



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 6:00 P.M. MONDAY DECEMBER 7, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.

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

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available December 11th 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. **Roll Call**
- C. **City Council Goal Setting Session**
- D. **Adjourn Goal Setting Session** *CITY COUNCIL Meeting will start immediately following the Goal Setting in the City Council Chambers.*
- E. **Call to Order**
- F. **Opening Ceremonies**
 - 1. Pledge of Allegiance
 - 2. Welcome
- G. **Roll Call**

"Turning Vision into Reality is our Business"

H. Guest Speaker, Presentations and Proclamations.

1. Farewell Address from Retired Police Chief Mike Horihan
2. Proclamation – Acknowledgement of Service (Chief Mike Horihan)

I. 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.

J. Approve Agenda / Consent Agenda / Move to Action

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting November 2, 2020.
2. **Motion to Adopt** the City Council 2021 Regular Meeting Schedule.
3. **Motion to Approve** the Claims Report.

K. Public Hearing / Non-Consent Agenda

1. **Public Hearing:** On the Proposed Amendment to Section 165.34 of the West Branch Zoning Ordinance.
2. **First Reading of Ordinance 779** – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations”.
3. **Resolution 1960** – A Resolution Establishing a New Capital Fund; Entitled “Wastewater Treatment Facility Improvements 2021”.
4. **Resolution 1961** – A Resolution To Approve A Fund Transfer to Fund the Wastewater Treatment Facility Improvements 2021 Project.
5. **Discussion Item:** Consider a Continuation of the USGS Streamgage on College Street for the amount of \$8,640.
6. **Discussion Item:** A Consideration Regarding Covid-19 Protocols.

L. Reports

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

M. Comments from the Mayor and City Council Members

N. Adjournment

“Turning Vision into Reality is our Business”



October 2, 2020

To the Mayor and Council:

Please accept this letter as a notice of my retirement. I will be on vacation from October 26 through November 27, 2020. My last working day will be November 30, 2020.

I was first hired as West Branch Chief of Police in August 2011. It has been a privilege and has been very rewarding for me to be your Chief of Police. I leave this position with a great love for this city and fond memories. It has been a wonderful experience working for the city, fellow employees and the citizens of West Branch.

I feel comfortable in leaving this position knowing that you are in very capable hands and that Sgt. John Hanna will help you in this transition. Wish you and the city my best wishes.

Chief Mike Horihan

Michael (Mike) Horihan has public safety career, spanning 43 years, in this part of Iowa.

As of November 30th 2020, He has retired as required by state code as the West Branch Police Chief. Mike is a crisis negotiator, a retired Iowa State Trooper and former safety education officer, teaching elementary and high school students. In addition, as a State Trooper, he was a member of the emergency response team (S.W.A.T) and a pilot. In addition to his distinguishing career, Mike served in the Army as a military police officer.

Mike will be presenting City Council with parting remarks...



Sign-off surprise

On Friday, retiring West Branch Police Chief Mike Horihan, right, after calling in his last 10-42 — End of Tour of Duty — to Cedar County Dispatch, heard the voice of his own son, Wilcott Police Officer Tim Horihan. The younger Horihan honored his father by broadcasting to "all units" a summary of his father's career and recognizing his various forms of public service. Tim Horihan mentioned his father's three years as a Military Police officer in the U.S. Army; 34 years with the Iowa State Patrol including pilot, sharpshooter, field training officer, team leader, firearms instructor, safety education officer, and negotiator; and the last nine years as the chief of the WRPD. "During your years of service, you have truly set the standard for what it means to be a police officer," T. Horihan said. "Thank you for your service. It has been an honor." "Wow," Mike Horihan said as friends and family who gathered in his living room applauded. The retiring officer made national news in 2014 when he and Alex Koch, center, found newborn Kayden Powell alive after 29 hours in freezing temperatures after the baby's aunt kidnaped him from Wisconsin. *Gary B. Neff/West Branch Times*



Proclamation

WHEREAS, the position of Chief of Police, is a time honored and vital position in local government and is critical to maintaining the public trust; and

WHEREAS, Chief Mike Horihan has served in the role of Chief of Police for the City of West Branch during the period of August 22, 2011 – November 30, 2020; and

WHEREAS, during his tenure as the Chief of Police the department aggressively pursued principles of community policing, establishing the groundwork for downtown foot patrols, routine visits with shop owners, and establishing community forums such as “coffee with the chief”; and

WHEREAS, Chief Mike Horihan’ leadership was critical to the operations and accomplishments of the West Branch Police Department; and

WHEREAS, West Branch citizens are fortunate to have had the benefit of Chief Mike Horihan’ wisdom, stewardship, and dedication.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of West Branch, Iowa; its appreciation for the work and contributions Chief Mike Horihan has made for the benefits of his fellow citizens, the City of West Branch and agencies of government at other levels.

HEREBY DELIVERED this 16th day of December, 2019 by the Mayor of the City of West Branch, Iowa.

CITY OF WEST BRANCH

Roger Laughlin, Mayor

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**November 16, 2020
7:00 p.m.**

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, November 16, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.

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

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff present: Finance Officer Gordon Edgar and City Attorney Kevin Olson. City Staff attending via Zoom: City Administrator Redmond Jones II, Deputy Clerk Leslie Brick, 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

Nick Shimmin, Library Director gave his annual report for fiscal year 2020. Shimmin started by reporting that the library recently re-opened to the public on ‘an appointment only’ basis since closing in March due to the COVID 19 pandemic. Shimmin added that masks are required when in the library and that seemed to be working rather well. Shimmin reported that visits were obviously down from 2019 but was on a good upward trend before the March closing adding that although visits were down, electronic use (eBooks and eAudiobooks) was up thirty percent from the prior year. Shimmin said the pandemic affected other areas such as programming and circulation but said that virtual and contactless programs were added to fill the void and seemed to be very popular with families looking for safe alternatives from the usual group settings. Shimmin also reported that the library was able to add a teen room from a generous donation from the Karen Fieseler Memorial. Fieseler, a forty year volunteer of the library passed away in 2018. Shimmin concluded with future plans for an outdoor space with seating, tables and canopies that would expand the library and provide additional social distancing opportunities in the future.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

Motion to Approve the Liquor License Renewal for “Down Under” located at 201 W. Main Street.

Resolution 1950 – Approving \$1,500 Contribution to the West Branch Community Development Group for Assistance in Funding Expenses Related to the Christmas Past Ice Skating Rink.

Motion to Approve the Claims Report.

November Claims and October Revenue

EXPENDITURES	11/16/2020	
AERO RENTAL INC	EQUIPMENT RENTAL	206.30
ALLIANT ENERGY	ALLIANT ENERGY	9,340.41
AT & T MOBILITY	WIRELESS SERVICE	389.28
BARRON MOTOR SUPPLY	MINOR EQUIPMENT & SUPPLIES	214.63
BEAN & BEAN	GRAVE OPENING	550.00

BROWN'S WEST BRANCH	TIRES & INSTALLATION	1,757.91
BUSINESS RADIO SALES	BATTERIES	381.20
CATHERINE STEEN	TELEPHONE ACCESSORIES	32.02
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	31.00
DAVE'S WELDING & REPAIR	SUPPLIES	75.00
DES MOINES STAMP MFG CO	OFFICE SUPPLIES	32.40
EARL MAY NURSERY & GARDEN	STRAW BALES	119.88
GIERKE-ROBINSON COMPANY INC	REBAR	780.00
HD SUPPLY CONST AND INDUST	SUPPLIES	65.00
HEMMEN CRAIG OR JEAN	BUILDING INCENTIVE PAYMENT	915.17
HOLIDAY INN DES MOINES AIRPORT	LODGING - L BRICK	403.20
HUEBBE MARY T OR TOBIOUS A	BUILDING INCENTIVE PAYMENT	620.54
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	733.51
JESSICA SCHAFER	REFUND-CHRISTMAS CLUB WITHHOLDING	30.00
JOHNSON COUNTY REFUSE INC.	RECYCLING & TRASH OCT 2020	15,477.00
KILER, KEVIN L OR KAY A	BUILDING INCENTIVE PAYMENT	1,182.95
KIRKWOOD COMM. COLLEGE	TRAINING	15.00
LENOCH & CILEK	KEY	23.92
LINN COUNTY R.E.C.	STREET LIGHTS	184.52
MERIDITH COLEMAN	BUILDING INCENTIVE PAYMENT	1,018.53
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	108.00
PYRAMID SERVICES INC.	MAINTENANCE & REPAIR SUPPLIES	207.87
QUILL CORP	SUPPLIES	235.72
SCHIMBERG CO	MAN HOLE REPLACEMENT	947.42
STATE HYGIENIC LAB	LAB ANALYSIS	57.00
WERLING ABSRACT COMPANY	ABSTRACT UPDATE-CASEY'S MARKET	425.00
WEST BRANCH ANIMAL CLINIC	TRAP/NEUTER CAT PROGRAM	55.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS & ADVERTISING	1,008.27
WEX BANK	WEX BANK	1,298.07
TOTAL		38,949.72
PAYROLL	11/13/2020	48,138.26
PAID BETWEEN MEETINGS		
CEDAR COUNTY CO-OP	VEHICLE FUEL	824.73
KEVIN & RACHEL WAUL	UTILITY REFUND	40.96
MEGAN HOFFMAN	CLEANING SERVICE	306.00
TOTAL		1,171.69
GRAND TOTAL EXPENDITURES	88,259.67	
FUND TOTALS		
001 GENERAL FUND	51,518.39	
022 CIVIC CENTER	5,753.49	
031 LIBRARY	470.39	
110 ROAD USE TAX	5,816.50	
112 TRUST AND AGENCY		
600 WATER FUND	10,233.25	
610 SEWER FUND	9,249.86	
GRAND TOTAL	88,259.67	
REVENUE-FISCAL YEAR 2021		
FUND OCT		
001 GENERAL FUND	630,204.53	
022 CIVIC CENTER	8,557.71	
031 LIBRARY	12,224.63	
036 TORT LIABILITY	19,625.36	
110 ROAD USE TAX	20,081.05	
112 TRUST & AGENCY	124,407.01	
119 EMERGENCY TAX FUND	17,140.18	
121 LOCAL OPTION SALES TAX	20,282.27	
125 TIF	231,512.45	
226 DEBT SERVICE	162,712.35	
312 DOWNTOWN EAST REDEVELOPMENT	100.00	

500 CEMETERY PERPETUAL FUND	420.11
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	50,989.17
610 SEWER FUND	50,506.69
740 STORM WATER UTILITY	5,151.94
TOTAL	1,353,915.48

Jones said that an email received late last week, additional Christmas Past activities had been cancelled including the ice skating rink due to the rising number of COVID cases. Jones suggested that the Council table this Resolution 1950 reconsider it at a later date if the activity was rescheduled.

Motion by Goodweiler, second by Sexton approve agenda/consent agenda items number 1, 2 and 4 and table Resolution 1950. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading of Ordinance 781 – Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”. / Move to action.

Motion by Miller, second by Sexton to approve the third reading of Ordinance 781. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

ORDINANCE 781

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".

WHEREAS, the West Branch City Council finds it in the best interest of the residents of West Branch to have a stop sign installed on Dawson Drive (north bound) where it intersects with Prairie View Drive and a stop sign installed on Prairie View Drive where it intersects with Cedar / Johnson Road (North, West, approach) in order to provide for the safety of the West Branch Community.

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

Section 1. Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

- 61. The north bound lane of Dawson Drive to its intersection with Prairie View Drive.
- 62. Prairie View Drive on the north and west approach to its intersection with Cedar / Johnson Road.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 16th day of November, 2020.

First Reading: October 19, 2020
 Second Reading: November 2, 2020
 Third Reading: November 16, 2020

 Roger Laughlin, Mayor

ATTEST:

 Redmond Jones II, City Administrator/Clerk

Third Reading of Ordinance 778 – Amending Chapter 165; Entitled, “Zoning Regulations”. / Move to action.

Motion by Miller, second by Goodweiler to approve the third reading of Ordinance 778. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

ORDINANCE NO. 778

AN ORDINANCE AMENDING CHAPTER 165 “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.

165.12 CORNER LOTS.

165.12 – Amend by adding number 4:

4. Corner lots with a frontage ratio of not more than 2:3, the narrowest frontage shall be considered the front yard to determine the required rear yard set-back. Corner lots with a lot frontage ratio of greater than 2:3, either frontage can be considered the front yard to determine the required rear yard set-back.

Passed and approved this 16th day of November, 2020.

First Reading: October 19, 2020
Second Reading: November 2, 2020
Third Reading: November 16, 2020

Roger Laughlin, Mayor

Attest:

Leslie Brick, Deputy Clerk

Public Hearing: Regarding the Request for Proposals to Dispose of and Develop Property.

Laughlin opened the public hearing at 7:24 p.m. There were no public comments. Laughlin closed the public hearing at 7:25 p.m.

Resolution 1951 – Approving the Disposal of Lot B of Lot 4 of Rummells Commercial Subdivision and Approving the Purchase Agreement with Newport Fabricating, LLC. / Move to action.

Miller asked who prepared the agreement. Olson replied that the Frees' attorney drafted the agreement and he had reviewed it and had no issues or concerns and said it was pretty straight forward. There were no other comments from the Council.

Motion by Miller, second by Sexton to approve Resolution 1951. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 1952 – Approving the Site Plan of Newport Fabricating, LLC. Located at 145 Fawcett Drive. / Move to action.

Brick stated that the Planning & Zoning Commission reviewed and approved the site plan at a special meeting on November 10, 2020. Brick said only two concerns were raised by staff with regard to the number of fire hydrants on the property and if there would be any waste water concerns. Brick said both comments were addressed and that the commission had no comments or concerns and voted unanimously to approve the site plan.

Motion by Dean, second by Goodweiler to approve Resolution 1952. AYES: Dean, Goodweiler, Stoolman, Sexton, Miller. NAYS: None. Motion carried.

Resolution 1953 – Approve Hiring Logan Cilek for the Full-Time "Streets Maintenance Worker I" Position with the Department of Public Works. / Move to action.

Motion by Dean, second by Stoolman to approve Resolution 1953. AYES: Dean, Stoolman, Miller, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 1954 – Consider Approving the Request of Acciona Windpower North America, LLC to Rebate a Portion of Tax Increment Revenues. / Move to action.

Sexton asked for an explanation of the historical 'no' vote on this subject. Olson explained that the lawsuit requires the City to 'consider' the TIF rebate each year as per the original agreement. Olson reminded the Council that the City lost the lawsuit in 2017 against Acciona and was ordered to pay them \$495,000 as the result of the judgement. Miller went on record stating that since the lawsuit, Acciona has been great partners with the City and that there were 'no hard feelings' between the two but added "we are not giving them any more money".

Motion by Miller, second by Sexton to consider Resolution 1954. AYES: None. NAYS: Miller, Dean, Sexton, Stoolman, Dean. **Motion failed.**

Resolution 1955 – Consider Approving the Request of Casey’s Marketing Company to Rebate a Portion of Tax Increment Revenues. / Move to action.

Olson reminded the Council that the TIF agreement with Casey’s was as part of their project, Casey’s paid for the street improvements on S. Downey Street and Tidewater Drive and the City would reimburse them through TIF. Edgar said this year’s payment was approximately \$33,900.

Motion by Sexton, second by Dean to approve Resolution 1955. AYES: Sexton, Dean, Miller, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 1956 – Considering the Issue of Whether EMV Holdings, LLC Should be Rebated the Incremental Tax Revenues Pursuant to Development Agreement. / Move to action.

Olson reminded the Council that this agreement was a 70/30 split with EMV Holdings getting seventy percent and the City retaining thirty percent. Olson said that this equates to a \$15,000 annual rebate for ten years totaling \$150,000 to EMV Holdings (a.k.a. Little Lights).

Motion by Miller, second by Goodweiler to approve Resolution 1956. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 1957 – Consider Approving the Request of Meadows Development, Inc. to Rebate a Portion of Tax Increment Revenues. / Move to action.

Olson explained that this agreement rebates The Meadows Development Inc. for installing and paying for a new sewer line that runs through Part 4 that needed replaced in order for the development to expand. Olson said this agreement rebates \$400,000 or ends in 2035 (whichever comes first).

Motion by Sexton, second by Miller to approve Resolution 1957. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 1958 – Obligating Funds from the Urban Renewal Tax Revenue Fund for the Payment of Annual Appropriation Tax Increment Financed Obligations in FY 2022. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 1958. AYES: Miller, Sexton, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 1959 – Approving Annual Insurance Renewals With Wellmark Blue Cross Blue Shield Of Iowa For Health And Dental Insurance. / Move to action.

Edgar said the renewal received was favorable for both the city and its employee and recommended the Council its acceptance.

Motion by Goodweiler, second by Miller to approve Resolution 1959. AYES: Goodweiler, Miller, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Discussion: Update on Progress of the Capital Improvement Plan.

Jones provided a recap of the Council’s priorities from the November 9th work session. Jones said the projects were categorized as top, high and moderate. Those making the top priority were; Wapsi Creek widening (as part of the flood mitigation plan), Greenview connection (connecting Greenview Subdivision to Prairie View Drive), West Branch High School turn-lane, crosswalk and sidewalk project, Waste water treatment process project, and the Herbert Hoover Highway connection to West Main Street (at Cedar-Johnson Rd.). Projects making the next highest priority: Northwest end booster station (improved water pressure for residents in the northwest corner of the city), East side infrastructure improvements (seal coat street replacements and water main upgrades on East College, East Orange and North 6th Streets. And lastly, a moderate priority was the restructure of Cedar-Johnson Road. Dean said he would like to see some of these projects added to the Urban Renewal Plan. Laughlin added that this was a good start and encouraged to keep the momentum going. Jones said the Capital Improvement Plan would be a part of the annual goal setting process.

CITY ADMINISTRATOR REPORT

Jones updated the Council on Governor Reynolds newest proclamation that occurred just before the meeting regarding the rise of COVID cases in Iowa. Jones suggested that the Council either move to all virtual meetings rather than in person and consider closing the office to the public once again, but allowing appointments as needed if business could not be handled over the phone. The Council discussed Jones' suggestions but said they preferred to meet in person and limit the number of staff and public at the meetings per the Governor's proclamation. Laughlin stated meetings will continue on the Zoom platform to allow public participation. The Council said they had no issue with closing city buildings as deemed necessary by Jones.

Jones reported on a meeting he had with Alliant Energy regarding moving power lines underground in the older sections of town where their wires are still overhead. Jones said initial talks indicated that the homeowners would be assessed the costs for relocating the wires underground but that was not an official decision at this time. Jones said this topic was spurred by this summer's Derecho which caused many downed power lines by fallen trees and wind.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said that due to rising number of COVID cases in the city and surrounding areas, further modifications were being made to Christmas Past, which included cutting the ice rink which was new to the event this year. Laughlin said that CDG was working hard to still offer the community a safe event, but only time will tell.

Sexton said he had recently been to Lone Tree and noted that their city had a fairly new community center and questioned on a small city might be able to afford one. Sexton said that West Branch has been wanting one for years and wondered about the possibility of grant opportunities.

ADJOURNMENT

Motion to adjourn the regular meeting by Goodweiler, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:28 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	Motion to Adopt the City Council 2021 Regular Meeting Schedule.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator / City Clerk
DATE:	December 1, 2020

BACKGROUND:

Pursuant to transparency and good business practices, this item is forwarding for City Council approval an annual meeting schedule totaling 24 meetings with the potential for an additional budget meeting, if needed (same as previous year). The schedule generally consist of two meetings per month. Depending on administrative or policy needs a special meeting may be called; thus, revising the regular meeting schedule when necessary.

City Council Meetings 2021

- January 4th and 19th
- February 1st and 16th
- March 1st and 15th with a potential (if needed) on the 29th
- April 5th and 19th
- May 3rd and 17th
- June 7th and 28th
- July 12th and 26th
- August 9th and 23rd
- September 7th and 20th
- October 4th and 18th
- November 1st and 15th
- December 6th and 20th

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

"Turning Vision into Reality is our Business"



City Council Meetings

Potential Special Council Meeting (if needed for budget Approval)

Calendar 2021

January						
Nº	S	M	T	W	T	F S
53						1 2
1	3	4	5	6	7	8 9
2	10	11	12	13	14	15 16
3	17	18	19	20	21	22 23
4	24	25	26	27	28	29 30
5	31					

February						
Nº	S	M	T	W	T	F S
5		1	2	3	4	5 6
6	7	8	9	10	11	12 13
7	14	15	16	17	18	19 20
8	21	22	23	24	25	26 27
9	28					

March						
Nº	S	M	T	W	T	F S
9		1	2	3	4	5 6
10	7	8	9	10	11	12 13
11	14	15	16	17	18	19 20
12	21	22	23	24	25	26 27
13	28	29	30	31		

April						
Nº	S	M	T	W	T	F S
13					1	2 3
14	4	5	6	7	8	9 10
15	11	12	13	14	15	16 17
16	18	19	20	21	22	23 24
17	25	26	27	28	29	30

May						
Nº	S	M	T	W	T	F S
17						1
18	2	3	4	5	6	7 8
19	9	10	11	12	13	14 15
20	16	17	18	19	20	21 22
21	23	24	25	26	27	28 29
22	30	31				

June						
Nº	S	M	T	W	T	F S
22			1	2	3	4 5
23	6	7	8	9	10	11 12
24	13	14	15	16	17	18 19
25	20	21	22	23	24	25 26
26	27	28	29	30		

July						
Nº	S	M	T	W	T	F S
26					1	2 3
27	4	5	6	7	8	9 10
28	11	12	13	14	15	16 17
29	18	19	20	21	22	23 24
30	25	26	27	28	29	30 31

August						
Nº	S	M	T	W	T	F S
31	1	2	3	4	5	6 7
32	8	9	10	11	12	13 14
33	15	16	17	18	19	20 21
34	22	23	24	25	26	27 28
35	29	30	31			

September						
Nº	S	M	T	W	T	F S
35			1	2	3	4
36	5	6	7	8	9	10 11
37	12	13	14	15	16	17 18
38	19	20	21	22	23	24 25
39	26	27	28	29	30	

October						
Nº	S	M	T	W	T	F S
39						1 2
40	3	4	5	6	7	8 9
41	10	11	12	13	14	15 16
42	17	18	19	20	21	22 23
43	24	25	26	27	28	29 30
44	31					

November						
Nº	S	M	T	W	T	F S
44		1	2	3	4	5 6
45	7	8	9	10	11	12 13
46	14	15	16	17	18	19 20
47	21	22	23	24	25	26 27
48	28	29	30			

December						
Nº	S	M	T	W	T	F S
48				1	2	3 4
49	5	6	7	8	9	10 11
50	12	13	14	15	16	17 18
51	19	20	21	22	23	24 25
52	26	27	28	29	30	31

United States Federal Holidays 2021

Jan. 1 : New Year's Day	Sept. 6 : Labor Day	Nov. 25 : Thanksgiving
Jan. 18 : Martin Luther King Day	Oct. 11 : Columbus Day <i>not a city paid holiday</i>	Dec. 25 : Christmas Day
Feb. 15 : Presidents Day	Nov. 11 : Veterans' Day	Dec. 25 : 'Christmas Day' observed
May 31 : Memorial Day		
Jul. 4 : Independence Day		
Jul. 5 : 'Independence Day' observed		



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	Motion to Approve the Claims Report.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	December 1, 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.

Note: The claim for payment to Taylor Construction clears up an accounting error related to the College Street Bridge project.

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

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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
IMWCA	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/RFCSELLC	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
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PAYROLL	11/27/2020	59,463.43
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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**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA LAW ENFORCEMENT ACADEMY	TRAINING	50.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	280.92
		MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
		AT & T MOBILITY	WIRELESS SERVICE	397.00
			WIRELESS SERVICE	15.00
		TOTAL:		912.92
FIRE OPERATION	GENERAL FUND	CEDAR COUNTY PUBLIC HEALTH	FLU SHOTS	30.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	90.74
		TOTAL:		120.74
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-CUBBY [ARL	125.80
		MENARDS	EQUIPMENT	79.98
		CROELL, INC.	TRAIL - BERANEK PARK	2,551.00
			TRAIL - BERANEK PARK	3,403.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	187.72
			TELEPHONE SERVICE	91.30
		ORIENTAL TRADING CO. INC.	RECREATION SUPPLIES	265.89
		DIRK WIENEKE	LAWN CHEM-CUBBY PARK , SOC	1,550.00
			LAWN TREATMENT-CUBBY PARK	415.00
			TOTAL:	
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE - CEMETERY	99.60
		AE OUTDOOR POWER	REPAIR PARTS	845.40
		TOTAL:		945.00
COMM & CULTURAL DEVEL	GENERAL FUND	AERO RENTAL INC	EQUIP RENTAL - CHRISTMAS L	441.00
			TOTAL:	441.00
ECONOMIC DEVELOPMENT	GENERAL FUND	SCOTT M THOMA	BUILDING INCENTIVE PAYMENT	520.23
		SHAY, ALLEN	BUILDING INCENTIVE PAYMENT	896.77
		TOTAL:		1,417.00
CLERK & TREASURER	GENERAL FUND	QUILL CORP	HAND SANITIZER	80.99
		MENARDS	OFFICE SUPPLIES	19.99
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	450.60
		SPEER FINANCIAL INC	SPEER FINANCIAL INC	350.00
		TOTAL:		901.58
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 20	1,500.00
			TOTAL:	1,500.00
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	GARBAGE TAGS	285.00
			RECYCLING & TRASH - NOV, 2	15,581.25
		TOTAL:		15,866.25
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
		JULIA HIME	VIDEOGRAPHY SERVICE	150.00
		TOTAL:		214.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	WB GOLF COURSE DEVELOPMENT	198.25
			RES LOT SITE PLAN RESEARCH	181.00
			MEADOWS 3 & 4 CONST REVIEW	181.00
			LOETHEN RIDGE CONST REVIEW	5,362.23
		TOTAL:		5,922.48

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	MISCELLANEOUS V ALLAN CUSTOM HOMES	ALLAN CUSTOM HOMES:ESCROW	5,000.00
			TOTAL:	5,000.00
TOWN HALL	CIVIC CENTER	WEST BRANCH COMMUNITY DEVELOPMENT GROU LIBERTY COMMUNICATIONS	CHRISTMAS DECORATIONS TELEPHONE SERVICE	170.00 44.31
			TOTAL:	214.31
LIBRARY	LIBRARY	OVERDRIVE INC	AUDIO BOOKS	572.72
			BOOKS	3.98
		WALMART COMMUNITY/RFCSELLC	SWEEPER	49.88
		THE BOOK FARM INC	BOOKS	39.90
		USA TODAY	SUBSCR 12-01-20 TO 11-30-2	340.15
		BAKER & TAYLOR INC.	BOOKS	134.13
			BOOKS	152.26
			BOOKS	116.62
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	EQUIPMENT LEASE	77.37
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	211.19
		KANOPY	VIDEO RENTALS	23.00
		T & M CLOTHING COMPANY	MASKS	96.00
		JACKSON MANUFACTURERS COMPANY INC	FURNITURE	3,804.95
			TOTAL:	5,622.15
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	494.11
			TOTAL:	494.11
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	764.89
			TOTAL:	764.89
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	18.84
			TOTAL:	18.84
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	489.18
			TOTAL:	489.18
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	28.60
			TOTAL:	28.60
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	241.43
			TOTAL:	241.43
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	81.19
			TOTAL:	81.19
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	46.06
			TOTAL:	46.06
ROADS & STREETS	ROAD USE TAX	JOHN DEERE FINANCIAL CROELL, INC.	SUPPLIES	638.67
			CONCRETE-SHOP	1,885.50
			CONCRETE AT SHOP	1,550.75
		VEENSTRA & KIMM INC.	GREENVIEW EXT PRELIM DESIG	2,451.23
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.24
		RATHJE CONSTRUCTION CO	TREE GRINDING	15,345.00
		WEST BRANCH FORD	VEHICLE REPAIR	942.64
			VEHICLE REPAIR	144.70
		BOWERS CUSTOM SERVICES LLC	HAULING	170.00
			TOTAL:	23,176.73

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ROADS & STREETS	TRUST AND AGENCY	CEDAR COUNTY PUBLIC HEALTH	FLU SHOTS	30.00
			TOTAL:	30.00
INVALID DEPARTMENT	COLLEGE STREET BRI	TAYLOR CONSTRUCTION INC	CORRECTION OF UNDERPAYMENT	2,497.01
			TOTAL:	2,497.01
INVALID DEPARTMENT	I-80 WEST, WATER M	VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOC	2,862.00
			TOTAL:	2,862.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	63.90
		LYNCH'S EXCAVATING INC	WATER MAIN-WB MIDDLE SCHOO	3,133.50
		THE SHERWIN-WILLIAMS CO	PAINT & SUPPLIES	270.38
		HAWKINS INC	CHEMICALS	615.68
		IMWCA	WORK COMP - WATER	128.96
		WATER SOLUTIONS UNLIMITED INC.	CHEMICALS	2,515.00
		VEENSTRA & KIMM INC.	COLL ST WATER MAIN 4TH TO	171.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.24
			TOTAL:	6,946.66
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	977.00
		IMWCA	WORK COMP - SEWER	51.74
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.39
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
		USA BLUE BOOK	BUILDING MAINTENANCE	979.10
			TOTAL:	2,300.23

===== FUND TOTALS =====

001	GENERAL FUND	41,911.61
022	CIVIC CENTER	214.31
031	LIBRARY	5,622.15
036	TORT LIABILITY	2,164.30
110	ROAD USE TAX	23,176.73
112	TRUST AND AGENCY	30.00
310	COLLEGE STREET BRIDGE	2,497.01
323	I-80 WEST, WATER MAIN REL	2,862.00
600	WATER FUND	6,946.66
610	SEWER FUND	2,300.23

	GRAND TOTAL:	87,725.00



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	Public Hearing: On the Proposed Amendment to Section 165.34 of the West Branch Zoning Ordinance.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	December 3, 2020

BACKGROUND:

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON THE PROPOSED AMENDMENT TO SECTION 165.34 OF THE WEST BRANCH ZONING ORDINANCE.

YOU ARE FURTHER NOTIFIED that a public hearing will be held by the City Council of the City of West Branch, Cedar County, in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 p.m. on **Monday, December 7, 2020**. The public hearing will add clarity and consistency to the language in the aforementioned section of Chapter 165 “Zoning Regulations”.

All interested persons are invited to attend these meetings and be heard on the aforementioned proposed adoption of the amendment. Further information regarding same may be obtained by contacting the West Branch City Clerk.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	First Reading of Ordinance 779 – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations”.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	November 25, 2020

BACKGROUND:

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

165.34 – Amend by adding number 5:

5. Area Regulations.

A. Lot Requirements: None.

B. Yard Requirements:

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT ORDAINED:

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

165.34 I-2 DISTRICT REQUIREMENTS

165.34 – Amend by adding number 5:

5. Area Regulations.

A. Lot Requirements: None.

B. Yard Requirements:

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

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

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

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

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

Attest:

Roger Laughlin, Mayor

Leslie Brick, Deputy Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	Resolution 1960 – A Resolution Establishing a New Capital Fund; Entitled, “Wastewater Treatment Facility Improvements 2021”.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Redmond Jones II, City Administrator / Gordon Edger, Finance Director
DATE:	December 3, 2020

BACKGROUND:

The City Council of the City of West Branch, Iowa is planning to complete a capital project and a fund for this project must be established.

STAFF RECOMMENDATION:	Approve Resolution 1960 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1960

RESOLUTION ESTABLISHING NEW CAPITAL FUND TO PAY FOR NEW CAPITAL PROJECT

WHEREAS, the City Council of the City of West Branch, Iowa is planning to complete a capital project and a fund for this project must be established.

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, as follows:

Section 1. A capital project fund for the Wastewater Treatment Facility Improvements 2021 (Fund 324) is hereby created.

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

* * * * *

PASSED AND APPROVED, this 7th day of December, 2020.

Roger Laughlin, Mayor

Attest:

Leslie Brick



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	Resolution 1961 – A Resolution To Approve A Fund Transfer to Fund the Wastewater Treatment Facility Improvements 2021 Project.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Redmond Jones II, City Administrator / Gordon Edger, Finance Director
DATE:	December 3, 2020

BACKGROUND:

The following scope of work describes the services to be provided by the V&K for the Wastewater Treatment Facility Improvements 2021 project for the City of West Branch. The Project will include design services and preparation of plans and specifications for the improvements. V&K will also provide bidding services and preparation of permit applications.

PROJECT DESCRIPTION

It is understood and agreed that the Project shall consist of the improvements as described in the Facility Plan including the following:

1. Construction of a new Blower Building to house blowers and electrical equipment.
2. Construction of a new aerated lagoon cell and associated aeration equipment and piping to connect to existing system.
3. Construction of a new 4-cell SAGR enhanced treatment aerated lagoon system with a treatment capacity of 0.924 million gallons per day AWW. The system includes an aeration system, clean gravel, mulch, piping, valves and manholes.
4. Removal of sludge from existing aerated lagoon cells.
5. Installation of a new lagoon aeration system.
6. Installation of a new ultraviolet disinfection system in new concrete channel.
7. Installation of a new standby generator for the new mechanical treatment units.
8. Modifications to existing piping to connect new treatment units.
9. Site work and roadway improvements as needed to access new facility.

Grand Total for base Services \$965,000.00

STAFF RECOMMENDATION:	Approve the Resolution 1961 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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West Branch City Council
City Administrator's Report
11/16/20

Pending Action Items:

(Wastewater Topic)

The City of West Branch has adopted an incremental step rate increase system that begun in February it is expected to raise \$120,000 by February 2021. The city will apply for apply for a zero (0%) interest Planning and Design Loan January 3rd 2021 for 100% of the planning and design expenses. Once the project is constructed the planning and design loan will be wrapped into one State Revolving Fund (SRF) construction loan. Following our incremental rate increase plan, we expect a \$2.00 rate increase in February 2021. This will add another \$240,000 to the \$120,000 raised the previous year. The third year of the plan will raise \$360,000 that will be added to the \$360,000 raised from the previous 2 years for an estimated total \$720,000 raised by our incremental rate plan. As discussed in the engineering service proposal we expect to pay approximately \$965,000 just for planning and design. This cost is anticipated to be wrapped in the \$7.2 million SRF loan that the city has been approved for. We will have the ability to buy down our loan about with the funds raised our incremental rate plan. However, SRF will determine what our sewer rate will need to be to repay the over-all SRF loan.

Current Planning & Design Loan Application Draft is for \$619,000 (expected to be submitted before the January deadline). The remaining \$346,000 are expenses closer related to construction management items and may be better associated with the overall construction loan. Staff will be working with V&K on this point to ensure that we are maximizing our low interest loan request to our finance needs.

RESOLUTION 1961

A RESOLUTION TO APPROVE A FUND TRANSFER TO FUND THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS 2021 PROJECT

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the City Clerk is hereby authorized to transfer funds effective August 1, 2019, as follows:

T/O	General Fund	001	\$ 80,000.00	Transfer from General Fund-Not budgeted
T/I	WATERWATER TREATMENT FACILITY IMPROVEMENTS 2021	324	\$ 80,000.00	Transfer from General Fund-Not budgeted

* * * * *

PASSED AND APPROVED this 7th day of December, 2020

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	Discussion Item: Consider a Continuation of the USGS Streamgage on College Street for the Amount of \$8,640.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Redmond Jones II, City Administrator / City Clerk
DATE:	December 3, 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 2019. The highest recorded flood event since the start of record in 2015 occurred in 2019. Continuation of the streamgage for 2020 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.

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

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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

November 23, 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 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.

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 (2)

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>).

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

Signatures

By _____ Date: _____
Name: Amy Beussink
Title: Director, Central Midwest WSC

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

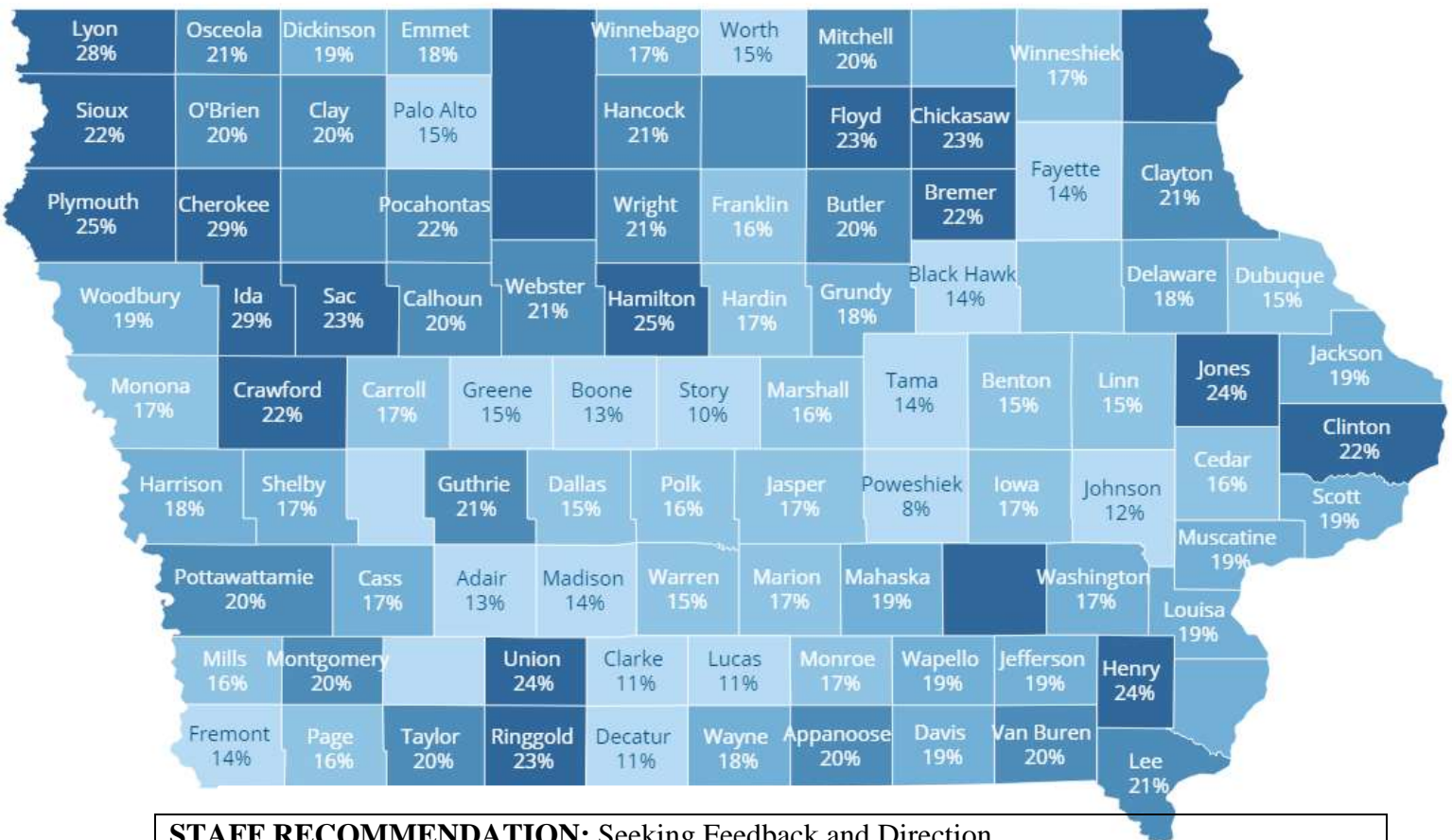


REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 7, 2020
AGENDA ITEM:	Discussion Item: A Consideration Regarding COVID – 19 Protocols.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	December 3, 2020

BACKGROUND: *Data is a snap shot taken on the 3rd of December.*

↑ Positive Cases Last 14 Days



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

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Summary of Enhanced Public Health Measures

Effective Wednesday, Nov. 11 at 12:01 a.m. until Thursday, Dec. 10 at 11:59 p.m.

Gathering Restrictions: Social, community, recreational, or leisure

- **If more than 10 people:**
 - 6 feet distancing between groups
 - Groups limited to 8 people unless family members, with the exception of households larger than 8
 - Take other reasonable measures to ensure social distancing, increase hygiene, etc.
- **If more than 25 people and indoors**, all participants over 2 years old must wear masks except when eating and drinking.
- **If more than 100 people and outdoors**, all participants over 2 years old must wear masks except when eating and drinking.
- All these restrictions apply to **wedding receptions**, including distancing, group limitations, and mask requirement if event is sufficiently large

Youth and High School Sports:

- **If more than 25 people and indoors**, all spectators over 2 years old must wear masks and maintain 6 feet distance from other spectators
- Only **two spectators** permitted for each youth athlete
- Athletes of any age can be closer than six feet and are not required to wear masks

Restaurants and Bars: Restaurant or bar, including a wedding reception venue, winery, brewery, distillery, country club, or other social or fraternal club

- Six feet distancing between groups
- Groups limited to 8 people unless larger group is all same household
- Seated when eating or drinking and limit congregating

Personal Service Establishments: Salons, barbershops, massage therapy establishments, tattoo establishments, and tanning facilities

- Ensure that all customers are six feet apart when performing services
- Mandated to wear masks, except when performing face services

Closer/Prolonged Contact Establishments: Bowling alleys, pool halls, bingo halls, arcades, indoor playgrounds, children's play centers

- Ensure that groups and individuals are six feet apart at establishment
- Groups limited to eight people unless larger group is all same household

Remote Working/Other Employer Measures: All employers shall evaluate whether any more of their employees can feasibly work remotely and to the extent reasonable, shall take steps to enable such employees to work from home. Those remaining open shall take other reasonable precautions.

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