staff work plan is a tool to execute the job plan with management support and agreement. Managers work with frontline employees to ensure that employees have the appropriate funding elements of the city to meet the mission, goals, objectives and guiding principles established in the goal setting process.

<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"*



**Departments**

- Administration (Budget / Finance, Community Development, and Human Resources)
- Parks and Recreation Department
- Public Works Department
- Police and Fire

## Administration

(Special Projects, Budget / Finance, Community Development and Human Resources)

### Planning Alternative Wastewater and Wetland Research Park

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and Communications:

**This project has placed on hold, and not been started due to the COVID-19.** Due to need to have public gatherings to develop this concept, build community coalitions, and to develop an overall direction it deemed impossible to achieve these goals during COVID-19 outbreak. However, there has been much public interest in the area of green development, alternative wastewater treatment, and wetland banking / credits. Although, the city had to abandon its pursuit of an Alternative wastewater treatment process as its primary treatment system there are still interest in examining educational, research, and natural recreation opportunities that involve these green alternatives. This concept is also known as an “Eco-Park”. The process will start with town meetings and small task groups to gauge the viability of such a future project. It will conclude with a presentation to the City Council with next steps and/or recommendations. Staff Contact: Redmond Jones II

### Downstream Widening with Cubby Park Contingency, Stormwater, and General Fund Support.

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

It has been a top priority on the city’s objective /goals list for the past two years. However, the capital expense has been difficult to fund. With the Cubby Park value engineering and contingency funding, the city has the opportunity to direct the remaining park funding to any other park capital project. After review with the City’s Bond Counsel it was acknowledged that the City could use remaining Cubby funds for the Wapsi Creek Widening. The project would also have stormwater benefits for the community; therefore, it is expected to use stormwater funds to help with the project cost. The total project budget (currently estimated at \$435,000) may also need assistance from the general fund (if available).

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

The city would like to avoid condemnation / eminent domain as would be our only course of action if the project neighbors can’t be pursued to participate / partner in the project. Staff Contact: Redmond Jones II

## **Planning / Funding Strategy of Cedar / Johnson County Road**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

For the fifth consecutive year our new housing starts are growing. Although all of our numbers are not in for 2020, based on building permit data we anticipate this trend will continue well into the next fiscal year. This continued growth places a tremendous demand on our infrastructure and the Johnson / Cedar County Road is project that will need to be addressed for several reasons including neighborhood safety. Staff Contact: Redmond Jones II

## **Water / Sewer Utility Billing Upgrades (Software Enhancements)**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

7/28 - Nick Shimmin is providing some technical support that needs to happen on our end so that Tyler/Incode can complete the set up. This software enhancement will allow residents to see their account, make online payments (less work for me), see usage history, sign up for text alerts such as disconnect notices, new bills, past due bills and other messages. Staff Contact: Leslie Brick.

## **Greenview Curb and Gutter with Sidewalks Plan / Strategy**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

This issue has been a concern expressed at several public meetings. The City Council understanding that there are no immediate funds for a project that is expected to be an expensive public project, but also understands that long-term planning has to start somewhere. This project is expected to start with a work session and plan or strategy will ensue. Staff Contact: Redmond Jones II.

## **Annexation Plan / Strategy**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Involving some aspects of the Johnson / Cedar Road planning, the question on future development and infrastructure investment should have a plan or a strategy. This project is expected to start with a work session and plan or strategy will ensue. Staff Contact: Redmond Jones II.

## **Re-codification of the West Branch Code of Ordinances**

### **Project Status**

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

7/28 – Final changes will be sent to IA Codification this week. Staff Contact: Leslie Brick.

## **Short-Term Disability Benefit Program**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

The City Council felt it was time to provide city employees with income protection that provides immediate coverage when employees would need it most. During an unforeseen serious illness. This program covers illness or injury for employees and replaces a portion of their income during their recovery. As long as the employee remain unable to work, employees can receive insurance payments for up to 12 weeks. Staff Contact: Gordon Edgar

## **Work, Assistance, and Leadership on the I-80 Utility Relocation Project.**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Veenstra & Kimm are working on this project as the city's engineers. Working with the Iowa Department of Transportation the project is expected to be designed and constructed as a pass through or 100% reimbursable project. Despite, having previously agreed to pay for these expenses, the Iowa Department of Transportation amended their position of splitting the cost and agreed to pay 100% of the expenses relating to this project. This was due to timeline expectations and the city's limited financial resources. Staff Contact: Gordon Edgar / Redmond Jones II

## **Long-Term Disability Benefit Program**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

The City Council felt it was time to provide city employees with income protection that provides a monthly benefit when employees has an illness or injury that prevents an employee from working for a few months or longer. As long as the employee remain unable to work, employees can receive insurance payments until returning to work or required to file for social security disability benefits. Staff Contact: Gordon Edgar

## **Develop and Implement a Vehicle and Equipment Reserve Program**

### **Project Status**

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

During the recent budget process, the City Council expressed interest in creating a process supported by resolution that would create a set-aside program similar to the Fire Department program; which allows the department to roll over unused budget funds into a vehicle and equipment reserve. After ample council discussion and staff review a policy was developed. The equipment and vehicle reserve policy will allow departments' greater latitude in planning and funding equipment and vehicle replacement schedules. These reserves will be funds that can be rolled over from year to year. During each budget cycle, the City Council through the budget process will determine if fund balances in these reserves are adequate to meet the long-term replacement needs of any said department. Staff Contact: Redmond Jones II

## Potential Iowa Great Places Grant Application

### Project Status

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Created in 2005, the **Iowa Great Places** program provides designated communities with access to funding opportunities, professional development training, technical assistance opportunities, a network of vibrant communities and passionate leaders, and other state and local resources. In 2017 the City of West Branch joined with Cedar County and the other cities of Cedar County to submit a joint Great Place Grant Application. The application was granted, which gives the Cedar County applicants 3 years (annually) to present a project that would be considered for funding. The City of West Branch has worked with its Cedar County partners to submit projects. To date we have not been successfully, but the city is working with its Cedar County partner communities to submit a proposal in spring of 2021. Staff Contact: Redmond Jones II

## Food Pantry CDBG Grant (*Program Administration*)

### Project Status

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

The City of West Branch and its partner the West Branch Food Pantry, have joined forces to pursue COVID-19 related CDBG grant funding purposed for infectious disease response. The City of West Branch as many communities has vulnerable populations that need food assistance. Staff Contact: Redmond Jones II

## Trash and Recycling (*Change to Cart System*)

### Project Status

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

7/28 – Carts have been delivered and are in use. Resident billing records have been updated and audit of change has been complete. August bills will have the new trash charges on them. Staff Contact: Leslie Brick

## Work, Assistance, and Leadership on Naming and Marketing the Industrial Park

### Project Status

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

**This project has placed on hold, and not been started due to the COVID-19.** Due to need to have public gatherings to develop this concept, build community coalitions, and to develop an overall direction it deemed impossible to achieve these goals during COVID-19 outbreak. There was one business afterhours meeting held where the basic concept was received and supported. During this meeting certain signage were reviewed and ranked. Future meetings will start with building consensus from the previous work.

**Staff Classification / Job Description Update/ Step and Merit Pay System**

**Project Status**

Complete  In-progress  Not completed  No longer an objective

Project / Program Remarks, Updates, and communications:

Over the recent years the City Council has noticed a need for a merit pay system. These systems can be rather sophisticated, and if not implemented correctly a source of moral discontentment. For this reason, guidelines regarding merit-based salary adjustments, clear job descriptions, and tools to be used in determining salary changes such as pay grade scales and step programs... as a lead up to the budget process Staff will be developing policy recommendations for the City Council. Contact Person: Redmond Jones II / Gordon Edgar

**Waste Water Treatment Process (*Development / Design*)**

**Project Status**

Complete  In-progress  Not completed  No longer an objective

Project / Program Remarks, Updates, and communications:

This item continues to be of paramount importance the city and its utility ratepayers. Currently the city is working with its engineers from V&K to design a Submerged Attached Growth Reactor, also known as a SAGR system. After months of research and investigation this is the most cost effective and overall effective system recommended by staff and approved by the Iowa Department of Natural Resources. This project is estimated to cost \$7.9 million. Staff have been and continues to work diligently to bring down this anticipated expense. Including launching a pilot project with Baldrige Environmental who is exploring on ways to shrink the SAGR process; thus, lowering project cost. Staff Contact: Redmond Jones II / Matt Goodale

**Employee Handbook Update**

**Project Status**

Complete  In-progress  Not completed  No longer an objective

Project / Program Remarks, Updates, and communications:

The employee handbook is a part of the city’s hiring process and provides direction process for new staff; as well as, helps maintain a professional environment by documenting the expectations of the entire workforce. A written employee handbook gives clear advice to employees and creates a culture where issues are dealt with fairly and consistently. This item has become more important of recent years due the number of new personnel and personnel related policies. As the city continue to grow, the area of human resources will gain greater importance. As human resources is how the city meets is service demands. However, done incorrectly it can also be the city’s largest pool of risk and liability. Although, there are several items that are prioritized above this item staff plans to work on this item during down time or between our larger projects. Staff Contact: Redmond Jones II / Gordon Edgar / Leslie Brick

## **Parks and Recreation Department**

### **Splash Pad Funding Campaign / Contribution –**

#### **Project Status**

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Parks and Recreation is obtaining estimates for adding a parking lot that would serve as overflow parking during tournaments as well as parking for the splash pad. We have met with an initial company specializing in splash pad construction and management to obtain initial building and operation costs. Mayor Laughlin is organizing a splash pad planning committee. Project Contact: Melissa Russell / Roger Laughlin / Redmond Jones II

### **Parkside Sidewalk or Trail Project (*Connecting Downtown to Industrial Park*)**

#### **Project Status**

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

The sidewalk and/or trail surfacing project connecting downtown to the industrial park became a topic in the City Council goal setting last year. However, due to the expense and budget constraints in FY 21, a project of that nature was deemed none viable. However there maybe some hope as major project is moving forward at the old BP site, and the National Park Service has also given this project some interest. It is likely this project will get some discussion in the future. Staff Contact: Redmond Jones II

### **“Christmas Past” – Carriage Rides Funding**

#### **Project Status**

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

We are working with CDG to potentially assume the expense of insurance; thus, bringing down overall expense. The committee is determining if Christmas Past can occur in 2020 due to COVID. We are looking at alternative’s activities for Christmas Past if COVID is still a concern. Staff Contact: Melissa Russell

### **Hoover’s Hometown Days Planning**

#### **Project Status**

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

This event was cancelled for 2020, however planning is still occurring for 2021. It is important to plan and evaluate safety for large group gatherings. Staff Contact: Melissa Russell

## Cubby Park Operations

### Project Status

Complete  In-progress  Not completed  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Cubby Park has been busy this summer. We have rented the field multiple days for tournaments. Rental fees for tournaments continue to be evaluated. Monday- Friday in June and July the field has been busy during the week with practices and local games. Rental fees for West Branch residents have been waived for 2020. High school students have also enjoyed pickup games in the evening after the practices. In future years, we will have a staffed concession stand in on the weekends and evenings to accommodate both drop-in play as well as games and tournaments. The pickle ball court, playground, and trail has been immensely popular at all times of the day. The dumpster enclosure is near complete. The message boards and dog waste stations for both Cubby Park and Beranek Park have been purchased. The welcome sign for Cubby Park has also been ordered. Upon delivery they will be installed.

Additional suggestions for Cubby Park include additional parking and netting to protect the playground and cars from foul balls. Public works has done a preliminary estimate on completing the parking lot in house. They feel if they had adequate staffing it could be completed for \$40,000.

Baseline extension to 70 foot would accommodate 6<sup>th</sup> grade boy's baseball. Here is the estimate from the engineer and Bruce Barnhart.

Fehr Graham Per Field Cost to Add 70 Ft. Bases				
Item	Quantity	Unit	Unit Cost	Total
Class 13 Excavation	110	CY	\$6.10	\$671.00
Sand Base	90	Ton	\$26.70	\$2,403.00
Infield Surface	115	Ton	\$79.70	\$9,165.50
Bases (set)	1	LS	\$400.00	\$400.00
Irrigation Modifications	1	LS	\$2,000.00	\$2,000.00
Subtotal				\$14,639.50
Contingency	10%			\$1,463.95
<b>TOTAL</b>				<b>\$16,103.45</b>

“The bid for expanding the infield by 5 feet for 70-foot bases would be \$11,000.00 per field. This would include us buying the red ball diamond clay material from the same original supplier and also including the sand.

The bid for expanding the infield by 25 feet for 90-foot bases would be \$39,000.00.

Both of these bids would include coring the infield out to a 9” depth; replacing with 4” of washed sand and then 5” of red ball diamond clay; and hauling away the cored-out material.

There would probably be some of the new red ball diamond clay left that we would stockpile for your future use.”

**Special note:**

Irrigation lines will be an additional \$2000 total to move lines for 70-foot bases. To accommodate 90 foot bases the cost for that field would be \$4000.

Bruce Barnhart Estimate for baseline extension (not including irrigation lines)

Staff Contact: Melissa Russell

**CDG Funding and Coordinating / Festivals**

**Project Status**

Complete  In-progress  Not completed  No longer an objective

Project / Program Remarks, Updates, and communications:

I attended a preplanning meeting for fall festival with CDG Director Jesse Simon, Mayor Roger Laughlin and Down Under owner Mike Jones (fall festival committee). Mr. Jones would like to have bands on Heritage Square and close down Wetherell Street. He would like to charge \$10 admission and donate profits to the Fire Department. At this time, it is unknown if CDG will support any festivals this year due to COVID. The city participation in this event will be extremely limited to potentially dropping off snow fence for him to use, but staff will not set it up or take it down. We will assist him with completing the Special Event permit if necessary. Staff Contact: Melissa Russell

**Assistance with the Planning (Eco Park Concept) Planning Alternative Wetland Research**

**Project Status**

Complete  In-progress  Not completed  No longer an objective

Project / Program Remarks, Updates, and communications:

The public has shown some interest in a concept known as an “Eco-Park”. It can be focused in a number of different areas of green development. We started with consider alternative wastewater treatment, and wetland banking / credits. Although, the city had to abandon its pursuit of an Alternative wastewater treatment process as its primary treatment system there are still interest in examining educational, research, and natural recreation opportunities that involve these green alternatives. Administration will be taking the lead on this initiative. However, Parks and Recreation will start attending meetings to further their role in this initiative.

## Public Works Department

### Replacement of One Block Seal Coat Road on the East Side of Town

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and Communications:

This project is a replacement of the street surface of East Orange Street between N 4<sup>th</sup> Street and N 5<sup>th</sup> Street. The Sealcoat Street would have concrete curb and gutter installed, an asphalt overlay, and concrete intersections. The ditches would be filled on the majority of this project and some storm water infrastructure completed. Multiple parts of this project would be completed in house.

Staff Contact: Matt Goodale

### Recruitment of an Additional Full-Time Employee to Public Works

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

This additional employee will be hired as a Streets Maintenance Worker 1. They will be responsible for concrete, asphalt and seal coat repairs/replacements, sign installations, row tree care, street sweeping, line painting, etc.

#### Recruitment Schedule:

Tuesday July 14, 2020– Officially post the position.

Wednesday August 12, 2020 – Application deadline.

Week of August 24-28, 2020 – Interviews.

Week of August 31- September 4- Offer position

Monday, September 7, 2020 – City administrator appointment submitted for Council approval.

Monday, September 28, 2020 – Tentative start date for new Public Works Employee

Staff Contact: Matt Goodale / Redmond Jones II / Gordon Edgar

### Connecting Greenview

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

This project will connect the Sealcoat Street of Greenview with the concrete street to be installed at Loethen Ridge. This will provide a surface for vehicle traffic to Greenview at the south east end of Greenview. This will be partly done in house. Project Contact: Matt Goodale / Redmond Jones II

**Water Main Replacement on E. College from 4<sup>th</sup> to 5<sup>th</sup> Replacing a 4” Main with 8” Main.**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

This project is in progress. V&K is working on plans and will turn them over to the City in the next month. This project will have a mix of in house and contractor completed work. Portions of this are scheduled for this fall and some for next spring. Project Contact: Matt Goodale

**Orange Street 4<sup>th</sup> to 5<sup>th</sup>**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

Same as project above.

This project is a replacement of the street surface of East Orange Street between N 4<sup>th</sup> Street and N 5<sup>th</sup> Street. The Sealcoat Street would have concrete curb and gutter installed, an asphalt overlay, and concrete intersections. The ditches would be filled on the majority of this project and some storm water infrastructure completed. Multiple parts of this project would be completed in house. Project Contact: Matt Goodale

**Replacement of the 1990 Dump Truck with used Dump Truck.**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

In progress. Public Works is waiting to see what happens with Road Use Tax levels before looking for this vehicle.

**Phase 5 Downtown Sidewalk Project (Not funded this year)**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

Replacement of sidewalk from N Downey to Poplar Street on the north side of W Main Street. The phase 5 downtown sidewalk project became a topic in the City Council goal setting last year. However, do to the expense and budget constraints in FY 21, a project of that nature was deemed none viable. It is likely this project will get some discussion in the future. Staff Contact: Redmond Jones II

**Overlay One Alley (not funded this year)**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

Not an objective for this year but would do as the name suggests and overlay one alley to help reduce issues with run off, liability and labor for cleanup after rain fall events. At this time staff are still looking at new and low cost maintenance related repairs. Project Contact: Matt Goodale / Redmond Jones II

**IDOT Sign Grant**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

This project includes installing all sign hardware, documenting, certifying and reimbursement from IDOT. Project Contact: Matt Goodale

**Trees Forever/Alliant Energy Tree Grant**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

This project includes ordering trees, talking with home owners, planting trees and follow up tree care. Depending on the situation with Covid 19 there may or may not be volunteers present for this planting. Project Contact: Matt Goodale

**Concrete Installation for Brine Cooker**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

This project is concrete installation on the north end of our salt shed. This will be an area for making salt brine and storage of equipment in the off season. In House. Project Contact: Matt Goodale

**Mural Installation**

**Project Status**

Complete  In-progress  Not started  No longer an objective

Project / Program Remarks, Updates, and communications:

This involves building a base and supports for the mural that will be placed at the old Casey's site. This will be completed in house but is on hold until all details of the parking lot are hashed out and the City takes possession of the land. Project Contact: Matt Goodale

## Police and Fire Departments

### Update / Replacement Police Body Camera(s)

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

3 of the 5 cameras have been purchased, and the last two cameras are set to be purchased this quarter. 2 squad cars will be scheduled to be up-fit with the dock to integrate the body camera into the vehicle on-board camera.

Budget Line: 001-5-1-110-6727 Equipment

Project Contact: Mike Horihan / Kory Hanna

### Moving an Part-Time Officer to an Full-Time Post

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Cathy Steen has been sworn in as a Full-Time Officer. Project Contact: Mike Horihan

### Recruitment of Chief of Police

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Pending the retirement of the Chief of Police. Project Contact: Redmond Jones II / Roger Laughlin / Mike Horihan

### Server Storage Upgrade

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Due to file sizes of Department video an additional 10TB of capacity will be added to existing file server.

Budget Line: 001-5-1-110-6725 Office Equipment

Project Contact: Mike Horihan / Kory Hanna

### Building Security Upgrade

#### Project Status

Complete  In-progress  Not started  No longer an objective

#### Project / Program Remarks, Updates, and communications:

Adding electronic access controls to PD. Budget Line: 001-5-1-110-6727 Equipment

Project Contact: Mike Horihan / Kory Hanna

## **Develop and Implement a Vehicle and Equipment Reserve Program**

Complete    In-progress    Not started    No longer an objective

### Project/Program Remarks, Updates and Communications

I would like to put \$30,000.00 a year into the squad car budget. This would give the department the ability to purchase a car every two years. This would include squad car, radio equipment, radar, in car camera, wireless body camera, lights, stop-sticks, in car computer and other safety related equipment. These prices change monthly and would require in -depth research just prior to the purchase of the patrol vehicle. If further information is needed, I would refer questions to the finance director who paid the bills. The cost to purchase of the squad car, will depend on when the car is purchased and it availability. Project Contact: Mike Horihan / Kory Hanna

## **Fire Service Township 28E Agreements**

### **Project Status**

Complete    In-progress    Not started    No longer an objective

### Project / Program Remarks, Updates, and communications:

The Due to file sizes of Department video an additional 10TB of capacity will be added to existing file server.



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	August 3, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1920</b> – A Resolution Considering the request of Cathy Steen for special consideration for a vacation accrual adjustment from 4.0 to 4.9 to reflect a full-time 5 year employee.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Mike Horihan, Chief of Police
<b>DATE:</b>	July 28, 2020

**BACKGROUND:**

Typically, a new employee has a vacation accrual rate of 4.0 hours in a two week time period. Officer Steen had come before the WB City Council and requested to WB City Council that she be granted a vacation accrual rate of a 5 year full-time employee, which is 4.9 hour in a two week pay period. Officer Steen has worked for the West Branch Police Department part-time for over 5 years. Per Officer Steen request. Officer Cathy Steen requests a vacation accrual rate of 4.9 hours for a two week pay period. (Comparable to that of a 5 year employee.)

This item was discussed and request to come back before the City Council in the form of a Resolution.

*Comments from the Administrator:*

*Once the proposal was presented I have been approached by two employees (independently) expressing shared concern that the precedent of granting Steen’s request would cause concerns of fairness. In one case, the employee thought it devalued their time of service. Because they had to earn their time accrual as determined through the normal policy. Please see the attached memo. I have asked employees that have dissenting views to express them in written format and only participate in the public debate during the City Council Meeting when given the floor by the Mayor.*

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

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## MEMORADUM

TO: Mayor and City Council

FROM: Gordon Edgar, Finance Director

RE: Policy Decisions Being Made Outside the Employee Handbook

DATE: 7/14/2020

The City Council should allow the City Staff to utilize the employee handbook to manage employees.

The Council should consider the impact of granting requests to city employees that appear before the Council. When city managers make decisions based on the employee handbook and then the Council ignores the handbook and overrides the manager's decisions, this defeats the purpose of having a handbook and is a bad precedent. There is a negative effect on employee morale when an employee is seen as obtaining preferential treatment from the Council. It encourages employees who are dissatisfied with what they are told, to obtain the answer they want from the Council. Please deny the request for a change from the employee handbook.

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**RESOLUTION 1920**

**A RESOLUTION CONSIDERING THE REQUEST OF CATHY STEEN FOR SPECIAL CONSIDERATION FOR A VACATION ACCRUAL ADJUSTMENT FROM 4.0 TO 4.9 TO REFLECT A FULL-TIME 5 YEAR EMPLOYEE.**

**WHEREAS**, during the recent budget process, the City Council expressed interest in offering a Full-Time Police Officer position to Part-Time Police Officer Cathy Steen; and

**WHEREAS**, upon accepting the position of Full-Time Police Officer, Ms. Steen requested special consideration from City Council for an adjusted rate of vacation accrual to reflect a Full-Time 5 year employee; and

**WHEREAS**, Cathy Steen has been a trusted member of the West Branch Police Department for over five years as a Part-Time Officer; and

**WHEREAS**, the City Council is considering adjusting her vacation accrual rate from 4.0 to 4.9; and

**WHEREAS**, the aforementioned request has received majority vote by the City Council of the City of West Branch.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa, that the aforementioned request of Cathy Steen for special consideration for a vacation accrual adjustment from 4.0 to 4.9 to reflect a full-time 5 year employee is hereby accepted and approved.

\* \* \* \*

**Passed and approved this 3<sup>rd</sup> day of August, 2020.**

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

ATTEST:

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



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	August 3, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1921</b> – A Resolution Approving Staff Recommendation to Accept the Quote of \$4,800 from “AquaShine” for the Services of Cleaning the Exterior our North Water Tower.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Matt Goodale, Public Works Director
<b>DATE:</b>	July 29, 2020

**BACKGROUND:**

Lead Water Operator Tim Moss solicited quotes form 6 companies for cleaning the north water tower. The lowest comparable quote came from a local contractor. We would like to move forward with cleaning the tower and recommend accepting the quote from Aqua Shine.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1921 – 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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ESTIMATE



**City Of West Branch**  
PO Box 218  
West Branch, IA 52358  
(319) 631-2950

**AquaShine LLC**  
45 Greenview Dr  
West Branch, IA 52358  
Phone: (319) 325-5712  
Email: jake@aquashinewashon.com

Estimate # 000088  
Date 07/22/2020

**Description** **Total**

---

Water Tower Exterior Cleaning \$4,800.00

AquaShine uses a soft wash method as to not disturb the surface coatings. Apply a soap mixture of 1-2% sodium hypochlorite, 2% commercial grade surfactant and water mix at 100psi to the exterior surface of the water tower. Let soap mixture dwell for a period of time and repeat as needed to get the algae build up to release surface tension at the roots. Once algae roots have released tension we use a pressure washer at about 800 psi to rinse the surface and repeat as needed until surface is clean. The benefit to a soft wash method is to not disturb the surface if there is any cracked or loose surface coatings and to kill the algae at the roots to prevent re-growth.

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**Subtotal** \$4,800.00

**Total** **\$4,800.00**

**Notes:**

Hi Tim,

Thank you for your consideration in AquaShine for the north water tower exterior cleaning project. We would plan to use a 135' JLG lift to clean the tower. I would plan to have the lift parked on Maple st which would block traffic from being able to access that street while the project is going on. When I talked to Matt last year about this project I asked if the city could provide a couple road blocks for the entrance of maple st. He said that shouldn't be a problem. If the city can't I can either block it off with cones or rent some road blocks my self.

I think it would be best to try to do the work on a weekend while the daycare and school are not in session as the water tower is in close proximity of both buildings particularly the daycare playground area. We would plan to have the lift delivered on a Friday and have it parked off to the side in the grass by the water tower with the keys pulled while not in use. The lift would be picked back up on Monday.

All fall protection used to accomplish the work is OSHA certified equipment and is inspected upon use. I have taken mobile lift training through United Rentals in Cedar Rapids. I have a 30hr OSHA certification in construction and general industry along with 15 years experience overseeing safety and production as an industrial cleaning contractor. I have attached our company's certificate of insurance and our state of Iowa contractors registration.

If you have any questions for me feel free to contact me. Thank you very much for the opportunity it is greatly appreciated.

This proposal and any of the files transmitted with it may contain information proprietary to AquaShine LLC. This information provided is intended solely for the use of the individuals or entity for whom they are addressed. The information provided is to be maintained in confidence and not disclosed to third parties without the consent of AquaShine LLC. This information is not to be copied, reprinted, or used as specifications for any other proposal purposes.

By signing this document, the customer agrees to the services and conditions outlined in this document.

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City Of West Branch

**RESOLUTION 1921**

**A RESOLUTION APPROVING STAFF RECOMMENDATION TO ACCEPT THE QUOTE OF \$4,800 FROM “AQUASHINE” FOR THE SERVICES OF CLEANING THE EXTERIOR OUR NORTH WATER TOWER.**

**WHEREAS**, a clean water tower elicit home town pride, projects a good image, and often makes the first impression to visitors to our city. The size alone makes it a notable landmark; and

**WHEREAS**, if our water tower looks bad, it makes bad impression and makes our community look bad; and

**WHEREAS**, water tower cleaning is not a simple job... unless you’re properly trained and equipped, like AquaShine Contractors. AquaShine has the right knowledge, equipment, and experience to do the job well and efficiently (as well as being a local business); and

**WHEREAS**, In fact, our water tower tank cleaning helps maintain our tank’s pristine look longer, so we won’t have to paint it as often, saving the city money and effort; and

**WHEREAS**, 6 companies was solicited for cleaning the north water tower. The lowest comparable quote came from AquaShine a local contractor. Thus, staff recommends accepting the quote from Aqua Shine for aforementioned water tower cleaning services.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa, that the aforementioned staff recommendation to accept the quote of \$4,800 from “AquaShine” for the services of cleaning the exterior our north water tower is hereby accepted and approved.

\* \* \* \*

**Passed and approved this 3<sup>rd</sup> day of August, 2020.**

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

ATTEST:

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



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 20, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> The Use of Tree Sap / Equivalent on Public Gravel Surfaces in the City.
<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 / Matt Goodale, Public Works Director
<b>DATE:</b>	July 14, 2020

**BACKGROUND:**

Lignin Sulfonate, more commonly called tree sap, is a by-product of pulpwood processing and is another widely used dust suppressant. This biodegradable product is used in many commercial dust suppressants because it acts as a binder to seal road surfaces and tends to work best when incorporated into gravel on the road surfaces.

The soybean industry offers soy soap stock a by-product of soybean oil extraction. One application should provide three to four months of dust control depending surface activity. This noncorrosive and environmentally friendly solution works by penetrating road surfaces and bonding the gravel together.

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

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