



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JULY 20, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.

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

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available July 24th 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

1. City Council Update on the North Maple Street – Curb and Gutter Project (as prioritized by the Fy19-20 Goal Setting).

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 22, 2020.
2. **Motion to Approve** Meeting Minutes for City Council Meeting July 6, 2020.
3. **Motion to Approve** a Class E 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.
4. **Motion to Approve** the Special Event Permit for the West Branch Sidewalk Sales.
5. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Resolution 1917** – A Resolution Approving a Paid Parental / Maternity / Paternity / Adoption Leave Policy.
2. **Resolution 1918** – A Resolution Authorizing the Purchase of a Disc Mower for Roadside Ditches.
3. **Resolution 1919** – A Resolution Approving and Establishing an Equipment and Vehicle Replacement Reserve Policy for City Departments.
4. **Discussion Item:** Consider Making Corrections to Chapter 22 of the City Code of Ordinance: Entitled Library Board of Trustees.
5. **Discussion Item:** Regarding the City's Position Regarding the Interpretation of City Code of Ordinances Regulating the Moving Mobile Homes through Town.
6. **Discussion Item:** 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.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 20, 2020

AGENDA ITEM:	North Maple Street Storm Water Repair
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Matt Goodale, Public Works Director
DATE:	July 15, 2020

BACKGROUND:

As part of the goal setting process, North Maple Street was chosen as a project for this past budget year. This was originally slated as an entire street project but was later downgraded and small portions of it were completed to repair the areas in the most need of attention. The North end of this project consisted of approximately 130 feet of curb and gutter, concrete drive approach and repairs to the sealcoat portion of the street. This project was completed in house.

STAFF RECOMMENDATION: Accept the Presentation
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REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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Presentation



(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/. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**June 22, 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, June 22, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.

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

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:02 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Tom Dean were present. Jerry Sexton arrived at 7:14 p.m. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick and Finance Officer Gordon Edgar, Police Chief Mike Horihan, Fire Chief Kevin Stoolman were present. Attending via Zoom: City Attorney Kevin Olson, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin.

GUEST SPEAKER PRESENTATIONS Chief Horihan provided an update to the Council on required police trainings that the West Branch Police department participates in as required by the Iowa Law Enforcement Academy. Those trainings include: use of force, firearms qualifications, defensive tactics, de-escalation techniques and mental health. Horihan said twelve hours of continued education is required annually and that trainings are conducted in-house and also provided by an outside source where appropriate

PUBLIC COMMENT Resident Mary McGee addressed the council and asked if they would support a fundraising initiative to support the local businesses in West Branch due to the COVID-19 pandemic. Laughlin said the Council would support and fundraising efforts and directed McGee to the Community Development Group who is better suited to assist in that area.

CONSENT AGENDA

Motion to approve minutes for City Council Meeting June 1, 2020.

Motion to approve the West Branch Fire Department appointment of Austin Finnegan.

Motion to approve the claims report.

June Claims and May 2020 Revenue

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
KANOPI	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

MAY REVENUE-FISCAL YEAR 2020	
FUND	
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
TOTAL	453,906.20

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1909 – Approving an Excessive Force Policy. / Move to action.

Miller asked if Chief Horihan agreed with the suggested policy and Horihan said that the policy reflects the current West Branch Police Policy that was adopted a few years ago. Jones added that Resolutions 1909 through 1913 are a requirement of the \$25,000 Community Development Block Grant (CDBG) that the city was awarded for the West Branch Food Bank and related activities.

Motion by Miller, second by Dean to approve Resolution 1909. AYES: Miller, Dean, Goodweiler, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 1910 – Approving an Equal Opportunity Policy. / Move to action.

No discussion.

Motion by Goodweiler, second by Stoolman to approve 1910. AYES: Goodweiler, Stoolman, Miller, Dean, Sexton. NAYS: None. Motion carried.

Resolution 1911 – Establishing a Fair Housing Policy. / Move to action.

No discussion.

Motion by Dean, second by Goodweiler to approve 1911. AYES: Dean, Goodweiler, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 1912 – Establishing a Code of Conduct for Administering Federal Grant Funds Policy. / Move to action.

No discussion.

Motion by Dean, second by Sexton to approve 1912. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 1913 – Approving a Residential Anti-Displacement & Relocation Assistance Plan. / Move to action.

No discussion.

Motion by Stoolman, second by Sexton to approve 1913. AYES: Stoolman, Sexton, Miller, Goodweiler, Dean. NAYS: None. Motion carried.

Discussion – Regarding the recent findings of the city audit.

Jones said the City had received three findings in the FY19 audit. The first was for the West Branch Fire Department not reconciling their bank account. Stoolman stated that at each monthly meeting, all checks written are presented to the fire department and approved by its members. Stoolman added that for each check transaction, two signatures are required. Stoolman said that if additional reconciliation was required they would comply. A similar finding was with the West Branch Public Library for segregation of duties and bank reconciliation. Shimmin said that the Friends of the Library who hold the account, has tried to comply with the auditors request but don't seem to be able to satisfy them each year. The third item was a budget that had been exceeded by one hundred dollars as an oversight by Finance Officer Edgar. The Council asked the fire department and library to try to find a way to meet the needs of the auditors in hopes of a different outcome next year.

Resolution 1914 – Cancelling Hoover's Hometown Days 2020 event. / Move to action.

The Hoover's Hometown Committee met on June 18th and all members agreed that the entire event should be cancelled this year, including the fireworks display. Sexton said he felt bad that the City would not be holding the event, but Laughlin added that it was what needed to be done in light of the COVID-19 pandemic.

Motion by Dean, second by Sexton to approve 1914. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 1915 – Hiring Cathy Steen as a full-time police officer for the City of West Branch as setting the salary. / Move to action.

As part of the FY21 budget process, hiring a fifth police officer was approved. Steen was offered the position and accepted. Steen has been with the department part time for five years.

Motion by Dean, second by Stoolman to approve 1915. AYES: Dean, Stoolman, Goodweiler, Miller, Sexton. NAYS: None. Motion carried.

Resolution 1908 – Approving the West Branch High School Softball Parking Lot Site Plan. / Move to action.

Dean said he had met with school superintendent Marty Jimmerson and shared his concerns with turning traffic to the school and how the parking lot might cause additional congestion. Dean said Jimmerson assured him that if turning traffic was an issue during school events, adjustments would be made to ensure public safety. Dean said he was satisfied with Jimmerson's response and requested this resolution to be reconsidered.

Motion by Dean, second by Goodweiler to approve 1908. AYES: Dean, Goodweiler, Miller, Sexton, Stoolman. NAYS: None. Motion carried.

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

The council discussed several options presented and compiled by Councilperson Dean and staff through an employee survey in an attempt to control costs and provide a competitive and acceptable benefit package. The following was agreed upon. 1) Sick leave would continue to accrue at 3.69 hours per pay period to a maximum of 560 hours. 2) Annual payouts for hours above 560 would be eliminated. 3) Unused sick leave at retirement will be paid out at the

employees' base wage at either 25 or 50 percent according to their date of hire. 4) New employees hired after August 1, 2020 will not be eligible for sick leave payout at retirement. In addition, the topic of paternity leave was brought up for discussion. More information was requested on the topic and it was asked to be brought back to the next meeting for further discussion.

Motion by Dean, second by Sexton to approve 1906. AYES: Dean, Sexton, Miller, Goodweiler. NAYS: Stoolman. 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 Miller, second by Goodweiler to approve Resolution 1899. AYES: Miller, Goodweiler, Sexton, Dean. NAYS: Stoolman. Motion carried.

CITY ADMINISTRATOR REPORT

Jones thanked Council person Dean for his leadership on the disability/sick leave policy changes. Jones also asked the Council for direction on future social distancing for council meetings. Laughlin said he preferred they kept meeting as they are with using Zoom through July. Jones also reported that the City had satisfied all of the requirements of the Derelict Building Grant (\$50,890) and that those funds should be released soon. Jones said he also working on a grant to help fund the waste water treatment project.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

Edgar said he had failed to submit the current salaries for the worker's compensation coverage for FY21. The error resulted in an undercharge of the premium and Edgar stated a new bill would be sent to the City to reflect the correct premium rate for FY21.

Russell reported that Cubby Park had its first softball tournament this past weekend. Social distancing was encouraged with bleachers being removed. Russell said the restrooms were available and sanitized each hour and that the concession stand remained closed. Russell mentioned a few parking issues and hope that will resolve itself as time goes on.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller asked if the West Branch sign on N. Downey St. could be replaced as it was falling over for some unknown reason. Goodale said that the sign was on the list of signs to be replaced and said the pole had rotted and that was why it was leaning. Goodale hoped to have it taken care of soon.

ADJOURNMENT

Motion to adjourn the meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:59 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

(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/. The minutes are not approved until the next regularly scheduled City Council meeting.)

West Branch, Iowa
Council Chambers

City Council
Regular Meeting

July 6, 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 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 Pro Tem Colton Miller called the West Branch City Council meeting to order at 7:02 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Tom Dean were present. Jerry Sexton arrived at 7:13 p.m. Mayor Roger Laughlin was absent. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick and Finance Officer Gordon Edgar, Police Chief Mike Horihan were present. Attending via Zoom: City Attorney Kevin Olson, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin.

GUEST SPEAKER PRESENTATIONS

Mayor Pro Tem administered the oath of office for Officer Cathy Steen to the West Branch Police Department as a full-time police officer.

PUBLIC COMMENT

Cathy Steen, West Branch Police Officer asked the Council to consider an exception to the West Branch Employee Handbook in regard to vacation time accruals. Steen said she had been employed part-time since 2015 and asked that her time with the city be given consideration to accrue vacation at the full-time rate of 4.92 hours per pay period rather than 4.0 hours per pay period. The Council agreed to consider the request.

CONSENT AGENDA

Motion to approve minutes for City Council Meeting June 1, 2020.

Motion to approve the claims report.

EXPENDITURES	7/6/2020	
AT & T MOBILITY	WIRELESS SERVICE	388.28
BALDRIDGE ENVIRONMENTAL SE	SEWEAGE TREATMENT ENZYMES	5,000.00
BARRON MOTOR SUPPLY	FILTERS	433.20
CEDAR COUNTY COOPERATIVE	FUEL -CEMETERY	544.67
EAST CENT INTERGOVT ASN.	DUES 7-1-20 TO 12-31-20	812.70
GREAT AMERICAN BUSINESS PR	PET WASTE BAGS	761.98
ICMA	ICMA	767.04
IMWCA	IMWCA	5,478.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	655.37
IOWA COMMUNITIES ASSURANCE	PROPERTY & LIABILITY INSURANCE	36,451.49
MICHALA D COX	BUILDING INCENTIVE PAYMENT	112.73
OLSON, KEVIN D	LEGAL SERVICES-JULY 2020	1,500.00
UNITED STATES GEOLOGICAL SUVEY	STREAM GAGE MAINT & OPERATION	6,480.00
TOTAL		59,385.46
PAYROLL		56,376.03

PAID BETWEEN MEETINGS

CATHERTINE STEEN	OFFICE SUPPLIES	26.69
CITY OF WEST LIBERTY	FIELD CHALK	80.00
CROELL, INC	CONCRETE	586.25
ECONO SIGNS LLC	STREET SIGNS	855.20
HD SUPPLY	SUPPLIES	66.99
JULIA HIME	VIDEOGRAPHY SERVICES	50.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	72.90
JOHN DEERE FINANCIAL	SUPPLIES	14.92
JOHNSON COUNTY REFUSE INC	LANDFILL-SPRING CLEANUUP	1,240.50
KOCH OFFICE GROUP	COPIER MAINTENANCE	321.29
LIBERTY COMMUNICATION	TELEPHONE SERVICE	1,397.17
MEDIACOM	CABLE SERVICE	41.90
PARKSIDE SERVICE	VEHICLE REPAIR	94.55
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PORT 'O' JONNY INC	SERVICE - CEMETERY	90.00
SHRED-IT USA	DOCUMENT DESTRUCTION	55.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
USA BLUE BOOK	SUPPLIES	582.68
VERIZON WIRELESS	WIRELESS SERVICE	337.79
ALTORFER INC	VEHICLE MAINTENANCE	101.10
LESLIE BRICK	MILEAGE	19.80
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	694.80
CINDY'S TROPICAL ICE	VENDOR REFUND	50.00
CROELL, INC	STORM SEWER REPAIR	590.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20
FERGUSON US HOLDINGS	SUPPLIES	1,858.60
JOHNSON COUNTY AUDITOR	CONTRIBUTION-LOWER CEDAR WMA	500.00
JOHNSON COUNTY REFUSE INC	GARBAGE STICKERS	50.10
LYNCH'S PLUMBING INC	REPAIR PARTS	19.00
M MONTES DE OCA	RENTAL REFUND	65.00
MENARDS	KEY CABINET	35.23
OFFICE OF AUDITOR OF STATE	AUDIT SERVICES	15,096.75
PARKSIDE SERVICE	VEHICLE REPAIR	216.99
SUZANNE BARLOON	VENDOR REFUND	50.00
THE HOME DEPOT PRO	BUILDING MAINTENANCE SUPPLIES	342.96
VEENSTRA & KIMM	LOT SITE PLAN REVIEW	528.00
VEENSTRA & KIMM	MEADOWS 3 & 4 CONSTRUCTION REVIEW	154.35
VEENSTRA & KIMM	PUD REVIEW	352.00
VEENSTRA & KIMM	CHANNEL WIDENING FLOOD IMPROVEMENT	1,963.50
VEENSTRA & KIMM	WBHS SITE PLAN REVIEW-MIDDLE SCHOOL	352.00
VEENSTRA & KIMM	I-80 WEST WATER MAIN RELOCATION	352.00
WATCH GUARD VIDEO	BODY CAMERAL & ACCESSORIES	2,954.50
TOTAL		32,708.09
GRAND TOTAL EXPENDITURES		148,469.58

FUND TOTALS

001 GENERAL FUND	50,379.82
022 CIVIC CENTER	158.65
031 LIBRARY	6,007.08
036 TORT LIABILITY	31,363.24
110 ROAD USE TAX	5,152.22
112 TRUST AND AGENCY	12,561.29
321 WIDENING WAPSI CREEK @ BERANEK PARK	1,963.50
323 I-80 WEST, WATER MAIN RELOCATION	352.00
600 WATER FUND	15,361.99
610 SEWER FUND	17,599.79
740 STORM WATER UTILITY	7,570.00

GRAND TOTAL 148,469.58

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1916 – Approving and Accepting the CDBG Procurement Policy. / Move to action.

Jones said this resolution was an additional requirement of the CDBG Grant. The Council had no discussion. **Motion by Dean, second by Goodweiler to approve Resolution 1916. AYES: Dean, Goodweiler, Miller, Stoolman. NAYS: None. Motion carried.**

Discussion – Paid Parental/Maternity/Paternity/Adoption Leave Policy.

Miller presented a third option for a paid parental leave policy aside from what Jones had provided in the council packet. Miller said it was best to ‘keep it simple’. Miller’s proposal provided eighty hours of paid parental leave for the employee (father of the baby) and eighty hours for the employee (male or female) for the adoption of a child. Miller’s proposal also would allow the employee to use their accrued sick time and vacation for any additional time needed. Miller said maternity benefits for a female employee would be covered under the new short term disability policy that would provide six weeks off to recover from childbirth. The employee could also use accrued vacation and sick leave for an additional six weeks off if available. The council had no objections with Miller’s proposal. Miller directed Jones to draft a resolution to amend the Employee Handbook.

Discussion – Potential purchase of a disc mower for roadside ditches (non-budgeted item).

Goodale explained that the current mower used to mow some of the ditches within the city limits throw grass clippings in the roadway which has been raised a concern of the West Branch Safety Committee. Goodale stated that he has equipment set aside funds available for the purchase of a disc mower that would take care of the issue, but needed Council approval to use those funds and this was not a budgeted item for FY21. The Council agreed of the purchase, but asked Goodale to obtain additional quotes and felt that other vendors would be more competitively priced.

Discussion – Consideration to develop an equipment and vehicle replacement program or set aside program.

Miller said this was not a new discussion item and that it had been requested for several years. Currently, the West Branch Fire Department uses a set-aside program which is designated for future equipment and vehicle replacement. The Council expressed their desire for the Police, Public Works and Parks & Recreation departments create similar set aside accounts for such purchases. Jones said that Finance Officer Edgar has some concerns with that when budgets get tight at certain times of the year when bond payments are due. The Council expressed that changes were needed so that departments could replace equipment when needed. Miller asked Jones to come up with a proposal and present it the Council in the coming weeks.

CITY ADMINISTRATOR REPORT

Jones said he had submitted for the waste water grant but found that due to some restrictions he was only able to submit for two million dollars rather than seven million which would have covered the whole project. Jones also advised the Council that the lagoons (located on Fawcett Drive), a non-urbanized road, creates a lot of dust which in turn requires the need for filters to be changed weekly. Jones said the cost of the filters runs approximately \$430 dollars per month. Sexton asked if consideration was given to treating the gravel surface. Goodale said he had in the past, but the treatment wasn’t long lasting. Jones said he was made aware of RISE Grant which may help with funding paving the road. Jones said he and Goodale recently did a street repair inventory and said it was time to revisit creating a Capital Improvements Plan and start preparing to prioritize needs of the city. Jones said that Public Works performed its first code enforcement for a grass mowing nuisance. The resident’s property was mowed and will be assessed a two hundred and fifty dollar fine along with related labor costs. Jones said that another problematic nuisance property would be going to court this month. Cubby Park signage was presented and the Council approved and directed Russell to have it ordered.

CITY ATTORNEY REPORT

Olson said he would step up efforts to get the former Casey’s site paved as the Council had desired before accepting the property.

STAFF REPORTS

None.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman said that during recent ball tournaments at Cubby Park, she noticed that Crestview had placed cones at their rear parking lot to deter over flow parking on their property. Russell acknowledged that parking is an issue and reminded the Council that a parking lot was eliminated during ‘value engineering’ of the project. Russell said that she was hopeful that there was still money from the project to have additional parking added in the coming year. Stoolman suggested that the city have ‘No Parking’ signage be made for Crestview so that they would not have to put up cones each time the park is used.

Miller said he received a request from the Lions Club regarding the flag program and said it has exploded and that they were needing space for flag storage. Miller suggested that they purchase a storage container and have it placed near the south water tower.

ADJOURNMENT

Motion to adjourn the meeting by Stoolman, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:22 p.m.

Colton Miller, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Motion to Approve Class C Liquor License (LC) (Commercial) with Sunday Sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina at 315 E. Main St.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	July 7, 2020

BACKGROUND:

Approve Class C Liquor License (LC) (Commercial) with Sunday Sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina, 315 E. Main St.

Renewal effective 8/5/2020 to 8/4/2021.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Motion to Approve the Special Event Permit for the West Branch Sidewalk Sales.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Melissa Russell, Parks and Recreation Director / CDG
DATE:	July 16, 2020

BACKGROUND:

Community Development Group would like to try boosting the local economy with sidewalk sales on August 7th and August 8th. Many business owners shared concern about the lost revenue usually produced by Hoover's Hometown Days. The business will be utilizing downtown sidewalks.

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

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Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

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

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

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: _____

Event Organization: _____ Phone: _____

Organization Address: _____ Tax ID #: _____

City: _____ State: _____ Zip Code: _____

Event Website: _____ Event Email: _____

Event Coordinator Name and Title: _____

Event Coordinator Email: _____

Event Coordinator Cell Number: _____

Event Coordinator Address: _____

City: _____ State: _____ Zip Code: _____

Description of Event: _____

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

Event set up will begin: <small>(date, day of the week and time)</small>	Event will begin: <small>(date, day of the week, and time)</small>	Event will end: <small>(date, day of the week, and time)</small>	Removal and clean-up will be completed: <small>(date, day of the week, and time)</small>

Maximum Number of Participants: _____ Maximum Number of Vehicles: _____

Will there be an admission fee? _____ What is the admission fee? _____

Will food be sold? _____ Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? _____ Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

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

Traffic Control Plan (please attach diagram): _____



Public Notification Plan: _____

Amplified Sound/Noise Plan: _____

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

Security Plan: _____

Restoration Plan: _____

Trash Management Plan: _____

Restroom Plan: _____

Signs/Banner Plan: _____

Insurance policy: _____

Signature: _____ Date: _____

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

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

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Motion to Approve the Claims Report.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	July 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.

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

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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 ACTIVITTY 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
KANOPI	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
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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
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GRAND TOTAL EXPENDITURES		108,875.35
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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
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	RUSSELL, MELISSA	REFUND OF PAYROLL DEDUCTIO	24.00
			TOTAL:	24.00
POLICE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	794.50
		ALLIANT ENERGY	SERVICES	145.19
			SERVICES	18.51
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
			TOTAL:	1,100.99
FIRE OPERATION	GENERAL FUND	HEIMAN FIRE EQUIPMENT	EQUIPMENT	2,204.85
			EQUIPMENT	302.15
		JOHNSON COUNTY AMBULANCE SERVICE	MEDICAL SUPPLIES	60.25
		WEX BANK	VEHICLE FUEL	41.22
		FASTENAL	BATTERIES	52.89
		ALLIANT ENERGY	SERVICES	435.58
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
		WEST BRANCH FIREFIGHTERS FOUNDATION	TELEPHONES	122.95
			TOTAL:	3,362.68
ANIMAL CONTROL	GENERAL FUND	WEST BRANCH ANIMAL CLINIC LLC	ANIMAL CARE	35.00
			TOTAL:	35.00
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	180.10
		ALLIANT ENERGY	SERVICES	2,158.55
			SERVICES	181.12
			TOTAL:	2,519.77
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL	REC ACTIVITTY AND MAINT SU	79.70
			REC ACTIVITTY AND MAINT SU	26.66
		RUSSELL, MELISSA	CAMP SUPPLIES & POSTAGE	165.06
		PORT 'O' JONNY INC.	SERVICE -WAPSI PARK	124.67
		FRED'S FEED & SUPPLY LLC	LIME & CHEMICALS	334.59
		HOLLYWOOD GRAPHICS	SHIRTS	1,229.75
		WEX BANK	VEHICLE FUEL	52.40
		US BANK CORPORATE CARD	CANP SUPPLIES, CONCESSION	210.68
			CANP SUPPLIES, CONCESSION	305.21
		ALLIANT ENERGY	SERVICES	131.55
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
		ORIENTAL TRADING CO. INC.	CAMP SUPPLIES	125.62
		JOURNEYED COM INC	SOFTWARE LICENSE RENEWAL	419.88
		JJ NICHTING COMPANY	EQUIPMENT MAINTENANCE	340.61
		DIRK WIENEKE	INSECTICIDE/WEED CONTROL-CU	1,327.00
			TOTAL:	5,016.17
CEMETERY	GENERAL FUND	WEX BANK	VEHICLE FUEL	70.57
		AE OUTDOOR POWER	EQUIPMENT MAINTENANCE	262.56
			TOTAL:	333.13
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	SERVICES	55.54
			TOTAL:	55.54
ECONOMIC DEVELOPMENT	GENERAL FUND	CCEDCO	DUES 7-01-2020 TO 6-30-202	6,409.00
			TOTAL:	6,409.00
CLERK & TREASURER	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	68.05-
			COMPUTER KEYBOARD	101.64

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			OFFICE SUPPLIES	13.88
			OFFICE SUPPLIES	49.79
			OFFICE SUPPLIES	9.53
			OFFICE SUPPLIES	131.58
			OFFICE SUPPLIES	7.12
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	47.59
		US BANK CORPORATE CARD	CAMP SUPPLIES, CONCESSION	16.04
		ALLIANT ENERGY	SERVICES	149.71
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.87
			TOTAL:	601.70
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS	331.77
		CEDAR COUNTY RECORDER	LEGAL RECORDINGS	68.00
			TOTAL:	399.77
SOLID WASTE	GENERAL FUND	CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	14,331.78
		WEST BRANCH TIMES	LEGAL PUBLICATIONS	47.40
		JOHNSON COUNTY REFUSE INC.	RECYCLING JUNE 2020	4,080.25
			TOTAL:	18,459.43
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
		JOURNEYED COM INC	SOFTWARE LICENSE RENEWAL	419.88
			TOTAL:	662.67
COMMISSION	GENERAL FUND	WEST BRANCH ANIMAL CLINIC LLC	TRAP NEUTER CATS	55.00
			TOTAL:	55.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	47.59
		ALLIANT ENERGY	SERVICES	240.34
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
			TOTAL:	430.72
LIBRARY	LIBRARY	OVERDRIVE INC	AUDIO BOOKS	198.48
			AUDIO BOOKS	113.99
			EBOOK	1.19
		WALMART COMMUNITY/RFCSLLC	MAINTENANCE & PROGRAM SUPP	10.97
			MAINTENANCE & PROGRAM SUPP	95.36
			MAINTENANCE & PROGRAM SUPP	126.72
			MAINTENANCE & PROGRAM SUPP	171.69
			MAINTENANCE & PROGRAM SUPP	29.88
		LYNCH'S PLUMBING INC	SERVICE CALL	155.00
		LIBRARICA LLC	SOFTWARE SUPPORT RENEWAL	326.57
		QUILL CORP	LABELS	26.22
			SURGE PROTECTOR	21.56
		BAKER & TAYLOR INC.	BOOKS	16.34
			BOOKS	350.50
			BOOKS	263.85
			BOOKS	41.17
		IOWA CITY PRESS-CITIZEN	SUBSCRIPTION	221.02
		US BANK CORPORATE CARD	CAMP SUPPLIES, CONCESSION	56.35
		ALLIANT ENERGY	SERVICES	268.58
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
		BANKERS ADVERTISING COMPANY	OPERATING SUPPLIES	140.00
		AMAZON	MAINT & PROG SUPPLIES, COL	277.74
			MAINT & PROG SUPPLIES, COL	23.68

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MAINT & PROG SUPPLIES, COL	28.84
			MAINT & PROG SUPPLIES, COL	329.01
		US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
		JOURNEYED COM INC	SOFTWARE LICENSE RENEWAL	419.88
		PUTNAM MUSEUM & IMAX THEATRE	LIBRARY MEMBERSHIP	50.00
		KANOPY	VIDEO RENTAL	26.00
			TOTAL:	4,039.63
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	494.11
			TOTAL:	494.11
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	764.89
			TOTAL:	764.89
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	18.84
			TOTAL:	18.84
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	489.18
			TOTAL:	489.18
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	28.60
			TOTAL:	28.60
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	241.43
			TOTAL:	241.43
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	81.19
			TOTAL:	81.19
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	46.06
			TOTAL:	46.06
ROADS & STREETS	ROAD USE TAX	DEWEYS JACK & JILL	REC ACTIVITTY AND MAINT SU	10.79
		RIVER PRODUCTS COMPANY INC	ROADSTONE	215.59
		WEX BANK	VEHICLE FUEL	77.98
		ALLIANT ENERGY	SERVICES	47.12
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
		BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLI	110.39
			VEHICLE MAINTENANCE SUPPLI	41.23
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	101.50
			TOTAL:	747.39
INVALID DEPARTMENT	PARK IMP - PEDERSE	MOORE'S WELDING INC	RAILINGS @ CUBBY PARK	1,554.88
		KWM INC	DUMPSTER ENCLOSURE-CUBBY P	568.04
			TOTAL:	2,122.92
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	IOWA DEPARTMENT OF NATURAL	265.18
		STATE HYGIENIC LAB	LAB ANALYSIS	26.00
		WEST BRANCH REPAIRS	WEST BRANCH REPAIRS	154.95
		HAWKINS INC	CHEMICALS	653.18
		IMWCA	WORK COMP - WATER	128.96
		WEX BANK	VEHICLE FUEL	77.98
		ALLIANT ENERGY	SERVICES	2,907.76
			SERVICES	83.48
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
		CJ COOPER & ASSOCIATES	DRUG TEST	35.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		MERCY IOWA CITY PHYSICIAN & CLINIC SER	DRUG TEST	21.00
			TOTAL:	4,496.28
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
		IMWCA	WORK COMP - SEWER	51.74
		WEX BANK	VEHICLE FUEL	78.00
		TIPTON ELECTRIC MOTORS INC	EQUIPMENT REPAIR	213.12
		ALLIANT ENERGY	SERVICES	2,741.66
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	142.79
			TOTAL:	3,986.31
STORM WATER UTILITY	STORM WATER UTILIT	SPAHN & ROSE LUMBER CO.	REROD-STORM SEWER	134.40
		CROELL, INC.	CONCRETE	381.50
			TOTAL:	515.90

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===== FUND TOTALS =====
001 GENERAL FUND                39,034.85
022 CIVIC CENTER                  430.72
031 LIBRARY                       4,039.63
036 TORT LIABILITY                2,164.30
110 ROAD USE TAX                   747.39
308 PARK IMP - PEDERSEN VALLE     2,122.92
600 WATER FUND                    4,496.28
610 SEWER FUND                    3,986.31
740 STORM WATER UTILITY           515.90
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GRAND TOTAL:                    57,538.30
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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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Resolution 1917 – A Resolution Approving a Paid Parental / Maternity / Paternity / Adoption Leave Policy.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones, City Administrator
DATE:	July 15, 2020

BACKGROUND:

The purpose of this Discussion Item is to get some clarity on the City Council’s desire to provide up to 80 hours of paid parental leave to employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy may also run concurrently with Short-term and/or Long-term if applicable. This policy will be in effect for births, adoptions, guardianship due to death of parents, or placements of foster children.

The attached policy has received legal review.

STAFF RECOMMENDATION:	Approve Resolution 1917 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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West Branch Paid Parental / Maternity / Paternity / Adoption Leave Policy

Maternity Leave – maternity leave is covered under the Short Term Disability Policy, per plan benefits. At the end of the Short Term Disability Policy, the employee may use any accrued sick or vacation hours for additional time off, up to 12 weeks. FLMA runs concurrently with Short Term Disability.

Paternity Leave – paternity leave is available to a person who is a spouse or committed partner of a person who has given birth or has adopted a child. Paternity leave will include 80 hours of paid off (by the City of West Branch). Employees may use accrued sick leave or vacation at the end of paternity leave (80 hours) to a maximum of 12 weeks. FLMA runs concurrently with paternity leave.

Adoption – if an employee adopts a child, the same paternity leave benefits will apply.

RESOLUTION 1917

A RESOLUTION APPROVING A PAID PARENTAL / MATERNITY / PATERNITY / ADOPTION LEAVE POLICY.

WHEREAS, the purpose of this resolution is to provide up to 80 hours of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, guardianship, or foster care; and

WHEREAS, the purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child; and

WHEREAS, this policy will run concurrently with Family and Medical Leave Act (FMLA) leave; as applicable may provide protections of employment when approved for events of births, adoptions, guardianship due to death of parents, or placements of foster children; and

WHEREAS, this policy may also run concurrently with Short-term and/or Long-term if applicable; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned paid parental / maternity / paternity / adoption leave policy are hereby accepted and approved.

* * * *

Passed and approved this 20th day of July, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Resolution 1918 – A Resolution Authorizing the Purchase of a Disc Mower for Roadside Ditches.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Matt Goodale, Public Works Director
DATE:	July 15, 2020

BACKGROUND:

The Public Works Department has looked through the options available for new disc mowers for mowing the road side ditches as discussed at the previous meeting and has decided on the option given in the packet, the Samba 200 SaMASZ. This is a 6’7” width mower that is rated in the 1/11 category for the 3 point and weighs 980 lbs. which would size it appropriately for the tractor the City currently owns. Public Works is requesting to use the funds previously set aside to make this purchase. This mower is significantly lower in price than the other options, offers a 2 year warranty and is available from a dealer in Riverside. Parts are readily available from the dealer. This is a lesser known company name in the United States but has a large overseas market. Paul O’Neil compared models at the different dealerships and said that this one is as heavily built as the other mowers with similar features.

This item was not initially budgeted however staff is proposing to access funds from the Public Works Reserve Fund which currently has \$18,250 in the Fund Balance. The \$8,165 recommended purchase (staff recommended quote price) would reduce the Public Works Reserve to \$10,085.

STAFF RECOMMENDATION:	Approve Resolution 1918 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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Quote Summary

Prepared For:
City Of West Branch
Po Box 218
West Branch, IA 52358

Prepared By:
Jason Loughran
Pyramid Services, Inc.
390 Highland Avenue
Iowa City, IA 52240
Phone: 319-337-2133
jason@pyramid-services.com

Quote Id: 22240737
Created On: 27 June 2020
Last Modified On: 27 June 2020
Expiration Date: 28 August 2020

Equipment Summary	Selling Price	Qty	Extended
Frontier DM5050 Disc Mower	\$ 9,800.00 X	1 =	\$ 9,800.00
Equipment Total			\$ 9,800.00

Quote Summary	
Equipment Total	\$ 9,800.00
SubTotal	\$ 9,800.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 9,800.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 9,800.00

DM5060

\$10,400

FRONTIER PRODUCTS
Hay & Forage

DM5060 Disc Mower
Equipment for Base Machine

Hitch Type: 3-Point
 Hitch Category: Category I or II (iMatch and Quick-Coupler Compatible)
 Cutting Width: 7 Ft. 9 In.
 Operating Weight: 975 Lbs.
 Operation Cutting Angle:
 +/- 25 Degrees
 Number of Cutting Discs: 6
 Number of Knives: 12
 PTO Drive: 540 RPM
 PTO HP Requirement: 45 HP Minimum
 Belt Drive: 4 V-Belts with Tensioner
 Average Swath Width: 5 Ft. 9 In.

Cutterbar Lift Mechanism: Hydraulic
 Outer Swath Wheel: Optional
 Safety Breakaway: Yes
 Required Hydraulic Outlets:
 1 Single Acting Valve
 Set-Up Time: 1.5 Hour
 Warranty: 1 Year

Code	Attachment Identifier	Description	Ref.	List Price Suggested USD (\$)
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Select One Code From Each Required Category

BASE MACHINE

0571XF		DM5060 Disc Mower	809K276	11,596.00
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SWATH WHEEL

9070		Swath Wheel Attachment (DM50 Series)	801K24	156.00
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ATTACHMENTS FOR FIELD CONVERSION

	5TIDM411274	Miscellaneous Swath Wheel Attachment (DM50 Series)	361K26	168.48
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J.J. Nitching Company
 110 N Columbus St
 West Liberty IA 52776-1613
 United States

Printed 2020-06-23

Customer Quote

Page 1 of 3

Name/Company CITY OF WEST BRANCH		Telephone
Address 110 N POPULAR PO BOX 218		Account Manager Kevin Licht
City/Town, State/Province WEST BRANCH, IA	Location West Liberty	Quote No. 388
Postal/Zip Code 52358	Quote Date	In Effect Until 2020-06-30
Quantity	Description	Price \$
Sales Items		
2020 - New - Case IH MD73 DISC MOWER Tractor		
Serial No.: TBD		
1	BE MD73 DISC MOWER	11710.00
Sub-Total		\$11,710.00
Factory Freight		351.00
Set Up		550.00
Sub-Total		\$12,611.00
Sale Items Subtotal		\$12,611.00
Total Price of Sale Items		\$12,611.00
Balance		\$12,611.00
Gov Discount		(\$3,162.00)
Contract Amount		\$9,449.00
Account Manager _____ Accepted by _____		
Notes: Includes delivery to West Branch Includes 3 Year cutter bar warranty Kevin Licht Email: K.Licht@jynitching.com		

Quote (Staff Recommended)

SCHNOEBELEN INC.

450 E. 4TH STREET
RIVERSIDE, IOWA 52327
PHONE: 319-648-2481

TO City of West Branch Ia SHIP TO _____
ADDRESS _____ ADDRESS _____
CITY West Branch STATE Ia ZIP _____ CITY _____ STATE _____ ZIP _____
Paul O Neal 319 631-3421 Fax 319 643 2305
DATE 7-8-20 ORDERED FOR RTSN SHIP VIA _____ DATE REQUIRED _____ TERMS _____

	QUANTITY		PLEASE SUPPLY ITEMS LISTED BELOW ITEMS	UNIT PRICE		AMOUNT
	ORDERED	RECEIVED		\$	PER	
1			Sa Masz Samba 200 7ft 7"			
2			3PT 5 disc Mower weight 980lb			\$6500.00
3						
4						
5			Sa Masz Samba 240 7ft 11"			
6			3PT 6 disc Mower weight 1080lb			7220.00
7						
8						
9			Sa Masz KDT 220 7ft 2"			
10			3PT 5 disc Mower weight 1480			8165.00
11						
12						
13						
14						
15						
16						
17						
18						

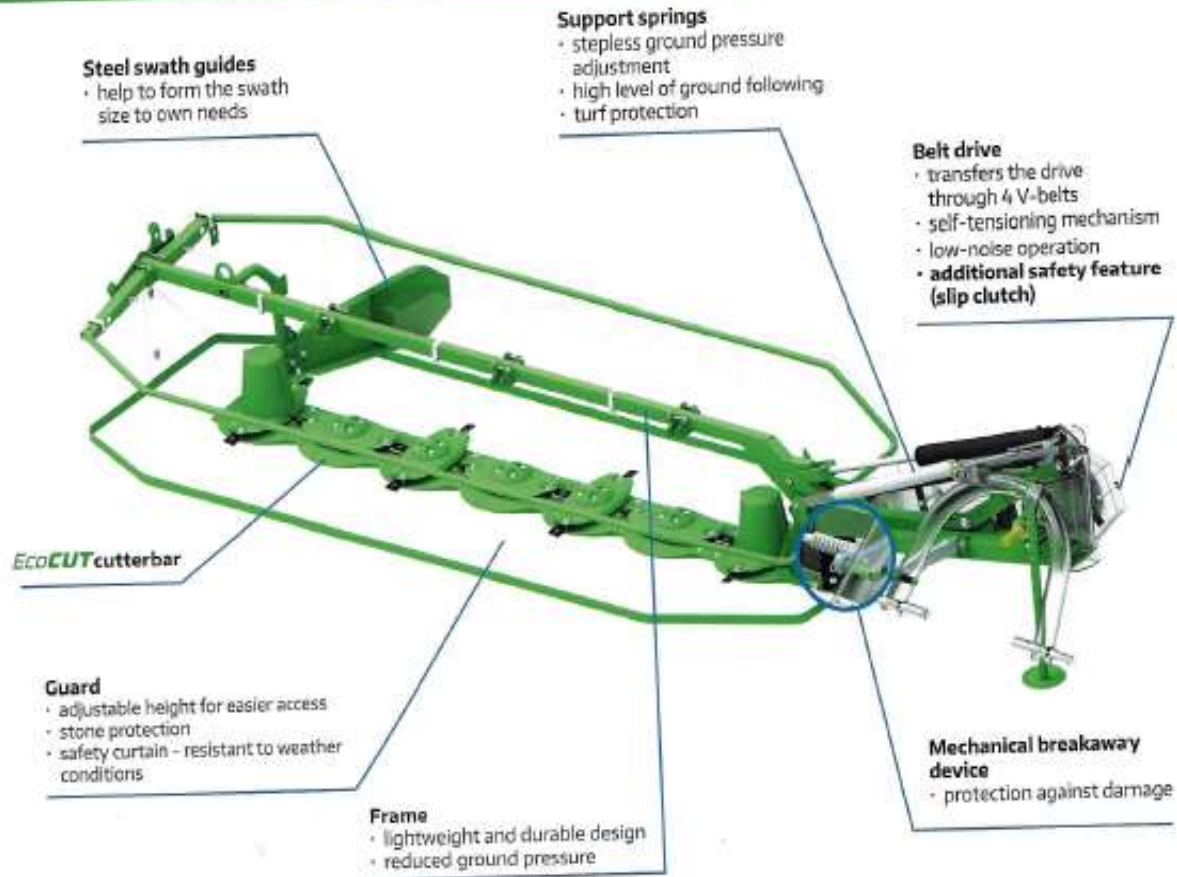
PLEASE NOTIFY US IMMEDIATELY IF UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED

USE OUR ORDER NUMBER ON ALL
INVOICES & PACKAGES

ORDERED BY _____

RECEIVED BY _____

ADVANTAGES OF SAMBA MOWERS



OTHER ADVANTAGES OF SAMBA MOWERS

Clean fodder and turf protection

- stepless cutting height adjustment
- use of topping skids possible
- high level of ground following: 1/ - 30°
- **lightweight - reduced pressure on the ground**

Customer friendly use

- automatic headland and transport support feature
- hydraulic folding
- mechanical transport lock
- adjustable lower hitch pins facilitate attachment to different types of tractors

Servicing and spare parts

- low operating costs
- most maintenance works possible to carry out on user's own

Proven design

- over **20 years** of experience in disc mower manufacturing
- **EcoCUT** cutterbar of own design, tested on the markets across the world
- **2 year warranty**

Farmers' trust

- within the past 3 years there is over 1500 SAMBA mowers operating on the fields of the world

OPTIONAL EQUIPMENT

Topping skids



Rubber swath guide - single (inner / outer)



Rubber swath guide - double (inner / outer)



SaMASZ North America, LLC
1211 Spruce Street
Roselle, NJ 07203

RESOLUTION 1918

**A RESOLUTION AUTHORIZING THE PURCHASE OF A DISC MOWER FOR
ROADSIDE DITCHES.**

WHEREAS, initially this item came before the City Council due to recommendations from the city's safety committee for various reasons and safety concerns including the dangers of leaving grass clippings in roadways; and

WHEREAS, The Public Works Department has looked through the options available for new disc mowers for mowing the road side ditches and has decided to recommend the Samba 200 SaMASZ; and

WHEREAS, this is a 6'7" width mower is sized appropriately for the tractor the City currently owns; and

WHEREAS, Public Works is requesting to use the funds previously set aside to make this purchase, and this mower is significantly lower in price than the other options, offers a 2 year warranty and is available from a dealer in Riverside where parts are readily available from the dealer; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned purchase authorization for the purchase of a disc mower for roadside ditches.

* * * *

Passed and approved this 20th day of July, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Resolution 1919 – A Resolution Approving and Establishing an Equipment and Vehicle Replacement Reserve Policy for City Departments.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator / City Clerk
DATE:	July 15, 2020

BACKGROUND:

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. However, there are some thoughts from Finance Department that would prefer departments create a vehicle and equipment replacement schedule that would be funded annually or fund a reserve annually.

STAFF RECOMMENDATION:	Approve Resolution 1919 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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EQUIPMENT AND VEHICLE RESERVE POLICY

DATE: July 20, 2020

PURPOSE

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.

ADMINISTRATION

Expenditures of these funds will follow normal planning, budgeting, and purchasing practices. These funds will be used to support the city's mission and goals. The equipment and vehicle reserves balances will represent the unexpended resources of roll-over balances and any newly committed general fund amounts approved in the budget process. Departments will also be able to add to these reserve balances with proceeds from surplus equipment and vehicle sales, trade-ins, auction sales, savings from lower than expected replacement purchases.

In the interest of incentivizing good financial stewardship, department managers will be allowed to request fund balance contributions (to be approval by the City Administrator) for operational savings not to exceed 1% of their total operational budget. For example, a department with a total operational budget of \$500,000 that finds saving within their budget savings, due to innovations, maximizing efficiencies, or other windfalls due to strong management principles; could submit a request for \$5,000 (1% of \$500,000) reserve fund enhancement. This would require consideration and written approval from the City Administrator. Any amount requested, the savings from the innovation, efficiency, or windfall must be greater than the amount requested or granted. This request would only be reviewed and/or granted if appropriated at the closing of the fiscal year.

APPLICABLE EQUIPMENT

Examples of applicable equipment shall include anything that is a long-term asset used in the commencement of an employee's job duties. In general items considered supplies are not applicable equipment. Currently, supplies are those assets used up within a year (more or less), while applicable equipment are long-term assets are used over several years. An example of applicable equipment whereby funds may be set aside in the equipment and vehicle reserve funds; shall include: instructional equipment, computer equipment, communication equipment, motor vehicles, furniture, operation and maintenance equipment.

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RESOLUTION 1918

A RESOLUTION APPROVING AND ESTABLISHING AN EQUIPMENT AND VEHICLE REPLACEMENT RESERVE POLICY FOR CITY DEPARTMENTS.

WHEREAS, during the recent budget process, the City Council expressed interest in creating a process supported by resolution that would create a reserve program; which allows city department to roll over unused budget funds into a vehicle and equipment reserve; and

WHEREAS, the same reserve would and could gain funding support from the General Fund by authorization of the City Council particularly during the budget process; and

WHEREAS, as a requirement to access the equipment and vehicle replacement reserves, city departments will have to maintain a vehicle and equipment replacement schedule that is anticipated to be funded annually or funded as the City Council deems appropriate; and

WHEREAS, the equipment and vehicle reserves balances will represent the unexpended resources of roll-over balances and any newly committed general fund amounts approved in the budget process, and departments will also be able to add to these reserve balances with proceeds from surplus equipment and vehicle sales, trade-ins, auction sales, savings from lower than expected replacement purchases; and

WHEREAS, the aforementioned policy incentivizes good financial stewardship of department managers by allowing fund balance contributions (to be approval by the City Administrator) from operational savings not to exceed 1% of their total department annual operational budget with other restrictions delineated in the equipment and vehicle replacement reserve policy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned equipment and vehicle replacement reserve policy are hereby accepted and approved.

* * * *

Passed and approved this 20th day of July, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Discussion Item: Consider Making Corrections to Chapter 22 of the City Code of Ordinance: Entitled Library Board of Trustees.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Nick Shimmin, Library/IT Director
DATE:	July 15, 2020

BACKGROUND:

The State Library of Iowa is going to begin heavily enforcing regulations on how library ordinances are changed in order to receive state funding, access to continuing education, and state-sponsored services including all electronic items, databases, purchasing discounts, and materials transfer between libraries. According to Iowa Code 392.5(3) “A proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city” In 1994/1995, the library board term was changed from 6 years to 3 years without a referendum, thus invalidating the library’s ordinance in regards to the state government. This is not uncommon as many cities did not know this was a requirement so many cities are having to fix this problem. It is uncommon that changes were made with the knowledge that it was incorrect to do so.

Documentation from the State is as follows:

West Branch 10-20-99

Changed the terms of the library board from 6 to 4, despite the AG’s Sioux City letter saying that a referendum would be needed. After receiving the ruling, they called Sioux City who said that even though they read the letter, they had not followed it and “so far they hadn’t gotten into trouble”. So West Branch said “if it’s good enough for Sioux City.....”

Please also see in subsequent pages two documents from that time frame including a letter from then library director Jon Richardson and the signed ordinance 468 making this change without a referendum. The county auditor likewise has no record of any such vote occurring.

There are two suggested options:

1. The ordinance be reverted to the initial language stating the 6-year term as this is the lawfully established time.
2. The existing change to the library ordinance be put forward for the public to approve in a referendum.

The second option is the suggested option from the library board as it voices their preference in term time, allows for the public to vote on their preference, and doesn’t require direct knowledge of the early 1994 ordinance wording for restoration.

STAFF RECOMMENDATION: Seek Feedback / guidance from City council on this topic.
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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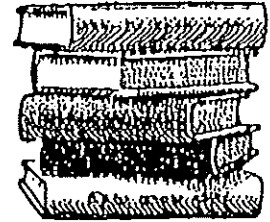
THE WEST BRANCH PUBLIC LIBRARY

300 North Downey Street

West Branch, Iowa 52358

(319)643-2633

FAX 319-643-2845



Attention: Christie Brandau

Christie,

You will find two pages following this page. They contain the West Branch City ordinances that pertain to the formulation and duties of the city's library board.

I am hopeful the first page will have the information you will need to help us understand who has the control of the library's endowment for purposes of investment etc. The way I read it, it seems to refer us back to state law in that regard.

The second page is a revision of the first that changed the term of office from six to three years. The change was made at the request of the library board because they were having problems finding new board members who would serve for six years. This was NOT taken to the voters however and may not be legal. Needless to say this revelation has upset some new board members. (Gotcha) They were calmed with the reminder that they could resign at any time.

Thank You for you time and effort in this matter.

Jon Richardson

A handwritten signature in cursive script that reads "Jon Richardson". The signature is written in dark ink and is positioned to the left of the printed name.

ORDINANCE NO. 468

AN ORDINANCE AMENDING TITLE II "POLICY AND ADMINISTRATION" CHAPTER 13 "LIBRARY TRUSTEE" (An ordinance changing the term of office of library trustees from six years to three years)

1. BE IT ENACTED by the Council of the City of West Branch, Iowa, that Title II Chapter 13 (Policy and Administration - Library Trustee) is hereby amended by deleting Section 2.-13.-2 and inserting in lieu thereof:

Section 2.-13.-2. The term of office for each member of the board shall be three years. Said three-year terms shall apply retroactively to all appointments made after July 1, 1992.

2. This ordinance shall be in full force and effect from and after its publication as provided by law.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

1994 PASSED AND APPROVED this 3rd day of October,

First reading: August 15, 1994

Second reading: September 19, 1994

Third reading: October 3, 1994

Kenneth Rex
MAYOR

ATTEST:

Marilyn Garcia, Acting
CITY CLERK

Title II - Policy and Administration
Chapter 13 - Library Trustee

2.-13.-1. A library board of seven members to be appointed by the Mayor, by and with the approval of the council, is hereby established. (ON 14, 2/6/28; ON 266, 6/16/75)

2.-13.-2. The term of office for each member of the board shall be six years and three members shall be appointed biennially before the first day of July and shall hold office from the following first day of July and until the successor has been elected and qualified. (ON 14, 2/6/28; ON 266, 6/16/75)

2.-13.-3. Only bona fide citizens, male or female, over the age of eighteen years, are eligible to membership on the board, with one being a resident of the County and the balance being residents of the City. (ON 14, 2/6/28; ON 266, 6/16/75)

2.-13.-4. The removal of any trustee permanently from the City, or the absence from six consecutive regular meetings of the board, except in case of sickness or temporary absence from the City, without due explanation of absence, shall render the office as trustee vacant. (ON 14, 2/6/28; ON 266, 6/16/75)

2.-13.-5. Vacancies in the board shall be filled by appointment by the Mayor, by and with the approval of the Council, such appointees to fill out the unexpired term for which the appointment is made. (ON 14, 2/6/28; ON 266, 6/16/75)

2.-13.-6. Members of the board of library trustees shall receive no compensation for their services. (ON 14, 2/6/28; ON 266, 6/16/75)

2.-13.-7. The board of library trustees shall have and exercise such powers and perform such duties as are provided by law. (ON 14, 2/6/28; Ord. 266, 6/16/75)

file
West Branch 10-20-99

Changed the terms of the library board from 6 to 4, despite the AG's Sioux City letter saying that a referendum would be needed. After receiving the ruling, they called Sioux City who said that even though they read the letter, they had not followed it and "so far they hadn't gotten into trouble". So West Branch said "if it's good enough for Sioux City....."



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Discussion Item: Regarding the City’s Position Regarding the Interpretation of City Code of Ordinances Regulating the Moving Mobile Homes through Town.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Colton Miller, City Councilperson / Redmond Jones II, City Administrator
DATE:	July 1, 2020

BACKGROUND:

This item was requested because there has been challenges to get West Branch Villages to comply with the city’s permit requirements. Our home moving permit has been ignored based on some disagreement from the land owner and this home moving contractor. Since we have not been contacted regarding the home moving permit, the city also believes that footing inspections permits have also been ignored.

The city staff has researched this item and reviewed the concerns and prospective of the property owner and have gotten legal review from the City Attorney. Upon review the current city ordinance the interpretation was upheld and supported the current permit requirements.

This item seeks the City Council’s position to either:

- Accept the City Attorney’s Current Interpretation
- Decide to Change Policy Direction and Forgo Permits for the purposes mentioned above
- Decide to investigate and clarities that can be brought to the current code.

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

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CHAPTER 123

HOUSE MOVERS

123.01 House Mover Defined
123.02 Permit Required
123.03 Application
123.04 Bond Required
123.05 Insurance Required
123.06 Permit Fee

123.07 Permit Issued
123.08 Public Safety
123.09 Time Limit
123.10 Removal by City
123.11 Protect Pavement
123.12 Overhead Wires

123.01 HOUSE MOVER DEFINED. A “house mover” means any person who undertakes to move a building or similar structure upon, over or across public streets or property when the building or structure is of such size that it requires the use of skids, jacks, dollies or any other specialized moving equipment.

123.02 PERMIT REQUIRED. It is unlawful for any person to engage in the activity of house mover as herein defined without a valid permit from the City for each house, building or similar structure to be moved. Buildings of less than three hundred (300) square feet are exempt from the provisions of this chapter.

123.03 APPLICATION. Application for a house mover’s permit shall be made in writing to the Clerk. The application shall include:

1. Name and Address. The applicant’s full name and address and if a corporation the names and addresses of its principal officers.
2. Building Location. An accurate description of the present location and future site of the building or similar structure to be moved.
3. Routing Plan. A routing plan approved by the Police Chief, street superintendent, and public utility officials. The route approved shall be the shortest route compatible with the greatest public convenience and safety.

123.04 BOND REQUIRED. The applicant shall post with the Clerk a penal bond in the minimum sum of five thousand dollars (\$5,000.00) issued by a surety company authorized to issue such bonds in the State. The bond shall guarantee the permittee’s payment for any damage done to the City or to public property, and payment of all costs incurred by the City in the course of moving the building or structure.

123.05 INSURANCE REQUIRED. Each applicant shall also file a certificate of insurance indicating that the applicant is carrying public liability insurance in effect for the duration of the permit covering the applicant and all agents and employees for the following minimum amounts:

1. Bodily Injury - \$50,000 per person; \$100,000 per accident.
2. Property Damage - \$50,000 per accident.

123.06 PERMIT FEE. A permit fee of one hundred dollars (\$100.00) shall be payable at the time of filing the application with the Clerk. A separate permit shall be required for each house, building or similar structure to be moved.

123.07 PERMIT ISSUED. Upon approval of the application, filing of bond and insurance certificate, and payment of the required fee, the Clerk shall issue a permit.

123.08 PUBLIC SAFETY. At all times when a building or similar structure is in motion upon any street, alley, sidewalk or public property, the permittee shall maintain flagmen at the closest intersections or other possible channels of traffic to the sides, behind and ahead of the building or structure. At all times when the building or structure is at rest upon any street, alley, sidewalk or public property the permittee shall maintain adequate warning signs or lights at the intersections or channels of traffic to the sides, behind and ahead of the building or structure.

123.09 TIME LIMIT. No house mover shall permit or allow a building or similar structure to remain upon any street or other public way for a period of more than twelve (12) hours without having first secured the written approval of the City.

123.10 REMOVAL BY CITY. In the event any building or similar structure is found to be in violation of Section 123.09 the City is authorized to remove such building or structure and assess the costs thereof against the permit holder and the surety on the permit holder's bond.

123.11 PROTECT PAVEMENT. It is unlawful to move any house or building of any kind over any pavement, unless the wheels or rollers upon which the house or building is moved are at least one (1) inch in width for each one thousand (1,000) pounds of weight of such building. If there is any question as to the weight of a house or building, the estimate of the City as to such weight shall be final.

123.12 OVERHEAD WIRES. The holder of any permit to move a building shall see that all telephone, cable television and electric wires and poles are removed when necessary and replaced in good order, and shall be liable for the costs of the same.

risk to health, safety, and property when transported in commerce, and which has been so designated.

32. "Implement of husbandry" means a vehicle or special mobile equipment manufactured, designed, or reconstructed for agricultural purposes and, except for incidental uses, exclusively used in the conduct of agricultural operations. "Implements of husbandry" includes all-terrain vehicles operated in compliance with section 321.234A, subsection 1, paragraph "a", fence-line feeders, and vehicles used exclusively for the application of organic or inorganic plant food materials, organic agricultural limestone, or agricultural chemicals. To be considered an implement of husbandry, a self-propelled implement of husbandry must be operated at speeds of thirty-five miles per hour or less. "Reconstructed" as used in this subsection means materially altered from the original construction by the removal, addition, or substitution of essential parts, new or used.

A vehicle covered under this subsection, if it otherwise qualifies, may be operated as special mobile equipment and under such circumstances this subsection shall not be applicable to such vehicle, and such vehicle shall not be required to comply with sections 321.384 through 321.423, when such vehicle is moved during daylight hours; however, the provisions of section 321.383 shall remain applicable to such vehicle.

33. "Intersection" means the area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of two highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.

34. "Laned highway" means a highway the roadway of which is divided into three or more clearly marked lanes for vehicular traffic.

35. "Light delivery truck", "panel delivery truck", or "pickup" means any motor vehicle designed to carry merchandise or freight of any kind, not to exceed two thousand pounds.

36. "Local authorities" means every county, municipal, and other local board or body having authority to adopt local police regulations under the Constitution and laws of this state.

36A. "Low-speed vehicle" means a motor vehicle manufactured in compliance with the national highway and traffic safety administration standards for low-speed vehicles in 49 C.F.R. §571.500. A low-speed vehicle which is in compliance with the equipment requirements in 49 C.F.R. §571.500 shall be deemed to be in compliance with all equipment requirements of this chapter.

36B. "Manufactured home" is a factory-built structure constructed under authority of 42 U.S.C. §5403, which is required by federal law to display a seal from the United States department of housing and urban development, and was constructed on or after June 15, 1976.

36C. a. "Manufactured or mobile home" means any vehicle without motive power used or so manufactured or constructed as to permit its being used as a conveyance upon the public streets and highways and so designed, constructed, or reconstructed as will permit the vehicle to be used as a place for human habitation by one or more persons.

b. "Travel trailer" means a vehicle without motive power used, manufactured, or constructed to permit its use as a conveyance upon the public streets and highways and designed to permit its use as a place of human habitation by one or more persons. The vehicle may be up to eight feet six inches in width and its overall length shall not exceed forty-five feet. The vehicle shall be customarily or ordinarily used for vacation or recreational purposes and not used as a place of permanent habitation. If the vehicle is used in this state as a place of human habitation for more than one hundred eighty consecutive days in one location it shall be classed as a manufactured or mobile home regardless of the size limitations provided in this paragraph.

c. "Fifth-wheel travel trailer" means a type of travel trailer which is towed by a pickup by a connecting device known as a fifth wheel. However, this type of travel trailer may have an overall length which shall not exceed forty-five feet.

d. "Motor home" means a motor vehicle designed as an integral unit to be used as a conveyance upon the public streets and highways and for use as a temporary or recreational dwelling and having at least four, two of which shall be systems specified in subparagraphs

(1), (4), or (5) of this paragraph, of the following permanently installed systems which meet American national standards institute and national fire protection association standards in effect on the date of manufacture:

- (1) Cooking facilities.
- (2) Ice box or mechanical refrigerator.
- (3) Potable water supply including plumbing and a sink with faucet either self-contained or with connections for an external source, or both.
- (4) Self-contained toilet or a toilet connected to a plumbing system with connection for external water disposal, or both.
- (5) Heating or air conditioning system or both, separate from the vehicle engine or the vehicle engine electrical system.

(6) A one hundred ten – one hundred fifteen volt alternating current electrical system separate from the vehicle engine electrical system either with its own power supply or with a connection for an external source, or both, or a liquefied petroleum system and supply.

e. *"Motorsports recreational vehicle"* means a modified motor vehicle used for the purpose of participating in motorsports competitions and consisting of a conversion unit mounted on a truck tractor or motor truck chassis such that the motor vehicle can be used as a conveyance on the highway and as a temporary or recreational dwelling. The motor vehicle must have at least four of the permanently installed systems listed in paragraph "d", two of which shall be systems specified in paragraph "d", subparagraph (1), (4), or (5).

37. *"Manufacturer"* means every person engaged in the business of fabricating or assembling vehicles of a type required to be registered. *"Manufacturer"* does not include a person who converts, modifies, or alters a completed motor vehicle manufactured by another person or a person who assembles a glider kit vehicle. *"Manufacturer"* includes a person who uses a completed motor vehicle manufactured by another person to construct a class "B" motor home as defined in section 321.124. *"Manufacturer"* also includes a final-stage manufacturer as defined in section 322.2.

38. *"Metal tire"* means every tire the surface of which in contact with the highway is wholly or partly of metal or other hard, nonresilient material.

39. Reserved.

40. a. *"Motorcycle"* means every motor vehicle having a saddle or seat for the use of the rider and designed to travel on not more than three wheels in contact with the ground including a motor scooter but excluding a tractor, an auticycle, and a motorized bicycle.

b. *"Motorized bicycle"* means a motor vehicle having a saddle or a seat for the use of a rider, designed to travel on not more than three wheels in contact with the ground, and not capable of operating at a speed in excess of thirty-nine miles per hour on level ground unassisted by human power.

c. *"Bicycle"* means either of the following:

(1) A device having two wheels and having at least one saddle or seat for the use of a rider which is propelled by human power.

(2) A device having two or three wheels with fully operable pedals and an electric motor of less than seven hundred fifty watts (one horsepower), whose maximum speed on a paved level surface, when powered solely by such a motor while ridden, is less than twenty miles per hour.

41. *"Motor truck"* means every motor vehicle designed primarily for carrying livestock, merchandise, freight of any kind, or over nine persons as passengers.

42. a. *"Motor vehicle"* means a vehicle which is self-propelled and not operated upon rails.

b. *"Used motor vehicle"* or *"secondhand motor vehicle"* or *"used car"* means a motor vehicle of a type subject to registration under the laws of this state which has been sold "at retail" as defined in chapter 322 and previously registered in this or any other state.

c. *"New motor vehicle or new car"* means a motor vehicle subject to registration which has not been sold "at retail" as defined in chapter 322.

d. *"Car"* or *"automobile"* means a motor vehicle designed primarily for carrying nine passengers or less, excluding motorcycles and motorized bicycles.

43. Reserved.

44. *"Multipurpose vehicle"* means a motor vehicle designed to carry not more than ten

435.1 Definitions.

The following definitions shall apply to this chapter:

1. Unless the context otherwise requires, "book", "list", "record", or "schedule" kept by a county auditor, assessor, treasurer, recorder, sheriff, or other county officer means the county system as defined in section 445.1.

2. "Home" means a mobile home or a manufactured home.

3. "Manufactured home" means a factory-built structure built under authority of 42 U.S.C. §5403, that is required by federal law to display a seal from the United States department of housing and urban development, and was constructed on or after June 15, 1976.

4. "Manufactured home community" means the same as land-leased community defined in sections 335.30A and 414.28A. The term "manufactured home community" shall not be construed to include manufactured or mobile homes, buildings, tents, or other structures temporarily maintained by any individual, educational institution, or company on their own premises and used exclusively to house their own labor or students.

5. "Mobile home" means any vehicle without motive power used or so manufactured or constructed as to permit its being used as a conveyance upon the public streets and highways and so designed, constructed, or reconstructed as will permit the vehicle to be used as a place for human habitation by one or more persons; but shall also include any such vehicle with motive power not registered as a motor vehicle in Iowa. A "mobile home" is not built to a mandatory building code, contains no state or federal seals, and was built before June 15, 1976.

6. "Mobile home park" means a site, lot, field, or tract of land upon which three or more mobile homes or manufactured homes, or a combination of any of these homes, are placed on developed spaces and operated as a for-profit enterprise with water, sewer or septic, and electrical services available. The term "mobile home park" shall not be construed to include manufactured or mobile homes, buildings, tents, or other structures temporarily maintained by any individual, educational institution, or company on their own premises and used exclusively to house their own labor or students.

7. "Modular home" means a factory-built structure which is manufactured to be used as a place of human habitation, is constructed to comply with the Iowa state building code for modular factory-built structures, as adopted pursuant to section 103A.7, and must display the seal issued by the state building code commissioner.

[C54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §135D.1]


86 Acts, ch 1245, §1114

C93, §435.1

94 Acts, ch 1110, §3 - 6, 24; 95 Acts, ch 57, §10, 26; 97 Acts, ch 121, §15, 16; 98 Acts, ch 1107, §17, 18, 33; 2000 Acts, ch 1148, §1; 2001 Acts, ch 153, §11; 2002 Acts, ch 1119, §200, 201; 2004 Acts, ch 1086, §71; 2005 Acts, ch 3, §72; 2009 Acts, ch 133, §145

Referred to in 516.45, 358C.13, 384.84, 403.22, 423.3, 426A.11, 427.1(30), 435.24, 441.21, 555B.1, 555C.1, 557B.1, 562B.7, 607A.1

E-mail exchange

 Reply  Reply All  Forward



Thu 7/9/2020 3:18 PM

Mike Horihan <mike@westbranchiowa.org>

RE: new mobile home transport

To: Miller, Jasen

Cc: rjonesi@westbranchiowa.org; Leslie Brick; Kevin D. Olson

Hi Jasen

I asked our city attorney a few months back, if this section applied to mobile homes. His opinion was that this code section applied to mobile homes. I will check with our city attorney to see if he still has the same opinion.

Thanks Chief Mike Horihan

From: Miller, Jasen [<mailto:Jasen.Miller@ClaytonHomes.com>]

Sent: Thursday, July 09, 2020 2:34 PM

To: mike@westbranchiowa.org

Subject: new mobile home transport

Good afternoon Mike:

It was recently brought to my attention that the transportation company we will be using to transport newly manufactured mobile homes in West Branch was told they need a house movers permit to do so.

Upon inspection of the City Ordinance of West Branch, as well as the permit application itself, it doesn't appear that this applies to transporting new mobile homes, but rather the relocation of existing structures.

123.01 HOUSE MOVER DEFINED. A "house mover" means any person who undertakes to move a building or similar structure upon, over or across public streets or property when the building or structure is of such size that it requires the use of skids, jacks, dollies or any other specialized moving equipment.

Since new mobile homes don't require any specialized equipment (no jacks, dollies, skids, etc), aren't being "relocated" from one site to another, and have a regular trailer with a 2 5/16" ball hitch, the same as a landscape or equipment trailer, it seems that it doesn't fit the definition per the above referenced 123.01 or the permit application.

Can you please verify this information?

Any feedback would be greatly appreciated.

Thank you in advance,

JASEN MILLER

Customer Success Manager

574.825.7500, ext 207 office



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 20, 2020
AGENDA ITEM:	Discussion Item: 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.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Mike Horihan, Chief of Police
DATE:	July 14, 2020

BACKGROUND:

It is my understanding that 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.)

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.

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

"Turning Vision into Reality is our Business"



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.

"Turning Vision into Reality is our Business"