



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING  
SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY DECEMBER 21, 2020 IN THE CITY  
COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

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

**Please note:** *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available December 28<sup>th</sup> on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience member.*

**AGENDA**

**A. Call to Order**

**B. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

**C. Roll Call**

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

1. Jessi Simon – West Branch Community Development Group (CDG) Executive Director. Will give a debriefing on the Christmas Past Festival /Event.

**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.*

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**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** Special Meeting Minutes for City Council Meeting November 9, 2020.
2. **Motion to Approve** Special Meeting Minutes for City Council Meeting December 2, 2020.
3. **Motion to Approve** Meeting Minutes for City Council Meeting December 7, 2020.
4. **Motion to Approve** Herb & Lou's Liquor License Renewal.
5. **Motion to Approve** Board and Commission Appointments / Reappointments.
6. **Motion to Approve** Setting the Date of December 23<sup>rd</sup> 2020 for Consultation and Setting the Date of January 4<sup>th</sup> 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.
7. **Motion to Approve** the Claims Report.

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

1. **Resolution 1962** – A Resolution 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.
2. **Second Reading of Ordinance 779** – An Ordinance Amending Chapter 165; Entitled, "Zoning Regulations".
3. **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.
4. **Resolution 1964** – Adopting Goals and Objectives for the City of West Branch, Iowa for 2021-2022.
5. **Resolution 1965** – Adopting the Priorities for the City of West Branch, Iowa Capital Improvement Plan.
6. **Resolution 1966** – A Resolution Approving a Partial Acquisition and Easement Agreements with Rummells Farms Related to the Interstate 80 Widening Project.
7. **Resolution 1967** – A Resolution Accepting Public Improvements Constructed in Cedar's Edge (Part 1), West Branch, Iowa.
8. **Resolution 1968** – A Resolution Revising Legal Descriptions for Resolution 1740 to Clarify the Boundaries of the West Branch Urban Renewal Areas.
9. **Discussion Item:** Review the draft 28E agreement with Johnson County and the preliminary Main Street Roundabout Project for discussion and response.
10. **Discussion Item:** 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.

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11. **Discussion Item:** Baseline Extension(s) at Cubby: 1 Field, 2 Fields, or 3 Fields.
12. **Discussion Item:** A Consideration Regarding Town Hall Covid-19 Protocols.
13. **Discussion Item:** Merit Pay Proposal – Tom Dean
14. **Discussion Item:** Early Thoughts Regarding the 2021 Hoover Hometown Days Event.
15. **Discussion Item:** 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)
16. **Discussion Item:** Considering a Request from Gordon Edgar for Special Consideration for a Pay Increase of \$5,000.

**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**

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A Main Street Iowa Community

**MISSION:** To improve the social and economic well being of our community & the historic downtown by:

- Preserving and sharing our history and unique identity.
- Attracting and supporting small businesses.
- Engaging and connecting the community.

**VISION:** That West Branch will thrive with an eclectic mix of old and new as a desirable visitor's destination and a place of hometown pride that shows in the vibrant downtown & unique offerings.

**IN ACTION:** WBCDG uses the Main Street Approach™, a framework for preservation-based economic development and community revitalization which includes 4 key points:

1. **Promotion** - Marketing West Branch's unique characteristics to shoppers, new businesses, and visitors through advertising and special events. Current Promotion Chair is Erin Morrison-Vincent.
2. **Design** - Helping to keep our Main Street in good physical shape through building improvements, street furniture, landscaping, etc. Current Design Chair is Nick Shimmin.
3. **Economic Vitality** - Strengthening our community's economic assets by helping current Main Street businesses to thrive and expand, and helping recruit new ones to meet the current market. The Economic Vitality Chair is currently vacant.
4. **Organization** - We are a volunteer-driven program working to enlist and engage volunteers to get everyone working towards the same goal. Current Organization Chair is Steven Grace.

### **RECENT HIGHLIGHTS**

#### **ECONOMIC VITALITY**

- **Hosted various Retail Events to promote a “shop local” mentality.** We hosted two weekends of Sidewalk Sales this year, 3 Ladies' Night Out events and ran social media campaigns to attract more traffic to shop in West Branch for Fall Fest and Small Business Saturday.
- **New to the District** - New businesses in the Main Street district include White Pumpkin Studio (opened in May) and Corridor Home Re-Design (opened in August). CDG held Ribbon Cuttings for both prior to the grand openings. We are currently working with owners that plan to open a new coffeeshop on Main Street this Spring.
- **District Losses** - Unfortunately the pandemic brought the closure of Reid's Beans, US Bank and Little Lights on Main.
- **Downtown Dollars** - CGD offered a “flash sale” on Downtown Dollars during Small Business Saturday (Nov 28) where you received \$10 free if you purchased \$100 of Downtown Dollars. These can be used at any Main Street retail shop or restaurant until 3/31/21. We have sold over \$3,000 of Downtown Dollars since Small Business Saturday.
- **Virtual Business Coaching** - we were selected as a pilot community to be able to offer our business community access to FREE professional business coaching done virtually this year. They can schedule 1:1 coaching sessions to work through business start-up or management

issues. Many local business owners have already utilized this resource and provided positive feedback.

## DESIGN

- **Holiday decor** - Planters and decor on Main Street are looking nice and are being maintained by volunteers. Store owners are asked to have warm white lights and snowflakes in storefront windows for the holiday season.
- **Grant Opportunity** - We successfully secured a 2020 Main Street Challenge Grant. This grant opportunity is available only to accredited Main Street Iowa programs and the primary goal of the grant is to stimulate appropriate rehabilitation of historical buildings in Main Street districts. The award requires a 1:1 match by the building owners. We will receive \$75,000 in grant funding to support the revitalization of the Opera Block building including updates to electrical, new roof and a complete facade update (replacing rotten wood, tuckpointing, re-painting, new storefront windows and doors). This is a very competitive grant process and we are excited see this building brought back to life over the next 2 years.

## PROMOTION

- **Hosted various Retail Events to promote a “shop local” mentality.** We hosted two weekends of Sidewalk Sales this year, 3 Ladies’ Night Out events and ran social media campaigns to attract more traffic to shop in West Branch for Fall Fest and Small Business Saturday.
- **Christmas Past** - With a heavy heart the CDG Board had to cancel majority of the planned activities for 2020 due to the state-wide COVID-19 restrictions that were in place over that time period. Many partner organizations choose to withdraw from the event on their own which also played into our decision to post-pone the Ice Rink. We were able to negotiate both our Ice Rink deposit and Insurance deposit to roll over to 2021 so we can feature the Ice Rink later in the year when it’s safer to gather in large crowds. We did secure \$7,000 in sponsorship support related to this event (not including the \$1,500 that City Council approved and tabled) - Sponsors were recognized heavily in social media promotions, an ad in the paper, banner in Heritage Square and will be recognized again with the Ice Rink comes to fruition.
- **Santa Claus Cruise** - We welcomed over 500 families to town to enjoy the socially distanced Santa Claus Cruise on December 5th. The turnout surpassed our expectations but we had fantastic feedback from all involved! Shop owners reported an uptick in out of town shoppers that weekend and we raised over \$1,300 in free-will donations during the cruise.
- **Museum on Main Street** - The “Voices and Votes” Smithsonian Institution Traveling Exhibition was cancelled due to COVID-19 restrictions and CDG will receive a refund for the deposit we paid to host the exhibit.
- **Annual Sweets for Success auction** - scheduled for Saturday, Feb 6 and committee is working on options to socially distance or likely be completely virtual this year. This is traditionally the largest fundraiser of the year for WBCDG.

## ORGANIZATION

- **Accreditation** - We are currently in the intense process of applying to be an accredited Main Street Iowa community again in 2021. This annual review requires a high level of organization, reporting and progress on all 4 of the Main Street Approach points. Requirements were loosened for the 2020 year since programs across the state had to pivot to support small businesses and manage the impact of the pandemic.

- **Volunteer Recruitment** - We will be recruiting 2-4 more board members in the coming months. We are also working to standardize a volunteer onboarding process to maximize our impact.
- **Fundraising** - We launched our “Envelopes to Evolve” campaign the weekend of Fall Fest and had a good response in person. This campaign will be active through the end of the year and will likely become part of our fundraising efforts during Hoover’s Hometown Days when we can promote it in person more heavily. The campaign has potential to raise over \$10,000 if all 144 envelopes are filled by community members.
- **Current Leadership** - Current Board Members include Nicki Brick (President), Steve Grace (VP and Org Chair), Beth Thomsen (Secretary), Erin Morrison-Vincent (Promo Chair), Carolyn Anderson (Treasurer), Nick Shimmin (Design Chair), Shane Staker, Cassie Pluim, Lindsay Klein. Executive Director (part-time position) is Jessi Simon. Advisory Members include Pete Swisher (NPS), Roger Laughlin (City), Brad Reiners/Jerry Fleagle (Foundation), Janlyn Slach (Museum).

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

*West Branch, Iowa*  
**Council Chambers**

*City Council*  
**Special Meeting**

*November 9, 2020*  
**6:00 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, November 9, 2020 at 6:00 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.*

Mayor Roger Laughlin called the West Branch City Council meeting to order at 6:04 p.m. Roll call: Council members present: Colton Miller, Tom Dean, Jerry Sexton, Nick Goodweiler. Jodee Stoolman arrived at 6:15 p.m. City Staff: City Administrator Redmond Jones II, Kevin Olson, Finance Officer Gordon Edgar and Sargent John Hanna. City Staff attending via Zoom: Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell and Library Director Nick Shimmin.

#### **Capital Improvements Plan (CIP) Work Shop**

Laughlin opened the meeting and said the purpose of tonight's workshop is to discuss the start of a Capital Improvements Plan (CIP) and how to fund the projects. City Attorney Kevin Olson provided the Council with a copy of the amended and restated Urban Renewal Plan and reminded them that when planning the Capital Improvements Plan, the projects must be in the urban renewal area and the project be listed with costs in order to request and use Tax Increment Financing (TIF) to fund those projects. Olson reviewed the Urban Renewal Plan that currently consists of eighteen projects, some of which have been completed, in-progress or not yet started.

The Council discussed several projects that have been started or are on the horizon and attempted to prioritize them. The following projects were identified: Wapsi Creek Widening (flood mitigation), Greenview connection, West Branch School District turn-lane on West Main Street, Waste water treatment process (DNR mandated), and Herbert Hoover Highway realignment with West Main Street (Johnson County project estimated to be completed in 2021.) Other high priority projects identified were infrastructure needs and replacement of seal coat streets on the east side of town and a booster station for the northwest corner of town to improve water pressure issues. And lastly, the reconstruction of Cedar-Johnson Road from West Main Street to the city limits.

#### **ADJOURNMENT**

Motion to adjourn by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:20 p.m.

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Roger Laughlin, Mayor

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

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West Branch, Iowa  
Council Chambers

City Council  
Special Meeting

December 2, 2020  
6:00 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 Wednesday, December 2, 2020 at 6:00 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.*

Mayor Roger Laughlin called the West Branch City Council meeting to order at 6:01 p.m. Roll call: Council members present: Colton Miller, Tom Dean, Jerry Sexton, Jodee Stoolman and Nick Goodweiler. City Staff: City Administrator Redmond Jones II, Finance Officer Gordon Edgar and Public Works Director Matt Goodale. City Staff attending via Zoom: Deputy Clerk Leslie Brick, Park & Recreation Director Melissa Russell and Library Director Nick Shimmin.

**CIP Workshop – East Side Infrastructure (Water and Streets)**

Laughlin opened the special meeting and said that recently he met with Stoolman, Dean, Goodale, Moss and Jones to discuss concerns regarding east side infrastructure needs which he learned is about ten years behind schedule. East side is defined as North 4<sup>th</sup> Street to North 6<sup>th</sup> Street and East Main, from 4<sup>th</sup> to 6<sup>th</sup> to E. Orange Street. Laughlin said that much of the area has four-inch water main which does not provide adequate fire protection. Laughlin called the meeting to have Goodale explain the deficiencies to the Council and start preparing a project schedule and how the city can fund the much needed improvements. Goodale explained that although this has been a concern since he started ten years ago, other City projects always pushed this one to the back burner. Goodale said trying to complete the project in a couple of years is unrealistic given the amount of water main to be upgraded, but over a five year period would be doable. Goodale said that some of the concrete work, such as street patches needed after the mains are replaced could be done in-house by his staff which would help in some cost savings. He added that the recent staff addition will help his department get more things done in-house. When asked what he thought the cost might be to make the improvements, Goodale responded that it may be around one million dollars for all of the critical areas, but that those were just estimates. Jones said he and Edgar had investigated some preliminary funding options, but that they were in the very early stages of the process. The Council discussed some possible funding ideas such as an SRF loan, or the possibility of raising water rates. The Council concluded that this project was a critical need and directed staff to prepare a construction timeline and funding options that they could consider during budget discussions.

The Council briefly discussed the Greenview connection but decided to discuss further at the goal setting meeting on December 7<sup>th</sup>.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Sexton said he was able to more information on the Lone Tree Wellness Center. Sexton said the Lone Tree School District partnered with the City in a 28E Agreement in the cost of construction. Sexton added that membership fees are collected to help cover the cost of maintenance.

**ADJOURNMENT**

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:08 p.m.

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Roger Laughlin, Mayor

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



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*West Branch, Iowa*  
**Council Chambers**

*City Council*  
**Goal Setting & Regular Meeting**

*December 7, 2020*  
**6:00 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 7, 2020 at 6:00 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 goal setting meeting to order at 6:04 p.m. Roll call: Council members: Colton Miller, Nick Goodweiler, Jerry Sexton and Tom Dean were present. Jodee Stoolman arrived at 6:10 p.m. City Staff present: City Administrator Redmond Jones II, Deputy Clerk Leslie Brick and Finance Officer Gordon Edgar. City Staff attending via Zoom: Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, and Sergeant John Hanna.

### **GOAL SETTING SESSION**

Jones gave an overview of the goal setting process and how decisions made by the City Council help address the needs and wants of the community and its residents. Jones presented several ideas and requests from department managers, citizens, and projects that previously did not get enough votes in prior years, didn't get funding or were cut due to budget shortfalls. Jones asked the Council to review the list of possible projects to set as project goals and asked if they wanted to add any of their own. Miller suggested adding storm sewer infrastructure from Pedersen Street, east to the creek. Miller said that project needed to be completed in order to make the property west of Fidelity Bank marketable in the future. Sexton added that he would like to see the city brush pile relocated outside of the city limits which would allow the pile to be burned rather than chipped as a cost saving measure. Goodale asked for another Public Works employee, prompted by a suggestion from a Council member at a prior meeting that another employee would help the city to do more projects in-house. The council then voted by placing stickers on projects they would like to be able to prioritize and find funding for. Two of the top priorities to get the most votes were repairing water mains in the Greenview subdivision. Goodale had previously reported that Greenview often has the most water main breaks in the winter and needed attention. The second highest priority was ballfield baseline extensions at Cubby Park. This was an item that was cut during project construction. Russell asked the council for permission to proceed with left over park money to have this project completed before next summer. The council unanimously agreed that the baselines should be corrected as Russell deemed necessary.

### **COMMENTS BY COUNCIL**

Miller gave feedback on the process and questioned why some items were listed as "goals", when he felt that some were operational budget items for certain departments. Miller felt that this issue seems to come up every year when departments request vehicle and equipment purchases. Miller said that is what their set-aside funds are for.

## ADJOURNMENT

Motion to adjourn the goal setting session by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:14 p.m.

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:15 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff present: City Administrator, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar and City Attorney Kevin Olson. City Staff attending via Zoom: City Engineer Dave Schechinger, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, and Sergeant John Hanna.

## GUEST SPEAKER PRESENTATIONS

Former Police Chief Mike Horihan addressed the Council and thanked them for giving him to be the Chief for West Branch. Horihan said he loved community and its residents and wished everyone well. Mayor Laughlin presented and read a proclamation of thanks to the Chief for his dedicated service to the City and its residents. Horihan served as Police Chief from 2011 to November 2020.

## PUBLIC COMMENT

None.

## CONSENT AGENDA

Motion to Approve Minutes for City Council Meeting November 16, 2020.

Motion to adopt the City Council 2021 regular meeting schedule

Motion to Approve the Claims Report.

EXPENDITURES	12/7/2020	
AE OUTDOOR POWER	REPAIR PARTS	845.40
AERO RENTAL INC	EQUIP RENTAL - CHRISTMAS LIGHTS	441.00
AT & T MOBILITY	WIRELESS SERVICE	382.00
BAKER & TAYLOR INC.	BOOKS	403.01
BOWERS CUSTOM SERVICES LLC	HAULING	170.00
CEDAR COUNTY PUBLIC HEALTH	FLU SHOTS	60.00
CROELL, INC.	CONCRETE-SHOP	9,390.25
DIRK WIENEKE	LAWN CHEMICALS-CUBBY PARK , SOCCER	1,965.00
HAWKINS INC	CHEMICALS	615.68
IWMCA	IMWCA	2,345.00
IOWA LAW ENFORCEMENT ACADEMY	TRAINING	50.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	63.90
JACKSON MANUFACTURERS COMPANY	FURNITURE	3,804.95
JOHN DEERE FINANCIAL	SUPPLIES	638.67
JOHNSON COUNTY REFUSE INC.	GARBAGE TAGS	15,866.25
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
KANOPY	VIDEO RENTALS	23.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,566.60
LYNCH'S EXCAVATING INC	WATER MAIN-WB MIDDLE SCHOOL	3,133.50
MENARDS	OFFICE SUPPLIES	99.97
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
MISCELLANEOUS VENDOR	ALLAN CUSTOM HOMES: ESCROW REFUND	5,000.00
OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 2020	1,500.00
ORIENTAL TRADING CO. INC.	RECREATION SUPPLIES	265.89
OVERDRIVE INC	AUDIO BOOKS	576.70
PITNEY BOWES GLOBAL FINANCE	EQUIPMENT LEASE	77.37
PORT 'O' JONNY INC.	SERVICE-CUBBY PARK	225.40
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	977.00
QUILL CORP	HAND SANITIZER	80.99

RATHJE CONSTRUCTION CO	TREE GRINDING	15,345.00
SCOTT M THOMA	BUILDING INCENTIVE PAYMENT	520.23
SHAY, ALLEN	BUILDING INCENTIVE PAYMENT	896.77
SPEER FINANCIAL INC	CONSULTING SERVICE	350.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
T & M CLOTHING COMPANY	MASKS	96.00
TAYLOR CONSTRUCTION INC	CORRECTION OF UNDERPAYMENT	2,497.01
THE BOOK FARM INC	BOOKS	39.90
THE SHERWIN-WILLIAMS CO	PAINT & SUPPLIES	270.38
USA BLUE BOOK	BUILDING MAINTENANCE	979.10
USA TODAY	SUBSCR 12-01-20 TO 11-30-21	340.15
VEENSTRA & KIMM INC.	WB GOLF COURSE DEVELOPMENT REVIEW	198.25
VEENSTRA & KIMM INC.	RESIDENTIAL LOT SITE PLAN RESEARCH	181.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	181.00
VEENSTRA & KIMM INC.	COLLEGE ST WATER MAIN 4TH TO 5TH	171.00
VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOCATION	2,862.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	5,362.23
VEENSTRA & KIMM INC.	GREENVIEW EXTENSION PRELIMINARY DESIGN	2,451.23
WALMART COMMUNITY/RFCSLLC	SWEEPER	49.88
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WEST BRANCH COMMUNITY DEVE	CHRISTMAS DECORATIONS	170.00
WEST BRANCH FORD	VEHICLE REPAIR	1,087.34
TOTAL		87,725.00
PAYROLL	11/27/2020	59,463.43
PAID BETWEEN MEETINGS		
WAGEWORKS	EMPLOYEE REIMBURSEMENT	132.31
MERCHANT SERVICES	CREDIT CARD FEES	249.02
UMB BANK	GO BOND OBLIGATION INTEREST	74,585.00
CEDAR COUNTY COOPERATIVE	VEHICLE FUEL	782.05
MIKE HORIHAN	REFUND OF INSURANCE PREMIUM	248.06
MEDIACOM	CABLE SERVICE	41.90
QUILL	DISINFECTANT, OFFICE SUPPLIES	134.05
US BANK EQUIPMENT FINANCE	LEASE PAYMENT	106.25
VERIZON WIRELESS	WIRELESS SERVICE	158.63
US BANK CREDIT CARD	SUPPLIES, TRAINING, EQUIPMENT	2,721.87
MERCHANT SERVICES	CREDIT CARD FEES	187.88
TOTAL		79,347.02
GRAND TOTAL EXPENDITURES		226,535.45
FUND TOTALS		
001 GENERAL FUND	64,840.37	
022 CIVIC CENTER	214.31	
031 LIBRARY	13,651.75	
036 TORT LIABILITY	2,270.55	
110 ROAD USE TAX	27,728.58	
112 TRUST AND AGENCY	12,575.57	
226 DEBT SERVICE	74,585.00	
310 COLLEGE STREET BRIDGE	2,475.92	
323 I-80 WEST, WATER MAIN RELOCATE	2,862.00	
600 WATER FUND	15,061.26	
610 SEWER FUND	10,137.83	
950 BLUE CROSS-BLUE SHIELD FLEXIBLE BENEFITS	132.31	
GRAND TOTAL	226,535.45	

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

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

Public Hearing: On the proposed amendment to Section 165.34 of the West Branch Zoning Ordinance.

Laughlin opened the public hearing at 7:21 p.m. Deputy Clerk explained that a deficiency was found in the code for this particular zoning district when the College Street bridge project was under construction late last year. A question was raised by a property owner regarding area regulations for the I-2 District. This prompted a review of Chapter 165 - I-2 District by the Planning & Zoning Commission. The Commission discussed the matter over the summer and held a public hearing at their November 24<sup>th</sup> meeting and approved the language presented in Ordinance 779. There were no public comments. Laughlin closed the public hearing at 7:22 p.m.

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

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

Resolution 1960 – Establishing a new capital fund entitled “Wastewater Treatment Facility Improvements 2021”. / Move to action.

Motion by Miller, second by Dean to approve Resolution 1960. AYES: Miller, Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 1961 – Approve a transfer of funds to the Wastewater Treatment Facility Improvements 2021 project. / Move to action.

Motion by Sexton, second by Stoolman to approve Resolution 1961. AYES: Sexton, Stoolman, Miller, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion- Consider continuation of the USGS Streamgage on College Street for the amount of \$8,640.00.

Jones said he recently received the agreement from USGS for the continuation of the streamgage at College Street Bridge. Jones said the agreement still offers the cost sharing between the City and USGS, with the City share being \$8640.00 annually. Stoolman questioned if the City had ‘enough data’ to end the agreement and instead put the money toward the creek widening project. The council discussed that since the College Street Bridge project had been completed and the National Park was finishing their project and the City (luckily) had not had a “big rain event” to see how the improvements made so far might affect some of the problems downstream. Most felt that the streamgage should remain for at least another year. Laughlin directed Jones to prepare a resolution for council consideration at the next meeting.

Discussion – Consideration regarding COVID-19 protocols.

Jones updated the Council that staff decided to once again close the City Office to the public, but allow appointments as needed due to the rising number of COVID cases in the community. Jones said office staff maintains social distance with their separated office space and wears masks when anyone enters the building. Laughlin said he supports the staff decisions to do what best to keep them and the public safe. Sexton asked if Town Hall would be reopened for reservations based on the Governor’s proclamation. Russell who oversees the Town Hall reservations said that cleaning of the facility is the biggest concern for allowing reservations. Russell said that increased cleaning may directly affect rental fees in the future for all, noting that several non-profit groups use the facility at no cost but still require cleaning and additional sanitizing. Miller added that as a City “we have a moral responsibility to provide a clean & safe environment for rental customers” and felt that protocols currently in place were appropriate.

## **CITY ADMINISTRATOR REPORT**

No report.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

Brick asked the Council to review Chapter 17 (section 6) – entitled City Council Compensation. Brick asked for clarification on their interpretation of how salary increases were to be calculated and provide guidance.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said the Santa parade held this past Saturday as part of Christmas Past was a huge success. Laughlin said that more than five hundred cars were counted going through the parade to see Santa (and the Grinch). Laughlin thanked Councilperson Sexton for volunteering his time to help handing out hot cocoa. Miller asked if the Community Development Group (CDG) could provide any info on how downtown business sales may have been affected this year as in past years during the event.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:01 p.m.

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Roger Laughlin, Mayor

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> Herb & Lou's Liquor License Renewal.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	December 16, 2020

### BACKGROUND:

Approve Class C Liquor License (LC) (Commercial) with Sunday sales for Herb n' Lou's, 105 N. Downey St., West Branch, IA.

Renewal is effective January 1, 2021 – December 31, 2021.

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve Board &amp; Commission Appointments / Reappointments.</b>
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	December 16, 2020

### BACKGROUND:

#### Mayor Appoints:

##### **Historic Preservation (3 year term):**

Re-appointment, Lou Picek - term to expire 12/31/2023

Re-appointment, John Fuller - term to expire 12/31/2023

##### **Animal Control Commission (3 year term):**

Re-appointment, Amy Lynch – term to expire 12/31/2023

##### **Park & Recreation Commission (3 year term):**

Re-appointment, Shane Staker – term to expire 12/31/2023

##### **Library Board of Trustees:**

Re-appointment, Karina Krall – term to expire 6/30/2023

Re-appointment, Elizabeth Osborne – term to expire 6/30/2023

Re-appointment, Jim Farmer – term to expire 6/30/2023

#### City Council Appoints:

##### **Planning & Zoning Commission (4 year term):**

Re-appointment, Emilie Walsh – term to expire 12/31/2024

Re-appointment, Jim Hoffman – term to expire 12/31/2024

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

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> Setting the Date of December 23 <sup>rd</sup> 2020 for Consultation and Setting the Date of January 4 <sup>th</sup> 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.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Kevin Olson, City Attorney
<b>DATE:</b>	December 16, 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 4<sup>th</sup>, 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

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

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

PLEASE BE ADVISED that the City Council of the City of West Branch has heretofore, by Resolution, set a date for a public hearing on the adoption of the Amendment No. 3 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area.

THE CONSULTATION among taxing entities shall be held at 11:00 a.m., Wednesday, December 23, 2020, at the Council Chambers, City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. Each affected taxing entity may appoint a representative(s) to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the proposed urban renewal area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each affected taxing entity and the duration of any bond included in the plan.

PLEASE BE ALSO ADVISED that a public hearing on said proposed Amendment will be held at 7:00 p.m. on Monday, January 4<sup>th</sup>, 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.

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
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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

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	December 16, 2020

**BACKGROUND:**

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

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

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**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
<b>TOTAL</b>		<b>47,269.34</b>

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

<b>TOTAL</b>		<b>5,738.99</b>
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<b>GRAND TOTAL EXPENDITURES</b>		<b>163,195.17</b>
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**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

<b>GRAND TOTAL</b>	<b>163,195.17</b>
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	689.39
		US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUP	140.00
			REC, TRAINING, PROGRAM SUP	29.09
		BROWN'S WEST BRANCH	VEHICLE REPAIR	183.95
		ALLIANT ENERGY	SERVICES	118.54
			SERVICES	17.23
		CDW GOVERNMENT INC.	APC BACK-UPS	197.92
			TOTAL:	1,376.12
FIRE OPERATION	GENERAL FUND	HEIMAN FIRE EQUIPMENT	BOOTS	314.00
		WEX BANK	VEHICLE FUEL	116.45
		ALLIANT ENERGY	SERVICES	355.63
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	77.10
		ROCK VALLEY PHYSICAL THERAPY	DRUG TEST	43.00
			TOTAL:	906.18
ANIMAL CONTROL	GENERAL FUND	WEST BRANCH ANIMAL CLINIC LLC	TRAP/NEUTER/PROFESSIONAL S	120.00
			TOTAL:	120.00
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	185.40
		ALLIANT ENERGY	SERVICES	2,190.62
			SERVICES	200.37
			TOTAL:	2,576.39
PARK & RECREATION	GENERAL FUND	BARNHART'S CUSTOM SERVICES LLC	BLACK DIRT & DELIVERY	800.00
		PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	114.00
			SERVICE-CUBBY PARK	114.00
		MENARDS	SUPPLIES	58.00
		US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUP	179.00
			REC, TRAINING, PROGRAM SUP	168.80
		ALLIANT ENERGY	SERVICES	190.07
		WEST BRANCH COMMUNITY DEVELOPMENT GROU	DOWNTOWN DOLLAR CERTIFICAT	270.00
			TOTAL:	1,893.87
CEMETERY	GENERAL FUND	BARNHART'S CUSTOM SERVICES LLC	BLACK DIRT & DELIVERY	200.00
			TOTAL:	200.00
COMM & CULTURAL DEVEL	GENERAL FUND	AERO RENTAL INC	EQUIP RENTAL CHRISTMAS LIG	705.75
		US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUP	21.17
			REC, TRAINING, PROGRAM SUP	511.98
		ALLIANT ENERGY	SERVICES	51.68
			TOTAL:	1,290.58
ECONOMIC DEVELOPMENT	GENERAL FUND	MARTIN P GILLESPIE	BUILDING INCENTIVE PAYMENT	799.72
			BUILDING INCENTIVE PAYMENT	859.26
			TOTAL:	1,658.98
CLERK & TREASURER	GENERAL FUND	MATT PARROTT/STOREY KENWORTHY	RECEIPT BOOKS	215.00
		QUILL CORP	DISINFECTANT	5.03
		MENARDS	SUPPLIES	95.88
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	25.96
		US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUP	14.99
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	166.00
		ALLIANT ENERGY	SERVICES	184.35
		CJ COOPER & ASSOCIATES	ADMIN & CLEARING HOUSE FEE	85.00
		THE HOME DEPOT PRO	HAND SANITIZER GEL	29.82



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PITNEY BOWES INC	OFFICE SUPPLIES	237.98
			OFFICE SUPPLIES	29.99
		MARCO TECHNOLOGIES LLC	CONSULTING-TECH ASSESSMENT	3,500.00
			TOTAL:	4,590.00
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS	734.93
		CEDAR COUNTY RECORDER	RECORDING FEES	48.00
			TOTAL:	782.93
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
COMMISSION	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS	28.30
		WEST BRANCH ANIMAL CLINIC LLC	TRAP/NEUTER/PROFESSIONAL S	275.00
			TOTAL:	303.30
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	25.96
		ALLIANT ENERGY	SERVICES	259.81
			TOTAL:	285.77
LIBRARY	LIBRARY	OVERDRIVE INC	BOOKS	2.49
		QUILL CORP	OFFICE SUPPLIES	4.29
		BAKER & TAYLOR INC.	BOOKS	111.43
			BOOKS	277.20
			BOOKS	95.18
			BOOKS	212.15
			BOOKS	10.74
		US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUP	16.99
			REC, TRAINING, PROGRAM SUP	63.49
			REC, TRAINING, PROGRAM SUP	14.97
		ALLIANT ENERGY	SERVICES	303.17
		WEST BRANCH COMMUNITY DEVELOPMENT GROU	CHRISTMAS DECORATIONS	36.00
		AMAZON	BOOKS AND SUPPLIES	242.91
			BOOKS AND SUPPLIES	15.99
			BOOKS AND SUPPLIES	8.40
			BOOKS AND SUPPLIES	182.33
			BOOKS AND SUPPLIES	284.85
		US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
		KANOPY	VIDEOS	32.00
			TOTAL:	1,999.35
ROADS & STREETS	ROAD USE TAX	RIVER PRODUCTS COMPANY INC	ROAD STONE	420.97
		ALTORFER INC	REPAIR PARTS	147.42
		MENARDS	SUPPLIES	9.76
		HOLLYWOOD GRAPHICS	MAGNETIC SIGN	115.00
		WEX BANK	VEHICLE FUEL	45.14
		ALLIANT ENERGY	SERVICES	105.47
		CJ COOPER & ASSOCIATES	ADMIN & CLEARING HOUSE FEE	150.00
		BARRON MOTOR SUPPLY	SUPPLIES	448.56
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	127.69
		BOWERS CUSTOM SERVICES LLC	HAULING	170.00
			TOTAL:	1,740.01
INVALID DEPARTMENT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	VEENSTRA & KIMM INC.	8,745.00
			TOTAL:	8,745.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	371.25
		STATE HYGIENIC LAB	LAB ANALYSIS	27.00
		HAWKINS INC	AZONE	579.79
		WEX BANK	VEHICLE FUEL	45.14
		US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUP	325.00
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	2,832.92
			SERVICES	94.73
		NEEDHAM EXCAVATING, INC.	RELOCATE WATER MAIN	5,643.00
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	127.69
		EARL JAMES PIERCE	NO WATER TOWER EXT CLEANIN	4,800.00
			TOTAL:	15,013.52
SEWER OPERATING	SEWER FUND	MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	371.25
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
		WEX BANK	VEHICLE FUEL	45.15
		US BANK CORPORATE CARD	REC, TRAINING, PROGRAM SUP	325.00
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	1,892.26
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	127.68
			TOTAL:	3,687.34

===== FUND TOTALS =====		
001	GENERAL FUND	15,798.35
022	CIVIC CENTER	285.77
031	LIBRARY	1,999.35
110	ROAD USE TAX	1,740.01
324	WW TREATMT FAC IMP 2021	8,745.00
600	WATER FUND	15,013.52
610	SEWER FUND	3,687.34
-----		
	GRAND TOTAL:	47,269.34
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**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
<b>TOTAL</b>	<b>506,580.19</b>



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1962</b> – A Resolution 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.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator / Roger Laughlin, Mayor
<b>DATE:</b>	December 16, 2020

### BACKGROUND:

John Hanna is a highly experienced Police Sergeant with 14+ years in diverse law enforcement positions. Hanna is a natural leader with a history of decisive decision making, strong case management skills and courtroom experience. John is a home grown professional with an in-depth knowledge of the City of West Branch.

John Hanna prides himself has a experienced and skillful Law Enforcement Supervisor/Officer, Emergency Medical Technician with the ability to work with people from all walks of life. During the Police Chief Selection Process, Hanna showed himself to be extensively knowledgeable of law enforcement principals and techniques. His vision for the Police Department falls in-line with the City of West Branch.

For these reasons and more, the Selection Committee unanimously recommend John K. Hanna for the position of Police Chief. The Committee also recommends the Starting Salary of \$70,000. The salary shall be open to cost of living adjustments as prescribed for all other city employees. After six (6) months of employment, the City Administrator will conduct an evaluation as a performance tempeture gauge. After twelve (12) months of employment, the City Administrator will conduct an evaluation of Hanna's performance as Police Chief; if this performance review is satisfactory, the City shall increase the Police Chief's salary an additional \$2,000 to be added to the salary earned at that time (*see attached offer of employment for further details*).

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1962 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



December 16, 2020

John Kory Hanna  
[Redacted]

Re: Offer of Employment – Police Chief Position

Dear Mr. Hanna:

The purpose of this letter is to confirm an offer of employment to you as the West Branch Police Chief for the City of West Branch, Iowa, that will be recommended to the City Council at its December 21<sup>st</sup> 2020 City Council meeting. This letter will summarize the position of the Selection Committee, who was charged to review and recommend a candidate for Police Chief.

1. The Position of Police Chief is an exempt position and will not be considered for overtime in any way or format. As an exempt employee you all policy associated with exempt employees will apply.
2. The starting annual salary for the position shall be \$70,000. The salary shall be open for cost of living adjustments as prescribed for all other city employees. After six (6) months of employment, the City Administrator will conduct an evaluation as a tempeture gauge of your first year performance. After twelve (12) months of employment, the City Administrator will conduct an evaluation of your performance as Police Chief. If this performance review is satisfactory, the City shall increase your annual salary an additional \$2,000 to be added to the salary earned at that time. To be recommended by the City Administrator and determined by City Council.
3. Your starting date for promotion shall be December 21, 2020, unless a mutually accepted dated is selected.
4. The policies, directions, and requirements of the employee handbook shall apply to the conditions of your employment.
5. It is agreed and understood that you shall abide by the current residency policy. Which allows residency outside of the boundaries of the City of West Branch as long as a radius of 8 miles are maintained.

If you are willing to accept this offer of employment subject to the terms of conditions outlined in this letter, please indicate your acceptance by signing at the bottom of this letter.

City of West Branch, Iowa

  
\_\_\_\_\_  
Acceptance

Date: 12-16-20

I hereby accept this offer of employment from the City of West Branch, subject to the terms and conditions outlined in this letter.

  
\_\_\_\_\_  
John K. Hanna

Date: 12/16/20

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# JOHN HANNA

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## PROFESSIONAL SUMMARY

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Highly experienced Police Sergeant offering 14+ years in diverse law enforcement positions. Natural leader with decisive nature, case management skills and courtroom experience. Knowledgeable about the City of West Branch and area groups.

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## SKILLS

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- |                                   |                               |
|-----------------------------------|-------------------------------|
| • Prevention of Criminal Activity | • Criminal law                |
| • Active shooter training         | • Community Oriented Policing |
| • Traffic Laws                    | • Search and seizure          |
| • Budget Management               | • Performance Appraisals      |
| • Laws and ordinances             | • Personnel supervision       |
| • Criminal investigation          | • Technology-savvy            |

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## WORK HISTORY

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**Police Sergeant, Investigator, Patrolman**, 09/2007 to Current

**City Of West Branch** – West Branch, IA

- Evaluated case documentation submitted by team members to check accuracy and compliance with department policies aimed at protecting criminal cases.
- Accompanied recruit officers during shifts to evaluate performance and resolve any incorrect behaviors.
- Planned, scheduled and supervised work of 9 subordinates including full-time, part-time and reserve officers.
- Implemented field training programs for over 5 new recruits.
- Reviewed case histories and complaints against law enforcement professionals for signs of unprofessional or criminal conduct.
- Ran personnel recruitment background investigations and interviewed potential job candidates.
- Actively patrolled assigned areas to prevent and detect crimes.
- Responded immediately to reports of automobile accidents and criminal activity, calling for additional support as necessary.
- Talked regularly with citizens to establish rapport and become familiar presence in area.
- Oversaw multiple criminal investigations each year.
- Apprehended offenders and conducted interviews and interrogations.
- Enforced traffic laws and ordinances through visual observation and radar speed detection.
- Gathered necessary information for court appearances and testified as witness under oath in court.

**Firefighter/Emergency Medical Technician, 12/2002 to 10/2019**

**West Branch Fire Department – West Branch, IA**

- Drove and operated structural pumpers, tankers, ladders and service vehicles to aid in rescue operations.
- Performed variety of fire suppression activities at fire scenes, including laying and connecting hose, holding nozzles and directing water streams, raising and climbing ladders and using pike poles, smoke ejectors, and forcible entry tools.
- Responded to emergency medical calls to perform lifesaving procedures and other emergency medical services.

**Interpretive Park Ranger-Seasonal, 08/2015 to 05/2018**

**National Park Service – West Branch, IA**

- Guided tours for park visitors with focus on informative and safe visits.
- Provided information and guidance for park visitors, answered questions and inquiries.
- Provided Blacksmithing demonstrations consistent with techniques used during the 1870's.

**Combat Medic (68W), 06/2001 to 06/2010**

**Iowa Army National Guard – Iowa City, IA**

- Supervised soldiers assigned to my squad.
- Provided pre-hospital emergency care to soldiers in hostile environments.
- Evacuated soldiers to higher levels of care.

**Reserve Police Officer, 04/2006 to 09/2007**

**City Of West Branch – West Branch, IA**

- Investigated crimes and accidents while administering first aid, securing perimeters and accident scenes and identifying and preserving evidence.
- Patrolled the City of West Branch to preserve law and order, deter and detect criminal activity, enforce laws and regulations, respond to citizen requests for assistance and provide public safety.

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**EDUCATION**

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**Iowa Peace Officer Certification: Law Enforcement, 07/2009**

**Iowa Law Enforcement Academy - Johnston, IA**

**68W Healthcare Specialist MOS: Emergency Medicine, 12/2002**

**AMEDD-US Army Medical Department - San Antonio, TX**

**High School Diploma: 05/2002**

**West Branch High School - West Branch, IA**

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**ACCOMPLISHMENTS**

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- ATF Post-Blast Investigator
- Advanced Interview and Interrogation Techniques

- US Department of Homeland Security Behavior Recognition
- Active Shooter Training Instructor
- Iowa Law Enforcement Intelligence Network - member
- Implicit Bias Recognition/De-escalation techniques
- Emergency Medical Technician
- American Heart Association, CPR Instructor
- Notary Public

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#### AFFILIATIONS

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- American Legion
- Veterans of Foreign Wars



## RESOLUTION 1962

### **A RESOLUTION 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.**

**WHEREAS**, upon the recommendation of the Police Chief Selection Committee, the City Council for the City of West Branch is interested in hiring John K. Hanna to serve in the role of Police Chief; and

**WHEREAS**, John K. Hanna has been a dedicated law enforcement professional for the past 14 years, and will be a great asset as the Chief of Police for the West Branch Police Department; and

**WHEREAS**, the West Branch Police Chief Recruitment was advertised and managed in accordance State and Federal laws; and

**WHEREAS**, John K. Hanna, a high performing current police officer, based on current hiring practices, market conditions for similar positions, and hiring negotiations should receive the recommended annual salary as shown within this resolution;

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

**Section 1.** That the City of West Branch, Iowa will hire John K. Hanna as the Police Chief for the West Branch Police Department.

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

Position	Name	Salaried	Basic Hours
Police Chief	John K. Hanna	\$70,000 annual	40 avg. / Week

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

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

\* \* \* \*

**Passed and approved this 21<sup>st</sup> day of December 2020.**

---

Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Second Reading of Ordinance 779</b> – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations”.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	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.

<b>STAFF RECOMMENDATION:</b>	Approve the Second Reading of Ordinance 779 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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**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

\_\_\_\_\_  
Leslie Brick, Deputy Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1963</b> – 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.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 16, 2020

### BACKGROUND:

In May 2015, the City of West Branch partnered with the U.S. Geological Survey (USGS) to install a streamgage on the West Branch of the Wapsinonoc Creek at College Street. The USGS streamgage collects and computes highly accurate real-time water-level and streamflow data. These data were critical for the development of a watershed flood inundation model (published in 2018).

After the publication of the model, the funding for operation and maintenance (O&M) of the streamgage was continued for 2020. The highest recorded flood event since the start of record in 2015 occurred in 2019. Continuation of the streamgage for 2021 would provide ongoing real-time monitoring and alerts for the West Branch of the Wapsinonoc Creek at College Street. The USGS would continue the O&M on the streamgage which includes routine site visits, daily checks of the data, immediate repair if malfunctioning, and processing data for historical storage. Continuing data collection will also have the benefit of collecting data to possibly improve flood inundations models, better simulations of flood plain alteration, and streamflow statistics such as the 100-year flood.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1963 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# United States Department of the Interior

U.S. GEOLOGICAL SURVEY

CENTRAL MIDWEST WATER SCIENCE CENTER

MISSOURI

ILLINOIS

IOWA

1400 Independence Rd. MS100  
Rolla, MO 65401

405 N. Goodwin Ave.  
Urbana, IL 61801

400 S. Clinton St. Rm 269  
Iowa City, IA 52240

December 11, 2020

Mr. Redmond Jones  
City Administrator  
City of West Branch  
PO Box 218, 110 N. Poplar St  
West Branch, IA 52358

Dear Mr. Jones:

Enclosed is a signed original of our standard joint-funding agreement for the operation and maintenance of the streamflow-gaging station located on WB Wapsinonoc Creek on College Street in West Branch, for the period January 1, 2021 through December 31, 2021, in the amount of \$8,640 from your agency. U.S. Geological Survey contributions for this agreement are \$5,760 for a combined total of \$14,400. Please sign and return one fully-executed original to Julie Asher at the Rolla address above or via e-mail.

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement by **January 1, 2021**. If, for any reason, the agreement cannot be signed and returned by the date shown above, please contact me by phone number (319) 358-3655 or email [jfnania@usgs.gov](mailto:jfnania@usgs.gov) to make alternative arrangements.

This is a fixed cost agreement to be billed annually via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Julie Asher at phone number (573) 308-3558 or email at [jasher@usgs.gov](mailto:jasher@usgs.gov).

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Jon F. Nania  
Deputy Director, Central Midwest WSC

Enclosure  
21NEJFA126\_2ndQtr

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000004586  
Agreement #: 21NEJFA126\_2ndQtr  
Project #: NE009KT  
TIN #: 42-6005357  
Match Pair Code: YW

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of the January 1, 2021, by the U.S. GEOLOGICAL SURVEY, Central Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of West Branch party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation, the **operation and maintenance of one streamflow-gaging station located on WB Wapsinonoc Creek on College Street in West Branch, Iowa**, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$5,760 by the party of the first part during the period  
January 1, 2021 to December 31, 2021
- (b) \$8,640 by the party of the second part during the period  
January 1, 2021 to December 31, 2021
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

Form 9-1366  
(May 2018)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000004586  
Agreement #: 21NEJFA126\_2ndQtr  
Project #: NE009KT  
TIN #: 42-6005357

9. Billing for this agreement will be rendered **annually**. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**USGS Technical Point of Contact**

Name: Jon Nania  
Supervisory Hydrologist  
Address: 400 S Clinton St Rm 269  
Iowa City, IA 52240  
Telephone: (319) 358-3655  
Fax: (319) 358-3606  
Email: jfnania@usgs.gov

**Customer Technical Point of Contact**

Name: Redmond Jones  
City Administrator  
Address: PO Box 218 110 N. Poplar St  
West Branch, IA 52358  
Telephone: (319) 643-5888  
Fax:  
Email: rjonesii@westbranchiowa.org

**USGS Billing Point of Contact**

Name: Julie Asher  
Budget Analyst  
Address: 1400 Independence Road  
Rolla, MO 65401  
Telephone: (573) 308-3558  
Fax: (573) 308-3645  
Email: jasher@usgs.gov

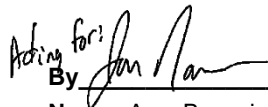
**Customer Billing Point of Contact**

Name: Redmond Jones  
City Administrator  
Address: PO Box 218 110 N. Poplar St  
West Branch, IA 52358  
Telephone: (319) 643-5888  
Fax:  
Email: rjonesii@westbranchiowa.org

U.S. Geological Survey  
United States  
Department of Interior

City of West Branch

Signature

Acting for: 

By \_\_\_\_\_ Date: 12/11/2020

Name: Amy Beussink

Title: Director, Central Midwest WSC

Signatures

By \_\_\_\_\_ Date: \_\_\_\_\_

Name:

Title:

By \_\_\_\_\_ Date: \_\_\_\_\_

Name:

Title:

By \_\_\_\_\_ Date: \_\_\_\_\_

Name:

Title:

**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.**

**WHEREAS**, the USGS Iowa Water Science Center proposes to continue streamgage monitoring in the Wapsinonoc Creek watershed at the College Street Bridge; and

**WHEREAS**, the streamgage provides real-time information, allowing city officials and residents to view current levels in the creek to be better prepared for the possibility of flooding; and

**WHEREAS**, these gages are intended to provide data that can be used for future flood inundation modeling; and

**WHEREAS**, the monitoring location will continue to assist city officials in implementing flood mitigation practices; and

**WHEREAS**, a joint funding agreement for monitoring has been provided to the City of West Branch by the USGS Iowa Water Science Center; and

**WHEREAS**, the City of West Branch would pay \$8,640 annually for the services under this agreement; and

**WHEREAS**, it is now necessary to approve said agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa that the aforementioned joint funding agreement between the City of West Branch and the United States Geologic Survey (USGS) Iowa Water Science Center for stormwater monitoring is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

\* \* \* \*

**Passed and approved this 21st day of December, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator / City Clerk





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1964</b> – Adopting Goals and Objectives for the City of West Branch for the City of West Branch, Iowa for FY 2021 - 2022.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 16, 2020

### BACKGROUND:

The City Council recently undergone a goal setting exercise in which the following goals were accepted:

1. **Promote Quality of life including public safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation, opportunities and investment.**
2. **Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.**
3. **Develop inviting high profile visual impact project's including gateways establishing destination, branding and other that reflect sound use of tax dollars.**
4. **Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.**

The City Administrator took the City Council through a process of identifying service priorities and discussing concepts of visioning and teamwork. The City Council prioritized the following objectives, tasks and activities:

#### TOP

- Baseline Extension(s) at Cubby Park (12)
- Greenview Water Main North Loop (11)
- Introduce Merit Pay System (10)
- Soil Mitigation Project (9)
- 5<sup>th</sup> Full-Time Officer / 24 hour patrol (9)
- Cubby Parking Lot Extension (9)

#### HIGH

- Relocate Brush Pile (8)
- Review Building Permit Fees (8)
- Retire the Building Rebate Program (8)
- Main Street Storm Sewer Project (7)

- Paid “On-Call” Time Policy (7)
- Downtown East Redevelopment (6)

#### **MODERATE**

- Hoover Hometown Days (4)
- Overlay One Alley in an Annual Process (4)
- Police Replacement Equipment (2)
- Greenview Sidewalks (2)
- Housing Trust / LMI Program (2)
- Develop Fund Balance Policy (2)
- Invest in More City and Park Cameras (1)
- Naming and Marketing Industrial Park (1)
- Annexation Plan (Rummells Farm Back 50 and Cedar / Johnson Area) (1)
- Parkview / BP Turn Lane (1)
- Planning Alternative Wastewater Treatment (a polishing treatment) wetland mitigation and Research Park / Eco Park Concept (1)

#### **ON THE HORIZON**

- Revamp Employee Handbook
- Connecting bike and walking trails
- Wayfinding Signage for the Industrial Park
- Splash Pad / Spray Park

*Items that are consider to be “On the Horizon” (items that made the list, but received no votes) are not a part of resolution 1964. However, if during the fiscal year 2021-2022, unforeseen funding is made available or in situations that an item receives overwhelming public support, an item can be reconsidered or reprioritized.*

<b>STAFF RECOMMENDATION:</b> Approve Resolution 1964 – Move to Action
---

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
--

<b>COUNCIL ACTION:</b>
------------------------

<b>MOTION BY:</b>
-------------------

<b>SECOND BY:</b>
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## **RESOLUTION 1964**

### **ADOPTING GOALS AND OBJECTIVES FOR THE CITY OF WEST BRANCH FOR THE CITY OF WEST BRANCH, IOWA FOR FY 2021 - 2022.**

**WHEREAS**, on December 7, 2020; the governing body of the City of West Branch, Iowa went through a process of identifying the service priorities for the coming fiscal year 2021 – 2022; and

**WHEREAS**, the governing body discussed concepts of: Required Services, Core Business Choice, Quality of Life Services, Community “Add On”, Organization Foundation, Visioning and Teamwork; and

**WHEREAS**, the establishment of Goals and Objectives by the governing body was accomplished, and promotes a general direction for staff; and

**WHEREAS**, this direction promotes the overall efficiency and effectiveness of city services, and will facilitate the coming budget discussions and City Council Work Sessions.

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

**Section 1.** That the foregoing recitals are incorporated in and made a part of this resolution by reference; and

**Section 2.** That the Goals and Objectives of the City of West Branch for 2021-2022 are hereby declared to be and prioritized as follows:

**1. Promote Quality of life including Public Safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation, opportunities and investment.**

- Greenview Water Main North Loop (11)
- Soil Mitigation Project (9)
- 5<sup>th</sup> Full-Time Officer / 24 hour patrol (9)
- Paid “On-Call” Time Policy (7)
- Police Replacement Equipment (2)
- Invest in More City and Park Cameras (1)

**2. Develop, Maintain and Rebuild Safe, Clean, Diverse, Healthy, Neighborhoods, including Partnering with the School District.**

- Relocate Brush Pile (8)
- Main Street Storm Sewer Project (7)
- Greenview Sidewalks (2)
- Housing Trust / LMI Program (2)

**3. Develop inviting high profile visual impact project's including gateways establishing destination, branding and other that reflect sound use of tax dollars.**

- Baseline Extension(s) at Cubby Park (12)
- Cubby Parking Lot Extension (9)
- Downtown East Redevelopment (6)
- Parkview / BP Turn Lane (1)
- Annexation Plan (Rummells Farm Back 50 and Cedar / Johnson Area) (1)
- Naming and Marketing Industrial Park (1)

**4. Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.**

- Introduce Merit Pay System (10)
- Review Building Permit Fees (8)
- Retire the Building Rebate Program (8)
- Hoover Hometown Days (4)
- Overlay One Alley in an Annual Process (4)
- Develop Fund Balance Policy (2)
- Planning Alternative Wastewater Treatment (a polishing treatment) wetland mitigation and Research Park / Eco Park Concept (1)

\* \* \* \*

**Passed and approved this 21<sup>st</sup> day of December, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1965</b> – Adopting the Priorities for the City of West Branch, Iowa Capital Improvement Plan (CIP).
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 16, 2020

### BACKGROUND:

A **capital improvement plan (CIP)**, is a 5-10 year plan, which identifies capital projects (Big “P” projects and equipment purchases that typically go beyond normal operating budgets; and may take multiple years in financial preparation). The CIP provides a planning schedule and identifies options for financing the plan. Essentially, the plan provides a link the comprehensive plan, goal setting / strategic plan and the city’s annual budget. The Priorities for the 2021 – 2026 CIP are as follows:

#### Top

- Wapsi Creek Widening
- Greenview Connection
- West Branch School District Turn Lane, Crosswalk, and Sidewalks Project(s)
- Wastewater Treatment Process
- Hoover Hwy Project (Intersection Johnson County Project)

#### High

- Northwest End Booster Station
- East Side Infrastructure – 5 year Implementation Plan for the following:
  - Seal Coat Street Replacement
    - East Orange St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - East Green St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - East College St. from N.5<sup>th</sup> – N.6<sup>th</sup> St.
  - Water Main Replacement
    - East College St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - East Orange St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - N. 6<sup>th</sup> Street East College Street – North End
    - N. 6<sup>th</sup> Street East Main Street – East College

#### Moderate

- Cedar / Johnson County Road

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1965 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## **RESOLUTION 1965**

### **ADOPTING THE PRIORITIES FOR THE CITY OF WEST BRANCH, IOWA CAPITAL IMPROVEMENT PLAN (CIP).**

**WHEREAS**, the purpose of a Capital Improvement Plan is to develop strategies for and prioritize public improvement projects over the next five years; and

**WHEREAS**, the 2021-2026 Capital Improvement Plan is a living document that identifies specific projects and their budgets for consideration and approval by the City Council of the City of West Branch; and

**WHEREAS**, the 2021-2022 City Administrator's Recommended Budget will be the starting point for the 2021-2026 Capital Improvement Plan, which will be reviewed annually and could be amended from time to time; and

**WHEREAS**, the Priorities established in the CIP shall be considered and planned around in the anticipated 2021-2022 City Administrator's Recommended Budget; and

**WHEREAS**, for the purposes of planning and allocating resources, which in some cases may only be released for project identified in the CIP as prescribed by state code. The Capital Improvement Levy is an example of such provisions where specific projects and budget are to be contained within the CIP; 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 adopts the following priorities:

1. Wapsi Creek Widening
2. Greenview Connection
3. West Branch School District Turn Lane, Crosswalk, and Sidewalks Project(s)
4. Wastewater Treatment Process
5. Hoover Hwy Project (Intersection Johnson County Project)
6. Northwest End Booster Station
7. East Side Infrastructure – 5 year Implementation Plan for the following:
  - a. Seal Coat Street Replacement
    - i. East Orange St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - ii. East Green St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - iii. East College St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
  - b. Water Main Replacement
    - i. East College St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - ii. East Orange St. from N. 5<sup>th</sup> – N. 6<sup>th</sup> St.
    - iii. N. 6<sup>th</sup> Street East College Street – North End

- iv. N. 6<sup>th</sup> Street East Main Street – East College
- 8. Cedar / Johnson County Road

Notice is further given that the City Council of the City of West Branch intends to review these priorities from time to time and expects estimated cost of the foregoing projects, including finance costs, interest and reserves should they pertain to be adjusted at such times.

\* \* \* \*

**Passed and approved this 21<sup>st</sup> day of December, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1966</b> – A Resolution Approving a Partial Acquisition and Easement Agreements with Rummells Farms Related to the Interstate 80 Widening Project.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Dave Schechinger, City Engineer, V&K / Kevin Olson, City Attorney
<b>DATE:</b>	December 15, 2020

### BACKGROUND:

IDOT requires relocation of the existing 12” water line located on Rummells Farms property south of Interstate 80 west of Leonard Ln (behind McDonald’s). IDOT is reimbursing the City for relocation cost. Veenstra & Kimm, Inc. has negotiated compensation for crop loss and a new easement for installing the water line. The attached agreement is presented for Council consideration and approval. If approved, the agreement will be forwarded to Rummells Farms for signature and the easement will be recorded.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1966 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277  
Return to: City Clerk, City of West Branch, 110 Poplar, West Branch, Iowa 52358

## **PARTIAL ACQUISITION AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between, **Rummells Farms, Inc.**, an Iowa corporation, 328 Ponte Vedra, Florida 32081, hereinafter referred to as “GRANTOR”; and the **City of West Branch, Iowa**, 110 Poplar, West Branch, Iowa 52358, hereinafter referred to as “CITY.”

WHEREAS, the Iowa Department of Transportation (“DOT”) is undertaking a project to widen Interstate 80 (the “DOT Project”); and

WHEREAS, as part of the DOT Project, the CITY is required to relocate existing water main owned by the CITY (the “City Project”); and

WHEREAS, the CITY needs to acquire certain easement rights from GRANTOR to complete the City Project; and

WHEREAS, to that end, the GRANTOR does hereby agree to grant easement rights to the CITY for the Project under the following terms and conditions:

1. In exchange for the payment of \$7,311.73 from the CITY, GRANTOR agrees to execute, to the CITY, that certain CITY a Perpetual Water Easement and Temporary Construction Easement Agreement furnished by the CITY, attached hereto as Exhibit “A” attached hereto, and incorporated herein by this reference (the “Easement Area”). All recording costs associated with the terms and conditions of this Agreement shall be the sole expense of the CITY.

2. In addition to the payment contemplated in Paragraph 1 above, the CITY shall also pay to GRANTOR, the sum of \$3,760.00, which represents the crop damage contemplated over the Easement Area, which the GRANTOR will ensure is paid to the farm tenant.

3. GRANTOR consents to any change of grade of the right-of-way under this contract for any and all damages arising therefrom.

4. GRANTOR acknowledges that possession of the Property is the essence of this Agreement and the GRANTOR does hereby grant the CITY immediate possession of said Property.

5. GRANTOR states that the GRANTOR is the lawful owner of certain real estate generally described in Exhibit "A" attached to this Agreement and by this reference made a part hereof.

6. That the GRANTOR states and warrants that there is no known well, solid waste disposal site, hazardous substances, or underground storage tanks on the premises described and sought herein.

7. That this written Partial Acquisition Agreement is intended to set forth all of the commitments, responsibilities and obligations as between the GRANTOR and the CITY in connection with the easement rights granted herein. Accordingly, the terms of this Agreement supersede and replace all prior oral negotiations and written documentation provided to facilitate negotiation of the easement rights granted herein, specifically including without limitation, the terms and provisions of that certain partial acquisition contract that pertain to the easement rights granted via this Agreement.

8. That the parties herein agree that this Agreement can be signed in counterparts.

GRANTOR:  
**Rummells Farms, Inc.**

CITY OF WEST BRANCH:

By: \_\_\_\_\_  
Susan Kinsey, President

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

By: \_\_\_\_\_  
Leah D. Keeley, Secretary

ATTEST:

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

**STATE OF IOWA, COUNTY OF CEDAR, ss:**

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Roger Laughlin and Redmond Jones II, to me

personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of West Branch, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Roger Laughlin and Redmond Jones II acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public, State of Iowa

**STATE OF FLORIDA, COUNTY OF \_\_\_\_\_ ss:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, before me, the undersigned, a Notary Public in and for said State, personally appeared Susan Kinsey, who executed this instrument in her capacity as President of Rummells Farms, Inc.

\_\_\_\_\_  
Notary Public

**STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, ss:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, before me, the undersigned, a Notary Public in and for said State, personally appeared Leah D. Keeley, who executed this instrument in her capacity as Secretary of Rummells Farms, Inc.

\_\_\_\_\_  
Notary Public

**EXHIBIT “A”**

**PERPETUAL PUBLIC UTILITY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT  
AGREEMENT**

Prepared by: Kevin D. Olson, West Branch City Attorney, 1400 5<sup>th</sup> Street, Coralville, IA 52241, (319)351-2277.  
Return to: City Clerk, City of West Branch, Iowa, 110 Poplar, West Branch, Iowa 52358

**PERPETUAL WATER MAIN EASEMENT  
AND  
TEMPORARY CONSTRUCTION EASEMENT AGREEMENT**

THIS AGREEMENT, made and entered into by and between **Rummells Farms, Inc.**, hereinafter referred to as “GRANTOR,” and the **City of West Branch, Iowa**, a municipal corporation, 110 Poplar, West Branch, Iowa 52358, hereinafter referred to as “CITY.”

FOR THE PARTIES’ JOINT AND MUTUAL CONSIDERATION IT IS HEREBY AGREED AS FOLLOWS:

1. THAT UNDERSIGNED GRANTOR states that GRANTOR is the lawful possessor of certain real estate described in Exhibits “A” and “B” attached to this Agreement and by this made a part hereof, and that said possession is not subject to any other third-party possessory or proprietary interests.
2. That GRANTOR hereby grants and conveys to the CITY an exclusive **perpetual easement** for the purposes of constructing, operating, maintaining, using and reconstructing water mains and associated improvements (the “Utility Installation”) in the easement areas described in Exhibits “A” and “B” hereto in connection with that certain improvement project heretofore referred to as the “City of West Branch Water Main Relocation Project.” The exclusivity of the foregoing easement shall not be deemed to preclude other subsurface utility easements so long as the installation or presence of such utilities do not interfere with the right granted.
3. That GRANTOR hereby covenants that GRANTOR is lawfully seized and possessed, and is the owner of real estate described above, and that GRANTOR has a good and lawful right to convey this easement.

4. That CITY shall have the right to make excavations and to grade as it may find reasonably necessary for the construction, operation, repair, maintenance and reconstruction of the Utility Installation in the easement area; provided, however, the CITY must leave and return the easement area in essentially the same condition as prior to construction which may include but not be limited to sodding, seeding, and any replacement of any driveway or sidewalk involved.
5. That City shall have the right of ingress and egress to and from the easement area by such route as shall occasion the least practical damage and inconvenience to GRANTOR.
6. That GRANTOR reserves the right to use the above-described real estate for purposes which shall not interfere with the CITY's or public's full enjoyment of rights granted in the easement; provided, however, that GRANTOR shall not erect or construct any building or structure, or drill or operate any well, or construct any reservoir or other obstructions within the easement, nor shall GRANTOR allow or cause any substantial fill or cut over said easement without consent of GRANTOR, which consent shall not be unreasonably withheld.
7. That CITY agrees to promptly repair any damages within the areas subject within three years of the execution of this document, at request of the GRANTOR, with the intent being to restore the surface of said areas to as close to original condition as is reasonably practicable, given the perpetual public utility easement.
8. Without limiting the generality of the preceding provisions of this Agreement, GRANTOR does hereby further convey herein to CITY an exclusive **temporary construction easement** for the purpose of constructing the Utility Installation. Further, said temporary construction easement shall automatically terminate and become non-existent after completion of initial construction of the Utility installation and acceptance by CITY thereof.
9. That CITY shall indemnify GRANTOR against any loss or damage which may occur in the exercise of the easement rights granted hereunder by the CITY, except for loss which may be occasioned by a diminution in business or personal use.
10. That GRANTOR acknowledges that possession of that certain real property described in Exhibits "A" and "B" hereto is the essence of this Agreement and that, accordingly, GRANTOR does hereby grant the CITY immediate possession of said real property.
11. That CITY will be responsible for any necessary abstracting and recording fees involving the preparation and recording of the perpetual easement granted herein, and, additionally, the CITY will replace any property pins displaced as a result of construction of the Utility Installation.
12. That provisions hereof inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land. This

Agreement shall be recorded at the time of its execution with the understanding that CITY has complete and absolute sole ownership, use and control of the Utility Installation to be located in the Perpetual Easement Area.

13. That this written Perpetual Water Main Easement and Temporary Construction Easement Agreement constitutes the entire agreement between GRANTOR and CITY and there is no agreement to do or not to do any act or deed except as specifically provided herein.
14. That the parties to this Agreement hereby expressly agree that this Agreement can be signed in counterparts.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**GRANTOR:**  
**Rummells Farms, Inc.**

**CITY OF WEST BRANCH:**

By: \_\_\_\_\_  
Susan Kinsey, President

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

By: \_\_\_\_\_  
Leah D. Keeley, Secretary

**ATTEST:**

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

**STATE OF IOWA, COUNTY OF CEDAR, ss:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned, A Notary Public in and for the State of Iowa, personally appeared Roger Laughlin and Redmond Jones II, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of West Branch, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Roger Laughlin and Redmond Jones II acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**STATE OF FLORIDA, COUNTY OF \_\_\_\_\_, ss:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, before me, the undersigned, a Notary Public in and for said State, personally appeared, Susan Kinsey, who executed this instrument as President of Rummells Farms, Inc.

\_\_\_\_\_  
Notary Public

**STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, ss:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, before me, the undersigned, a Notary Public in and for said State, personally appeared, Leah D. Keeley, who executed this instrument as Secretary of Rummells Farms, Inc.

\_\_\_\_\_  
Notary Public



**RESOLUTION 1966**

**RESOLUTION APPROVING THAT CERTAIN PARTIAL ACQUISITION AGREEMENT  
AND PERMANENT WATER MAIN EASEMENT AND TEMPORARY CONSTRUCTION  
EASEMENT AGREEMENT WITH RUMMELLS FARMS, INC TO RELOCATE A  
WATER MAIN FOR THE INTERSTATE 80 WIDENING PROJECT.**

**WHEREAS**, the City of West Branch is required to relocate a water main that would conflict with the future Interstate 80 widening project; and

**WHEREAS**, the City Engineer and City Attorney have negotiated and drafted a Partial Acquisition Agreement and Permanent Water Main Easement Agreement with Rummells Farms, Inc.; and

**WHEREAS**, the Agreements requirement payment of \$7,311.73 for the permanent and temporary easement and a payment of \$3,760.00 which represents crop damage for the tenant farming the property; and

**WHEREAS**, it is anticipated that the Iowa Department of Transportation will reimburse the City for these costs; and

**WHEREAS**, it is now necessary to approve said easement agreement.

**NOW, THEREFORE**, It Is Resolved by the Council of the City of West Branch, Iowa, that the aforementioned Partial Acquisition Agreement and Permanent Water Main Easement and Temporary Construction Easement agreement with Rummells Farms, Inc., is hereby accepted and approved. Further, the Mayor and City Clerk are directed to execute these agreements on behalf of the City.

\* \* \* \*

**Passed and approved this 21<sup>st</sup> day of December, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1967</b> – A Resolution Accepting Public Improvements Constructed in Cedar’s Edge (Part 1), West Branch, Iowa.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 15, 2020

### BACKGROUND:

Cedar’s Edge Properties, LLC is a local developer who has constructed a quality subdivision in West Branch and has contributed to the City’s growth.

Cedar’s Edge Part 1 consists of a new city street named Ember Lane and Lazy Brook Drive. This subdivision includes 15 residential lots.

The City Engineer has inspected and approved the public improvements and has recommended that the City Council accept them.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1967 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319) 351-2277  
Return to: West Branch City Clerk, 110 N. Poplar Street, West Branch, Iowa 52358

## **RESOLUTION 1967**

### **RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS CONSTRUCTED IN CEDARS EDGE, WEST BRANCH, IOWA.**

**WHEREAS**, the City and Cedar's Edge Properties, LLC (the "Developer") entered into that certain Subdivider's Agreement (the "Agreement"), whereby the Developer would be required to construct certain municipal improvements in Cedars Edge, West Branch, Iowa (the "Subdivision"); and

**WHEREAS**, the Developer has installed all of the public improvements, excepting the sidewalks that have not been previously released and Birdie Drive, which does not have to be constructed until Cedar-Johnson Road has been reconstructed; and

**WHEREAS**, the City Council is hereby required to issue a release for the previously installed public improvements for said Subdivision.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned public improvements, **excepting the sidewalks to be constructed on each individual lot which have not been released prior to the date of this Resolution and the construction of Birdie Drive (which does not constitute a lien on said Subdivision)**, which was required by the Agreement are hereby accepted. Further, the City Clerk is hereby directed to record a copy of this Resolution with the Cedar County Recorder to serve as a release of this requirement as described above without further documentation.

**Passed and approved this 21<sup>th</sup> day of December, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1968</b> – A Resolution Revising Legal Descriptions for Resolution 1740 to Clarify the Boundaries of the West Branch Urban Renewal Areas.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 15, 2020

### BACKGROUND:

WHEREAS, the City Council of the City of West Branch previously passed Resolution Nos. 1740 and 1743 regarding the legal descriptions of Urban Renewal Areas; and

WHEREAS, the Cedar County Auditor has identified some discrepancies in said legal descriptions; and

WHEREAS, in order to ensure that the City and County records are identical, the City Attorney has recommended that the City pass this Resolution to correct said discrepancies.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the following changes are made to Resolution No. 1740:

1. That the legal description of the Urban Renewal Areas includes The Meadows Subdivison, Part 4B, West Branch, Cedar County, Iowa, as recorded in Book 1550 at Page 8, Records of the Cedar County Recorder's Office, said plat being revised by Affidavit in Book 1554 at Page 326, Records of the Cedar County Recorder's Office.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to file this Resolution in the Office of the Cedar County Recorder.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1968 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Prepared by: Kevin D. Olson, 1400 5<sup>th</sup> Street, P.O. Box 5640, Coralville, Iowa 52241 (319) 351-2277  
Return to: West Branch City Clerk, 110 N. Poplar Street, West Branch, Iowa 52358

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## **RESOLUTION 1968**

### **RESOLUTION REVISING LEGAL DESCRIPTIONS FOR RESOLUTION 1740 TO CLARIFY THE BOUNDARIES OF THE WEST BRANCH URBAN RENEWAL AREAS.**

**WHEREAS**, the City Council of the City of West Branch previously passed Resolution Nos. 1740 and 1743 regarding the legal descriptions of Urban Renewal Areas; and

**WHEREAS**, the Cedar County Auditor has identified some discrepancies in said legal descriptions; and

**WHEREAS**, in order to ensure that the City and County records are identical, the City Attorney has recommended that the City pass this Resolution to correct said discrepancies.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa, that the following changes are made to Resolution No. 1740:

1. That the legal description of the Urban Renewal Areas includes The Meadows Subdivision, Part 4B, West Branch, Cedar County, Iowa, as recorded in Book 1550 at Page 8, Records of the Cedar County Recorder's Office, said plat being revised by Affidavit in Book 1554 at Page 326, Records of the Cedar County Recorder's Office.

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby directed to file this Resolution in the Office of the Cedar County Recorder.

\* \* \* \* \*

**Passed and approved this 21<sup>st</sup> day of December, 2020.**

---

Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Review the draft 28E agreement with Johnson County and the preliminary Main Street Roundabout Project for discussion and response.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Dave Schechinger, City Engineer / Redmond Jones City Administrator
<b>DATE:</b>	December 15, 2020

### BACKGROUND:

Johnson County has gathered additional information for design and construction of the roundabout at Cedar Johnson Road and Main Street intersection. They have provided an updated cost estimate which includes additional engineering fees they will incur to complete the design. They have also provided a draft 28E agreement and a preliminary project schedule for review and discussion. They would like to receive comments from West Branch and forward the agreement to the Johnson County Attorney's office for review. An updated agreement will be provided to the City once both City and County comments and review have been completed.

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

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## SECONDARY ROAD DEPARTMENT

JOHNSON COUNTY ENGINEER  
Greg S. Parker, P.E.

ASSISTANT COUNTY ENGINEER  
Rob Winstead, P.E. & P.L.S.

ASSISTANT COUNTY ENGINEER  
Ed Bartels, P.E. & P.L.S.

ASSISTANT COUNTY ENGINEER  
Neil Shatek, P.E.

MAINTENANCE SUPERINTENDENT  
Kevin Braddock

ASST. MAINTENANCE SUPERINTENDENT  
Mike Hennes

ROADSIDE VEGETATION MANAGER/  
WEED COMMISSIONER  
Chris Henze

4810 MELROSE AVE. WEST, IOWA CITY IOWA 52246 TEL (319) 356-6046 FAX (319) 339-6133 [www.johnson-county.com](http://www.johnson-county.com)

### MEMORANDUM

Date: November 13, 2020  
To: FILE  
From: Neil Shatek  
RE: F44/Herbert Hoover Highway & Johnson Cedar Rd Roundabout  
Project No. LFM-HHH3-RAB-7X-52

#### PROJECT SCHEDULE

○ Concept Design Selection	11/02/20	
○ Preliminary Plans*	01/15/21	
○ Check Plans	02/12/21	
○ Final Plans and Contract Docs	03/19/21	
○ Notice to Bidders Discussion – BOS Informal	03/25/21	(9:00 AM)
○ Notice to Bidders Approved – BOS Formal	04/01/21	(9:00 AM)
○ Letting	05/04/21	
○ Report Bid Results - BOS Informal	05/06/21	(9:00 AM)
○ Project Award - BOS Formal	05/13/21	(9:00 AM)
○ Construction Late Start Date	06/28/21	
○ Construction Completion Date**	10/01/21	

\*Submittal date selected to allow 4 weeks of review and edits prior to Check Plans however design will need to be far enough along prior to this to determine ROW needs so that acquisitions can be negotiated with the Herbert Hoover Hwy Phase 3 project.

\*\*Estimate based on 14 week construction timeframe which includes 55 work days with 25% loss.

**28E Project Agreement between Johnson County, Iowa and the City of West Branch, Iowa  
Regarding the F44 (Herbert Hoover Highway NE) Phase 3 Roudabout Project,  
LFM-HHH3-RAB--7X-52**

WHEREAS, both the City of West Branch (“the City”) and Johnson County (“the County”) are public agencies as is defined by Section 28E.2 of the Code of Iowa (2020); and

WHEREAS, the City and the County recognize that the route known as F44 (West Main Street within the City and Herbert Hoover Highway NE within the County) is an important link between the City and the County and is a roadway with common interest and responsibility; and

WHEREAS, the City and the County are in the process of designing improvement Project #LFM-HHH3-RAB--7X-52 on F44 beginning approximately 1,000’ west of Wapsi Avenue in Johnson County, Iowa at project Station 802+00 and ending approximately 400’ east of the Cedar County-Johnson County line in Cedar County, Iowa at project Station 816+00, along with improvements to the intersection of F44 and Johnson Cedar Road on the Cedar County-Johnson County line; and

WHEREAS, the City and the County wish to enter into an agreement relating to improving their respective portions of F44 and Johnson Cedar Road and sharing the cost thereof.

IT IS NOW AGREED that the City and the County enter into an agreement pursuant to Chapter 28E and Section 28E.12 of the Code of Iowa providing for cooperative action pursuant to the proposed construction project described above and that said cooperative actions include the following:

- 1. Purpose and Project Scope:** The purpose of this Agreement is, among other things, to define specific responsibilities for and implement construction of improvements to F44 and Johnson Cedar Road in Johnson County, Iowa and Cedar County, Iowa. Those portions of F44 and Johnson Cedar Road under the County’s jurisdiction are designated as Division I. Those portions of F44 and Johnson Cedar Road under the City’s jurisdiction are designated as Division II. Said divisions are graphically depicted in the Attached Exhibit 8 and tabulated in Table 1 below. Said Divisions are further classified into project Segments One through Three as indicated in Table 1. Said improvements shall consist generally of grading and paving (altogether as described in this paragraph, the “Project”). The City improvements (Division II) may include an urban cross section design with curb and gutters along with storm sewers and intakes as needed. County improvements (Division I) are intended to include a rural cross section which exclude a curb and gutter along the outside edge of the



paved roadway. The costs associated with upgrading Division I improvements from a rural to an urban cross section will be included with Division II.

Table 1: Construction Limits for Project # LFM-HHH3-RAB--7X-52						
Segment	Station From	Station To	Length (feet)	Side of Road	Construction Share (%)	Division
1	802+00	812+00	1,000	Both	100*	I (Johnson County)
2	812+00	816+00	400	Both	100	II (City of West Branch)
3	Johnson Cedar Rd. north and south of F44 as needed to match existing			West	100*	I (Johnson County)
				East	100	II (City of West Branch)

\*Costs to upgrade the cross section from a rural to urban cross section will be added to Division II.

2. **Consideration:** The mutual consideration herein is the cooperative undertaking of the improvements to F44. No separate legal entity is created by this Agreement. The Johnson County Board of Supervisors shall administer the County's duties and responsibilities herein. The City Council of West Branch shall administer the City's duties and responsibilities herein.
3. **Responsibility for work:** The County shall be responsible for coordinating the project development as necessary for the proposed improvements. This responsibility generally shall include, but not necessarily be limited to preconstruction project development and design: preparation of plans, specifications, letting documents, and review of shop drawings. The City's Engineer shall review and approve the plans prior to letting the project. All necessary design work shall be prepared by the County, but may incorporate plans, designs, and/or supporting information developed by the City. The County Engineer shall also provide contract administration and construction inspection services for Project; and shall prepare construction progress estimates bi-weekly. The County will issue progress vouchers to the contractor. Final acceptance of work performed within their respective jurisdictions shall be the responsibility of the corresponding jurisdiction. The City will designate a licensed engineer who will be available to visit the project site as needed to address construction issues as they arise.  
Each entity shall be responsible for obtaining any necessary right-of-way interests, temporary construction easements, utility relocations, and permits required in their respective county so as not to delay project construction. Each party shall ensure that all contracts with consultants, constructors, or other service providers for this Project where insurance is maintained to protect the City or County as the case may be, shall also name the other party to this agreement as an additional insured and that such other party shall be included as an additional indemnified party in the same manner and extent as the contracting vendee may so be.

- 4. Timing of work:** The City and the County shall use all good faith efforts to substantially complete construction on the entire Project on or before November 30, 2021. Final seeding and project closeout is expected to be completed no later than May 31, 2022.
- 5. Financing:** The City and the County agree to share in the costs of this Project as set out below. Estimated costs are for budgeting purposes only.
- a) The City and the County shall apportion actual costs for obtaining any necessary rights-of-way, easements, permits, or utility relocations fully to the corresponding jurisdiction.
  - b) For engineering design fees, the City shall pay \$9,000 of the engineering design fees for survey work, right of way platting, and storm sewer design that is exclusive to the City. For the remaining engineering design fees, the City and the County shall apportion engineering design fees based upon each Division's pro-rata share of the final design estimate of project construction costs. Total engineering design fees are estimated at \$72,797.
  - c) The City and the County shall apportion construction administration, management, project inspection, and construction survey costs based upon each Division's pro-rata share of actual project construction costs. Said costs are estimated to total \$71,200 or 8% of the construction costs.
  - d) The City and the County shall apportion actual construction costs fully to the corresponding jurisdiction based on the divisions described in Table 1, above. Construction costs are estimated to total \$890,000 with Division I and Division II work amounting to \$562,500 and \$327,500 respectively.
- 6. Timing of payments:** For construction costs, the City shall reimburse the County for the actual construction costs described in paragraph 5 in four (4) equal payments. The first payment shall be due to the County from the City no more than thirty (30) days from the date of acceptance by the County Engineer of the improvement. The second payment shall be due no later than on the same day and month one calendar year from the due date of the first payment. The third payment shall be due no later than on the same day and month two calendar years from the due date of the first payment. The fourth payment shall be due no later than on the same day and month three calendar years from the due date of the first payment. Early payments may be made at any time.
- For engineering, design, and construction management services provided by the County's Engineer or other firms for the benefit of the Project, the City shall reimburse the County consistent with its responsibilities set out above as invoices for services are tendered to the County by such vendors, consultants, and/or service providers. All reimbursements shall be paid within a reasonable amount of time after presentment, unless there is a dispute as to the basis or validity of the underlying charges described in a contested invoice or progress estimate.
- 7. Effective date:** This Agreement shall be effective when approved and signed by the Johnson County Board of Supervisors and the City Council of West Branch, and filed with the Secretary of State as provided in Chapter 28E.8 of the Code of Iowa (2020).

- 8. Duration:** This Agreement shall continue in force until final acceptance of work is made by the County Engineer and the City Engineer and final payment has been made to the County by the City as set forth above.
- 9. Interpretation and enforcement:** Interpretation and enforcement of the Agreement shall be in accordance with Chapter 28E of the Code of Iowa (2020) and statutes respecting the rights and responsibilities of the political subdivisions.
- 10. Dispute resolution:** The parties acknowledge their mutual desire to complete the proposed improvements for this Project as listed above. The parties therefore agree to work diligently and negotiate in good faith to reach any agreements necessary to secure completion of the proposed improvements. Matters in dispute or subject to interpretation shall be first submitted to the parties for resolution prior to either party pursuing administrative or judicial remedies. In the event such matters must be submitted to the parties, they shall be submitted specifically to the Mayor of the City of West Branch, as representative for the City, and to the Johnson County Engineer, as representative for the County, who will both make a good faith effort to resolve the dispute.
- 11. Amendment:** This Agreement may be amended only in writing which is executed by the County and the City.
- 12. Severability:** If any provision or provisions of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

JOHNSON COUNTY

This Agreement was approved by official action of the Johnson County Board of Supervisors in official session on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Rod Sullivan, Chairperson  
Johnson County Board of Supervisors

ATTEST: \_\_\_\_\_  
Travis Weipert, County Auditor

CITY OF SWISHER

By: \_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Redmond Jones II, City Administrator

STATE OF IOWA, JOHNSON COUNTY: ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Roger Laughlin and Redmond Jones II, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Administrator, respectively, of the City of West Branch, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation; and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. \_\_\_\_\_ of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 and that Roger Laughlin and Redmond Jones II acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

Exhibit B

Herbert Hoover Highway/Johnson Cedar Road Roundabout Design Fees

Resource Allocation Estimate

Anderson-Bogert Engineers and Surveyors, Inc.

November 23, 2020

TASK											
		TASK TOTALS	SUB EXPENSE	ENGINEER VI	ENGINEER IV	ENGINEER TECH IV	ENGINEER TECH II	SURVEYOR IV	SURVEYOR II	SURVEY FIELD WORK	DOCUMENT SPECIALIST IV
	Cost/hour			\$180.00	\$148.00	\$140.00	\$95.00	\$154.00	\$102.00	\$160.00	\$90.00
A	Project Management										
	Monitor scope, budget and schedule	\$1,620.00		8							2
	Project Meetings	\$1,080.00		6							
	Subtotal (HOURS)	16		14	0	0	0	0	0	0	2
	Subtotal (DOLLARS)	\$2,700.00		\$2,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00
B	Information and Data Gathering										
	Topographic Survey	\$1,484.00							2	8	
	Boundary Survey	\$1,358.00						4	1	4	
	Utility Coordination	\$1,166.00		2	2		2			2	
	Review of Ely Road Roundabout Plans	\$1,200.00		2		6					
	Subtotal (HOURS)	35		4	2	6	2	4	3	14	0
	Subtotal (DOLLARS)	\$5,208.00		\$720.00	\$296.00	\$840.00	\$190.00	\$616.00	\$306.00	\$2,240.00	\$0.00
C	Right of Way Acquisitions										
	Plats and Exhibits	\$1,138.00					2	2		4	
	Assistance with Acquisitions	\$1,070.00		1	1				1	4	
	Subtotal (HOURS)	15		1	1	0	2	2	1	8	0
	Subtotal (DOLLARS)	\$2,208.00		\$180.00	\$148.00	\$0.00	\$190.00	\$308.00	\$102.00	\$1,280.00	\$0.00
D	Permits										
	NPDES Permit	\$280.00					2				1
	Subtotal (HOURS)	3		0	0	0	2	0	0	0	1
	Subtotal (DOLLARS)	\$280.00		\$0.00	\$0.00	\$0.00	\$190.00	\$0.00	\$0.00	\$0.00	\$90.00
E	Preliminary Plans										
	Cover Page	\$95.00					1				
	SWPPP	\$95.00					1				
	Typical Sections	\$1,140.00					12				
	Plan and Profiles	\$8,580.00		1		60					
	Right of Way Easement Sheets	\$380.00					4				
	Traffic Control and Phasing	\$1,320.00		1			12				
	Intersection Details	\$11,200.00				80					
	Storm Sewer Drainage Analysis and Plan and Profile	\$3,800.00					40				
	Pavement Marking and Signage Plan	\$1,520.00					16				
	Lighting Plan and Details	\$5,844.00		1	28		16				
	Detailed Cross Sections	\$1,300.00		1		8					
	Cost Opinion	\$772.00		1	4						
	Subtotal (HOURS)	287		5	32	148	102	0	0	0	0
	Subtotal (DOLLARS)	\$36,046.00		\$900.00	\$4,736.00	\$20,720.00	\$9,690.00	\$0.00	\$0.00	\$0.00	\$0.00
F	Check Plans										0
	Cover Page (Update)	\$95.00					1				
	SWPPP (Update)	\$0.00									
	General Notes	\$95.00					1				
	Typical Sections (Update)	\$95.00					1				
	Quantity and Estimate Reference	\$5,392.00		2	34						
	Plan and Profiles (Update)	\$560.00				4					
	Control Points and Alignment Information	\$560.00				4					
	Right of Way Easement Sheets (Update)	\$190.00					2				
	Traffic Control and Phasing (Update)	\$370.00		1			2				
	Driveway and Intersection Details (Update)	\$1,120.00				8					
	Jointing Plan	\$1,680.00				12					
	Storm Sewer Plan and Profile (Update)	\$296.00			2						
	Pavement Marking and Signage Plan (Update)	\$190.00					2				
	Lighting Plan and Details	\$148.00			1						
	Removals	\$190.00					2				
	Erosion Control	\$380.00					4				
	Special Details	\$0.00									
	Detailed Cross Sections (Update)	\$560.00				4					
	Cost Opinion	\$952.00		2	4						
	Check Plan and Field Review	\$1,440.00		8							
	Subtotal (HOURS)	101		13	41	32	15	0	0	0	0
	Subtotal (DOLLARS)	\$14,313.00		\$2,340.00	\$6,068.00	\$4,480.00	\$1,425.00	\$0.00	\$0.00	\$0.00	\$0.00
G	Final Plans										
	Address Review Comments	\$4,144.00		6	8	8	8				
	Cost Opinions	\$296.00			2						
	Subtotal (HOURS)	32		6	10	8	8	0	0	0	0
	Subtotal (DOLLARS)	\$4,440.00		\$1,080.00	\$1,480.00	\$1,120.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00
H	Bid Letting Services										
	Proposal Items	\$4,064.00		16	8						
	Special Provisions	\$720.00		4							
	Answer Questions and Addenda	\$2,818.00		6	6		8				1
	Subtotal (HOURS)	49		26	14	0	8	0	0	0	1
	Subtotal (DOLLARS)	\$7,602.00		\$4,680.00	\$2,072.00	\$0.00	\$760.00	\$0.00	\$0.00	\$0.00	\$90.00
	PROJECT TOTAL (HOURS)	538		69	100	194	139	6	4	22	4
	PROJECT TOTAL (DOLLARS)	\$72,797.00	\$0.00	\$12,420.00	\$14,800.00	\$27,160.00	\$13,205.00	\$924.00	\$408.00	\$3,520.00	\$360.00
	SUBCONSULTANT SERVICES FEE	\$0.00									
	ANDERSON BOGERT FEE	\$72,797.00									
	TOTAL ESTIMATED NOT TO EXCEED FEE	\$72,797.00									

Construction Cost Estimate, includes 15% contingency	\$	890,000.00
Anderson Bogert Fee		\$72,797.00
Anderson Bogert % Construction	8.18%	Check? Does this seem reasonable compared to construction costs?
Subconsultant Services		\$0.00
Sub Expense % Construction		0.00%
Total % Construction		8.18%



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> 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.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Dave Schechinger, City Engineer, V&K / Redmond Jones II
<b>DATE:</b>	December 15, 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 Gaskill 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.

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

*"Turning Vision into Reality is our Business"*

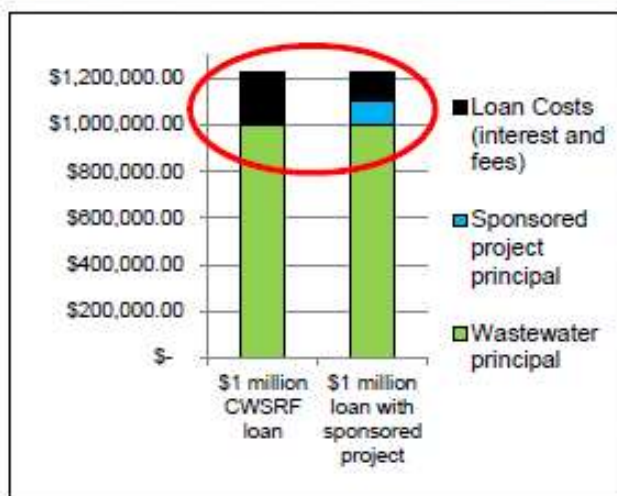


# Water Resource Restoration SPONSORED PROJECTS

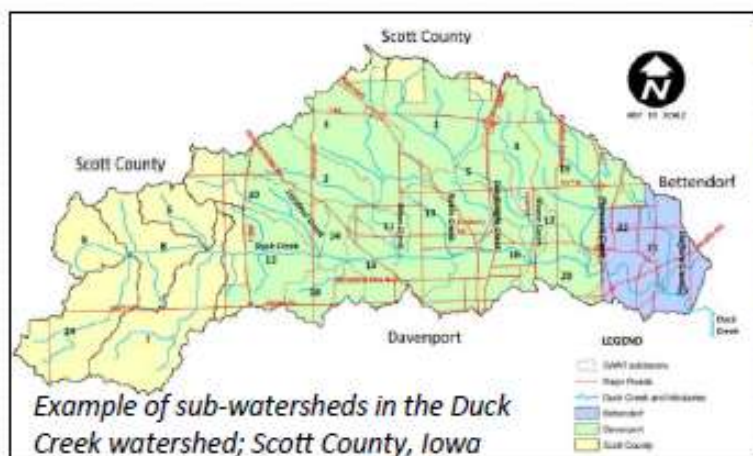


Iowa law allows sewer utility revenues to finance a new category of projects, called “water resource restoration sponsored projects.” This includes locally directed, watershed-based projects to address water quality problems. Prior to 2009, utility revenues could only be used for construction and improvements 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](mailto:lee.wagner@dnr.iowa.gov).





# WATER RESOURCE RESTORATION

## Sponsored Projects



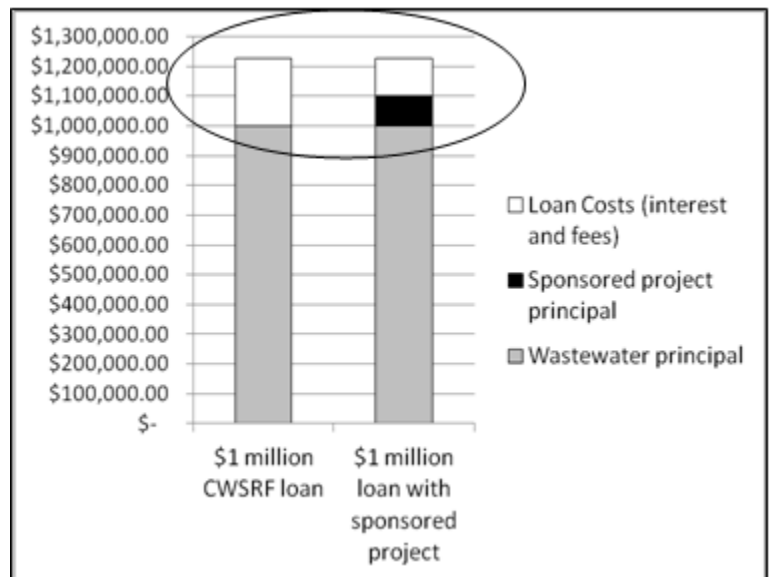
### Background

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](mailto: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](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](mailto: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](mailto:Paul.Miller@iowaagriculture.gov)
- Derek Namanny, Wallace Building, Des Moines; 515-725-0150; [Derek.Namanny@iowaagriculture.gov](mailto:Derek.Namanny@iowaagriculture.gov)
- Jennifer Welch, Ankeny; 515-964-1883 ext. 3; [Jennifer.Welch@ia.nacdnet.net](mailto:Jennifer.Welch@ia.nacdnet.net)
- Amy Bouska, Iowa City; 319-337-2322 ext. 3; [Amy.Bouska@ia.nacdnet.net](mailto:Amy.Bouska@ia.nacdnet.net)
- Hannah Vorrie, Storm Lake, 712-732-3096 ext. 3; [Hannah.Vorrie@ia.nacdnet.net](mailto: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/](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](mailto: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 9<sup>th</sup> 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](mailto: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			
<b>TOTAL</b>			

## 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 \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Baseline Extension(s) at Cubby: 1 Field, 2 Fields, or 3 Fields.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Melissa Russell, Parks and Recreation Director
<b>DATE:</b>	December 15, 2020

### BACKGROUND:

The baselines Cubby Park are not able to accommodate USSSA boy's baseball for 11U and 12U. Extending the baselines to 70 foot would allow practices, games, and potential tournaments for both 11U and 12U boys. Field 1 is the only field that has the recommended centerfield distance, however the field depths on the other fields should still allow hosting of local boys tournaments since it is a the 275' is recommended not required.

The bid includes expanding the infields by 5 foot. It would include Barnhart purchasing and hauling the red ball diamond clay and sand required for the field. The bid also includes the coring of the infield to the required 9' depth, replacing with 4" of washed sand and 5" of red ball diamond clay. Barnhart's would also haul away the cored-out material. Moving of the irrigation lines would be done prior to the work by Rainmaster. Estimates to move the irrigation lines are no more than \$2000 per field.

Item	Total for 1 field	Total for 2 fields	Total for 3 fields
Class 13 Excavation (Barnhart)	\$11,000.00	\$22,000.00	\$33,000.00
Irrigation Modifications (Rainmaster)	\$2,000.00	\$4,000.00	\$6,000.00
Subtotal	\$13,000.00	\$26,000.00	\$39,000.00
10 % Contingency	\$1,300.00	\$2,600.00	\$3,900.00
<b>TOTAL</b>	<b>\$14,300.00</b>	<b>\$28,600.00</b>	<b>\$42,900.00</b>

The ball field baseline extensions would occur in July 2021 and take about 3 weeks to complete. The Park and Recreation Director, Melissa Russell is recommending baseline extensions on all 3 fields not to exceed \$43,000 as long as monies are available in the Cubby Park fund.

The original estimate from Fehr Graham was \$16,000 per field.

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

*"Turning Vision into Reality is our Business"*

Layout of Fields 1, 2, and 3.





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> A Consideration Regarding Town Hall Covid-19 Protocols.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 15, 2020

### BACKGROUND:

As many of you may know the city have received complaints from a local dance company regarding the use of Town hall for dance classes. I ask Melissa to provide the history behind this subject, which is attached with this item. There is an e-mail tree tracing staff and citizen communications on this matter could also be made available.

### Staff Recommendation

Moving forward... I have talked with city staff, the Mayor and Councilperson Sexton regarding this matter. We agree that the best approach will be to make Town Hall available to everyone who what's to rent it, but with a mandatory cleaning fee, which reflects the cost the city has to pay for its janitor services. We anticipate the cleaning and disinfecting to take 30 minutes, and it is expected to cost the city \$10.00 a cleaning. Staff recommends that \$10.00 expense be forwarded to the renter, this would be required for anyone who rents the facility.

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

*"Turning Vision into Reality is our Business"*



Melissa Russell-Parks and Recreation Director  
319.930.0393  
[melissa@westbranciowa.org](mailto:melissa@westbranciowa.org)

### Nicole Rock/Smithsonian Exhibit/Town Hall Shut Down Timeline

#### **2019/2020**

*Smithsonian Exhibit confirmed and placed on the Town Hall calendar. The hope was that supervised groups(dance, Scouts, Legion, CDC Basket Auction for Christmas Past... could still use the building because the exhibit was going to be moveable). A special event permit had not been completed by CDG because the details were still unknown, however both Carolyn Anderson and Jesse Simon had presented to event it to the City Council.*

#### **July 6, 2020**

Nicole requested Thursdays for dance, and she noted she still did not have a time frame. She requested Town Hall rental via email directly to Melissa Russell. Russell did not tell her at the time the building was reserved in December for the previous commitment of the Smithsonian Exhibit because it was going to be a non-issue.

#### **August 14, 2020**

Received confirmation from CDG that the Smithsonian Exhibit "Museum on Main" was still planning on being in West Branch. They wanted to move up the dates to arrive November 17<sup>th</sup>, however that was denied because of events already on the calendar that could not be arranged.

#### **August 16, 2020**

Nicole Rock confirmed the times she wanted Town Hall for Dance. She requested 4:30-7pm(not the 8p she originally thought).

#### **August 18,2020**

Director Russell informed Nicole Rock that the size and scope of the exhibit was most likely not going to allow for other activities to occur in Town Hall. The exact layout was still unknown, but it is recommended we look for an alternative location for dance.

*Director Russell started looking for alternative locations for dance in case Town Hall was not available. Due to COVID the church and school spaces were not available. Little Lights on Main would not approve the rental because of the potential noise for the business downstairs. Director Russell called Mike Jones and asked if he would be ok with dance on Thursday nights. He thought it would be a disruption for his patrons and he did not approve. We looked into changing dance to an alternative day when Down Under was not open, and that did not work with everyone's schedule. Leslie Brick and I agreed we could use the Council Chambers and only need to move one safety meeting. Dance was added to the Council Chambers calendar.*

#### **August 27, 2020**

Nicole Rock wanted details regarding the exhibit and voiced safety concerns regarding cleaning and mask wearing.

#### **August 27, 2020**

Director Russell informed Nicole she still did not know the exact details regarding the exhibit.

#### **August 27, 2020**

Nicole Rock changed her rental time from 4:30-6:45.

#### **August 28, 2020**



Director Russell informed Nicole Rock she did not have details regarding the exhibit but ensured Nicole Rock that during her rental time the exhibit would not be available for the public. Director Russell said the Town Hall is reserved from November 27<sup>th</sup> to January 10<sup>th</sup> for the exhibit.

**August 31, 2020**

Nicole Rock questioned COVID signage at Town Hall.

**August 31, 2020**

Director Russell informed Nicole Rock that there was not a confirmed location for dance on December 3<sup>rd</sup>, December 10<sup>th</sup>, December 17<sup>th</sup>, and January 7<sup>th</sup>. She informed her that there may be space available however it was still unknown. Director Russell suggested she inform parents that dance would occur at her studio in West Liberty on those dates.

**October 27, 2020**

Russell met with CDG Director Jesse Simon to place the exhibit layout on the floor at Town Hall. It was determined there would not be enough room for dance or other groups to rent the building during the exhibit.

*A phone conversation occurred between Director Russell and Nicole Rock confirming Town Hall would not be available and the alternative plan of using Council Chambers would be put in place.*

**November 18, 2020**

Director Russell(after consultation with administration and staff) informed Nicole Rock that Town Hall would not be available for rentals based on the climbing numbers of COVID and the governor's proclamation restricting activities. [Public Health Proclamation - 2020.11.16.pdf \(iowa.gov\)](#). Nicole Rock stated concern regarding the exhibit and growing numbers of COVID.

**November 18, 2020**

Nicole Rock informed Russell of the updates to the Governor's proclamation that dance, gymnastics and martial arts were excluded from the youth restrictions if they met certain guidelines. [Proclamation of Disaster Emergency signed 11/18](#) Russell said dance could occur on Thursday due to the late notice(after consultation with administration and staff). Russell informed Nicole Rock the building would not be available until at least December 10<sup>th</sup>.

*A phone conversation occurred between director Russell and Nicole Rock. Both agreed that Council Chambers would no longer work as an alternative location because social distancing could not be insured. The exact date of the phone conversation is unknown.*

**November 20, 2020**

Director Russell sent an email to all groups using Town Hall that it was not available until at least December 10<sup>th</sup>. This included a wreath making event that had been scheduled for Sunday November 29, 2020 by Macy Krall, Girl Scout meetings, CDG sales, and American Legion Meetings. The family gatherings scheduled for Thanksgiving had already been canceled. Boy Scouts are currently meeting virtually due to COVID.

**November 20, 2020**

Smithsonian Exhibit Canceled due to COVID.

**November 24, 2020**

Nicole Rock asked about the exhibit. Russell informed her that the Museum was canceled due to COVID. Russell informed Nicole Rock she would let inform her about further decisions about Town Hall after the proclamations expired December 10<sup>th</sup>.

**November 24, 2020**

Russell discussed City rental building with the safety committee. The tentative recommendation is that lessees sign a COVID waiver and a cleaning agreement.

**December 7, 2020**

COVID policies for the City was discussed at the Council meeting. [AGENDA \(westbranchiowa.org\)](https://www.westbranchiowa.org/Agenda). Opening the buildings for public use will be discussed at the next Council meeting on December 21, 2020.

**December 9, 2020**

Proclamation of Disaster Emergency signed 12/09 eased restrictions on youth recreation and sports activities.

**December 9, 2020**

Informed cleaner for city buildings was quarantined due to exposure. More information should be known regarding their status between December 11<sup>th</sup>-13<sup>th</sup>.

**December 10, 2020**

Russell informed Nicole Rock that Town Hall is still closed to rentals and will be discussed at the next Council Meeting. This was done after consultation with administration and staff.

**December 15, 2020** [Public Health Proclamation - 2020.12.16.pdf \(iowa.gov\)](https://www.iowa.gov/governor-reynolds-proclamation-2020-12-16)

Governor Reynolds eased restrictions on public gatherings.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> – Merit Pay Program Structure / Proposal / Concept(s).
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Tom Dean, City Councilperson / Redmond Jones II, City Administrator
<b>DATE:</b>	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 of 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.

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

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# 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 performance 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.

## Tom Dean Approach

Insert Cola In B4



<u>Level</u>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>1</b>	26000	26650	27300	27950	28600	29250
<b>2</b>	35750	36644	37538	38431	39325	40219
<b>3</b>	45500	46638	47775	48913	50050	51188
<b>4</b>	55250	56631	58013	59394	60775	62156
<b>5</b>	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
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### Level One

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

## **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

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Early Thoughts Regarding the 2021 Hoover Hometown Days Event.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 18, 2020

### BACKGROUND:

When closures swept across the country in March the city was very concerned with attempting to slow the spread of the novel coronavirus, difficult decisions led to the cancellation of Hoover Hometown Days. We weren't alone many industries — including festivals in other communities and event planning in general were affected.

This item is to start the conversation as to the vision for Hoover Hometown Days in 2021.

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

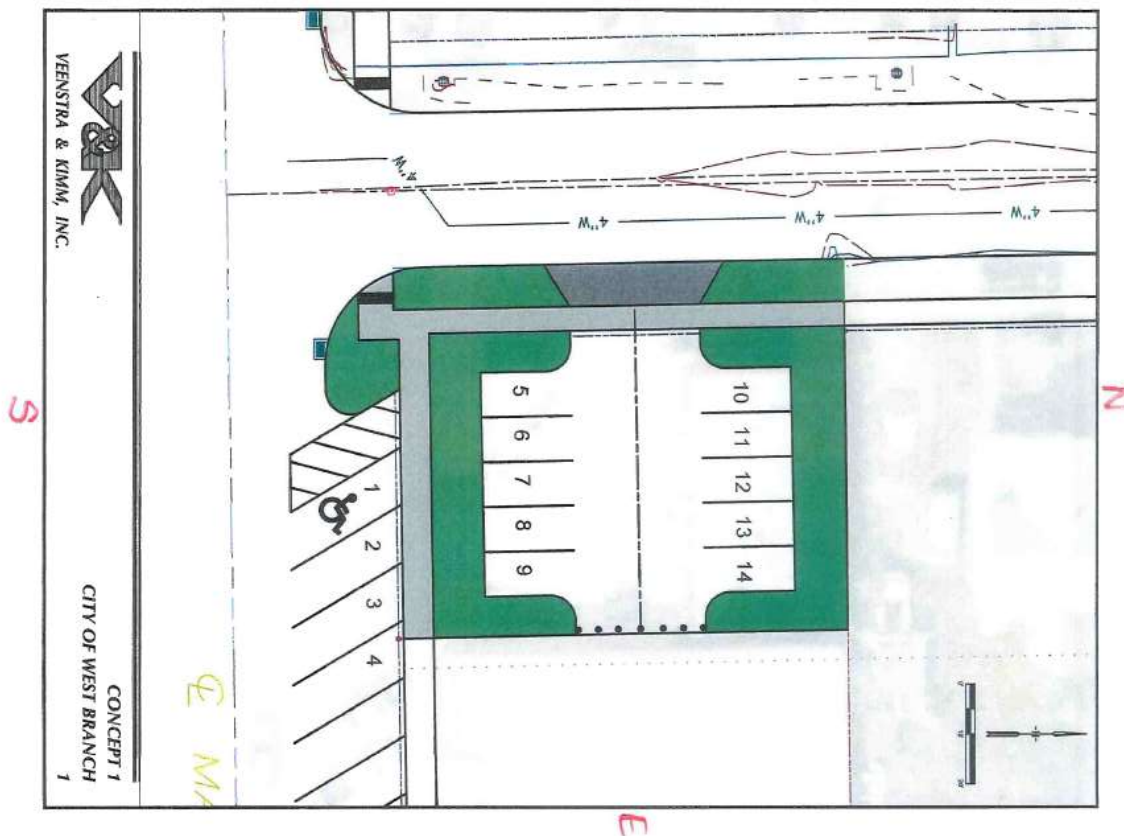
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> 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).
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 18, 2020

### BACKGROUND:



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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Considering a Request from Gordon Edgar for Special Consideration for a Pay Increase of \$5,000.
<b>CITY GOAL:</b>	
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	December 18, 2020

### BACKGROUND:

Gordon has met with the City Administrator and the Mayor. He has requested this item to be placed on the City Council agenda for discussion.

<b>STAFF RECOMMENDATION:</b>	Seeking Feedback and Direction
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