



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING
SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JANUARY 4, 2020 IN THE CITY
COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

Mayor
Mayor Pro Tem
Council Member
Council Member
Council Member
Council Member
City Administrator
City Attorney
Deputy City Clerk

Roger Laughlin
Colton Miller
Jodee Stoolman
Nick Goodweiler
Tom Dean
Jerry Sexton
Redmond Jones II
Kevin Olson
Leslie Brick

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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 January 8th on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience member.*

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

C. Roll Call

D. Guest Speaker, Presentations and Proclamations.

1. Melissa Russell – Department Budget Presentation for Parks and Recreation.
2. Nick Shimmin – Department Budget Presentation for the Library and Information Technology.
3. Chief John Hanna – Department Budget Presentation for the Police

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"

1. Robert VanGinkel – regarding requested improvements on South 4th and Cookson (Pavement and Storm water). *This is an item that did not rank well in the recent goal setting or in capital improvement priority process.*

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 December 21, 2020.
2. **Motion to Approve** the Annual Mayoral Appointments. These Appointments are Mayor Pro Tem- Colton Miller; Official Newspaper – West Branch Times; Animal Control Facility – West Branch Clinic; City Engineer – Dave Schechinger of Veenstra & Kimm, Inc; Public Health Officer Dr. Thomas Novak.
3. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Third (Final) Reading of Ordinance 779** – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations”.
2. **Public Hearing:** Public Hearing on the Adoption of the Amendment Number 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area.
3. **Resolution 1969** – A Resolution Approving and Adopting an Amendment No. 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area.
4. **Resolution 1970** – A Resolution Approving a 28E Agreement with the West Branch Community School District Regarding the Sharing of Cost on Improvements on E. Main Street.
5. **Resolution 1971** – A Resolution Adding Updating the Old Casey’s Parking Lot to the Goal Setting List of Projects Considered for Funding in the FY 2021- 2022 City Administrator’s Recommended Budget.
6. **Resolution 1972** – A Resolution Approving a “Not to Exceed” \$20,000 Proposal for a Potential \$700,000 Forgivable Loan Application to be used for Water Quality and Storm Water Projects in Connection with City Parks.
7. **Discussion Item:** Initial General Fund Revenue Estimates.
8. **Discussion Item:** Merit Pay Proposal.
9. **Discussion Item:** – Consider Amending the Recreation Facility, Park & Sport Field Use and Fee Policy.

H. Reports

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

I. Comments from the Mayor and City Council Members

J. Adjournment

"Turning Vision into Reality is our Business"

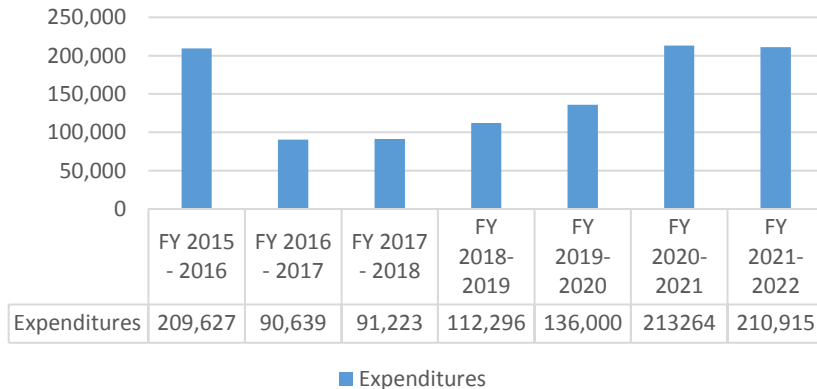


2021-2022 Proposed Budget

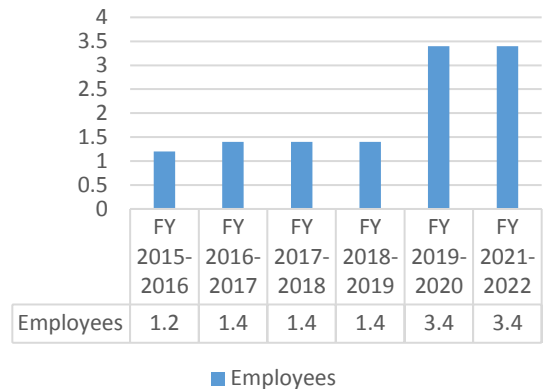
West Branch Parks and Recreation

History of Budget and Position Authorities

Parks and Recreation Budget History



Employees



Summary of FY 2020-2021 Mid-Year Achievements

- **Cubby Park and other parks**
 - Fields were closed until June 1st for rentals. No park and recreation athletic programs occurred because of COVID-19 restrictions.
 - The practice fees for West Branch residents were waived. Multiple youth teams practiced on the fields over the summer.
 - The High School students frequently had pick-up games several nights a week over the spring, summer, and fall.
 - Various families took advantage of the fields for family softball and kickball games or just for practice.
 - Cubby Park Fields were rented several times from out-of-town organizations for tournaments. Due to COVID restrictions, the concession stand only sold water and other drinks. Food trucks were available for participants to purchase food.
 - The High School held a softball tournament during Homecoming week instead of their traditional powder puff football game.
 - The trail, pickleball court, and playground were in constant use over the season.
 - COVID protocol cleaning procedures were instituted. Bathrooms at Cubby Park were cleaned daily. During high use time, there were sanitized several times a day.
 - Staff dragged the fields at least 5 days a week as well as did routine park such as removing trash and maintaining the flower beds.
 - A grand opening of Cubby Park was not held due to COVID-19 restrictions. An opening event will be planned for 2021.
 - Beranek Park was reserved for adult volleyball and several youth camps.
 - Lions field was rented for flag football and soccer camp.
 - All the usage was increased at the parks. This was the trend across the county due to COVID-19.

- **WBPR Programming**
 - COVID impacted programming and revenue in large way, however WBPR adapted with the changes.
 - Developed and provided “Camp in a Box” and “Kids in the Kitchen” as an alternative to traditional camp. Park and Recreation staff dropped off camp activities weekly for registered participants.
 - Hosted 30 miles in 30 days family challenge. This was an independent activity challenging participants to walk or do the exercise equivalent of 30 miles in 30 days. There were over 100 registered participants.
 - Partnered with West Branch Public Library to provide a Zoom Trivia night for the community.
 - Partnered with the West Branch Public Library to provide Story walks downtown and at Cubby Park.
 - Partnered with West Branch Community School to provide in person Girls on the Run following COVID protocol.
 - Provided Zoom craft classes and activities for the community including a ceramic tree painting event and a Gnome craft class.
- **Continued Role in Community Activities**
 - Planning for Hoover’s Hometown Days 2021 has begun. The first meeting of the HHTD Committee is tentatively planned for January 14, 2021.
 - The traditional activities of fall festival could not occur due to COVID-19, so alternative activities were planned. Friday evening and Saturday West Branch Parks and Recreation hosted a “pumpkin patch” downtown at the same time as the downtown sidewalk sales. Friday evening, we partnered with WBPL and hosted a Drive-in movie at Cubby Park. Saturday a drive-in puppet show took place at Cubby Park. The activities were well received by the community.
 - To go craft activity bags were distributed to around 200 children during Christmas Past. This took the place of the traditional craft activities that occurred at Town Hall in previous years.

Summary of FY 2021-2022 Requested Changes Based on City Council Goals and Objectives

- Staff (salaries and wages)- The Park and Recreation department will continue to pay a percentage of Public Works employee salaries for mowing and maintenance of West Branch Parks and buildings. WBPR summer staff will continue to maintain daily needs of the grounds including preparation of the fields and volleyball courts for play as well as operating the concession stand. A staff member will be on duty when there are organized activities occurring at the Parks such as tournaments and games. We are requesting an increase in staffing. Parks and Recreation has relied heavily on volunteers in the past for coaching and additional staffing at activities, however the use of volunteers will be phased out over the year.
- Water and Sewer for Park usage is projected to be considerably less than anticipated and therefore has been decreased.
- The Parks and Recreation Department has used the old Public Works vehicles. We are requesting a set aside to start saving for a future vehicle to be purchased in FY23.
- Capital Improvement line was increased in FY21 for seal coating on the Hoover Nature Trail. That project is expected to be completed in spring 2021 and therefore is not needed in the FY22 budget.
- There is a decrease in adult sports, youth sports, and camps. It is anticipated that there will need to be smaller number of participants due to COVID restrictions and participant health concerns.
- Overall there is a decrease in Park and Recreation budget request for FY22.

Department Budget Highlights and Changes

• 6010 Salaries and Wages	Budgeted in FY 19/20	\$78,542
	Budgeted in FY 20/21	\$115,539
	Requested in FY 21/22	\$122,990
• 6375 Water and Sewer	Budgeted in FY 19/20	\$ 0
	Budgeted in FY 20/21	\$20,000
	Requested in FY 21/22	\$10,000
• 6503 Concession Merchandise	Budgeted in FY 19/20	\$0
	Budgeted in FY 20/21	\$1000
	Requested in FY 21/22	\$2500
• 6506 Office Supplies	Budgeted in FY 19/20	\$1309
	Budgeted in FY 20/21	\$1000
	Requested in FY 21/22	\$2000
• 6523 Adult Sports	Budgeted in FY 19/20	\$2593
	Budgeted in FY 20/21	\$1850
	Requested in FY 21/22	\$1500
• 6325 Youth Sports	Budgeted in FY 19/20	\$7903
	Budgeted in FY 20/21	\$9000
	Requested in FY 21/22	\$7000
• 6528 Camp	Budgeted in FY 19/20	\$10,845
	Budgeted in FY 20/21	\$10,000
	Requested in FY 21/22	\$7000
• 6792 Capital Improvements	Budgeted in FY 19/20	\$14,535
	Budgeted in FY 20/21	\$21,800
	Requested in FY 21/22	\$15,000
• Vehicle Set Aside	Budgeted in FY 19/20	\$ 0
	Budgeted in FY 20/21	\$ 0
	Requested in FY 21/22	\$10,000

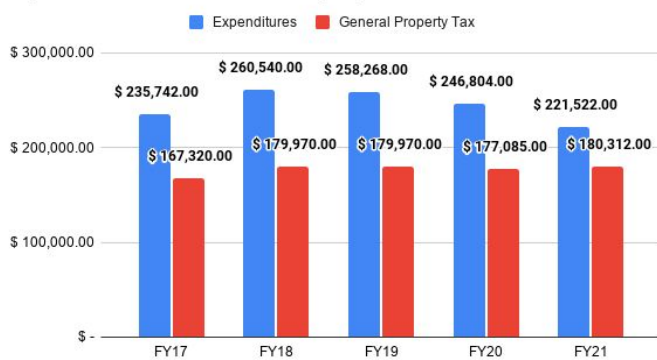
WBPR Budget Detail

001- GENERAL FUND		2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	YEAR TO DATE ACTUAL	REQUEST ED BUDGET
001-5-4-430-6010	DIRECTOR SALARY	\$59,927.00	\$68,610.00	\$78,542.00	\$115,539.00	\$31,435.00	\$52,000.00
	PROGRAM ASSISTANT/CONCESSION STAND MANAGER						\$20,090.00
	COUNSELORS/CONCESSION WORKER						\$10,500.00
	FIELD MAINTANCE						\$7,500.00
	PW MOWING/MAINTENCE						\$32,900.00
001-5-4-430-6210	DUES, MEMBERSHIP	\$0.00	\$0.00	\$60.00	\$400.00	\$170.00	\$400.00
001-5-4-430-6230	TRAINING AND EDUCATION	\$21.00	\$60.00	\$0.00	\$500.00	\$30.00	\$500.00
001-5-4-430-6240	TRAVEL AND CONFERENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6310	BUILDING MAINTENANCE	\$188.00	\$168.00	\$1,060.00	\$3,000.00	\$284.00	\$3,000.00
001-5-4-430-6320	BLDG/GROUNDS OPERATION	\$3,023.00	\$3,270.00	\$9,423.00	\$5,000.00	\$3,565.00	\$5,000.00
001-5-4-430-6331	MOTOR OPERATION FUEL	\$0.00	\$0.00	\$0.00	\$1,000.00	\$486.00	\$1,000.00
001-5-4-430-6332	REPAIR/MAINTENANCE E-VEH	\$85.00	\$0.00	\$707.00	\$1,000.00	\$675.00	\$1,000.00
001-5-4-430-6350	EQUIPMENT REPAIR	\$0.00	\$0.00	\$1,264.00	\$3,000.00	\$0.00	\$3,000.00
001-5-4-430-6371	UTILITY SERVICES/GAS,	\$1,059.00	\$2,146.00	\$955.00	\$4,000.00	\$1,235.00	\$4,000.00
001-5-4-430-6373	TELEPHONE/OPERATIONS	\$2,304.00	\$2,281.00	\$2,715.00	\$2,500.00	\$1,515.00	\$2,500.00
001-5-4-430-6375	WATER & SEWER	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$10,000.00
001-5-4-430-6402	ADVERTISING EXPENSE	\$170.00	\$55.00	\$126.00	\$100.00	\$71.00	\$100.00
001-5-4-430-6409	JANITORIAL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6490	CONSULTANT AND PROF. F	\$488.00	\$338.00	\$0.00	\$0.00	\$442.00	\$0.00
001-5-4-430-6498	CONTRACT PAYMENTS	\$636.00	\$1,047.00	\$537.00	\$6,500.00	\$114.00	\$6,500.00
001-5-4-430-6501	CHEMICALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6503	CONCESSION MERCHANDISE	\$1,024.00	\$465.00	\$0.00	\$1,000.00	\$211.00	\$2,500.00
001-5-4-430-6504	MINOR EQUIPMENT	\$0.00	\$223.00	\$190.00	\$300.00	\$0.00	\$300.00
001-5-4-430-6506	OFFICE SUPPLIES	\$1,019.00	\$971.00	\$1,309.00	\$1,000.00	\$684.00	\$2,000.00
001-5-4-430-6508	POSTAGE AND SHIPPING	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00
001-5-4-430-6520	RECREATION SUPPLIES	\$2,992.00	\$2,912.00	\$3,323.00	\$2,000.00	\$212.00	\$2,000.00
001-5-4-430-6522	SWIMMING	\$1,135.00	\$0.00	\$138.00	\$1,500.00	\$0.00	\$1,500.00
001-5-4-430-6523	ADULT SPORTS	\$1,521.00	\$2,593.00	\$1,850.00	\$2,000.00	\$1,440.00	\$1,500.00
001-5-4-430-6525	YOUTH SPORTS	\$7,389.00	\$5,822.00	\$7,903.00	\$9,000.00	\$495.00	\$7,000.00
001-5-4-430-6526	FITNESS	\$0.00	\$810.00	\$0.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6527	SUMMER LEAGUE	\$829.00	\$903.00	\$420.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6528	CAMP	\$6,663.00	\$7,619.00	\$10,845.00	\$10,000.00	\$2,314.00	\$7,000.00
001-5-4-430-6599	MISC. SUPPLIES	\$0.00	\$870.00	\$108.00	\$500.00	\$40.00	\$500.00
001-5-4-430-6723	EQUIPMENT SET ASIDE	\$0.00	\$2,425.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
001-5-4-430-6792	CAPITAL IMPROVEMENTS	\$750.00	\$8,708.00	\$14,525.00	\$21,800.00	\$0.00	\$15,000.00
	VEHICLE SET ASIDE	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00
TOTAL 001- GENERAL FUND		\$91,223.00	\$112,296.00	\$136,000.00	\$213,264.00	\$45,418.00	\$210,915.00

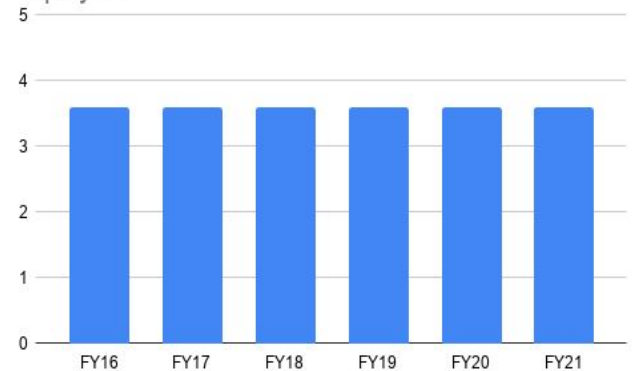


2021 – 2022 Proposed Budget Library Five Year History of Budget and Position Authorities

Expenditures and General Property Tax



Employees



Summary of FY 2020 – 2021 Mid-Year Achievements

- The library continues to heavily work towards the goals set out in the Strategic Plan. During this half-year, the primary goals include:
 - Worked to continue efforts to provide quality youth programs and add more adult-learning opportunities. These were shifted online for this half year which allowed for additional attendance and recording opportunities as well as collaborating among other county and state libraries. Such programs have included Estate and Will planning, statewide teen trivia contests, reducing environmental impacts and energy costs, and an upcoming program on investing.
 - Shifted additional programming to new operational formats. Researched how to and held an outdoor drive-in movie this fall and will do this again in the spring. This was a collaborative effort with us, Parks and Rec, and setup from Public Works. Currently developing online reading programs for the winter and early spring through online means.
 - Continued efforts to help promote West Branch through participating in the Community Development Group. Library director works as the design chair and maintains the downtown decor to help improve visits and activities in the community.

- o Continued work towards improving outdoor aesthetics and have planned out an outdoor seating space to be paid for through grant and gifting opportunities (non-budget request). Half has been funded through a grant with the remaining still in progress in an application.
- o Improved the building's accessibility through ADA guidelines and signage. All signs have been procured but around half are being stored for hanging in warmer weather.
- o Prepped building for community use during the pandemic and have been offering browsing and computer use appointments through the fall while continuing heavily on pickup and delivery services.

Summary of FY 2020 – 2021 Requested Changes Based on City Council Goals and Objectives

- There are relatively few changes recommended for the library budget. Given the unpredictability of operations currently, it is difficult to suggest major changes in any direction. Despite decreases in many of our statistics, comparatively, the WBPL continues to do well which has prompted an increase in funding percentage from Cedar County.

Department Budget Highlights

- Travel/Conference
 - o Budgeted in FY 20/21 \$ 3,728.00
 - o Requested in FY 20/22 \$ 2,130.00
 - All major conferences in 2021 will likely be online. There is hope that in-person attendance may be available. The Iowa Library Association Conference costs are included. The Association for Rural and Small Libraries conference will be held in Reno, NV so attendance from the WBPL is unlikely.
- Building Maintenance
 - o Budgeted in FY 20/21 \$ 6,545.00
 - o Requested in FY 20/22 \$ 7,847.00
 - As the building gets older, there are just more things that need fixing and the average costs for maintenance just go up. In addition, given the work that has been done with the library's and downtown planters, we have acquired equipment for its care. We'd like to add a small garden shed on the south side of the library to hold the equipment.
- Building Supplies
 - o Budgeted in FY 20/21 \$ 1,500.00
 - o Requested in FY 20/22 \$ 2,500.00
 - Building supplies covers a lot of the required items to operate the building like cleaning supplies, toiletries, florescent bulbs, etc. Much of this is based on use – how much people use – and purchasing costs. Average cost has continued to rise as has some of the requirements of cleaning in the pandemic. This request is based on estimates from past years' use and cost trends.
- Janitorial Services.
 - o Budgeted in FY 20/21 \$ 4,009.00

- o Requested in FY 20/22 \$ 3,000.00
 - This is based on current costs and shifts in janitorial services contracts.

Budget Detail

Provided on Subsequent pages.

West Branch Public Library				
Expenditures				
Type	FY2021	Proposal	Difference	Description
Salaries	\$ 149,986.00	\$ 154,181.10	\$ 4,195.10	In Salaries Tab
Dues/Memberships	\$ 435.00	\$ 435.00	\$ -	In Details Sheet
Training/Education	\$ 100.00	\$ 100.00	\$ -	This is to handle any training that requires cost.
Travel/Conference	\$ 3,728.00	\$ 2,130.00	\$ (1,598.00)	In Details Sheet
Building Maintenance	\$ 6,545.00	\$ 7,847.50	\$ 1,302.50	In Details Sheet
Building Supplies	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00	Estimate from past year's projection.
Utilities	\$ 8,200.00	\$ 8,000.00	\$ (200.00)	Based on Prior Years
Telephone	\$ 2,244.00	\$ 2,544.00	\$ 300.00	Approximately \$212 per month
Janitorial Expense	\$ 4,009.00	\$ 3,000.00	\$ (1,009.00)	\$18/hr, 3hr/week cleaning
Advertisement/Legal	\$ 500.00	\$ 500.00	\$ -	Amount based off of prior years.
Technology Services	\$ 3,195.00	\$ 3,494.68	\$ 299.68	In Details Sheet
Contract Payments	\$ 2,434.00	\$ 2,716.00	\$ 282.00	In Details Sheet
Office Supplies	\$ 2,500.00	\$ 2,500.00	\$ -	Estimate - past years sporadic from \$770 - \$2450
Postage and Shipping	\$ 1,969.00	\$ 1,969.65	\$ 0.65	In Details Sheet
Programs	\$ 6,154.00	\$ 6,154.00	\$ -	In Details Sheet
Office Equipment	\$ 1,575.00	\$ 1,575.00	\$ -	In Details Sheet
Materials	\$ 26,448.00	\$ 26,244.00	\$ (204.00)	In Details Sheet
<i>Library Account Spending</i>	<i>\$ 221,522.00</i>	<i>\$ 225,890.93</i>	<i>\$ 4,368.93</i>	<i>This is the goal to be matched by income below</i>
	\$ 71,536.00	\$ 71,709.83	0.24%	
Salaries - Cable	\$ 15,840.50	\$ 15,840.50	\$ -	Portion of Director's salary paid from Cable
<i>Salaries total</i>	<i>\$ 165,826.50</i>	<i>\$ 170,021.60</i>	<i>\$ -</i>	
Group Insurance	\$ 9,238.00	\$ 9,238.00	\$ -	Handled by city office staff
Workman's Comp	\$ 150.00	\$ 150.00	\$ -	Handled by city office staff
FICA	\$ 11,474.00	\$ 11,474.00	\$ -	7.65% of Salaries
IPERS	\$ 14,159.00	\$ 14,159.00	\$ -	8.93% of Salaries
Liability Insurance	\$ 3,537.00	\$ 3,537.00	\$ -	Handled by city office staff
<i>General Fund Total</i>	<i>\$ 38,558.00</i>	<i>\$ 38,558.00</i>	<i>\$ -</i>	
			\$ -	
Library Total Expenditures	\$260,080.00	\$ 264,448.93	\$ 4,368.93	
Income				
Type	FY2021	Proposal	Difference	Description
General Property Tax	\$ 180,312.00	\$ 196,790.93	\$ 16,478.93	Reflects amount needed after accounting for other s
Interest Income	\$ -		\$ -	
Rural Library Assistance	\$ 19,801.00	\$ 24,000.00	\$ 4,199.00	Changed to reflect FY2020
State Library Funding	\$ 3,000.00	\$ 2,800.00	\$ (200.00)	Based on FY2020 amount
Private Contributions	\$ 2,000.00	\$ 900.00	\$ (1,100.00)	Based on how much is donated in prior FY's
Fines	\$ 420.00	\$ 400.00	\$ (20.00)	Based on prior years' income
Misc Revenues	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	Based on prior years' income
Transfer	\$ -	\$ -	\$ -	
Krouth Transfers	\$ -	\$ -	\$ -	
			\$ -	
<i>Library Total Income</i>	<i>\$ 207,033.00</i>	<i>\$ 225,890.93</i>	<i>\$ 18,857.93</i>	
<i>General Fund Contribution</i>	<i>\$ 38,558.00</i>	<i>\$ 38,558.00</i>	<i>\$ -</i>	
Total Revenue Line	\$245,591.00	\$ 264,448.93	\$ 18,857.93	

DETAILS				
<u>Dues/Memberships</u>			Proposed	
	ILA membership	Director	\$ 105.00	
		Adult Services Librarian	\$ 90.00	
		Youth Services Librarian	\$ 90.00	
	ARSL Memberships	3 Staff @ \$50 each	\$ 150.00	
		Total	\$ 435.00	
<u>Travel/Conference</u>			Proposed	
	ILA Conference	Registration	\$ 180.00	2 registrants at \$90 per person - will eat meals
		Travel	\$ 270.00	Travel to and from possible location
		Lodging	\$ 480.00	Lodging for 2 room
		Meals	\$ 200.00	City reimbursement max \$40 per day for 2 people
		Total	\$ 1,130.00	
	Other travel		\$ 1,000.00	For other program travel
	Total		\$ 2,130.00	
<u>Building Maintenance</u>			Proposed	
	Simplex/Grinnell Annual Service		\$ 1,102.50	estimate 5% increase
	General Pest Control (\$70 bimonthly)		\$ 420.00	
	Fire extinguisher		\$ 75.00	
	Carpet Cleaning		\$ 600.00	One cleaning is 600
	Outdoor Shed		\$ 800.00	
	Grounds Care (planted area maintenance)		\$ 600.00	
	General Maintenance		\$ 4,250.00	FY2020 \$6,500, FY2019 \$5500, FY2018 \$3359,
	Total		\$ 7,847.50	
<u>Technology Services</u>			Proposed	
	Software Renewal		\$ 494.68	
	Maintenance	Regular PC repair	\$ 600.00	Repair/replacement of broken hardware
		Computer Replacement	\$ 2,400.00	Replacing 3 public desktops @ \$800 each
	Total		\$ 3,494.68	
			Proposed	
Contract Payments	Apollo		\$ 1,950.00	Circulation system software renewal
	CASSIE		\$ 320.00	Public Use Computer management renewal
	HelpNow (tutoring)		\$ 282.00	
	Gale Database		\$ 164.00	State funded information database renewal
	Total		\$ 2,716.00	
			Proposed	
<u>Postage & Shipping</u>	Postage Meter	Lease	\$ 409.65	\$102 quarterly
		Postage & Supplies	\$ 1,500.00	Reduced from \$2,500 due to statewide delivery
		Total	\$ 1,909.65	
	Postal box	Annual renewal	\$ 60.00	

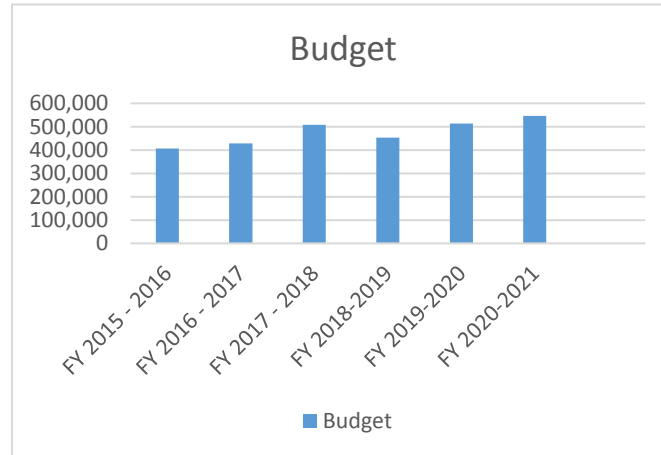
	Total		\$ 1,969.65	
<u>Programs</u>			Proposed	
	Program Materials	Estimate	\$ 3,454.00	There are approximately 25 programs per month
	Summer Programming	Program Supplies	\$ 1,000.00	Individual program supplies - materials, snacks,
		Initial Materials	\$ 700.00	These include banners, posters, some themed
		Special Performers	\$ 1,000.00	These are invited performers which need payment
		Total	\$ 6,154.00	
<u>Office Equipment</u>			Proposed	
	Printer/Copier	US Bank (copier lease)	\$ 1,575.00	\$106.25 monthly plus \$300 additional for newsletters
	Total		\$ 1,575.00	
<u>Materials</u>	Periodicals		Proposed	
		Magazines	\$ 700.00	- annual subscriptions - all magazines
		Booklist	\$ 170.00	- annual subscription - item reviews
		Tipton Conservative	\$ 38.00	- annual subscription
		West Branch Times	\$ 30.00	- annual subscription
		Iowa City Press Citizen	\$ 220.00	- annual subscription
		Cedar Rapids Gazette	\$ 380.00	- annual subscription
		USA Today	\$ 300.00	- annual subscription
		Total	\$ 1,838.00	
	Electronic	Bridges	\$ 656.00	- annual subscription
		Total	\$ 656.00	
		Books/Movies/CDs	\$ 23,750.00	Estimated from use (no change for several years)
		Total	\$ 26,244.00	



2021-2022 Proposed Budget

Police Department

Five Year History of Budget



Summary of FY 2020-2021 Mid-Year Achievements

- Body worn cameras have been replaced
- PD File server was upgraded.
- Established a Vehicle/Equipment Set-Aside Fund
- Electronic access doors -- PENDING

Summary of FY 2021-2022 Requested Changes Based on City Council Goals and Objectives

- Establishment and implementation of Vehicle/Equipment Replacement set aside program.
- Paid On-Call Time
- Hire or staff 20hrs per week Part-time Officer (weekend day shift patrol)

Department Budget Highlights

- | | | |
|--|------------------------|--------------|
| • 6210 Dues & Memberships | Budgeted in FY 20/21 | \$ 4,500.00 |
| | Requesting in FY 21/22 | \$ 5,000.00 |
| • 6727 Equipment (set aside remaining balance) | Budgeted in FY 20/21 | \$ 20,000.00 |
| | Requesting in FY 21/22 | \$ 12,500.00 |

Budget Detail

12-16-2020 07:04 AM

CITY OF WEST BRANCH
APPROVED BUDGET
AS OF: NOVEMBER 30TH, 2020

PAGE: 1

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 CURRENT BUDGET	2020-2021 YEAR-TO-DATE ACTUAL	2021-2022 REQUESTED BUDGET	2021-2022 PROPOSED BUDGET
POLICE OPERATION						
001-GENERAL FUND						
001-5-1-110-6010 SALARIES AND WAGES	277,187	286,483	309,553	130,943	GE Budgets SALARIES	
001-5-1-110-6210 DUES, MEMBERSHIP	4,466	4,819	4,500	4,814	5000	
001-5-1-110-6230 TRAINING AND EDUCATION	7,880	616	2,000	615	2000	
001-5-1-110-6240 TRAVEL AND CONFERENCE	323	939	2,000	81	2000	
001-5-1-110-6310 BUILDING MAINTENANCE	2,018	2,826	0	0	-	
001-5-1-110-6320 BLDG/GROUNDS OPERATION	610	113	1,000	121	1000	
001-5-1-110-6331 MOTOR OPERATION FUEL	10,189	9,855	15,000	3,862	15000	
001-5-1-110-6332 REPAIR/MAINTENANCE-VEH	5,765	7,711	7,000	2,953	7,000	
001-5-1-110-6350 EQUIPMENT REPAIR/MAINT	245	235	0	381	-	
001-5-1-110-63501 REPAIRS-RADIOS	70	658	1,000	0	1000	
001-5-1-110-6371 UTILITY SERVICES/GAS	3,224	3,267	3,250	1,009	3,250	
001-5-1-110-6373 TELEPHONE/OPERATIONS	6,747	6,340	8,000	3,418	8000	
001-5-1-110-6399 OTHER MAINTENANCE & RE	0	0	0	336	-	
001-5-1-110-6411 LEGAL FEES	0	0	1,000	0	1000	
001-5-1-110-6414 ADVERTISEMENT & LEGAL	55	190	250	32	250	
001-5-1-110-6419 TECHNOLOGY SERVICES	0	2,246	0	0	-	
001-5-1-110-6490 CONSULTANT AND PROF. F	488	55	0	600	-	
001-5-1-110-6491 RESERVE OFFICERS	0	0	1,500	0	1500	
001-5-1-110-6498 CONTRACT PAYMENTS	1,444	2,882	4,300	35	4300	
001-5-1-110-6504 MINOR EQUIPMENT	427	1,067	3,000	251	3000	
001-5-1-110-6506 OFFICE SUPPLIES	868	808	1,000	638	1000	
001-5-1-110-6508 POSTAGE AND SHIPPING	0	11	200	0	200	
001-5-1-110-6510 SAFETY EQUIPMENT	44	0	0	0	-	
001-5-1-110-6513 AMMUNITION	769	244	1,150	556	1150	
001-5-1-110-6521 MOTOR VEHICLE MAINT. S	0	0	1,000	0	1000	
001-5-1-110-6529 UNIFORMS	1,991	1,813	2,000	0	2000	
001-5-1-110-6599 MISC. SUPPLIES	4,821	3,264	3,000	542	3000	
001-5-1-110-6723 VEHICLE SET ASIDE	0	47,872	30,000	544	30000	
001-5-1-110-6725 OFFICE EQUIPMENT	380	0	5,500	3,376	6500	
001-5-1-110-6727 EQUIPMENT	14,265	24,659	20,000	0	12500	
TOTAL 001-GENERAL FUND	344,473	407,971	428,203	155,101		
036-TORT LIABILITY						
036-5-1-110-6400 WORKMENS COMP.	4,793	4,844	4,860	2,773		
036-5-1-110-64001 LIABILITY INSURANCE	8,455	8,014	6,255	5,793		
TOTAL 036-TORT LIABILITY	13,248	10,858	11,115	8,566		
112-TRUST AND AGENCY						
112-5-1-110-6110 FICA	20,076	20,848	23,681	9,457		
112-5-1-110-6130 IFERS	28,059	28,301	29,748	12,584		
112-5-1-110-6150 GROUP INSURANCE	48,683	45,758	53,885	27,157		
TOTAL 112-TRUST AND AGENCY	96,817	94,907	106,514	49,198		
TOTAL POLICE OPERATION	452,538	513,736	545,832	212,867		

West Branch PD Expenditure Break Down			
Line Item #	Explanation	Budgeted 20/21	Requested 21/22
6210 Dues, Memberships	Paid to Disaster Services Cedar County EMA	\$ 4,500.00	\$ 5,000.00
6230 Training & Education	12 hours of required training per Iowa Law, Training to include specialty training for certain areas of the field, updates on law, investigations, Instructor courses and any and all education needed for better the officers. Police Legal Science-subscription	\$ 2,000.00	\$ 2,000.00
6240 Travel & Conference	Pays for meals, hotels, conference, travel	\$ 2,000.00	\$ 2,000.00
6320 Bldg. & Grounds Operations	Cleaning and maintenance of police side of bldg.	\$ 1,000.00	\$ 1,000.00
6331 Motor Vehicle Fuel	Motor Vehicle Fuel	\$ 15,000.00	\$ 15,000.00
6332 Repair/Maint. Vehicle	Replacement of tires, and maintenance of vehicles.	\$ 7,000.00	\$ 7,000.00
6350 Repair-Radio	Radio maintenance & repair.	\$ 1,000.00	\$ 1,000.00
6371 Utility Services		\$ 3,250.00	\$ 3,250.00
6373 Telephone Operation	Air cards provide officer ability to work outside of the Police Department without being restricted to PD for paperwork. Cell phones are also issued to each officer for on-call and duty use.	\$ 8,000.00	\$ 8,000.00
6411 Legal Fees	Criminal Prosecutions and advisement	\$ 1,000.00	\$ 1,000.00
6414 Advertisement	Publications for schools, recovered property, etc.	\$ 250.00	\$ 250.00
6415 Rent/Leases		\$ -	\$ -
6491 Reserve Officers	Pays for training which is required per state code. Also includes Ammo, Uniforms.	\$ 1,500.00	\$ 1,500.00
6498 Contract Payments	Year contract payment to access the State data base for driver license, criminal history, warrants, approximately \$1800.00. Shieldware Maint. Agreement \$2200.00. Certify radar/lidar around \$400.00 Range fees \$500.00	\$ 4,300.00	\$ 4,300.00
6504 Minor Equipment	Repair minor equipment, guns, PBT's, Flashlights, gun cleaning supplies, Taser Payment	\$ 3,000.00	\$ 3,000.00
6506 Office Supplies	Ink for printers, file folders, other office supplies, paper, pencils, pens	\$ 1,000.00	\$ 1,000.00
6508 Postage and Shipping	Certified Mail, mailing evidence to DCI	\$ 200.00	\$ 200.00
6510 Safety Equipment		\$ -	\$ -
6513 Ammunition	Pays for Duty Ammo, Practice Ammo	\$ 1,150.00	\$ 1,150.00
6521 Motor Veh. Maint. Supplies	Oil change, cleaning supplies, general service	\$ 1,000.00	\$ 1,000.00
6529 Uniforms	\$500.00 uniform allowance per officer	\$ 2,000.00	\$ 2,000.00
6599 Misc. Supplies	Community Policing needs, evidence collection supplies	\$ 3,000.00	\$ 3,000.00
6723 Vehicle Set Aside	Upfit costs increase, vehicle prices increase, pays for equipment replacement in vehicle ie: laptop, radar, video camera system etc.	\$ 30,000.00	\$ 30,000.00
6725 Office Equipment	Replacement of Toughbook (Windows 7), and docking station in Durango	\$ 6,500.00	\$ 6,500.00
6727 Equipment (SET ASIDE FUND)	Replacement of Duty handguns \$2,750, remaining funds to be set aside for equipment replacement schedule.	\$ 20,000.00	\$ 12,500.00
Total Equipment		\$ 118,650.00	\$ 111,650.00

WBPD Vehicle Replacement Schedule			
Vehicle	FY Purchased	FY Replacement	
2014 Ford Police Interceptor Sedan	2014	2022	
2015 Dodge Durango SSV	2016	2024	
2017 Dodge Charger Pursuit	2018	2026	
2020 Ram 1500 SSV	2020	2028	
Set Aside Fund Balance	Set Aside	Fund Balance	
FY2021	30,000	30,000	
FY2022	30,000	60,000	
FY2023	35,000	35,000	
FY2024	35,000	70,000	
FY2025	35,000	35,000	
FY2026	35,000	70,000	
FY2027	35,000	35,000	
FY2028	35,000	70,000	
***Equipment replaced with vehicle includes, in-car computer, emergency lights/siren, prisoner containment, radar, in car camera system, 2 way radio and misc safety equipment			
WBPD Equipment Replacement Schedule			
Equipment	FY Purchased	FY Replacement	Estimated Cost
Smith & Wesson MP40 handguns x5	2012	2022	\$2,750
Main Server-Existing becomes backup	2016	2024	\$15,000
Portable Radios, Multi-band x 5	2015	2025	\$35,000
Office Computers x 4, BodyCams x 5	2018-2021	2026	\$8,800
Main Server-Existing becomes backup	2024	2027	\$15,000
Shotguns x4, Rifles x4, Tasers x 5	2009?-2018	2028	\$11,000
Equipment Set Aside Fund Balance	Set Aside	FY Planned Expens	Estimated Fund Balance
FY2022	\$12,500	\$2,750	\$9,750
FY2023	\$12,500	\$0	\$22,250
FY2024	\$15,000	\$15,000	\$22,250
FY2025	\$15,000	\$35,000	\$2,250
FY2026	\$15,000	\$8,800	\$8,450
FY2027	\$10,000	\$15,000	\$3,450
FY2028	\$10,000	\$11,000	\$2,450

Body Worn Cameras

West Branch Police Department

History

- Department was one of the first agencies in Iowa to begin using body worn cameras.
- Established body worn camera use in 2009, with cameras being issued to all Officers.
- Department has had 3 different cameras since 2009.

Camera Evolution

- First camera was EHS VidMic
 - It was a combination radio microphone and speaker as well as a body worn camera.
 - Took video, or still images.



Camera Evolution

- Pro-Vision BodyCam BC-100
 - Replaced the EHS VidMic cameras.
 - It was a stand-alone body worn camera.
 - Took video, or still images or recorded audio only.



Camera Evolution

- Watch Guard Vista WiFi
 - Replaced the Pro-Vision BodyCam BC-100 cameras.
 - It is a stand-alone body worn camera...but,
 - Fully integrated into Watch Guard 4RE in car video system.
 - When one system is activated both cameras begin recording.
 - Recorded video is linked together automatically.
 - Camera is physically on entire shift, so a single push of a button begins recording.
 - Old cameras had to be turned on first and would time-out and shut down to conserve battery life after 2 minutes.



Video Screenshots



ProVision Bodycam BC-100



Watch Guard Vista Wifi

(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**

December 21, 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, December 21, 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. 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 regular meeting to order at 7:01 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Jerry Sexton and Tom Dean were present. Nick Goodweiler was absent. City Staff present: City Administrator, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Sergeant John Hanna and City Attorney Kevin Olson. City Staff attending via Zoom: Fire Chief Kevin Stoolman, City Engineer Dave Schechinger, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin.

GUEST SPEAKER PRESENTATIONS

Jessi Simon, CDG Executive Director presented their quarterly report and announced that they were awarded the \$75,000 Challenge Grant for renovating the Opera Block building in downtown. Simon said the grant was a matching grant with the property owner, Brooke Ventures. Simon said the building will have updates to the electrical, new roof, and a complete façade update. Simon recapped the Christmas Past activities that was held December 3rd – 6th. Simon said due to the spike in COVID cases in late November, the event was scaled back significantly in the final hours leading up to the event. The main attraction held as scheduled was the Santa cruise. Simon said more than 500 cars lined up to see Santa. Simon said the downtown businesses saw the most traffic on the last day of the event. In addition, Simon said they raised \$7000 in donations from local businesses for the event. Simon said she hoped that the group could reschedule a celebration late spring, early summer of 2021.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion to Approve Special Meeting Minutes for City Council Meeting November 9, 2020.

Motion to Approve Special Meeting Minutes for City Council Meeting December 2, 2020.

Motion to Approve Meeting Minutes for City Council Meeting December 7, 2020.

Motion to Approve Herb & Lou's Liquor License Renewal.

Motion to Approve Board and Commission Appointments / Reappointments.

Motion to Approve Setting the Date of December 23rd 2020 for Consultation and Setting the Date of January 4th for a Public Hearing on the Adoption of the Amendment Number 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area.

Motion to Approve the Claims Report.

December Claims & November Revenues

EXPENDITURES	12/21/2020	
AERO RENTAL INC	EQUIPMENT RENTAL INSTALL CHRISTMAS LIGHTS	705.75
ALLIANT ENERGY	ALLIANT ENERGY	8,896.85
ALTORFER INC	REPAIR PARTS	147.42
AMAZON	BOOKS AND SUPPLIES	734.48
BAKER & TAYLOR INC.	BOOKS	685.22
BARNHART'S CUSTOM SERVICES	BLACK DIRT & DELIVERY	1,000.00
BARRON MOTOR SUPPLY	SUPPLIES	448.56
BOWERS CUSTOM SERVICES LLC	HAULING	170.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	183.95
CDW GOVERNMENT INC.	APC BACK-UPS	197.92
CEDAR COUNTY RECORDER	RECORDING FEES	48.00
CJ COOPER & ASSOCIATES	ADMIN & CLEARING HOUSE FEES	235.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	77.10
EARL JAMES PIERCE-AQUASHINE	NORTH WATER TOWER EXTERIOR CLEANING	4,800.00
HAWKINS INC	AZONE	579.79
HEIMAN FIRE EQUIPMENT	BOOTS	314.00
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	383.06
HOLLYWOOD GRAPHICS	MAGNETIC SIGN	115.00
KANOPY	VIDEOS	32.00
LINN COUNTY R.E.C.	STREET LIGHTS	185.40
MARCO TECHNOLOGIES LLC	CONSULTING-TECHNOLOGY ASSESSMENT	3,500.00
MARTIN P GILLESPIE	BUILDING INCENTIVE PAYMENT	1,658.98
MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	957.50
MENARDS	SUPPLIES	163.64
NEEDHAM EXCAVATING. INC.	RELOCATE WATER MAIN	5,643.00

OVERDRIVE INC	BOOKS	2.49
PITNEY BOWES INC	OFFICE SUPPLIES	267.97
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE MACHINE	500.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	51.92
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	228.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	OFFICE SUPPLIES	9.32
RIVER PRODUCTS COMPANY INC	ROAD STONE	420.97
ROCK VALLEY PHYSICAL THERAPY	DRUG TEST	43.00
STATE HYGIENIC LAB	LAB ANALYSIS	27.00
THE HOME DEPOT PRO	HAND SANITIZER GEL	29.82
US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUPPLIES	1,810.48
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
VEENSTRA & KIMM INC.	WW TREATMENT FACILITY IMPROVEMENTS 2021	8,745.00
WEST BRANCH ANIMAL CLINIC	TRAP/NEUTER/PROFESSIONAL SERVICE	395.00
WEST BRANCH COMMUNITY DEVELOPMENT	CHRISTMAS DECORATIONS	306.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS	763.23
WEX BANK	WEX BANK	941.27
TOTAL		47,269.34
PAYROLL	12/11/2020	55,391.01
COUNCIL PAYROLL		12,646.07
FIRE DEPARTMENT PAYROLL		42,149.76
PAID BETWEEN MEETINGS		
IOWA FINANCE AUTHORITY	INTEREST	3,188.75
MISCELLANEOUS VENDORS	UTILITY REFUNDS	155.63
MEGAN HOFFMAN	CLEANING SERVICE	495.00
ROGER LAUGHLIN	MILEAGE, SUPPLIES	246.36
PARKSIDE SERVICE	TIRES	1,291.32
ROBERT'S TOWING & RECOVERY	NUISANCE CLEANUP	195.00
MERCHANT SERVICES	CREDIT CARD FEES	166.93
TOTAL		5,738.99
GRAND TOTAL EXPENDITURES		163,195.17
FUND TOTALS		
001 GENERAL FUND	95,446.90	
022 CIVIC CENTER	411.77	
031 LIBRARY	7,568.69	
110 ROAD USE TAX	7,290.10	
112 TRUST AND AGENCY	9,640.87	
324 WW TREATMENT FACILITY IMPROVEMENTS 2021	8,745.00	
600 WATER FUND	21,322.04	
603 WATER SINKING FUND	3,236.45	
610 SEWER FUND	9,533.35	
GRAND TOTAL	163,195.17	
REVENUE-FISCAL YEAR 2021		
FUND NOV		
001 GENERAL FUND	194,007.56	
022 CIVIC CENTER	706.54	
027 MEMORIAL GARDEN PROJECT		
031 LIBRARY	50.07	
036 TORT LIABILITY	1,662.98	
110 ROAD USE TAX	28,915.70	
112 TRUST & AGENCY	10,542.10	
119 EMERGENCY TAX FUND	1,452.25	
121 LOCAL OPTION SALES TAX	54,821.96	
125 TIF	5,565.17	
226 DEBT SERVICE	12,604.80	
312 DOWNTOWN EAST REDEVELOPMENT	79,900.00	
500 CEMETERY PERPETUAL FUND	300.27	
600 WATER FUND	53,874.66	
610 SEWER FUND	56,946.63	
740 STORM WATER UTILITY	5,229.50	
TOTAL	506,580.19	

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1962 – Approving Promoting John K. Hanna to the Position of Police Chief for the City of West Branch, and Setting the Annual Salary for the Position of Police Chief. /Move to action.

Laughlin said Hanna was the only candidate interviewed for the chief position. Hanna was interviewed by Laughlin, Jones, Councilperson Dean and Goodweiler and private citizen Justin Watson. In addition, a public meeting (via Zoom) was held to allow residents to ask questions of the candidate. Laughlin said the interview committee voted unanimously to promote Sargent Hanna to police Chief and recommended Hanna for the chief’s job.

Motion by Dean, second by Miller to approve Resolution 1962. AYES: Dean, Miller, Sexton, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

**Laughlin administered the oath of office for Chief John Hanna. **

Second Reading of Ordinance 779 – An Ordinance amending Chapter 165; entitled Zoning Regulations. /Move to action.

Motion by Sexton, second by Miller to approve the second reading of Ordinance 779. AYES: Sexton, Miller, Stoolman, Dean. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 1963 – Approve an Agreement with the United States Geological Survey for the operation and maintenance of the streamflow- gaging station located on West Branch Wapsinonoc Creek on College Street for the amount of \$8,640. / Move to action.

Laughlin said he would support the continuation of the stream gaging for another year or until the downstream widening project had been completed. Laughlin said that continuing with stream monitoring helps with grant funding opportunities.

Motion by Dean, second by Miller to approve Resolution 1963. AYES: Dean, Miller, Stoolman, Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 1964 – Adopting Goals and Objectives for the City of West Branch, Iowa for 2021-2022. / Move to action.

Jones said this resolution lists the goals from the December 7th Council meeting and would be used by staff as a guide to find funding and work into the FY21 and FY22 budget. Jones noted that not all goals had dollars attached to them but were indicated as Council priorities for staff to work on. Sexton suggested that the goal setting process be refined to only allow a maximum number of votes per item in order to be prioritized by Council and staff. Sexton said that he noted a few of the high vote ‘goals’ were not voted on by a majority of the Council which meant if it didn’t received support from other members, it could potentially fail. Miller suggested that each person be given a certain color sticker used to vote with so it was more apparent that projects getting attention represented the majority for council support.

Motion by Sexton, second by Miller to approve Resolution 1964. AYES: Sexton, Miller, Stoolman, Dean. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 1965 – Adopting the Priorities for the City of West Branch, Iowa Capital Improvement Plan. / Move to action.

Motion by Dean, second by Miller to approve Resolution 1965. AYES: Dean, Miller, Stoolman, Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 1966 – Approving a Partial Acquisition and Easement Agreements with Rummells Farms Related to the Interstate 80 Widening Project. / Move to action.

Laughlin explained that the city is required to move a water main which would conflict with the future I-80 widening project. The easement and acquisition agreement was negotiated by the city attorney, city engineer and property owners affected by the project. Schechinger added that the city will be reimbursed by the DOT for all costs related to this project.

Motion by Miller, second by Sexton to approve Resolution 1966. AYES: Miller, Sexton, Dean, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 1967 – Accepting Public Improvements Constructed in Cedar’s Edge (Part 1), West Branch, Iowa. / Move to action.

Laughlin stated that the City Engineer and Public Works Director agreed that the developer had satisfied the requirements of the site plan with the exception of one sidewalk on the north side of Ember Lane which is to be completed in the spring. Laughlin recommended that the Council accept the public improvements.

Motion by Dean, second by Miller to approve Resolution 1967. AYES: Dean, Miller, Stoolman. Abstain: Sexton. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 1968 – Revising Legal Descriptions for Resolution 1740 to Clarify the Boundaries of the West Branch Urban Renewal Areas. / Move to action.

Olson said the county auditor requested a clarification on the legal description of The Meadows Part 4B be updated on the Urban Renewal Plan. Olson said this resolution would satisfy their requirements.

Motion by Miller, second by Dean to approve Resolution 1968. AYES: Miller, Dean, Sexton, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

Discussion: Review the draft 28E agreement with Johnson County and the preliminary Main Street Roundabout Project for discussion and response.

The council discussed the price tag of the proposed round-a-bout at the intersection of Herbert Hoover Highway and Cedar-Johnson Road as part of Johnson County’s road improvement project. The estimated total cost of the remaining portion of the project, including the round-a-bout is just under \$900,000. Schechinger explained that Johnson County is paying for 63% of the project amounting to \$562,500 and the remaining 37% (or \$327,500) would be the City’s portion. The agreement has Johnson County paying for the entire project up front and allows the City to pay their portion to Johnson County in four equal payments over a four year period. Stoolman was concerned how the City could afford this project with so many other priorities previously identified. Schechinger said he felt some changes to the proposed design could be scaled back to allow for some additional savings to the City. Schechinger asked for Council direction to move forward in providing guidance to Johnson County Engineers on the project. He added that the City has the right to reject bids if they came in higher than expected. The Council directed Schechinger to request his proposed revisions to the project so as to keep the project moving forward.

Discussion: Consider a Not to Exceed \$20,000 Proposal for a Potential \$700,000 Forgivable Loan

Application to be used for Water Quality and Storm Water Projects.

Schechinger explained that the IDNR has a program that allows the City to pursue a loan for water quality and storm water projects that is up to 10% of the SRF construction loan for a wastewater project. The City would be eligible for \$718,700 towards a water quality improvement project or projects. If the City is selected for the program, the interest rate on the waste water plant loan would be reduced and the two loans would be combined to result in the same payment as the original loan for the waste water plant. Veenstra & Kimm and Impact 7G are proposing that the City prepare an application through this program to fund a portion of the Wapsinonic Creek channel work on the Gaskill property and Hoover Creek overbank area between Cubby Park and Main Street. Schechinger said the \$20,000 would go toward the completion of the application. The Council discussed the needed projects and decided it was worth pursuing. Laughlin directed Jones to bring back a resolution for Council consideration.

Discussion Item: Baseline Extension(s) at Cubby: 1 Field, 2 Fields, or 3 Fields.

Russell presented costs for expanding the baselines at Cubby Park and said currently there is money in the Cubby Park budget to do all three fields at a cost of approximately \$42,900. Russell said the contractor suggested waiting until July to make the adjustments to the fields and that the project would take approximately three weeks to complete. The Council agreed that all three fields should be done, but said they would re-evaluate the budget in the spring if any changes had occurred and the project would need to be scaled back.

Discussion: A Consideration Regarding Town Hall Covid-19 Protocols.

Jones said staff had discussed how to safely re-open Town Hall for residents and groups wanting to use the facility. Jones said staff recommended a 'COVID' cleaning which would include cleaning and sanitizing high touch areas (restrooms, door handles, tabletops and chairs) of the building in between uses. Jones said a \$10 cleaning fee would be added to all Town Hall reservations for all rentals, including non-profit groups. Jones reminded the Council that the City currently pays for a bi-weekly cleaning of the facility and those costs are not reflected in the current rental fees. The Council was agreeable with staffs' recommendation.

Discussion: Merit Pay Proposal – Tom Dean

Dean presented his merit pay proposal to the Council explaining that his approach would provide staff guidance on giving salary increases in an appropriate and fair manner. Dean said his approach was similar to the federal government's methodology and added that he didn't like the way staff raises were currently being handled. Dean said his proposal was a starting point at revamping the current process. Jones also prepared and presented two other approaches, a base pay merit model which provides a merit increase, plus cost of living and variable pay merit model which provided an annual bonus (plus COLA), but did not continually increase employee pay based on their performance. The Council discussed all proposals and chose Dean's method as one to pursue.

Discussion: Early Thoughts Regarding the 2021 Hoover Hometown Days Event.

Jones asked the Council for direction on Hoover's Hometown Days 2021 planning and said that this is the normal time of year when the events entertainment contracts are solicited. Laughlin said he held hope that by next August things will be back to 'normal' and said he felt planning should begin. Russell who leads the event planning said she would schedule a meeting in January with the other event participants and start moving forward.

Discussion: Consider adding the Old Casey's Parking Lot Project with the list of Potential Operational Project in FY 2021 -2022. If added at what priority level should it be presented? (Top, High, or Moderate)

Jones said that one project was erroneously omitted from the goal setting process and requested that the Council. Jones reminded the Council that a parking lot was to be constructed on the former site and asked how the Council wanted to move forward. Miller said that when the Council originally decided to accept the site, there was a thriving business next door which made sense to provide additional parking, but now that is not the case. Another member commented that now the site is being used by another business for overflow parking, which is not the intent of the space. The Council agreed that this project should be given a 'moderate' priority and further discussions held at a later time on what type of surface should be placed on the site.

Discussion: Request from Gordon Edgar for Special Consideration for a Pay Increase of \$5,000.

Edgar addressed the Council and requested a reduction in hours rather than more compensation. Edgar requested to reduce his hours to 32 but retain the same pay. Edgar indicated that he works long hours due to his workload and is needing much needed time off. The Council acknowledge Edgar's dedication to the City and suggested that Edgar take his earned vacation time as needed. The Council also suggested that he speak with City Administrator Jones to see if some of his workload could be shifted allowing Edgar to utilize time off. Edgar responded that he would seek help in order to take time off.

CITY ADMINISTRATOR REPORT

Jones reported that the SRF loan application for the waste water treatment plant had been submitted and was awaiting approval and next steps. He said FY22 budget discussions will begin this week with staff while the City waits on valuations from the county. Jones asked for the council to provide direction on which Greenview connection scenario they preferred so funding could be secured to complete the project in 2021.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller asked the status on the repairs needed for the food pantry. Damage was done to the building in mid-August by a Werner semi driver and questioned what was taking so long for repairs to be made. Edgar responded that the insurance adjuster was notified in October and that he was unable to find a contractor to provide an estimate to get repairs scheduled. Dean said the West Branch Police and Fire Department volunteers would be receiving the Moderna COVID vaccine this week. Dean said that he was one of three to administer the vaccinations.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 9:40 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Motion to Approve the Annual Mayoral Appointments. These Appointments are Mayor Pro Tem – Colton Miller; Official City Newspaper – West Branch Times; Animal Control Facility – West Branch Clinic; City Engineer – Dave Schechinger of Veenstra & Kimm, Inc.; Public Health Officer – Dr. Thomas Novak.
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:	December 30, 2020

BACKGROUND:

Annual Mayoral Appointments

Mayor Pro Tem – Colton Miller

Official City Newspaper (newspaper of record) – West Branch Times

Animal Control Facility – West Branch Animal Clinic

City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.

Public Health Officer – Dr. Thomas Novak

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

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Birthplace of President Herbert Hoover, The Great Humanitarian • Home of the Bears

November 18, 2020

City of West Branch Administrator Redmond Jones,

Please consider this an official request to again be named an official newspaper for the City of West Branch. With this request, we ask that we receive notifications for all meetings for the coming year covered under the Iowa Open Meetings laws, which are covered in Chapter 21 in the Code of Iowa.

As you know, the *West Branch Times* is the only newspaper that specifically covers the West Branch community. In that capacity, we have been one of the City of West Branch's official newspapers for years.

We look forward to working with you in the coming year!

Gregory R. Norfleet
Editor
319-643-2131
124 W. Main Street
P.O. Box 368
West Branch, IA 52358
gregory.norfleet@westbranchtimes.com
wbtimes@lcom.net
www.westbranchtimes.com



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
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:	December 30, 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

1/4/2021

AMAZON.COM.CA.,INC.	SUPPLIES	33.78
APPARATUS TESTING SERVICE	EQUIPMENT TESTING	602.50
BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	952.69
BROWN'S WEST BRANCH	VEHICLE REPAIR	577.65
CEDAR COUNTY COOPERATIVE	FUEL - VEHICLES	1,084.84
EARL MAY NURSERY & GARDEN	CHRISTMAS TREES	125.00
EAST CENT INTERGOVT ASSOCIATION	DUES 1-1-21 TO 6-30-21	812.70
ELECTRICAL ENGINEERING & E	MAINTENANCE SUPPLIES	1,678.46
IOWA LIBRARY ASSOCIATION	KNOCHE & SCHAFER - DUES 2021	185.00
IOWA RURAL WATER ASSOC.	DUES 1-1-21 TO 12-31-21	275.00
JOHN DEERE FINANCIAL	SUPPLIES	542.21
KIESLER POLICE SUPPLY, INC	AMMUNITION	328.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	284.81
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,570.29
MACQUEEN EQUIPMENT	EQUIPMENT REPAIR	677.90
MEDIACOM	CABLE SERVICE	41.90
MID-STATES ORGANIZED CRIME	ANNUAL MEMBERSHIP FEES	100.00
OLSON, KEVIN D	LEGAL SERVICES - JANUARY, 2021	1,500.00
OMNISITE	WIRELESS SERVICE - LIFT STATIONS	360.00
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PORT 'O' JONNY INC.	SERVICE - CEMETERY	101.00
QUILL CORP	OFFICE SUPPLIES	650.00
RUMMELLS FARMS INC.	EASEMENT AGREEMENTS - RESOLUTION 1966	11,071.73
SHRED-IT USA	DOCUMENT DESTRUCTION	55.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	HAND SANITIZER GEL	29.82
VEENSTRA & KIMM INC.	COLLEGE STREET WATER MAIN 4TH TO 5TH	396.10
VEENSTRA & KIMM INC.	CHANNEL WIDENING - FLOOD IMPROVEMENT	2,624.25
VEENSTRA & KIMM INC.	I-80 WATER MAIN RELOCATION	1,311.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	1,852.75
VEENSTRA & KIMM INC.	WW TREATMENT FACILITY IMPROVEMENT - 2021	8,745.00
VERIZON WIRELESS	WIRELESS SERVICE	420.43
WATCH GUARD VIDEO	BODY CAMERA	1,140.00
WEST BRANCH COMMUNITY DEVELOPMENT GROUP	FINANCIAL SUPPORT WBCDG	10,000.00
WEST LIBERTY GUN CLUB, INC	MEMBERSHIP 2021 - STEEN	120.00
TOTAL		50,674.19
PAYROLL	12/24/2020	54,063.64

PAID BETWEEN MEETINGS

GRIEBAHN INDUSTRIES INC
KELLY TREE FARM LLC
WALMART
WEST BRANCH FORD
US POSTAL SERVICE
MEGAN HOFFMAN

NAME PLATE	24.00
TREES	6,420.00
BUILDING MAINTENANCE SUPPLIES	17.96
MAINTENANCE SUPPLIES	188.64
POST OFFICE BOX RENT	84.00
CLEANING SERVICE	261.00

TOTAL

6,995.60

GRAND TOTAL EXPENDITURES

111,733.43

FUND TOTALS

001 GENERAL FUND	39,159.63
022 CIVIC CENTER	116.88
031 LIBRARY	6541.84
110 ROAD USE TAX	14,799.72
112 TRUST AND AGENCY	10,981.41
321 WIDENING WAPSI CREEK @ BERANEK PARK	2,624.25
323 I-80 WEST, WATER MAIN RELOCATION	12,382.73
324 WW TREATMENT FACILITY IMPROVEMENT 2021	8,745.00
600 WATER FUND	8330.39
610 SEWER FUND	8051.58

GRAND TOTAL

111,733.43

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	285.29
		BROWN'S WEST BRANCH	VEHICLE REPAIR	577.65
		WATCH GUARD VIDEO	BODY CAMERA	1,140.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	295.55
		MID-STATES ORGANIZED CRIME INFORMATION	ANNUAL MEMBERSHIP FEES	100.00
		WEST LIBERTY GUN CLUB, INC	MEMBERSHIP 2021 - STEEN	120.00
		KIESLER POLICE SUPPLY, INC	AMMUNITION	328.00
		AMAZON.COM.CA., INC.	SUPPLIES	21.38
			SUPPLIES	12.40
			TOTAL:	2,880.27
FIRE OPERATION	GENERAL FUND	CEDAR COUNTY COOPERATIVE	FUEL - VEHICLES	490.55
		VERIZON WIRELESS	WIRELESS SERVICE	40.01
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	89.36
		APPARATUS TESTING SERVICE LLC	APPARATUS TESTING SERVICE	602.50
			TOTAL:	1,222.42
PARK & RECREATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	41.46
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	280.61
			TOTAL:	322.07
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE - CEMETERY	101.00
		JOHN DEERE FINANCIAL	SUPPLIES	89.70
			TOTAL:	190.70
COMM & CULTURAL DEVEL	GENERAL FUND	EARL MAY NURSERY & GARDEN CENTER	CHRISTMAS TRESS	125.00
			TOTAL:	125.00
ECONOMIC DEVELOPMENT	GENERAL FUND	WEST BRANCH COMMUNITY DEVELOPMENT GROU BOCWAY INVESTMENTS LLC	FINANCIAL SUPPORT WBCDG	10,000.00
			BUILDING INCENTIVE PAYMENT	952.69
			TOTAL:	10,952.69
CLERK & TREASURER	GENERAL FUND	EAST CENT INTERGOVT ASN. QUILL CORP	DUES 1-1-21 TO 6-30-21	812.70
			OFFICE SUPPLIES	219.05
		KOCH OFFICE GROUP LIBERTY COMMUNICATIONS SHRED-IT USA THE HOME DEPOT PRO PITNEY BOWES INC	OFFICE SUPPLIES	145.66
			COPIER MAINTENANCE	284.81
			TELEPHONE SERVICE	435.61
			DOCUMENT DESTRUCTION	55.38
			HAND SANITIZER GEL	29.82
			POSTAGE METER RENTAL	180.00
			TOTAL:	2,163.03
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES - JANUARY,	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS MEDIACOM	TELEPHONE SERVICE	64.95
			CABLE SERVICE	41.90
			TOTAL:	106.85
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOETHEN RIDGE CONST REVIEW	1,852.75
			TOTAL:	1,852.75
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	44.88
			TOTAL:	44.88
LIBRARY	LIBRARY	IOWA LIBRARY ASSOCIATION	KNOCH - DUES 2021	95.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		LIBERTY COMMUNICATIONS	SCHAFFER - DUES 2021	90.00
			TELEPHONE SERVICE	212.18
			TOTAL:	397.18
ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY COOPERATIVE	FUEL - VEHICLES	594.29
		VERIZON WIRELESS	WIRELESS SERVICE	113.00
		JOHN DEERE FINANCIAL	SUPPLIES	447.02
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	49.05
		ELECTRICAL ENGINEERING & EQUIPMENT CO	MAINTENANCE SUPPLIES	28.46
			LIGHT FIXTURES	1,650.00
		MACQUEEN EQUIPMENT	EQUIPMENT REPAIR	677.90
			TOTAL:	3,559.72
INVALID DEPARTMENT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	2,624.25
			TOTAL:	2,624.25
INVALID DEPARTMENT	I-80 WEST, WATER M	RUMMELLS FARMS INC.	EASEMENT AGREEMENTS RES 19	11,071.73
		VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOC	1,311.00
			TOTAL:	12,382.73
INVALID DEPARTMENT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FAC IMP 2021	8,745.00
			TOTAL:	8,745.00
WATER OPERATING	WATER FUND	IOWA RURAL WATER ASSOC.	DUES 1-1-21 TO 12-31-21	275.00
		VERIZON WIRELESS	WIRELESS SERVICE	112.98
		JOHN DEERE FINANCIAL	SUPPLIES	5.49
		VEENSTRA & KIMM INC.	COLL ST WATER MAIN 4TH TO	396.10
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	49.05
			TOTAL:	838.62
SEWER OPERATING	SEWER FUND	VERIZON WIRELESS	WIRELESS SERVICE	112.98
		OMNISITE	WIRELESS SERV - LIFT STAT	360.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	49.05
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
			TOTAL:	766.03

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

001	GENERAL FUND		21,315.78
022	CIVIC CENTER		44.88
031	LIBRARY		397.18
110	ROAD USE TAX		3,559.72
321	WIDENING WAPSI CREEK @ BE		2,624.25
323	I-80 WEST, WATER MAIN REL		12,382.73
324	WW TREATMT FAC IMP 2021		8,745.00
600	WATER FUND		838.62
610	SEWER FUND		766.03

GRAND TOTAL:		50,674.19

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Third (Final) Reading of Ordinance 779 – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations”.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	November 25, 2020

BACKGROUND:

During the College Street Bridge project construction, a property owner on College Street questioned the area regulations for his property that is currently zoned I-2. Upon review of this code section, it was noted that there were no area regulations listed for this particular zoning. Planning & Zoning Commission reviewed other code sections and determined the following regulations would be appropriate for this zone as follows:

165.34 – Amend by adding number 5:

5. Area Regulations.

A. Lot Requirements: None.

B. Yard Requirements:

(1) Front Yard. No Building shall be constructed within forty (40) feet of the front lot line.

(2) Side Yards. On lots adjacent to a residential district, all buildings and incidental areas shall be located so as to provide a minimum side yard of twenty (20) feet on the side adjacent to the residential district. All other side yards shall be a minimum of eight (8) feet.

(3) Rear Yards. No building shall be constructed within twenty (20) feet of the rear lot line.

The Planning & Zoning Commission approved the language addition at their November 24, 2020 meeting.

STAFF RECOMMENDATION:	Approve Third Reading of Ordinance 779 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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ORDINANCE 779
AN ORDINANCE AMENDING CHAPTER 165; ENTITLED “ZONING REGULATIONS.”

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the Code’s requirements; and

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide in making the Zoning Code more navigable and lead to more consistent interpretation of the requirements; and

WHEREAS, the Planning & Zoning Commission recommends to the City Council of the City of West Branch, adoption of these amendment recommendations in the Zoning code; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the Planning & Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsections to Chapter 165.

165.34 I-2 DISTRICT REQUIREMENTS

165.34 – Amend by adding number 5:

5. Area Regulations.

A. Lot Requirements: None.

B. Yard Requirements:

(1) Front Yard. No Building shall be constructed within forty (40) feet of the front lot line.

(2) Side Yards. On lots adjacent to a residential district, all buildings and incidental areas shall be located so as to provide a minimum side yard of twenty (20) feet on the side adjacent to the residential district. All other side yards shall be a minimum of eight (8) feet.

(3) Rear Yards. No building shall be constructed within twenty (20) feet of the rear lot line.

Passed and approved this 4th day of January, 2021.

First Reading: December 7, 2020
Second Reading: December 21, 2020
Third Reading: January 4, 2021

Attest:

Roger Laughlin, Mayor

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Public Hearing: Amendment Number 3 to the West Branch Amended and Restated Urban Renewal Plan.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	December 30, 2020

BACKGROUND:

NOTICE OF PUBLIC HEARING ON THE PROPOSED AMENDMENT NO. 3 TO THE AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL PLAN.

PLEASE BE ALSO ADVISED that a public hearing on said proposed Amendment to the Amended and Restated West Branch Urban Renewal Plan will be held at 7:00 p.m. on Monday, January 4th, 2021 in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. At that time, the City Council will receive comments for or against said Amendment. In addition, written comments can be forwarded to the City Clerk at the above address.

/s/ _____
Redmond Jones II, City Administrator/Clerk

STAFF RECOMMENDATION:	Open and Close Public Hearing
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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AMENDMENT NO. 3 TO THE WEST BRANCH AMENDED AND RESTATED
URBAN RENEWAL PLAN

WHEREAS, the City Council of the City of West Branch, via Resolution 1454, passed and approved on May 2, 2016, adopted the Amended and Restated West Branch Urban Renewal Plan, and recorded in Book 2016 at page 1268, Records of the Cedar County Recorder's Office; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1740, passed and approved on September 17, 2018, adopted Amendment No. 1 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1773, passed and approved on January 22, 2019, adopted Amendment No. 2 to the Amended and Restated West Branch Urban Renewal Plan, and

WHEREAS, pursuant to Chapter 403 of the Code of Iowa, cities need to specifically list the Urban Renewal Projects that will be funded using incremental tax revenues; and

WHEREAS, the City Council has deemed it necessary and desirable to add an Urban Renewal Project to the Amended and Restated West Branch Urban Renewal Plan.

NOW, THEREFORE, the West Branch Amended and Restated Urban Renewal Plan, dated May, 2016, is hereby amended as follows:

1. In Section VI, entitled Urban Renewal Projects, the following Projects is hereby added and incorporated into the West Branch Amended and Restated Urban Renewal Plan:

19) Main Street turn-lane project – 28E Agreement with West Branch Community School District - \$50,000

4. Attachment C is hereby amended by deleting in its entirety and replacing with a new Attachment C, attached to this Amendment No. 3.

5. Except as modified by this Amendment No. 3, the provisions of the Amended and Restated Urban Renewal Plan dated May, 2016, and Amendment No. 1 and Amendment No. 2, are hereby ratified, affirmed and approved and shall remain in full force and effect.

6. This Amendment No. 3 to the Urban Renewal Plan shall be in full force and effect upon adoption by the City Council, and shall be referred to as "Amendment No. 3 to the Amended and Restated West Branch Urban Renewal Plan."

7. Any parts of the Amended and Restated Urban Renewal Plan in conflict with the provisions of this Amendment No. 3 are hereby repealed.

City of West Branch, Iowa

Computation of Legal Debt Limit as of July 1, 2020

Actual Value for Debt Limit Calculation	\$ 243,824,276
Times 5% of Actual Value for Debt Limit Calculation	<u>0.05</u>
Legal Debt Limit for Fiscal Year 2020/2021	<u><u>\$ 12,191,214</u></u>
Outstanding Bonds/Notes Applicable to Debt Limit:	
GO Corporate Purpose & Refunding Bonds, Series 2013	\$ 1,500,000
GO Corporate Purpose Bonds, Series 2015	460,000
GO Corporate Purpose Bonds, Series 2016A	745,000
GO Taxable Urban Renewal Bonds, Series 2016B	310,000
GO Judgement Settlement Notes, Series 2017	297,000
GO Corporate Purpose Bonds, Series 2017	<u>4,200,000</u>
	\$ 7,512,000
Add Annual Appropriation of TIF Rebates - Casey's Only	<u>33,900</u>
Total Debt Applicable to Debt Limit	<u>\$ 7,545,900</u>
Remaining Legal Debt Margin	\$ 4,645,314

*Preliminary Subject to change.

Prepared:
December 15, 2020



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Resolution 1969 – A Resolution Approving and Adopting an Amendment No. 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator / Kevin Olson, City Attorney
DATE:	December 30, 2020

BACKGROUND:

The purpose of which is to specifically outline projects to be constructed or which the City will cause to be constructed in said West Branch Urban Renewal Area. The City Council deems it important, desirable, and important to add West Branch School District Turn Lane, Crosswalk, and Related Sidewalk Project as an Urban Renewal Project to the Amended and Restated West Branch Urban Renewal Plan.

The Aforementioned Project will be specifically added to the Urban Renewal Projects List and therefore will be funded using incremental tax revenues.

STAFF RECOMMENDATION:	Approve Resolution 1969 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5127, Coralville, Iowa 52241 (319)248-1700
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358

RESOLUTION 1969

RESOLUTION APPROVING AND ADOPTING AN AMENDMENT NO. 3 TO THE AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, City Staff has caused there to be prepared an Amendment No. 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area, a copy of which has been placed on file for public inspection in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to specifically outline projects to be constructed or which the City will cause to be constructed in said West Branch Urban Renewal Area; and

WHEREAS, it is desirable that these areas be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, adoption of Amendment No. 3 to the Amended and Restated Plan for the West Branch Urban Renewal Area is in conformity with the general plan for development of the City as a whole; and

WHEREAS, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amendment No. 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area and the division of revenue described therein, and that notice of said consultation and a copy of the proposed Amendment No. 3 to the Amended and Restated Plan be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice, the consultation was duly ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in this report of the City Administrator filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution, this Council also set a public hearing on the adoption of the Amendment No. 3 to the Amended and Restated Plan for the West Branch Urban Renewal Area for this meeting of the Council, and due and proper notice of said public hearing was given, as

provided by law, by timely publication in the West Branch Times, which notice set forth the time and place for this hearing and nature and purpose thereof; and

WHEREAS, in accordance with said notice, all persons or organizations desiring to be heard on said proposed Amended and Restated Urban Renewal Plan, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and said public hearing has been closed.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA:

Section 1. That the findings and conclusions set forth or contained in Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area concerning the area of the City of West Branch, Iowa described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of the Council for this area.

Section 2. This Council further finds:

- a. That the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, conform to the general plan for the development of the City as a whole; and
- b. As to those areas of open land to be included within the West Branch Urban Renewal Area to be acquired by the City:
 - i. With reference to the portions thereof which are to be developed for residential uses, the City Council hereby determines that such residential uses is necessary to encourage the retention and relocation of commercial and industrial uses in the City and throughout the State; and
 - ii. With reference to those portions thereof which are to be developed for non-residential uses, the City Council hereby determines that such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 3. That Amendment No. 3 to the Amended and Restated Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, be and the same is hereby approved and adopted and said amendment to the Amended and Restated Urban Renewal Plan is hereby in all respects approved.

Section 4. That Amendment No. 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area shall be in full force and effect from the date of this Resolution until the later of the date of termination set forth in the Plan as so amended, or the date on which payment of all obligations issued or advances made to carry out the purposes thereof

shall be fully provided for. Said Amendment No. 3 to the Amended and Restated Urban Renewal Plan shall be forthwith certified by the City Clerk, along with a copy of this resolution, to the Recorder for Cedar County, Iowa, to be filed and recorded in the manner provided by law.

Passed and approved this 4th day of January, 2021.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Resolution 1970 – A Resolution Approving a 28E Agreement with the West Branch Community School District Regarding the Sharing of Cost on Improvements on E. Main Street.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	December 16, 2020

BACKGROUND:

The purpose of this 28E Agreement is to set forth the duties and obligations of the City and School in connection with the construction of westbound left-turn lanes on Main Street at both access points (the current existing access, and the new access being constructed to the east of the current access) into West Branch High School, located at 900 W Main St, West Branch (“Project”). The parties agree that the Project will be constructed in compliance with the plans generated by Shive-Hattery, which are dated not later than January 31, 2021 (final date to be acknowledged at a later date), subject to any necessary amendments to the plans as determined by Shive-Hattery, these plans being incorporated into this Agreement by this reference.

STAFF RECOMMENDATION:	Approve Resolution 1970 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

28E AGREEMENT

THIS AGREEMENT entered into by and between the City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358 (hereafter referred to as the “City”); and the West Branch Community School District, 148 N. Oliphant Street, West Branch, Iowa 52358 (hereafter referred to as “School”).

WHEREAS, the City and School have agreed there is a need for turn lanes to be installed along Main Street; and

WHEREAS, the City and the School have agreed to share in the costs of the turn lanes project, as further described below; and

WHEREAS, it is now necessary for the City and School to enter into a 28E Agreement to outline the obligations and responsibilities of each party regarding the construction of the turn lanes.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PURPOSE. The purpose of this 28E Agreement is to set forth the duties and obligations of the City and School in connection with the construction of westbound left-turn lanes on Main Street at both access points (the current existing access, and the new access being constructed to the east of the current access) into West Branch High School, located at 900 W Main St, West Branch (“Project”). The parties agree that the Project will be constructed in compliance with the plans generated by Shive-Hattery, which are dated not later than January 31, 2021 (final date to be acknowledged at a later date), subject to any necessary amendments to the plans as determined by Shive-Hattery, these plans being incorporated into this Agreement by this reference.

2. CONSIDERATION. It is hereby expressly acknowledged by both the City and School that the construction of the Project pursuant to this Agreement constitutes mutual and sufficient consideration to enter into this Agreement.

3. SEPARATE ENTITY. Further, it is hereby noted that no separate legal entity shall be created by this Agreement. However, the City Administrator and the School Superintendent shall be responsible for administering this agreement.

4. DUTIES AND RESPONSIBILITIES OF THE PARTIES.

A. School agrees to enter into contracts for the design and construction of the Project.

School shall pay the costs associated with the Project, including but not limited to engineering and construction fees. City shall reimburse School \$100,000 for the costs of the Project, and the City shall pay the School as follows:

1. \$50,000 due October 1, 2021
2. \$12,500 due July 1, 2022
3. \$12,500 due July 15, 2023
4. \$12,500 due July 15, 2024
5. \$12,500 due July 15, 2025

B. The City shall cooperate with the School and its agents and contractors as necessary to ensure the Project may be completed. This includes, but is not limited to, providing access to Main Street and the right of way, providing necessary information, and approving any necessary detours.

C. The School shall have no responsibility or obligation to maintain or repair Main Street or any right of way. Both parties agree Main Street and any associated right of way is a City street and shall at all times be maintained by the City.

5. DURATION. This Agreement shall remain in full force and effect until the final payment due to the School is paid by the City.

6. DECLARATION OF DEFAULT AND NOTICE

In the event that the City or the School determines that the other has defaulted in the performance of its obligations under this Agreement, either party may declare that default has occurred and give notice thereof to the defaulting party. Notice of default shall be given in writing, shall specify the nature of the default and the provision of this Agreement involved, and shall specify what action is required of the defaulting party to correct the default. The defaulting party shall have thirty (30) days from the date of its receipt of the notice of default to correct the default. If at the end of said thirty-day period the default has not, in the opinion of the aggrieved party, been corrected, that party may thereupon pursue all lawful remedies, including but not limited to, termination of this Agreement, an action for specific performance thereof, and action for damages for breach thereof.

7. NOTICES. All notices or tender required or permitted herein shall be in writing and shall be sent to the address set forth below (or such other address as a party may hereafter designate for itself by written notice to the other parties as required hereby) of the party for whom such notice or communication is intended.

Any such notice or communication shall be sufficient if sent (i) by registered or certified mail, return receipt requested, postage prepaid; (ii) by hand delivery; or, (iii) by overnight courier service. Any such notice or communication shall be effective only when actually delivered to the recipient or upon refusal of such delivery.

For the School:

West Branch Community Schools
148 N. Oliphant Street
West Branch, Iowa 52358
ATTN: Superintendent

For the City:

City of West Branch
110 N. Poplar Street
West Branch, Iowa 52358
ATTN: City Administrator

8. FILING. The City Clerk of West Branch shall file this Agreement with the Iowa Secretary of State's office as required by Section 28E.8 of the Code of Iowa.

Executed and approved this ____ day of _____, 2021.

CITY:

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

Executed and approved this _____ day of _____, 2021.

SCHOOL:

Julie Sexton, Board President

ATTEST:

Angie Klinkhammer, Board Secretary

RESOLUTION 1970

RESOLUTION APPROVING A 28E AGREEMENT WITH THE WEST BRANCH COMMUNITY SCHOOL DISTRICT REGARDING THE SHARING OF COSTS ON IMPROVEMENTS ON E. MAIN STREET.

WHEREAS, the West Branch Community School District (“School”) is currently making renovations and reconstructing the West Branch High School which will also house the middle school in the future (the “School Project”); and

WHEREAS, as part of the approved site plan for the School Project, the School was required to make certain improvements on E. Main Street (the “Street Project”); and

WHEREAS, the City has agreed to pay \$100,000 towards the Street Project to be paid over five (5) years; and

WHEREAS, to that end, the City Attorney has drafted a 28E Agreement that requires the approval of both the City Council and the Board of Directors of the West Branch Community School District; and

WHEREAS, it is in the best interests of the City to approve said 28E Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned 28E Agreement be and the same is hereby approved. Further, the Mayor and City Clerk are directed to execute said Agreement on behalf of the City.

BE IT FURTHER RESOLVED, that the City Clerk is directed to file a copy of the fully executed agreement with the Iowa Secretary of State as required by law.

Passed and approved this 4th day of January, 2021.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Resolution 1971 – A Resolution Adding Updating the Old Casey’s Parking Lot to the Goal Setting List of Projects Considered for Funding in the FY 2021- 2022 City Administrator’s Recommend Budget.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	November 25, 2020

BACKGROUND:

This item will be consider a moderate priority item. This item will be added to the list of goal setting priorities that the City Administrator will attempt to fund in the coming fiscal year starting in July 2021 and ending in June 2022.

This property was associated with a TIF agreement with Casey’s. Under the aforementioned agreement with the city, Casey’s agreed to tear down the building and prepare the site for a transfer of ownership to the city.

Unfortunately, the condition of the property is an eyesore and ultimately the site for our West Branch Mural.

This item would seek to assign funding for a project that is not fully designed, but has concepts that would be fully developed if funding is identified in the budget process.

STAFF RECOMMENDATION:	Approve Resolution 1971 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1971

A RESOLUTION ADDING UPDATING THE OLD CASEY’S PARKING LOT TO THE GOAL SETTING LIST OF PROJECTS CONSIDERED FOR FUNDING IN THE FY 2021-2022 CITY ADMINISTRATOR’S RECOMMENDED BUDGET.

WHEREAS, the previously approved resolution 1964; entitled: “Resolution adopting Goals and Objectives for the City of West Branch, Iowa, for 2021-2022; sets the tone, and represents the start of the city’s annual budget process; and

WHEREAS, the consideration of adding the Old Casey’s Parking Lot to our Goal Setting List did not get an opportunity to be considered or presented in the Goal and Objective Setting Process, and;

WHEREAS, the City Council has since discussed and came to consensus that adding the Casey’s Parking Lot to our potential operational or capital project list seeking to be budgeted in the City Administrator’s Recommended Budget proposed to City Council in March; and

NOW, THEREFORE, IT IS RESOLVED the City Council of the City of West Branch, Cedar County, Iowa; hereby direct the City Administrator to include the Old Casey’s Parking Lot as a moderate priority to the 2021- 2022 Goals and Objectives list.

Passed and approved this 4th day of January, 2021.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Resolution 1972 – A Resolution Approving a Not to Exceed \$20,000 Proposal for a Potential \$700,000 Forgivable Loan Application to be used for Water Quality and Storm Water Projects in Connection with City Parks.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Dave Schechinger, City Engineer, V&K / Redmond Jones II
DATE:	December 30, 2020

BACKGROUND:

IDNR has a program that allows the City to pursue a loan for a stormwater quality project that is up to 10% of the SRF construction loan for a wastewater project. The City is currently on the SRF IUP list for \$7,187,000. The City would be eligible for up to \$718,700 towards a water quality improvement project or projects. If the City is selected for the program, the interest rate on the wastewater plant loan would be reduced and the two loans would be combined to result in the same payment as the original wastewater plant loan would have been. The result is that the City completes the two projects for the same cost as the original wastewater plant project.

The program is competitive, and the applicant must demonstrate a water quality benefit. Veenstra & Kimm, Inc. and Impact 7G are proposing that the City prepare an application through this program to fund a portion of the Wapsinonic Creek channel work on the Beranek Park property and the Hoover Creek overbank area between Cubby Park and Main Street. There is some upfront cost to prepare the watershed assessment and complete the application.

STAFF RECOMMENDATION:	Approve Resolution 1972 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

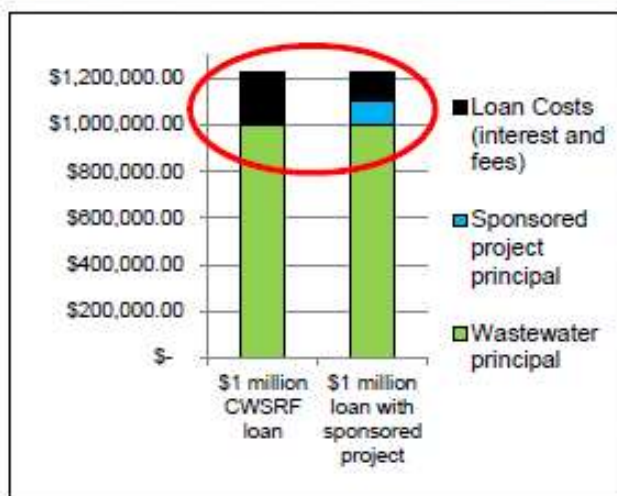
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Water Resource Restoration SPONSORED PROJECTS

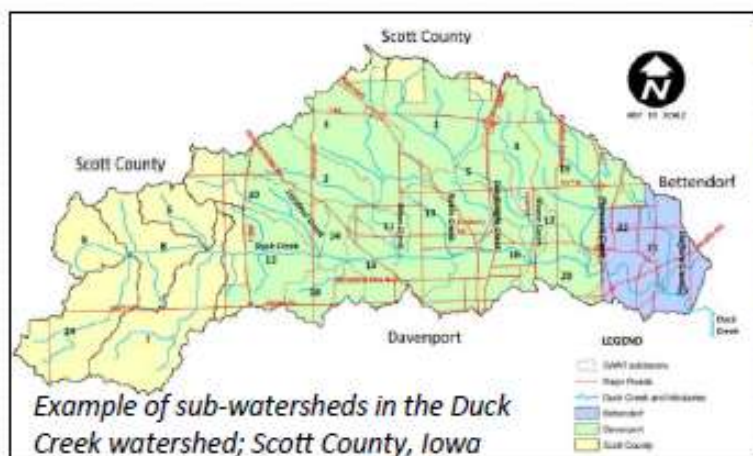


Iowa law allows sewer utility revenues to finance a new category of projects, called “water resource restoration sponsored projects.” This includes locally directed, watershed-based projects to address water quality problems. Prior to 2009, utility revenues could only be used for construction and improvements for the wastewater system itself. Now, wastewater utilities can also finance and pay for projects, within or outside the corporate limits, that cover best management practices for nonpoint source pollution control.

The Sponsored Projects program has been implemented through the Clean Water State Revolving Fund (CWSRF), a loan program for construction of water quality facilities and practices. On a typical CWSRF loan, the utility borrows principal and repays principal plus interest and fees. As shown, on a CWSRF loan with a sponsored project, the utility borrows for both the wastewater improvement project and the sponsored project. However, through an overall interest rate reduction, the utility’s ratepayers do not pay any more than they would have for just the wastewater improvements. Instead, two water quality projects are completed for the cost of one.



The project must improve water quality in the watershed in which the publicly owned wastewater utility is located. The wastewater utility’s governing board selects the watershed or sub-watershed for the focus of their water resource restoration project application. Projects can be located within a sub-watershed entirely inside municipal boundaries or in an upstream watershed. Upstream watersheds provide unique opportunities for cities to gain partners and additional resources in tackling water quality concerns. Applicants are required to work with urban conservationists or with local water quality organizations, such as Watershed Management Authorities, Soil and Water Conservation Districts, County Conservation Boards, and others.



The dollar amount available for a sponsored project equals approximately \$100,000 per \$1 million wastewater loan, or about 10% of the wastewater loan amount. Iowa is setting aside \$10 million per year for sponsored projects.

Through June 2018, \$60 million for sponsored projects have been approved. This includes 90 sponsored projects in 72 communities and one state park.

Clean Water SRF

WATER RESOURCE RESTORATION

Sponsored Projects

APPLICATION PACKET – [For the March 2020 round](#)

Contents

1. [Application Process and Guidelines](#)
2. [Project Milestone Checklist](#)
3. [Application Completeness Checklist](#)
4. [Sponsored Project Application Form](#)

APPLICATION DEADLINE: Monday, March 2, 2020; 4:00 pm

FOR MORE INFORMATION: Contact Lee Wagner, SRF Nonpoint Source Program Planner, 515-725-0992 or lee.wagner@dnr.iowa.gov.



WATER RESOURCE RESTORATION

Sponsored Projects



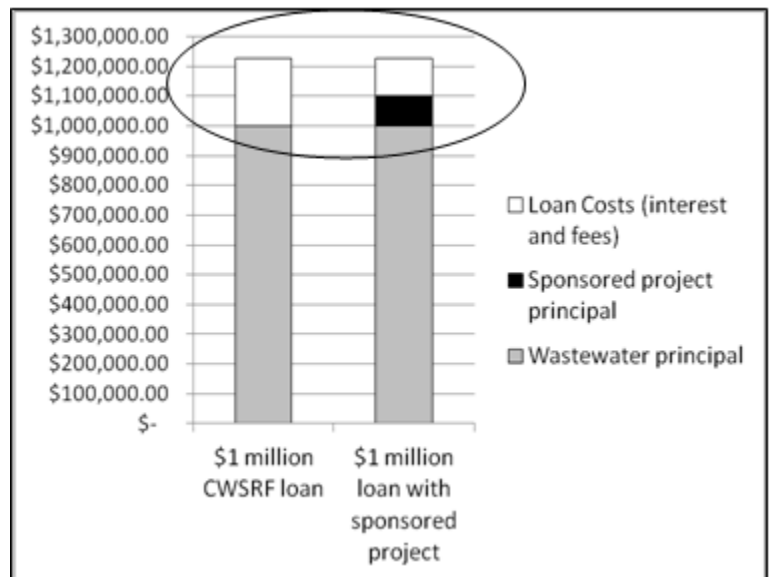
Background

During the 2009 Iowa General Assembly session, legislation was passed to allow a new method for funding water quality protection. SF 339 amended the Iowa Code to add a new category of projects that can be financed with sewer revenues. This new category, called “water resource restoration sponsored projects,” includes locally directed, watershed-based projects to address water quality problems.

Previously, in Iowa Code 384.80, utility revenues could only be used for construction and improvements for the wastewater system itself. With this legislation, wastewater utilities can also finance and pay for projects, within or outside the corporate limits, that cover best management practices for nonpoint source pollution control.

This program has been implemented through the Clean Water State Revolving Fund (CWSRF), a loan program for construction of water quality facilities and practices.

On a typical CWSRF loan, the utility borrows principal and repays principal plus interest and fees. As shown, on a CWSRF loan with a sponsored project, the utility borrows for both the wastewater improvement project and the sponsored project. However, through an overall interest rate reduction, the utility’s ratepayers do not pay any more than they would have for just the wastewater improvements. Instead, two water quality projects are completed for the cost of one.



Next deadline: March 2, 2020

Please read the information carefully, use the application process checklist, and provide complete application materials.

Eligible Applicants

Eligible applicants include the following only:

1. Applicants submitting sponsored project applications at the same time as their wastewater infrastructure Intended Use Plan application. The wastewater IUP application must be complete and eligible to be placed on the fundable list. Deadline for both applications: [March 2, 2020](#).
2. Applicants with wastewater projects already included on the fundable list of the CWSRF Intended Use Plan which are still in the “Planning” phase. Deadline for sponsored project application: [March 2, 2020](#).

The following will disqualify an applicant for pursuing a sponsored project:

- The sponsored project application is submitted with an incomplete wastewater IUP application. The wastewater IUP application packet includes a checklist for determining a project’s readiness to be placed on the Intended Use Plan. Sponsored project applications submitted with incomplete wastewater IUP applications will not be

considered.

- The applicant's wastewater project has reached the "Ready for Loan" milestones as of [March 2, 2020](#). This classification indicates that construction permits have been issued, environmental review is complete, and in some cases, that the project has gone out to bid. Applicants may not delay their wastewater project construction or financing in order to apply for a sponsored project.
- The wastewater loan has already been executed.

Requirement and Deadline for Pre-Application Consultation

Wastewater utilities interested in applying for a sponsored project must participate in a pre-application consultation with SRF staff. The purpose of the consultation is to discuss sponsored project program and application requirements, project planning, and potential issues before the utility commits to preparing an application.

Along with this consultation, a site visit conducted with the conservation organization with which the utility plans to work must be contacted to conduct a site visit.

Potential applicants must **hold** a pre-application conference call with the DNR before [December 20, 2019](#). Schedule a conference by e-mailing Lee Wagner at lee.wagner@dnr.iowa.gov. Contact DNR well ahead to provide enough time to schedule the conference call and to prepare an application.

The pre-application consultation will be conducted by conference call and will cover the following agenda:

1. Applicant eligibility based on status of CWSRF infrastructure loan
2. Water resource proposed for protection or restoration
3. Watershed assessment requirements
4. Project partners, including required participation of a conservation organization
5. Eligibility of potential practices
6. Approximate project schedule and budget
7. New requirement for communication plan
8. Maintenance requirements for life of practice

Requirement for Watershed Approach

The project must improve water quality in the watershed in which the publicly owned wastewater utility is located. A watershed is the area of land that drains into a lake or specific location on a stream. Water traveling over the surface or through groundwater may pick up contaminants like sediment, chemicals and waste and deposit them in a body of water.

The watershed within an incorporated city may all eventually drain into the same river or lake. However, each storm drain outfall or discharge point into the waterbody also has its own smaller, sub-watershed. Water quality enhancement practices are designed and engineered at this sub-watershed scale. Cities also often have drainage passing through them from upstream watershed areas. While these upstream watersheds also can influence water quality conditions within a city the watershed area is typically outside the municipal jurisdiction. Upstream watersheds provide unique opportunities for cities to gain partners and additional resources in tackling water quality concerns.

The specific water quality concern to be addressed, waterbody, and watershed must be clearly defined. The wastewater utility's governing board will select the watershed or sub-watershed selected for this water resource restoration project application. The board will also select the water quality aspect the project focuses on, such as reducing sediment in stormwater or limiting nutrient enrichment. Projects can be located within a sub-watershed entirely inside municipal boundaries or in an upstream watershed.

Once selected, the watershed or sub-watershed requires assessment and planning to develop a quantifiable water quality enhancement plan. All assessments and planning methods use established methods that quantify land cover, contaminant inputs, and delivery mechanisms.

The applicant may use existing assessment data identifying and quantifying the water quality problems to be addressed

in the project, including data from the impacted waterbody as well as the upstream watershed or sub-watershed.

This plan for enhancing water quality in a sub-watershed can be as complex or as simple as needed to make a quantifiable water quality improvement in the targeted waterbody. Watershed planning, regardless of the scale of the watershed and the complexity or simplicity of the approach, involves the following nine elements, and creates a road map for identifying and implementing the most effective and appropriate water quality practices to address the identified water quality concern within the defined watershed.

These elements are explained in detail in the “Watershed Project Planning Protocol Technical Guide” located at: http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_007659.pdf.

1. Identify the water quality concern
2. Determine reasonable objectives
3. Inventory watershed
4. Analyze watershed data
5. Formulate alternatives
6. Evaluate alternatives
7. Make decisions and complete the plan
8. Implement the plan
9. Evaluate the plan

While the sponsored project included in an application may not have a complete watershed management plan accompanying it, the project should be aligned with reaching goals that would be consistent in an overall watershed management plan.

In some areas of Iowa, watershed management plans have already been developed and could be used as the basis for sponsored projects. A map of the areas and the plans are posted at:

<http://www.iowadnr.gov/Environment/WaterQuality/WatershedImprovement/WatershedPlanning/ManagementPlans.aspx>.

In other areas, watershed organizations are still developing plans or seeking funding. For more information on watershed planning areas, contact Steve Hopkins at Stephen.Hopkins@dnr.iowa.gov.

Note: Stream restoration projects are required to use the [Iowa River Restoration Toolbox](#) decision tool and guidance in performing the stream assessment and the design of restoration practices.

Requirement for Watershed Organization Involvement in Project Planning

Wastewater utilities are required to include Soil and Water Conservation Districts and/or local watershed organizations, Watershed Management Authorities, and County Conservation Boards in project development and planning and design. These organizations provide technical assistance and expertise for water quality projects.

The applicant must identify the organization or organizations that will be involved with the planning and project development and design.

Before approving an application, DNR will contact the organization or organizations for confirmation of involvement, how the proposed project fits in with other organizational or watershed efforts, and the organization’s support for the project concept and approach.

A map and directory of the Soil and Water Conservation Districts, which are located in each county, can be found at <https://idals.iowa.gov/FARMS/index.php/districtMap>.

If the project involves urban stormwater issues and practices, the applicant must involve one of the urban

conservationists from the Iowa Department of Agriculture and Land Stewardship:

- Paul Miller, Wallace Building, Des Moines; 515-281-5833; Paul.Miller@iowaagriculture.gov
- Derek Namanny, Wallace Building, Des Moines; 515-725-0150; Derek.Namanny@iowaagriculture.gov
- Jennifer Welch, Ankeny; 515-964-1883 ext. 3; Jennifer.Welch@ia.nacdnet.net
- Amy Bouska, Iowa City; 319-337-2322 ext. 3; Amy.Bouska@ia.nacdnet.net
- Hannah Vorrie, Storm Lake, 712-732-3096 ext. 3; Hannah.Vorrie@ia.nacdnet.net

Eligible Projects

Eligible projects include the following categories of projects that are eligible for the Clean Water SRF under the Section 319 (nonpoint source) Clean Water Act authority:

- Category VI-C. Green infrastructure. This category includes costs to address the storm water management program activities associated with the planning, design, and construction of low impact development and green infrastructure, such as bioretention, constructed wetlands, permeable pavement, rain gardens, green roofs, cisterns, rain barrels, vegetated swales, and restoration of riparian buffers and flood plains. Projects in this category can be both publicly owned and privately owned.
- Category VII-A. Nonpoint source (NPS) control: agriculture (cropland). This category includes costs to address NPS pollution control needs associated with agricultural activities related to croplands, such as plowing, pesticide spraying, irrigation, fertilizing, planting, and harvesting.
- Category VII-B. NPS control: agriculture (animals). This category includes costs that address NPS pollution control needs associated with agricultural activities related to animal production, such as confined animal facilities, open feedlots, and grazing.
- Category VII-C. NPS control: silviculture. This category includes costs that address NPS pollution control needs associated with forestry activities such as removal of streamside vegetation, road construction and use, timber harvesting, and mechanical preparation for the planting of trees.
- Category VII-E. NPS control: groundwater protection (unknown source). This category includes costs that address groundwater protection NPS pollution control needs such as wellhead and recharge protection activities.
- Category VII-F. NPS control: marinas. This category includes costs that address NPS pollution control needs associated with boating and marinas, such as poorly flushed waterways, boat maintenance activities, discharge of sewage from boats, and the physical alteration of shoreline, wetlands, and aquatic habitat during the construction and operation of marinas.
- Category VII-G. NPS control: resource extraction. This category includes costs that address NPS pollution control needs associated with mining and quarrying activities.
- Category VII-H. NPS control: brownfields. This category includes costs that address NPS pollution control needs associated with abandoned industrial sites which might have residual contamination (brownfields).
- Category VII-I. NPS control: storage tanks. This category includes costs that address NPS pollution control needs associated with tanks designed to hold gasoline, other petroleum products, or chemicals. The tanks may be located above or below ground level.
- Category VII-J. NPS control: landfills. This category includes costs that address NPS pollution control needs associated with sanitary landfills.
- Category VII-K. NPS control: hydromodification. This category includes costs to address the degradation of water resources as a result of altering the hydrological characteristics of noncoastal waters, including channelization and channel modification, dam, and streambank and shoreline erosion. Work involving wetland or riparian area protection or restoration is included in this category.

Land or easements cannot be acquired through condemnation.

Ineligible projects or practices include any that are for the purpose of implementing requirements of an NPDES permit; to fulfill State or Federal mitigation requirements or generation of offset credits; passive recreation activities and trails including bike trails, playgrounds, sports fields, picnic tables, and picnic grounds; diverse habitat creation contrary to the

botanical history of the area; planting of nonnative plant species; dredging; and supplemental environmental projects required as a part of a consent decree. Reimbursement or replacement of State or Federal cost share or grant program funding when those program funds are available for the proposed practice is not an eligible use of Sponsored Project funds.

Sponsored Project Application

Wastewater utilities interested in conducting a sponsored project will use the standard CWSRF Intended Use Plan application for the infrastructure project. The separate CWSRF sponsored project application must also be completed and submitted, along with the following attachments:

- Authorizing resolution passed by the wastewater utility's governing board for the sponsored project application;
- Identification of any third-party entity involved and the potential need for a 28E agreement between the utility and the qualified entity;
- Identification of water quality organization or organizations involved in the project, including a description of how they will be involved in project planning, design, selection, and/or implementation;
- Letters of support from project partners including a description of their involvement or contribution to the project;
- Letter from the wastewater utility's bond counsel indicating concurrence with the sponsored project concept;
- Project conceptual plans, including:
- Clearly identified waterbody and water quality concern that are the focus of the application as well as the clearly identified watershed within which the project will be located;
- Assessment of the impacted waterbody and the entire contributing watershed identified as the focus of the application. Include water quality data, maps, and other documentation that evaluates land use, topography, soils, hydrology, etc. adequately to identify the water quality concern being addressed, sources of the water quality concern, and priority areas contributing to the identified water quality;
- Discussion of specific project goals and objectives for addressing the identified water quality concern and the impacted waterbody;
- Evaluation of priority areas identified in the watershed assessment and the possible water quality practices that could be implemented, considering the unique demographic, topographic, hydrologic, and institutional characteristics of the planning area. Include discussion of how the potential project areas were selected and prioritized based on the contributions to the water quality concern identified in the assessment and the feasibility to implement appropriate practices to address the water quality concern;
- Description of potential practices to be implemented with the expected water quality outcomes. Include drainage area and water quality volume, pollutant inputs and load reductions estimates or calculations, as applicable, for the areas where practices are proposed in the project;
- Discussion of project locations, land ownership, and any plans for acquiring properties or easements;
- Identification of any other organizations or resources to be involved in the project and their expected contributions to funding, planning, design, or implementation;
- Proposed project schedule with major milestones, along with a discussion of how the sponsored project construction schedule coordinates with the infrastructure project schedule;
- Proposed evaluation procedures and measures that will be utilized to determine the water quality improvement and overall success of the project;
- Explanation of the proposed budget, including other planned funding sources and flexibility to adjust budget according to final amount available through sponsored project mechanism;
- Preliminary communication plan indicating how information about the proposed project will be communicated to and from key audiences, such as community residents, neighbors, city council or other decision-makers, and other stakeholder groups;

Funding Limitations

For loans up to 20 years, the interest rate on the combined infrastructure/sponsored project loan may be reduced to a rate to fund the nonpoint source project equivalent of up to 1% of forgone interest. This equals approximately \$100,000 per \$1 million CWSRF loan.

On a typical \$1 million, 20-year CWSRF loan at the current interest rate and fees, the utility would repay \$1,227,000, which equals the principal plus approximately \$227,000 in loan costs. With the addition of \$100,000 in principal borrowed for the sponsored project and a reduction in the overall interest rate, the amount repaid is still \$1,227,000. The final interest rate will not be less than 0.75%.

Thirty-year terms will be allowed but the amount of interest allowed for sponsored projects will remain approximately \$100,000 per million.

The amount available for the sponsored project will be a maximum of the lowest of the following amounts:

- The amount requested by the applicant on the sponsored project application.
- 10% of the requested wastewater loan amount on the most current Intended Use Plan.
- 10% of the final amount drawn on the wastewater loan.

Example 1: Wastewater IUP amount = \$1,000,000.
Sponsored project amount requested = \$100,000.
Final amount drawn = \$900,000.
Maximum sponsored project funding available = \$90,000.

Example 2: Wastewater IUP amount = \$1,000,000.
Sponsored project amount requested = \$100,000.
Executed loan and final amount drawn = \$1,200,000.
Maximum sponsored project funding available = \$100,000.

The amount available for the sponsored project may also be affected by the construction schedules of both projects and the need for additional bond counsel fees.

The amount set aside for interest reductions for FY 2019 is \$10 million (on up to \$100 million worth of CWSRF infrastructure loans). If sponsored project requests exceed that amount, DNR reserves the right to cap the dollar amount of a single project to a percentage of the total allocated.

Application Evaluation and Scoring

The DNR will review all applications received. Only complete applications will be considered for funding. A complete application includes a completed application form and attachments containing the required information described in the Sponsored Project Application Section. Those that score the highest (see the CWSRF priority ranking below) will be listed on the next quarterly IUP update for approval by the Iowa Environmental Protection Commission. Lower-scoring projects may be listed as contingency projects or the DNR may choose not to use the total amount set aside for the funding period.

Points Scoring

The existing project priority ranking system in Iowa Administrative Code 567 – 91.8 will be used to score the sponsored project applications if complete application requests exceed the amount of funding available. The priority score of the wastewater infrastructure project will not be considered in the evaluation of the sponsored project.

The rating criteria consider the use classification of the receiving waters, water quality of the receiving waters, groundwater protection, project type, project purpose, and a tiebreaker.

Priority ranking for the projects shall be based on the total points awarded for all the categories; the greater the total number of points, the higher the ranking. The tiebreaker category will be used when necessary.

Sponsored Project Manual

Applicants that are approved for funding will be contacted after the EPC meeting to schedule a project initiation meeting and to begin the sponsored project review and approval process. All information about the review and approval process

is included in the Sponsored Project Manual which is online on the SRF website at:

http://www.iowasrf.com/about_srf/sponsored-project-manual/. Applicants should review the manual information to become familiar with the process.

Special Notes

Sponsors of approved projects will be required to follow project review and implementation guidelines established in the Water Resource Restoration Sponsored [Projects Milestone Checklist](#).

The waterbody, watershed, and water quality concern identified in the Water Resource Restoration Sponsored Project application cannot be changed after an application has been awarded funding.

For More Information

Contact Lee Wagner, SRF Nonpoint Source Program Planner, 515-725-0992 or lee.wagner@dnr.iowa.gov.

Clean Water SRF
WATER RESOURCE RESTORATION
Sponsored Projects



APPLICATION COMPLETENESS CHECKLIST

- ☐ Pre-application consultation held _____ (date – must be prior to **December 20, 2019**)
- ☐ Hard copy and CD containing electronic files postmarked by **March 1, 2020**
- ☐ Application signed by authorized official
- ☐ If electronic files submitted via e-mail, sent by 4:00 pm on **March 1, 2020**
- ☐ CWSRF wastewater project is eligible
- ☐ Acquisition of Property Form signed by authorized official
- ☐ Authorizing resolution passed by the wastewater utility's governing board for the sponsored project application
- ☐ Identification of any third-party entity involved and the potential need for a 28E agreement between the utility and the qualified entity
- ☐ Identification of water quality organization or organizations involved in the project
- ☐ Letters of support from project partners
- ☐ Letter from the wastewater utility's bond counsel indicating concurrence with the sponsored project concept
- ☐ Assessment of the impacted waterbody and its watershed
- ☐ Discussion of project goals and objectives
- ☐ Evaluation of priority areas identified in the watershed assessment and possible water quality practices that could be implemented
- ☐ Description of potential practices to be implemented with the expected water quality outcomes
- ☐ Discussion of project locations, land ownership, and any plans for acquiring properties or easements
- ☐ Identification of any other organizations or resources to be involved in the project and their expected contributions
- ☐ Proposed project schedule with major milestones, and discussion of the associated infrastructure project schedule
- ☐ Proposed evaluation procedures and measures
- ☐ Explanation of the proposed budget
- ☐ Preliminary communication plan

Clean Water SRF
WATER RESOURCE RESTORATION
Sponsored Project Application

Application Instructions:

- Please print or type the information on the form.
- Sign the application.
- Attach supporting documentation.
- Submit ONE original hard copy, with original signatures, to the following address:
State Revolving Fund
Iowa Department of Natural Resources
502 E 9th St
Des Moines IA 50319-0034

Must be postmarked by March 2, 2020

- Scan and submit the entire application, with attachments, in PDF form to lee.wagner@dnr.iowa.gov. OR, if attachments are too large to transmit, e-mail the application only and include the attachments on a CD with the hard copy.

Application must be e-mailed by 4:00 p.m. on March 2, 2020

Section 1: Applicant Information

(This information relates to the wastewater utility that will be the Clean Water SRF borrower.)

Applicant Name: _____

Mailing Address: _____

City, State, Zip + 4: _____

Authorized Representative: _____ **Title:** _____

Telephone Number: _____ **E-mail:** _____

Signature: _____

Section 2: SRF Project Status

☐ The project is on the CWSRF Intended Use Plan and is in the "Planning" phase,

Choose One SRF Number CS1920 _____

☐ We are submitting this sponsored project application in conjunction with our CWSRF Intended Use Plan application for DNR Project Number S - _____

Section 3: Information on the Identified Watershed and Water Quality Issues

(Summarize the information here and expand or add documentation, maps, monitoring data, and other data in the project conceptual plan attached to this application as shown in Section 7.)

Name of Waterbody: _____

HUC Number and Name (where both wastewater utility and waterbody are located): _____

Uses for the Waterbody (e.g. recreation, drinking water, other): _____

Water Quality Concerns (e.g. sediment, bacteria, nutrients): _____

Sources of Water Quality Data (e.g. DNR water monitoring, IOWATER, US Geological Survey, utilities, other): _____

Nonpoint Source Contributions to Water Quality Concerns
(e.g. urban stormwater, soil erosion, livestock operations, other): _____

Primary Water Quality Goal of the Sponsored Project: _____

Section 4: Brief Summary of Proposed Water Resource Restoration Sponsored Project

Describe the scope of the proposed project (i.e., specific solution to the water quality problem). Summarize the process of analyzing and selecting the most appropriate nonpoint source practices relating to the unique issues and characteristics of the identified waterbody and planning area. Provide additional detail in the attachments to this application.

Section 5: Water Quality Organization(s) Involved in Project Planning

Organization	Contact Person	Email Address

Section 6: Qualified Entity Information

Is the applicant proposing to enter into an agreement with a qualified third party entity to implement the sponsored project?

☐ No☐ Yes

Organization: _____

Section 7: Sponsored Project Cost

Cost Category	Total Estimated Project Costs	Costs to be Covered from Other Funds	Costs to be Allocated from Up to 1% of SRF Loan Interest
Land and Easements			
Relocation Expenses			
Professional Planning Fees			
Professional Design Fees			
Professional Construction Fees			
Construction			
Equipment			
Miscellaneous			
Bond Counsel Fees			
Contingencies			
TOTAL			

Section 8: Attachments

Attachments must be submitted with the application. Applications will not be considered complete unless all required attachments are submitted.

- Authorizing resolution passed by the wastewater utility's governing board for the sponsored project application;
- Letters of support from project partners;
- Letter from the wastewater utility's bond counsel indicating concurrence with the sponsored project concept;
- Project conceptual plans, including:
 - Assessment of the impacted waterbody and its watershed with data that supports the identification of the water quality problems to be addressed
 - Discussion of project goals and objectives
 - Evaluation of possible water quality practices that could be implemented, considering the unique demographic, topographic, hydrologic, and institutional characteristics of the planning area
 - Description of practices to be implemented with the expected water quality outcomes
 - Discussion of project locations, land ownership, and any plans for acquiring properties or easements
 - Identification of any other organizations or resources to be involved in the project and their expected contributions
 - Proposed project schedule with major milestones, along with a discussion of how the sponsored project construction schedule coordinates with the infrastructure project schedule
 - Proposed evaluation procedures and measures
- Explanation of the proposed budget, including other planned funding sources and flexibility to adjust budget according to final amount available through sponsored project mechanism
- Preliminary communication plan indicating how information about the proposed project will be communicated to and from key audiences, such as community residents, neighbors, city council or other decision-makers, and other stakeholder groups

Section 9: Acquisition of Property – Required Form

U.S. ENVIRONMENTAL PROTECTION AGENCY

Assurance with respect to real property acquisition of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended

The _____ (Applicant) hereby assures that it has authority under applicable State and local law to comply with Section 213 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646, 84 Stat. 1894 (42 U.S.C. 4601) as amended by the Surface Transportation and Uniform Relocation Assistance Act of 1987, Title IV of Public Law 100-17, 101 Stat. 246-256 (42 U.S.C. 4601 note) and 49 CFR 1.48(cc); and certifies, assures and agrees that, notwithstanding any other provision set forth in the application.

1. For projects resulting in the displacement of any person:
 - a. It will adequately inform the public of the relocation payments and services which will be available as set forth in Subparts A, C, D and E of 49 CFR 24.
 - b. It will provide fair and reasonable relocation payments to displaced persons as required by Subparts D and E of 49 CFR 24.
 - c. It will provide a relocation assistance program for displaced persons offering services described in Subpart C of 49 CFR 24.
 - d. Comparable replacement dwellings will be available pursuant to Subpart F of
 - e. 49 CFR 24, or provided if necessary, a reasonable period in advance of the time any person is displaced.
 - f. In acquiring real property, it will provide at least 90 days written notice to each lawful occupant of real property acquired, stating the date such occupant is required to move from a dwelling or to move his business or farm operation.
2. For projects resulting in the acquisition of real property:
 - a. It will fully comply with the requirements of Subpart B of 49 CFR 24.

- b. It will adequately inform the public of the acquisition policies, requirements and payments which apply to the project.
- c. It will make every effort to acquire real property expeditiously through negotiation.
- d. Before the initiation of negotiations it will have the real property appraised and give the owner or his representative an opportunity to accompany the appraiser during inspection of the property, except as provided in 49 CFR 24.102(c)(2).
- e. Before the initiation of negotiations it will establish an amount which it believes to be just compensation for the real property, and make a prompt offer to acquire the property for that amount; and at the same time it will provide the owner a written statement of the basis for such amount in accordance with 49 CFR 24.102.
- f. Before requiring any owner to surrender possession of real property it will pay the agreed purchase price; or deposit with the court, for the benefit of the owner, an amount not less than the approved appraisal of the fair market value of the property; or pay the amount of the award of compensation in a condemnation proceeding for the property.
- g. If interest in real property is to be acquired by exercise of the power of eminent domain, it will institute formal condemnation proceedings and not intentionally make it necessary for an owner to institute legal proceedings to prove the fact of the taking of this real property; and
- h. It will offer to acquire the entire property, if acquisition of only part of a property would leave its owner with an uneconomic remnant.

References to 49 CFR are citations to Title 49, Code of Federal Regulations, Part 24, published in the Federal Register Vol. 54, No. 40, March 2, 1989.

This document is hereby made part of and incorporated in any contract or agreement, or any supplements and amendments thereto, relating to the above-identified application and shall be deemed to supersede any provision therein to the extent that such provisions conflict with the assurances or agreements provided therein.

Legal Name of Applicant: _____

Signature of Authorized Representative: _____ Date _____

RESOLUTION 1972

A RESOLUTION APPROVING A NOT TO EXCEED \$20,000 PROPOSAL FOR A POTENTIAL \$700,000 FORGIVABLE LOAN APPLICATION TO BE USED FOR WATER QUALITY AND STORM WATER PROJECTS IN CONNECTION WITH CITY PARKS.

WHEREAS, the Iowa Department of Natural Resources has a program that allows the City of West Branch to pursue a loan for a stormwater and/or a water quality project; and

WHEREAS, the potential project can receive up to 10% of the construction loan anticipated to be seven (7) million dollars and thus could make available as much as \$700,000; and

WHEREAS, these funds can be used for storm water and/or water quality projects elsewhere in the city; and

WHEREAS, Veenstra & Kimm, Inc and Impact 7G are proposing that the City the City prepare an application through this program to fund a portion of the Wapsinonic Creek and would like to assist the city in these endeavors; and

WHEREAS, the City Council grants the City Administrator the authority to enter into an agreement "Not to Exceed" \$ 20,000 with Veenstra & Kimm, and/or Impact 7G for the services of preparing the loan application and all other aspect required / related to said loan application; and

WHEREAS, CIP budgets and funding strategies shall be allowed to consider General Obligation Bonds, Enterprise Funds, Special Levies, or any other financing mechanism permissible under State of Iowa law; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch gives further notice that the City Administrator has the authority to enter into agreement with Veenstra & Kimm, and/or Impact 7G for the services of preparing the aforementioned loan application and all other aspect required / related to said loan application.

* * * *

Passed and approved this 4th day of January, 2021.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Discussion Item: Initial General Fund Revenue Estimates.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	December 30, 2020

BACKGROUND:

The State of Iowa shares revenues from several sources with counties, cities, and towns across our state. The City of West Branch is one of these communities. These revenues come from a variety of sources and are often distributed on a per capita basis, although some shared revenues are distributed according to other criteria. This discussion item will review and report these revenues and offer options on other potential revenue streams to assist our organization develop budget forecasts.

Our Overall highlights:

Value for Computing Tax Levied			
Johnson County		Cedar County	
Down	4,442,240 to 4,550,069	Up	138,081,027 to 146,377,584
Difference	\$107,829	Difference	\$8,296,557

Based on similar / trends of previous years the estimated impact to the General Fund is an increase of approximately \$78,000 – \$93,000; however the following priorities is anticipated to consume the entire increase in general fund.

On-Call Pay Policy

Gap Funding for Wapsi Creek Project

Merit Pay System

STAFF RECOMMENDATION:	Seek Feedback from City Council
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Discussion Item: – Merit Pay Program Structure / Proposal / Concept(s).
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Tom Dean, City Councilperson / Redmond Jones II, City Administrator
DATE:	December 15, 2020

BACKGROUND:

Definitions:

COLA – As a result of inflation, many firms give their employees cost of living adjustments (COLAs) to offset the increases in the prices of goods and services they purchase and to keep salaries from lagging behind the external market.

CPI – The consumer price index (CPI) is used as the basis for determining the amount of a COLA.

Merit Increases – Are not automatic increases. Merit increases are awarded based on how well an individual has performed.

Both COLA and Merit Increases are considered Base Pay Systems which permanently raises a person's wage. Even if the worker's performance declines, the previous merit increase still remains a part of the employee's base pay.

Variable Pay – Is a system are year to year bonuses, profit share /gainsharing, and other forms of monetary rewards that do not become a permanent part of an employee's base pay.

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

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The Dean Model

Insert Cola In B4



Level	1	2	3	4	5	6
1	26000	26650	27300	27950	28600	29250
2	35750	36644	37538	38431	39325	40219
3	45500	46638	47775	48913	50050	51188
4	55250	56631	58013	59394	60775	62156
5	65000	66625	68250	69875	71500	73125

Level Five

Public Works Director	69123.00
Police Chief	70000.00
Building Inspector	37.00 / Hr

Level Four

Head Librarian - IT	55365.00
Parks and Recreation Director	50136.00
Police Sergeant	53402.59
Finance Officer	61522.00
Deputy Clerk	47091.00
Senior Utilities Operator	54300.00

Level Three

Lead Waste Water Operator	41700.00
Lead Water Operator	54300.00
Childrens Librarian	41017.00
Police Officer	53402.59
Police Officer	48394.11
Utilities Specialist	49500.00
Librarian Assistant	41000.00

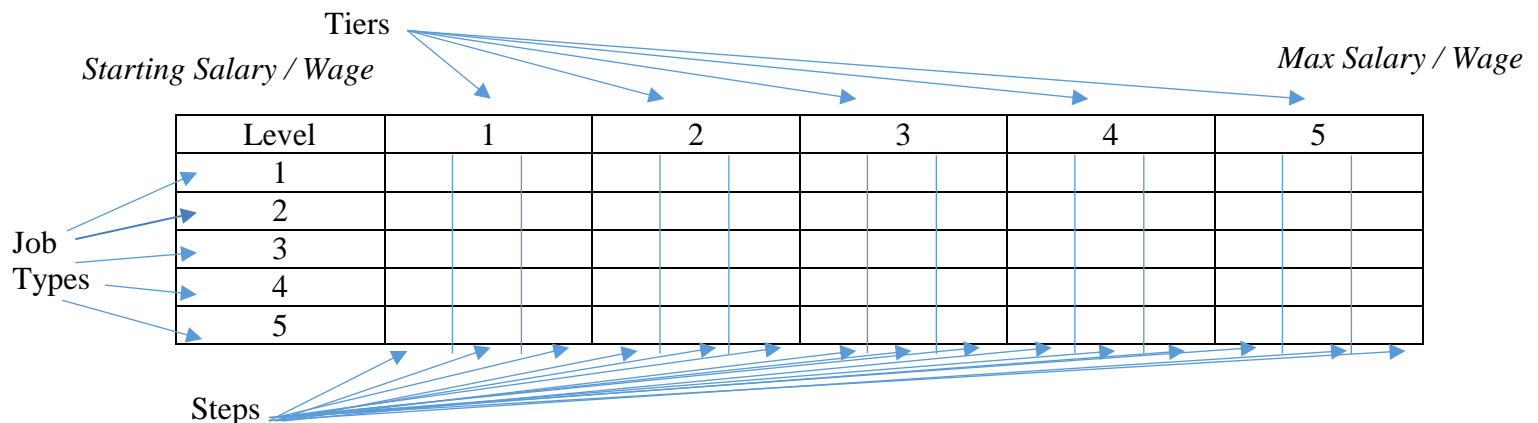
Level Two

Maintenance Worker	40560.00
--------------------	----------

Level One

Seasonal Worker	14.68
Seasonal Worker	12.50
Seasonal Worker	12.50
Part Time Library Assistant	12.15

Potential Approach Enhancements



Creating Steps within the tiers can allow placement with in a tear but gives the ability to allow for longevity and performance bumps without the concerns of maxing employee out to fast.

The Advantages and Disadvantages of Merit Pay

...

BY

SUSAN M. HEATHFIELD



Updated April 30, 2020

Merit pay is [an approach to compensation](#) that rewards higher performing employees with additional pay, sometimes called incentive pay. It is a tool that employers can use to make sure that their best-performing employees feel as if they are adequately compensated for their contributions.

Merit pay has advantages and disadvantages for both employees and employers over a traditional pay system that puts the money in base pay. Before implementing a merit pay system, it's a good idea to review the advantages and disadvantages of this approach to your employees' compensation.

Advantages of a Merit Pay System

A merit system is most applicable when detailed data available to measure the performance of employees. Consider how that data can push employees to achieve more, padding their own paychecks, as well as the company's bottom line.

- **Communicates company objectives:** Merit pay sends a powerful message about how you want to see employees perform and what you want to see them contribute. It confirms [what you most value from employees](#). Merit pay also provides a vehicle for an employer to recognize individual performance on a one-time basis. This is useful for rewarding employees who may have participated in a one-time project.
- **Let's employees know where they stand:** Making the range of the available merit pay public allows employees to see where their increase falls in the merit pay ranges established by your company pay plan. It can be a good way to reward the [employees that you most want to keep](#). When employees receive less than the top increase, supervisors have an opportunity to describe and discuss exactly [how the employees will need to improve](#) their performance to qualify for the top merit increase during the next cycle of raises.
- **Aids in employee retention:** Merit pay can help an employer differentiate between the performances of high and low performing employees and reward the performance of the higher performers. This [can aid in retention](#) because no employer wants to lose the organization's best performers.

Disadvantages and Challenges

Some businesses are not conducive to measuring employee contributions so clearly and definitively, making it difficult to establish an effective means for merit pay. Consider whether or not you might be trying to force such a system into an office where it won't work.

- **Concerns about favoritism:** In many offices, the value of any particular employee is subjective and ultimately determined by a supervisor. Without clear measurables, others easily could dispute the outcomes when merit pay is determined. Even in offices where there are measurables, outcomes can be challenged. For example, some might argue that the salesperson with the best sales had an advantage because he had the best sales territory.
- **Uses time and resources better spent elsewhere:** The amount of time and energy that organizations invest in an attempt to [make performance measurable for merit pay](#), including developing competencies, measurements, baselines for performance,

and so forth, is better spent on delivering service for customers. Organizations have generated documents with several hundred pages that lay out what merit means in various jobs. Often, the benefits just aren't worth all that time and effort.

- **Communication troubles:** Given the limitations of metrics, the ability of a supervisor to communicate to each employee the value of his or her contribution, and [what superior performance entails](#) that makes it worthy of merit pay consideration, is an ongoing challenge. Some [supervisors communicate better than others](#), and this means the effectiveness of merit pay sometimes can vary wildly from one department to the next based on the communications skills of supervisors.

Other Models Discussed

Base Pay Merit Model

Adjustments

- Cost of Living
- Merit Increases
 - Example
 - Top performers: 6% increase (2% COLA, 4% merit)
 - Average performers: 4% increase (2% COLA, 2% merit)
 - Bottom performers: 2% increase (2% COLA, 0% merit)

Both COLA and Merit Increases are considered Base Pay Systems which permanently raises a person's wage. Even if the worker's performance declines, the previous merit increase still remains a part of the employee's base pay.

Variable Pay Merit Model

Adjustments

- Cost of Living
- Annual Merit Increases
 - Example
 - Top performers: 6% increase (2% COLA, 4% annual bonus)
 - Average performers: 4% increase (2% COLA, 2% annual bonus)
 - Bottom performers: 2% increase (2% COLA, 0% annual bonus)

Bonuses can include innovations that saved money or increased revenues for the organization. Every year there is an incentive to continually improve on the previous year. This model can be tied to team outcomes as well. Performance measures can be easily identified by department or division outcomes (as a group). This flexibility gives managers the ability to tie monthly or quarterly outcome to specific performance measures.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 4, 2021
AGENDA ITEM:	Discussion Item: Consider Bringing Forward a Resolution Amending the Recreation Facility, Park & Sport Field Use and Fee Policy.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	December 30, 2020

BACKGROUND:

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

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

"Turning Vision into Reality is our Business"

Potential Draft to be Forwarded Should City Council Approve.

RESOLUTION XXXX

**A RESOLUTION AMENDING THE RECREATION FACILITY,
PARK & SPORT FIELD USE AND FEE POLICY**

WHEREAS, It is the policy of the West Branch Parks Department and Recreation Department to control the use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority; and

WHEREAS, the use of such facilities shall be consistent with City Policies and Ordinances; and

WHEREAS, it the intent of the City of West Branch to promote wellness, recreation, and positive participation and sportsmanship; and

WHEREAS, the City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy; and

WHEREAS, it is now necessary to approve said policy and resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned policy is hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

* * * * *



West Branch Parks and Recreation

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

Recreation Facility, Sport Field Use & Fee Policy

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

Purpose

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

User Groups

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

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

Prioritization of Users

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

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

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

Guidelines

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

12. Users shall abide by sport or event-specific rules and field usage rules. All tournaments, games and practice games need to be scheduled through West Branch Parks and Recreation. A game is defined by any one of the following criteria:

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

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

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

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

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

Fees

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

1.5-hour practice per diamond (not lined only dragged)-\$5
2-hour game (not lined only dragged)-\$10

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

1.5-hour practice per diamond (not lined only dragged)-\$10
2-hour game per diamond (not lined only dragged)-\$15

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

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

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

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

Event and Tournament Fee at Summer League Fields

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

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