



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY MAY 17, 2021 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 May 21st 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. Matt Goodale, Director of Public Works – Update on New Dump Truck Purchase.
2. Rod Ness, Director for the Cedar County Economic Development Commission – Presentation on the Home Base Iowa Program. This program connects veterans and their families with resources and veteran specific assistance.

E. Public Comment

Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes and written comments may be submitted to the Deputy City Clerk.

"Turning Vision into Reality is our Business"

F. Approve Agenda / Consent Agenda / Move to Action

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting April 19, 2021.
2. **Motion to Approve** Class C Liquor License (LC) with Outdoor Service and Sunday Sales privileges for Cedars Edge Golf Course Inc.
3. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Public Hearing:** To Discuss the Status of Funded Activities and Final Statement for the West Branch Food Pantry CDBG Grant Project.
2. **Resolution 2005** – A Resolution Approving and Accepting the Status of Funded Activities and Final Statement for the West Branch Food Pantry CDBG Grant Project.
3. **Public Hearing:** To Discuss Amending the Current Budget for the Fiscal Year Ending June 30, 2021.
4. **Resolution 2006** – A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2021.
5. **First Reading of Ordinance 781** – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations” to Add section 51 “Annexed Territory”.
6. **Resolution 2007** – A Resolution Updating Town Hall Rates for Non-Residents.
7. **Discussion Item:** Former Casey’s Parking Lot.
8. **Discussion Item:** Lift and/or Limit Mask Requirements at city facilities.
9. **Discussion Item:** Consider Closing the Main Street entrance /access to the Alley between 4th and 5th Street.

H. Reports

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

I. Comments from the Mayor and City Council Members

J. Adjournment

“Turning Vision into Reality is our Business”



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 17, 2021

AGENDA ITEM:	Plow Truck Replacement Closeout
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Matt Goodale, Public Works Director
DATE:	May 13, 2021

BACKGROUND:

As part of our replacement schedule a 2009 Sterling with 19,000 miles was purchased from the City of Manchester for a cost of \$35,000. The truck was in good shape upon purchasing it and was utilized for plowing over the winter. This spring it was sent to RPM Revival in Tipton to be sandblasted and painted. The truck was received last week and will be lettered in the next week or two. It is an automatic, equipped with a 10 foot plow, mid and rear mount salt spreaders, a pre-wet kit and a v box with a belt conveyor. A winter’s carbide/rubber cutting edge was added and the rear spreader was rebuilt out of stainless steel by Moore’s Welding at a cost of under \$1,000. The original manufacturers replacement cost for these parts was nearly \$3,000. All together including the original purchase price, paint job, cutting edge, new spreader, rear leaf spring and other minor repairs the entire truck came in at a cost of around \$50,000 (\$130,000 less than a previous quote on a similar truck). This truck replaces the 1992 International plow truck that was purchased from the IDOT prior to me working for the City. The new truck will mainly be utilized for plowing snow but may see other uses such as hauling rock, mulch, dirt or concrete debris. Replacement of this truck gets us closer to getting on track with vehicle replacement schedules as well as giving us a plow that is more driver friendly and should be significantly more dependable.

STAFF RECOMMENDATION: Presentation Item.

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 17, 2021

AGENDA ITEM:	Plow Truck Replacement Closeout
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Matt Goodale, Public Works Director
DATE:	May 13, 2021

BACKGROUND:



Home Base Iowa (HBI) connects veterans and their families with resources and veteran specific assistance. The map shows HBI counties in blue and the presence of HBI cities within counties as stars. We also identify college and university partners within a county using graduation caps.

STAFF RECOMMENDATION: Presentation Item.

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**May 3, 2021
7:06 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, May 3, 2021 at 7:06 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.

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

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:06 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Jerry Sexton, Tom Dean and Nick Goodweiler were present. City Staff present: City Administrator Redmond Jones II, Finance Officer Gordon Edgar. City Staff attending via Zoom: Park & Recreation Director Melissa Russell and City Engineer Dave Schechinger.

GUEST SPEAKER PRESENTATIONS

There were no guest speakers or public comments.

CONSENT AGENDA

Motion to Approve Minutes for City Council Meeting April 19, 2021.

Motion to Approve the Claims Report.

EXPENDITURES

5/3/2021

AERO RENTAL INC	EQUIPMENT RENTAL	132.00
BEAN & BEAN	GRAVE OPENINGS	3,300.00
BOWERS CUSTOM SERVICES LLC	CUBBY PARK CAPITAL IMPROVEMENT	320.00
CROELL INC.	CUBBY PARK-CAPITAL IMPROVEMENT	5,610.00
DIRK WIENEKE	LAWN CARE SERVICE	1,595.00
ECONO SIGNS LLC	SIGNAGE	1,451.00
ELECTRIC PUMP INC	EQUIPMENT REPAIR	303.42
EVER-GREEN LANDSCAPE NURSE	PLAYGROUND CHIPS	2,160.00
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	124.80
HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES	323.00
INTERSTATE ALL BATTERY CENTER	BATTERIES & CHARGER	71.95
INTOXIMETERS	INTOXIMETERS	218.50
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	733.51
IOWA LAW ENFORCEMENT ACADEMY	TRAINING	50.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	37.80
JOHN DEERE FINANCIAL	LAWN FERTILIZER	29.98
KELLY TREE FARM LLC	TREES	675.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,505.57
LOGAN CONTRACTOR'S SUPPLY	CUBBY PARK CAPITAL IMPROVEMENT	181.20
MUNICIPAL SUPPLY INC.	WATER METERS	4,198.19
OLSON, KEVIN D	LEGAL SERVICES - MAY, 2021	1,500.00
PLUNKETT'S PEST CONTROL IN	PEST CONTROL - CITY OFFICE & TOWN HALL	95.18
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	311.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	913.00
SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICING	1,207.00
THE HOME DEPOT PRO	SUPPLIES	1,302.86
USA BLUE BOOK	SUPPLIES & EQUIPMENT	1,185.51
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONST REVIEW	371.00
VEENSTRA & KIMM INC.	PUD REVIEW	362.00

VEENSTRA & KIMM INC.	COLLEGE ST WATER MAIN TO 4TH ST	398.00
VEENSTRA & KIMM INC.	321 CHANNEL WIDENING FLOOD IMPROVEMENT	543.00
VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOCATION	242.37
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	304.00
VEENSTRA & KIMM INC.	GREENVIEW EXTENSION PRELIMINARY DESIGN	3,453.52
VEENSTRA & KIMM INC.	WW TREATMENT FACILITY IMPROVEMENT 2021	11,660.00
VEENSTRA & KIMM INC.	SPONSORED WATER QUALITY IMPROVEMENT 2021	2,500.00
VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOCATION	181.00
VERIZON WIRELESS	WIRELESS SERVICE	352.77
WATER SOLUTIONS UNLIMITED	SUPPLIES	44.76

TOTAL 49,947.89

PAYROLL 04/30/21 43,664.49

PAID BETWEEN MEETINGS

CEDAR COUNTY FIREFIGHTERS	DUES 2020 AND 2021	60.00
EMILY WALSH	REFUND	50.00
JENN CARLEY	REFUND	50.00
KELLI SCHWEITZER	REFUND	50.00
KIECK'S CAREER APPAREL & UNIFORMS	UNIFORMS	153.75
LINDSEY WHITE	REFUND	50.00
MOLLY CASHMAN-BANE	REFUND	50.00
TIM MOSS	REIMBURSEMENT	47.90
NAEMT	TRAINING COURSE FEE	80.00
ONLINE STORES LLC	MEDICAL GLOVES	292.45
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
QUILL CORP	PORTABLE DATA BACKUP DEVICE	58.09
RELICANT FIRE APPARATUS, INC.	VEHICLE REPAIR	430.81
SCOTT POPKES	REFUND	50.00
TOTAL WATER TREATMENT SYSTEMS	EQUIPMENT	345.50
US BANK CORPORATE CARD	SUPPLIES, CONCESSION MERCHANDISE	4,257.19
US BANK EQUIPMENT FINANCE	LEASE PAYMENT	106.25
LINN COUNTY REC	GREENVIEW CONNECTION-ELECTRICAL	6,521.55
MEDIACOM	CABLE SERVICE	41.90

TOTAL 13,195.39

GRAND TOTAL EXPENDITURES 106,807.77

001 GENERAL FUND	37,131.87
022 CIVIC CENTER	1,366.10
031 LIBRARY	6,540.46
110 ROAD USE TAX	16,328.41
112 TRUST AND AGENCY	4,761.83
308 PARK IMP - PEDERSEN VALLEY	6,111.20
321 WIDENING WAPSI CREEK @ BERANEK	543.00
323 I-80 WEST, WATER MAIN RELOCATION	423.37
324 WW TREATMENT FAC IMPROVEMENT 2021	11,660.00
327 GREENVIEW CONNECTION	2,500.00
600 WATER FUND	12,467.02
610 SEWER FUND	6,974.51

GRAND TOTAL 106,807.77

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1999 – A Resolution Setting a Date of Meeting for the Public Hearing on the Status of Funded Activities and Final Statement for the West Branch Food Pantry CDBG Grant Project. / Move to action.

Jones stated that a requirement of the grant process is to hold a hearing to close out the grant.

Motion by Miller, second by Goodweiler to approve Resolution 1999. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2000 – A Resolution Setting a Date of Meeting for the Public Hearing on Amending the Current Budget. / Move to action.

Edgar explained that we need to amend the budget because the grant money related to Resolution 1999 was not budgeted in the current fiscal year. Also, the City will probably be written up by the auditors because we spent \$2,000 before we amended the budget.

Motion by Miller, second by Goodweiler to approve Resolution 2000. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Resolution 2001 – A Resolution Authorizing the Transfer of Funds / Move to action.

Edgar explained that we are moving dollars from the Emergency Fund to the General Fund so that we can spend them. The other transfers are to fund the debt payment due this fiscal year or repay inter-fund loans.

Motion by Miller, second by Goodweiler to approve Resolution 2001. AYES: Miller, Sexton, Goodweiler, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2002 – A Resolution Approving Contracts for the Hoover Hometown Days Celebration in the Amount of \$4,400. / Move to action.

Russell explained the services that each of the four contracts will provide. The entertainment will be provided by people from this area, although some of the agents we are dealing with are from out of state. She said additional contracts will be forthcoming in the future.

Motion by Stoolman, second by Goodweiler to approve Resolution 2002. AYES: Stoolman, Goodweiler, Dean, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2003 – A Resolution Approving the Proposed Job Description for the Position of Finance Officer / Move to action.

Laughlin said he and three other people had modified the existing job description and this was the result.

Motion by Goodweiler, second Stoolman to approve Resolution 2003. AYES: Goodweiler, Stoolman, Dean, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2004 – A Resolution Sun-setting the City of West Branch Housing Incentive Program. / Move to action.

Sexton asked if new permit fees would be accompanying this. The reply was that would be addressed at a later date.

Motion by Miller, second Stoolman to approve Resolution 2004. AYES: Miller, Stoolman, Sexton, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion: Planning Orange Street 4th and 5th with East Side Infrastructure Master Project; and Moving Forward with Greenview Connection as priority to be substantially complete by June 30.

Jones explained that priorities changed and it didn't make sense to complete parts of planned projects that might need to be torn up to complete other portions of the plan. A plan needs to be developed that would proceed in a logical manner along with a budget for the project. Veenstra and Kimm will develop the plan for completing the work over three years along with the cost estimates of the work.

Discussion: Consider updates to the Town Hall rates and fees.

Russell presented the proposed rates to the Council. After much discussion, the council supported raising the rates for non-resident, non-profit organizations, continue using the current six hour block rate for weekends and have all other rates remain the same for the next year. The issue would then be revisited in one year.

Motion to accept the Staff Work Plan for the 4th Quarter of Fiscal Year 2021. / Move to action.

Jones explained that the staff work plan would be on a Google spreadsheet, and staff would be able to update whenever work is performed on a project.

CITY ADMINISTRATOR REPORT

Jones said V & K and ECIA are working together on a grant to connect WB Village to city sewer system. The question of when will construction begin on the new wastewater plant and the progress made in relocating the brush pile came up. Jones reported contracts would probably be let in November or December with construction beginning in the spring. Talks were underway with a landowner to relocate the brush pile and if an agreement can not be reached with him, there are alternate sites under consideration.

Jones reported the City was now looking at the “free option” which is really a “less cost option”, rather than install a roundabout on the Cedar-Johnson County Road. Johnson County officials have been made aware they would be responsible for a turn lane under that option but no decision has been made to proceed.

The Wapsi Creek Widening Project is still waiting for a resolution with the Gaskills. The Council responded they would like to issue a deadline to the Gaskills to sign the agreement.

CITY ATTORNEY REPORT – No report.

STAFF REPORTS – NO REPORTS

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said the sand bags at Heritage Square should be removed and the area needs to be finished.

Sexton reported he received a couple of comments regarding the signage at the intersection of Cedar-Johnson Road and Greenview. He said people leaving Little Lights don't realize it isn't a four way stop and he would like to have something done about it.

Dean said he would like to have the old Caseys site put on the agenda so the Council can decide what to do to finish it.

Stoolman said she would like the alley between 4th and 5th on to Main St. shut down. People only go down the alley, not up it, and they are unable to stop when then come down.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:41 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon Edgar, Finance Officer / Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Motion to Approve Class C Liquor License (LC) with Outdoor Service and Sunday Sales privileges for Cedars Edge Golf Course Inc.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones, City Administrator / Clerk
DATE:	May 13, 2021

BACKGROUND:

Term: 12 month, Effective Date 5/27/2021 and Expiration Date 5/26/2022.

STAFF RECOMMENDATION: Approve Motion – Move to Action
--

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Motion to Approve the Claims Report.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	May 13, 2021

BACKGROUND:

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

STAFF RECOMMENDATION: Approve Claims Report – Move to Action

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"

EXPENDITURES

5/17/2021

ABOUT FACES ENTERTAINMENT	DEPOSIT - HHTD ENTERTAINMENT	900.00
AE OUTDOOR POWER	REPAIR PARTS	428.54
ALLIANT ENERGY	UTILITY SERVICE	10,440.58
AMAZON	BOOKS, PRGRAM & MAINT SUPPLIES	821.31
AT & T MOBILITY	WIRELESS SERVICE	344.80
BAKER & TAYLOR INC.	BOOKS	1,035.06
BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLIES	126.77
BOWERS CUSTOM SERVICES LLC	CUBBY PARK - CAP IMP/ COLD MIX	520.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	1,083.43
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
CHAUNCEY BUTLER POST 514	FLAGS & ACCESSORIES	183.00
CJ COOPER & ASSOCIATES	PREEMPLOYMENT SERVICE	35.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
ELITE HOLDING COMPANY	YOUTH SPORT SHIRTS	1,430.25
EVER-GREEN LANDSCAPE NURSE	PLAYGROUND CHIPS	2,160.00
GLOBAL EQUIPMENT CO. INC.	LOCKERS	1,253.79
GOLD MEDAL CENTRAL IL	CONCESSION MDSE & EQUIPMENT	936.07
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	37.11
HOLIDAY INN DES MOINES AIRPORT	LODGING - L BRICK	224.00
ILLINOIS LIBRARY ASSOCIATION	PROGRAM SUPPLIES	280.78
IOWA CODIFICATION INC	ORDINANCE CODIFICATION UPDATE	2,000.00
KANOPY	VIDEOS	31.00
KILER, KEVIN L OR KAY A	BUILDING INCENTIVE PAYMENT	1,182.95
LAKESHORE LEARNING MATERIALS	PROGRAM SUPPLIES	71.97
LAUGHLIN DESIGN LLC	REPAIR & DOOR & A/C INSTALLATION	16,500.00
LOGAN CONTRACTOR'S SUPPLY	CUBBY PARK CAPITAL IMPROVEMENTS	2,712.89
LYNCH'S PLUMBING INC	CUBBY PARK CAPITAL IMPROVEMENT	580.80
MENARDS	WHEELBARROW, SCOOP SHOVELS	157.96
METROPOLITAN COMPOUNDS INC	CHEMICALS	1,742.46
OVERDRIVE INC	BOOK	2.49
PLUNKETT'S PEST CONTROL INC	PEST CONTROL - POLICE & FIRE	75.00
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	216.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	863.00
RPM REVIVAL	2009 STERLING DUMP/PLOW TRUCK	11,990.66
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	SUPPLIES	25.10
TIPTON CONSERVATIVE	SUBSCRIPTION TO 05-01-2022	40.00
USA BLUE BOOK	SUPPLIES	1,228.28
WALMART COMMUNITY/RFCSLLC	SUPPLIES	301.24
WEST BRANCH TIMES	ADVERTISING, LEGAL PUBLICATION	601.11
WEX BANK	VEHICLE FUEL	1,652.40
TOTAL		64,574.00

PAYROLL 05/14/21 44,668.59

PAID BETWEEN MEETINGS

CEDAR COUNTY COOP	FUEL	580.90
SCATTERGOOD FRIENDS SCHOOL & FARM	FARM TO FOOD BANK PROGRAM	3,500.00
WEST BRANCH COMMUNITY SCHOOLS	OPERATION BACKPACK, FOOD PANTRY	8,000.00
WEST BRANCH FOOD PANTRY	SUPPORT FOR FOOD PANTRY	7,500.00
GLOBAL PAYMENTS	CREDIT CARD FEES	998.82
LESLIE BRICK	TRAVEL EXPENSES	191.20
CROEL, INC.	CUBBY PARK CAPITAL IMPROVEMENTS	20,950.00
HENDERSON PRODUCTS	SNOW PLOW REPAIR	265.68
REDMOND JONES II	TRAVEL EXPENSES	243.34
GLORIA HUBLER	UTILITY REFUND	42.12
REBECCA NAUGHTON	UTILITY REFUND	43.21

TOTAL 42,315.27

GRAND TOTAL EXPENDITURES 151,557.86

FUND TOTALS

001 GENERAL FUND	72,298.47
022 CIVIC CENTER	449.74
031 LIBRARY	9,538.08
110 ROAD USE TAX	7,123.49
112 TRUST AND AGENCY	4,733.24
308 PARK IMP - PEDERSEN VALLEY	25,027.59
600 WATER FUND	10,764.48
610 SEWER FUND	21,622.77

GRAND TOTAL 151,557.86

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
POLICE OPERATION	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL - POLICE & FI	37.50	
		WEX BANK	VEHICLE FUEL	794.45	
		BROWN'S WEST BRANCH	VEHICLE REPAIR	1,004.96	
		ALLIANT ENERGY	SERVICES	188.87	
			SERVICES	16.65	
		AT & T MOBILITY	WIRELESS SERVICE	344.80	
		TOTAL:		<u>2,387.23</u>	
FIRE OPERATION	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL - POLICE & FI	37.50	
		WEX BANK	VEHICLE FUEL	162.72	
		ALLIANT ENERGY	SERVICES	566.62	
		CHAUNCEY BUTLER POST 514	FLAGS & ACCESSORIES	40.00	
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20	
			TOTAL:		<u>830.04</u>
STREET LIGHTING	GENERAL FUND	ALLIANT ENERGY	SERVICES	2,206.95	
			SERVICES	203.50	
			TOTAL:	<u>2,410.45</u>	
HEALTH & SOC SERVICES	GENERAL FUND	LAUGHLIN DESIGN LLC	DOOR & A/C INSTALLATION	4,000.00	
			TOTAL:	<u>4,000.00</u>	
PARK & RECREATION	GENERAL FUND	LYNCH'S PLUMBING INC	REPAIR SERVICE	416.00	
		PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	108.00	
			SERVICE - CUBBY PARK	108.00	
		MENARDS	WHEELBARROW, SCOOP SHOVELS	157.96	
		BROWN'S WEST BRANCH	VEHICLE REPAIR	78.47	
		ALLIANT ENERGY	SERVICES	215.15	
		ELITE HOLDING COMPANY	YOUTH SPORT SHIRTS	1,430.25	
		EVER-GREEN LANDSCAPE NURSERY & SUPPLY	PLAYGROUND CHIPS	2,160.00	
		AMAZON	BOOKS, PRGRAM & MAINT SUPP	88.97	
		CHAUNCEY BUTLER POST 514	FLAGS & ACCESSORIES	60.00	
		THE HOME DEPOT PRO	SUPPLIES	25.10	
		GOLD MEDAL CENTRAL IL ML31	CONCESSION MDSE & EQUIPMEN	136.17	
			TOTAL:		<u>4,984.07</u>
		CEMETERY	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING, LEGAL PUBLICA
WEX BANK	VEHICLE FUEL			97.93	
CJ COOPER & ASSOCIATES	PREEMPLOYEMENT SERVICE			35.00	
AE OUTDOOR POWER	REPAIR PARTS			428.54	
CHAUNCEY BUTLER POST 514	FLAGS & ACCESSORIES			20.00	
	TOTAL:				<u>618.47</u>
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	SERVICES	49.94	
		ABOUT FACES ENTERTAINMENT LLC	DEPOSIT - HHTD ENTERTAINME	900.00	
			TOTAL:		<u>949.94</u>
ECONOMIC DEVELOPMENT	GENERAL FUND	KILER, KEVIN L OR KAY A	BUILDING INCENTIVE PAYMENT	1,182.95	
			TOTAL:	<u>1,182.95</u>	
CLERK & TREASURER	GENERAL FUND	HOLIDAY INN DES MOINES AIRPORT	LODGING - L BRICK	224.00	
		IOWA CODIFICATION INC	ORDINANCE CODIFICATION UPD	2,000.00	
		ALLIANT ENERGY	SERVICES	234.44	
			TOTAL:		<u>2,458.44</u>
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	ADVERTISING, LEGAL PUBLICA	508.61	

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CEDAR COUNTY RECORDER	RECORDING FEES	21.00
			TOTAL:	529.61
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
NON-DEPARTMENTAL	GENERAL FUND	LAUGHLIN DESIGN LLC	REPAIR FOOD PANTRY BUILDIN	12,500.00
			TOTAL:	12,500.00
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	449.74
			TOTAL:	449.74
LIBRARY	LIBRARY	OVERDRIVE INC	BOOK	2.49
		WALMART COMMUNITY/RFCSELLC	SUPPLIES	194.24
			SUPPLIES	16.48
			SUPPLIES	90.52
		BAKER & TAYLOR INC.	BOOKS	82.40
			BOOKS	234.40
			BOOKS	279.61
			BOOKS	289.92
			BOOKS	148.73
		TIPTON CONSERVATIVE	SUBSCRIPTION TO 05-01-2022	40.00
		D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
		ALLIANT ENERGY	SERVICES	416.91
		GLOBAL EQUIPMENT CO. INC.	LOCKERS	430.35
			DOORS & LOCKS	823.44
		AMAZON	BOOKS, PRGRAM & MAINT SUPP	180.31
			BOOKS, PRGRAM & MAINT SUPP	254.84
			BOOKS, PRGRAM & MAINT SUPP	164.63
			BOOKS, PRGRAM & MAINT SUPP	42.57
		CHAUNCEY BUTLER POST 514	FLAGS & ACCESSORIES	63.00
		KANOPY	VIDEOS	31.00
		ILLINOIS LIBRARY ASSOCIATION	PROGRAM SUPPLIES	280.78
		LAKESHORE LEARNING MATERIALS	PROGRAM SUPPLIES	71.97
			TOTAL:	4,208.59
ROADS & STREETS	ROAD USE TAX	WEST BRANCH TIMES	ADVERTISING, LEGAL PUBLICA	55.50
		WEX BANK	VEHICLE FUEL	199.08
		METROPOLITAN COMPOUNDS INC	CHEMICALS	1,088.90
			CHEMICALS	653.56
		ALLIANT ENERGY	SERVICES	271.15
		BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLI	126.77
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	12.37
		BOWERS CUSTOM SERVICES LLC	CUBBY PARK - CAP IMP/ COLD	120.00
			TOTAL:	2,527.33
INVALID DEPARTMENT	PARK IMP - PEDERSE	LYNCH'S PLUMBING INC	CUBBY PARK CAPITAL IMPROVE	164.80
		BOWERS CUSTOM SERVICES LLC	CUBBY PARK - CAP IMP/ COLD	240.00
			CUBBY PARK - CAP IMPROVEME	160.00
		LOGAN CONTRACTOR'S SUPPLY INC	CUBBY PARK-CAP IMPROVEMENT	2,712.89
		GOLD MEDAL CENTRAL IL ML31	CONCESSION MDSE & EQUIPMEN	799.90
			TOTAL:	4,077.59
WATER OPERATING	WATER FUND	WEX BANK	VEHICLE FUEL	199.08
		ALLIANT ENERGY	SERVICES	3,005.46
			SERVICES	123.33

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		AMAZON	BOOKS, PRGRAM & MAINT SUPP	89.99
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	12.37
		USA BLUE BOOK	SUPPLIES	559.14
			SUPPLIES	454.04
			PAINT	215.10
			TOTAL:	4,658.51

SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	863.00
		WEX BANK	VEHICLE FUEL	199.14
		ALLIANT ENERGY	SERVICES	2,391.87
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	12.37
		RPM REVIVAL	2009 STERLING DUMP/PLOW TR	11,990.66
			TOTAL:	15,701.04

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

001	GENERAL FUND	32,951.20
022	CIVIC CENTER	449.74
031	LIBRARY	4,208.59
110	ROAD USE TAX	2,527.33
308	PARK IMP - PEDERSEN VALLE	4,077.59
600	WATER FUND	4,658.51
610	SEWER FUND	15,701.04

	GRAND TOTAL:	64,574.00

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of West Branch
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 5/17/2021 THRU 5/17/2021
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Public Hearing: To Discuss the Status of Funded Activities and Final Statement for the West Branch Food Pantry CDBG Grant Project.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	May 13, 2021

BACKGROUND:

Public Hearing Notice

NOTICE OF PUBLIC HEARING ON THE STATUS OF FUNDED ACTIVITIES AND FINAL STATEMENT FOR THE WEST BRANCH FOOD PANTRY CDBG GRANT PROJECT

Pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended the City of West Branch City Council or Cedar County Board of Supervisors will hold a public hearing on May 17th, 2020; at 7:00pm; at City Hall (110 N. Poplar St.). The purpose of the hearing will be to discuss the status of funding the West Branch Food Pantry CDBG Grant Project. The project is being funded through a Community Development Block Grant provided by the Iowa Economic Development Authority. If you have questions concerning the project or if you require special accommodations to attend the hearing such as handicapped accessibility or translation services, you may contact City Administrator, Redmond Jones II at (319) 643-5888. Persons interested in the status of funding or the progress of the project are welcome to attend this meeting.

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

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Resolution 2005 – A Resolution Approving and Accepting the Status of Funded Activities and Final Statement for the West Branch Food Pantry CDBG Grant Project.
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:	May 13, 2021

BACKGROUND:

Food Pantry Grant:

Goal and Objective Statement *(Need for the CDBG Project):*

In response to the COVID-19 infectious disease response we not only wanted to distribute food to our most vulnerable populations, we have the goal to distribute more nutritious food and show the community that by pooling resources together, we can identify and alleviate some of the root causes of hunger that drive people to seek out food assistance in and out of a pandemic.

Grant Budget

<i>Bring the Food Pantry Facility within Americans with Disabilities Compliance</i>	\$ 4,000
<i>Restocking the West Branch Food Pantry</i>	\$ 7,500
<i>Supporting the Downtown Hot Meal Voucher Program</i>	\$ 2,000
<i>Supporting Operation Backpack</i>	\$ 3,500
<i>The West Branch School Food Pantries</i>	\$ 4,500
<i>The Farm to Food Bank Program</i>	\$ 3,500
<i>"Mobile Food Pantry" program (funded HACAP)</i>	<u>\$ 0</u>
Grand Total	\$25,000

STAFF RECOMMENDATION:	Approve Resolution 2005 / Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

“AS A NATION WE MUST PREVENT HUNGER AND COLD TO THOSE OF OUR PEOPLE WHO ARE IN HONEST DIFFICULTIES.”

West Branch Native Son and 31st President of the United States of America – Herbert Hoover



Grant Plan and Budget

In Partnership with:



West Branch Area Religious Council
West Branch Community School District
Scattergood Friends School and Farm
Hawkeye Area Community Action Program
West Branch Middle School Pantry

West Branch Food Pantry
Humrichhouse
City of West Branch
Operation Backpack
West Branch High School Pantry

Project Plan

Introduction:

Simply put, feeding people is at the core of everything we do. Over the years, we've built a reliable and trusted food assistance collaborative that provides a safety net for West Branch citizens and others who find themselves in honest need and difficulties. Following the example of West Branch native Herbert Hoover who would become known for holding the office of President of the United States, but he would also become known as "The Great Humanitarian" for his food relief efforts.

With this history in mind, West Branchians have come together in an impressive collaborative that involves: the City of West Branch, the West Branch Food Pantry, the churches of West Branch and Springdale, Scattergood Friendship Farm & School, Operation Back Pack, West Branch Middle School Pantry, West Branch High School Pantry and Hawkeye Area Community Action Program.

Goal and Objective Statement *(Need for the CDBG Project):*

In response to the COVID-19 infectious disease response we not only wanted to distribute food to our most vulnerable populations, we have the goal to distribute more nutritious food and show the community that by pooling resources together, we can identify and alleviate some of the root causes of hunger that drive people to seek out food assistance in and out of a pandemic.

Description of the CDBG Funded Project(s) and/or Activities:

Supporting the Downtown Hot Meal Voucher Program – This is a program that is implemented by the West Branch Community Development Group. While the main function of this group is centered on the historic downtown district, this group is also the bridge between local restaurant owners and citizens suffering from household food shortages. This program entitles participants to receive anywhere from one to 12 vouchers per month to be used at any of our multiple local eateries. This is a great way to assist two sub sections of our community that have been hit hard by the COVID-19 pandemic.

Restocking the West Branch Food Pantry – For any pandemic, before it strikes, the U.S. Department of Homeland Security recommends storing up enough food and water for two weeks. For families who struggle during normal times this precaution is almost impossible. For this reason our West Branch food pantries are working hard to provide larger amounts than normal for vulnerable families who could find themselves hampered with the COVID-19 sickness.



Bring the Food Pantry Facility within Americans with Disabilities Compliance – The grant will allow the West Branch Food Pantry server residents of all ages and citizens with disabilities. Unfortunately, our food pantry facility doesn't accommodate citizens with disabilities and is not



user friendly for our older populations. We have had the unfortunate experiences of slips and falls from citizens trying to access the food pantry. This has created barriers for food and service delivery. We anticipate creating a rear entry to the structure that would not require managing any steps or hand rails. This will allow replacing broken shelving and a prep table.

Supporting Operation Backpack – This is a program that serves grades kindergarten through grade 6. Instead of the typical backpack programs that focus on school supplies, our program supplies breakfast and lunch plus snacks for the weekend. This program supplies bags of food to the school once a week during the school year. Program partners and coordinators work with the West Branch United Methodist Church to store program supplies. This program heavily relies on the generosity of fundraising. The largest of these fundraisers is a golf tournament, which raises approximately \$6,000 annually. Due to COVID-19 pandemic and safety concerns for participants, this year's tournament had to be canceled.

The West Branch School Food Pantries – Like the "Operation Backpack" program, the West Branch Middle School Food Pantry provides backpack bags for grades 7-8, and the West Branch High School Food Pantry provides backpack bags for grades 9-12. These programs purchase items similar to those in their predecessor program "operation backpack" with food enough for individual servings of breakfast, lunch and snack items for a weekend. We pack a bag of food for each student in the program to take home every Friday during the school year. This program grew from the Operation Backpack program, which traditionally ends after 6th grade. There was a need for students who had been in the program to continue to receive food support. Hence the program has grown, and the COVID-19 pandemic has only sharpened this need.

The Farm to Food Bank Program – Our "Farm to Food Bank" initiative partners our food pantries with Scattergood Farm and School to rescue and deliver perfectly healthy food to hungry families. This is not one of those programs that donate unmarketable produce. Instead our program and goal is to fight hunger by providing more nutritious food through the agricultural surplus from our local farm and school. To help address the food distribution crisis caused by the COVID-19 pandemic, this program will bridge the gap between on-farm surpluses and our growing food pantry demands. One of the biggest hurdles in preventing on-farm food waste is logistics. Especially with perishable produce like lettuce, food rescue is urgent. But the cost for coordination, packaging, and transportation are all major obstacles that farming

economies cannot readily absorb. With funding from this grant we will be able to alleviate this concern, deliver produce directly to our local food pantries, and give hungry families more nutritional options.

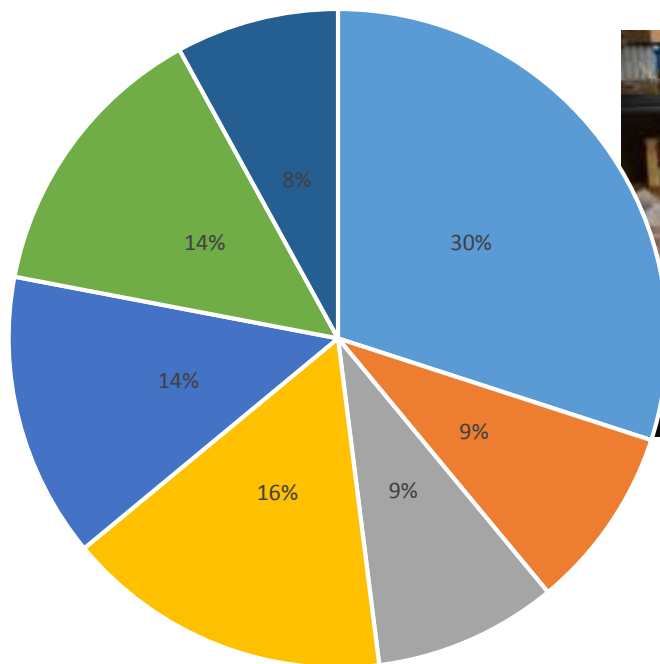
The Hawkeye Area Community Action “Mobile Food Pantry” program (HACAP) – This program is not receiving any funding from our CDBG grant; however, since the program works so closely with our other programs and activities, we wanted to mention this important program. In response to the recent spread of COVID-19, HACAP has made the following changes to their mobile pantry distribution to protect the health of our volunteers, staff, and clients:

- 1) They started distributing pre-boxed food rather than setting up tables for clients to “shop”.
- 2) Additionally, HACAP started the use of boxes and bags ready to add the perishable items like produce, bakery and meats.
- 3) HACAP has also started distribution directly from the truck to reduce contact with clients.

Project Budget *(the amount of CDBG funds for the project)*

The City of West Branch was awarded \$25,000 in Community Development Block Grant (CDBG) funds for Infectious Disease Response to COVID-19. The focus of these funds is to assist with the efforts of the West Branch Food Pantry.

Activity Breakdown



- West Branch Pantry
- High School Pantry
- Middle School Pantry
- Facility - ADA
- Operation Back Pack
- Farm to Food Bank Program
- Hot Meal Voucher Program

<i>Bring the Food Pantry Facility within Americans with Disabilities Compliance</i>	\$ 4,000
<i>Restocking the West Branch Food Pantry</i>	\$ 7,500
<i>Supporting the Downtown Hot Meal Voucher Program</i>	\$ 2,000
<i>Supporting Operation Backpack</i>	\$ 3,500
<i>The West Branch School Food Pantries</i>	\$ 4,500
<i>The Farm to Food Bank Program</i>	\$ 3,500
<i>“Mobile Food Pantry” program (funded HACAP)</i>	\$ <u>0</u>
Grand Total	\$25,000

Public Hearing Topics *(these items are required to be presented in the grant plan)*

Many of these items will not be applicable but will need to still be presented and addressed at the public hearing scheduled September 8th 2020.

- **Need for the CDBG project.** Please see page 2 “Goals and Objectives Statement”.
- **Description of the CDBG funded project & activities.** Please see pages 2-4 “Description of the CDBG Funded Project(s) and/or Activities”.
- **The amount of CDBG funds for the project.** Please see pages 4-5 “Project Budget” \$25,000 grant award.
- **Estimated Amount of CDBG assistance that will benefit low and moderate income persons.**
- **The location of Activities.** All activities are anticipated to occur within the City of West Branch.
- **Any Relocation that will have to take place as a result of the CDBG project.** No, this is a strict food assistance program there will be no housing displacement.
- **City Contact Information for Residents to Contact with Concerns or Complaints Regarding the Project.** Complaints or Concerns are to be forwarded to the City Administrator, Redmond Jones II, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358, (319) 643-5888.
- **Community Development and Housing Needs of low to moderate persons in the City / County and any planned or potential activities to address these needs.** Not Applicable, This program is not focused or equipped to address housing needs.

- **Other Community Development and Housing Needs and any planned or potential activities to address these needs.** Not Applicable, This program is not focused or equipped to address housing needs.

The City will prepare hearing minutes from this public hearing. The public hearing minutes will include this plan as well as the aforementioned nine points. The public will be notified of the public hearing through the West Branch Times, the City Website, and through postings at City Hall, West Branch Post Office, and the West Branch Public Library. The intent is to make sure residents are aware of the project. The City will also have public hearing published in the West Branch Times no more than 20 days and no less than 4 days from September 8th, 2020 the date of the public hearing.

In Conclusion

Our work is driven by collaboration, teamwork, and sharing a common goal to ending hunger for the people of our community. Collectively, our team members are executing their missions with extreme care for the CDC guidelines that is needed in this COVID-19 environment. Practices such as requiring recipients to wait in their vehicles and just drive thru for pick up. If they do not have cars, we are asking that a line of participants using social distancing be formed and individuals are called one person at a time up to receive their pre-boxed and bagged items. These are just a couple of examples of not only responding to COVID-19 but respecting our part in trying to control the disease.

RESOLUTION 2005

**A RESOLUTION APPROVING AND ACCEPTING THE STATUS OF FUNDED
ACTIVITIES AND FINAL STATEMENT FOR THE WEST BRANCH FOOD PANTRY
CDBG GRANT PROJECT.**

WHEREAS, The \$25,000 CDBG grant that was awarded to the City of West Branch is intended to assist the West Branch Food Pantry; and

WHEREAS Pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, the City of West Branch City Council has held a public hearing on May 17th, 2021; and

WHEREAS, the hearing discussed the status and final statement of funding for the West Branch Food Pantry project; and

WHEREAS, public notification occurred through the West Branch Times, the City Website, and through postings at City Hall, West Branch Post Office, and the West Branch Public Library; and

WHEREAS, the intent is to make sure residents had every opportunity to be made aware of the project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned staff presentation on the status and final statement of funding for the West Branch Food Pantry project is hereby accepted and approved.

* * * *

Passed and approved this 17th day of May, 2021.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Public Hearing: To Discuss Amending the Current Budget for the Fiscal Year Ending June 30, 2021.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	May 13, 2021

BACKGROUND:

Budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues. Such amendment may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30. Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

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

"Turning Vision into Reality is our Business"

Public Hearing Notice

**TO FIX THE MEETING OF MAY 17, 2021; FOR A PUBLIC HEARING ON AMENDING
THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2021**

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
WEST BRANCH				
Fiscal Year July 1, 2020 - June 30, 2021				
The City of WEST BRANCH will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2021				
Meeting Date/Time: 5/17/2021 07:00 PM		Contact: Gordon Russell Edgar		Phone: (319) 643-5888
Meeting Location: Council Chambers, City Office, 110 N Poplar, West Branch, Iowa				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.				
REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	1,908,576	0	1,908,576
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	1,908,576	0	1,908,576
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	486,238	0	486,238
Other City Taxes	6	268,528	0	268,528
Licenses & Permits	7	35,100	0	35,100
Use of Money & Property	8	20,000	0	20,000
Intergovernmental	9	1,058,403	25,000	1,083,403
Charges for Service	10	1,358,200	0	1,358,200
Special Assessments	11	0	0	0
Miscellaneous	12	40,120	0	40,120
Other Financing Sources	13	200,000	0	200,000
Transfers In	14	791,136	0	791,136
Total Revenues & Other Sources	15	6,166,301	25,000	6,191,301
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	861,762	0	861,762
Public Works	17	704,031	0	704,031
Health and Social Services	18	0	25,000	25,000
Culture and Recreation	19	736,927	0	736,927
Community and Economic Development	20	128,558	0	128,558
General Government	21	212,099	0	212,099
Debt Service	22	1,005,824	0	1,005,824
Capital Projects	23	850,000	0	850,000
Total Government Activities Expenditures	24	4,499,201	25,000	4,524,201
Business Type/Enterprise	25	815,354	0	815,354
Total Gov Activities & Business Expenditures	26	5,314,555	25,000	5,339,555
Transfers Out	27	791,136	0	791,136
Total Expenditures/Transfers Out	28	6,105,691	25,000	6,130,691
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	60,610	0	60,610
Beginning Fund Balance July 1, 2020	30	2,833,518	0	2,833,518
Ending Fund Balance June 30, 2021	31	2,894,128	0	2,894,128
Explanation of Changes: The city has been approved to receive a \$25,000 Community Development Block Grant from the Iowa Economic Development Authority. The grant will reimburse the city for expenditures made under the program. The sum of the grant proceeds will be equal to the expenditures made under the program.				



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Resolution 2006 – A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2021.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	May 13, 2021

BACKGROUND:

Budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues. Such amendment may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30. Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

In this case, we realized that we never established a fund for health and social services. So just to process the Food Pantry grant, we will need to establish a fund and expense from that fund the expenses from the Food Pantry (\$25,000) grant. The city was required to expense these funds to be reimbursed by the Iowa Finance Authority.

STAFF RECOMMENDATION:	Approve Resolution 2006 / Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET
WEST BRANCH
 Fiscal Year July 1, 2020 - June 30, 2021

The City of WEST BRANCH will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2021

Meeting Date/Time: 5/17/2021 07:00 PM

Contact: Gordon Russell Edgar

Phone: (319) 643-5888

Meeting Location: Council Chambers, City Office, 110 N Poplar, West Branch, Iowa

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	1,908,576	0	1,908,576
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	1,908,576	0	1,908,576
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	486,238	0	486,238
Other City Taxes	6	268,528	0	268,528
Licenses & Permits	7	35,100	0	35,100
Use of Money & Property	8	20,000	0	20,000
Intergovernmental	9	1,058,403	25,000	1,083,403
Charges for Service	10	1,358,200	0	1,358,200
Special Assessments	11	0	0	0
Miscellaneous	12	40,120	0	40,120
Other Financing Sources	13	200,000	0	200,000
Transfers In	14	791,136	0	791,136
Total Revenues & Other Sources	15	6,166,301	25,000	6,191,301
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	861,762	0	861,762
Public Works	17	704,031	0	704,031
Health and Social Services	18	0	25,000	25,000
Culture and Recreation	19	736,927	0	736,927
Community and Economic Development	20	128,558	0	128,558
General Government	21	212,099	0	212,099
Debt Service	22	1,005,824	0	1,005,824
Capital Projects	23	850,000	0	850,000
Total Government Activities Expenditures	24	4,499,201	25,000	4,524,201
Business Type/Enterprise	25	815,354	0	815,354
Total Gov Activities & Business Expenditures	26	5,314,555	25,000	5,339,555
Transfers Out	27	791,136	0	791,136
Total Expenditures/Transfers Out	28	6,105,691	25,000	6,130,691
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	60,610	0	60,610
Beginning Fund Balance July 1, 2020	30	2,833,518	0	2,833,518
Ending Fund Balance June 30, 2021	31	2,894,128	0	2,894,128

Explanation of Changes: The city has been approved to receive a \$25,000 Community Development Block Grant from the Iowa Economic Development Authority. The grant will reimburse the city for expenditures made under the program. The sum of the grant proceeds will be equal to the expenditures made under the program.

RESOLUTION 2006

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR
ENDING JUNE 30, 2021.**

FY21 Budget Amendment – See State Form

PASSED AND APPROVED this 17th day of May, 2021

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Finance Deputy Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	First Reading of Ordinance 781 – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations” to Add Section 51, “Annexed Territory”.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	May 13, 2021

BACKGROUND:

This item was a moderate goal with 3 votes at our FY2020-2021 goal setting. City Council wanted to provide framework for continued growth. In earlier public discussion items city council expressed interest in supporting municipal process that handle voluntary and 80/20 annexations as outlined in state code (Iowa Code 2021, Chapter 368). These measures are spelled in the State Code. For this reason, this item only aims to provide context of how development interest will interact with local zoning requirements and the state city development board review of proposed “Annexed Territory” applications.

STAFF RECOMMENDATION:	Approve First Reading of Ordinance 781 / Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

ORDINANCE 781

AN ORDINANCE AMENDING CHAPTER 165; ENTITLED, “ZONING REGULATIONS” TO ADD SECTION 51, “ANNEXED TERRITORY”.

WHEREAS, 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 process of Annexation; and

WHEREAS, 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 interested parties better navigable the state and local process of annexation; thus, lead to more consistent interpretation of the requirements; and

WHEREAS, it is the goal to make development in the City of West Branch user friendly; thus, it is recommended that the City Council of the City of West Branch, adopt 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 intention of providing a framework for proposals for annexed territory.

NOW, THEREFORE, BE IT ORDAINED:

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.

165.51 – Amend Chapter 165 by adding section 51: ANNEXED TERRITORY

165.51 ANNEXED TERRITORY

- 1. Annexation is defined as the addition or incorporation of a land / territory (private and/or commercial) into the City of West Branch.**
- 2. Any area of proposed annexation to the City of West Branch shall be zoned by the City after a recommendation by the Planning and Zoning Commission prior to annexation. Any applicant for annexation must include a requested zoning classification along with the application for annexation. The Notice of Annexation must include the applicant’s requested zoning classification. If the Planning and Zoning Commission makes a recommendation for acceptance of the annexation to the Council, it must include a recommendation of zoning also. If the Council accepts the annexation, it must designate the zoning classification of the territory and it will become effective upon the recording of the resolution. The resolution will not be recorded sooner than three days after its passage, nor will the resolution be sent to the State of Iowa City Development Board until three days after passage. The applicant for annexation may withdraw the**

application if desired due to the zoning classification within the three day period before the annexation is recorded or forwarded.

3. The ability to annex and approval of an annexation proposal are subject to section 368 (25, 0) of the Iowa Code.

Passed and approved this ____ day of _____, 2021.

First Reading:	May 17, 2021
Second Reading:	June 7, 2021
Third Reading:	June 15, 2021

Roger Laughlin, Mayor

Attest:

Redmond Jones, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Resolution 2007 – A Resolution Updating Town Hall Rates for Non-Residents.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	May 14, 2021

BACKGROUND:

Town Hall fees were last officially reviewed and approved in 2018. In 2021, an emergency COVID cleaning fee was added to all reservations to cover the rising costs. Here are the current fees.

- Town Hall Hourly Rental \$10/Hour Town Hall Daily Rental+\$10
- No alcohol \$65/Day Town Hall Rental (for any period of time)+\$10
- Daily rental with alcohol \$100/Day +\$10
 - Refundable Alcohol Deposit (in addition to rental fee) \$100
- *Non-profit organizations are exempt from Town Hall Rental Fees.

After presenting the fees and policies to the City Council on May 3rd, Council provided feedback such as keeping a fee for adult non-profits, lowering the fees and adding a fee for non-profit from outside the West Branch City Limits. Below you will find the changes that were proposed and then the second chart is the revised changes.

It is the recommendation to remove the COVID cleaning fee.

Town Hall Rental Rates on May 3rd

Rentals Weekdays and Monday-Thursday, Weekends are Friday-Sunday.	West Branch Resident/Business	Non-Resident/Other Business
West Branch non-profit 2-hour weekday rental	\$10.00	N/A
West Branch non-profit weekday additional hour	\$5.00	N/A
Standard Weekday 2-hour rental rate	\$20.00	\$20.00
Standard additional hour	\$10.00	\$10.00
Standard weekend 6 hour block rate(8am-2pm and 4pm-10pm)	\$80.00	\$160.00

Standard weekend rate- entire day(7am-10pm)	\$120.00	\$280.00
Additional fee for alcohol	\$25.00	\$25.00
Refundable alcohol deposit	\$100.00	\$100.00
Refundable key deposit	\$10.00	\$20.00

Town Hall Rental Rates-Revised

Rentals Weekdays and Monday-Thursday, Weekends are Friday-Sunday.	West Branch Resident/Business	Non-Resident/Other Business
West Branch non-profit 2-hour weekday rental	\$ 5.00	\$ 10.00
West Branch non-profit weekday additional hour	\$ 2.50	\$ 5.00
Standard weekday 2-hour rental rate	\$ 20.00	\$ 30.00
Standard additional hour rate	\$ 10.00	\$ 15.00
Standard entire weekday entire day rate (7am-10pm)	\$ 65.00	\$ 90.00
Standard weekend 6 hour block rate(8am-2pm and 4pm-10pm)	\$ 60.00	\$ 80.00
Standard weekend rate- entire day(7am-10pm)	\$100.00	\$ 150.00
Additional fee for alcohol	\$ 25.00	\$ 25.00
Refundable alcohol deposit	\$100.00	\$ 100.00
Refundable key deposit	\$10.00	\$ 20.00

STAFF RECOMMENDATION: Approve Resolution 2007 / Move to Action

REVIEWED BY CITY ADMINISTRATOR:

COUNCIL ACTION:

MOTION BY:

SECOND BY:

"Turning Vision into Reality is our Business"

RESOLUTION 2007

A RESOLUTION UPDATING TOWN HALL RATES FOR NON-RESIDENTS.

WHEREAS, West Branch Town Hall is a 1,000 square foot facility conveniently located at the corner of Main Street and N 1st Street, and there is a complete kitchen, including stove, refrigerator, coffee maker, and microwave; and

WHEREAS, Town Hall can be rented for various venues and provided in the rental is use of 8 8-foot banquet tables, 8 round tables, and chairs. The rental also comes with use of a single restroom with a changing table, an outdoor handicap lift that is key operated, and “Wi-Fi” throughout the building; and

WHEREAS, the maintenance of this venues is supported by the tax-payers of the city of West Branch, the City Council feel that the expense related to the use of this facility should be shared with non-local tax payers as well; and

WHEREAS, the town hall rates for non-residents both profit and non-profit entities are increased to provide parity with the taxpayers who pay for the operation and related expenses of town hall; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned staff presentation on the status and final statement of funding for the West Branch Food Pantry project is hereby accepted and approved.

* * * *

Passed and approved this 17th day of May, 2021.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 17, 2021
AGENDA ITEM:	Discussion Item: Former Casey’s Parking Lot.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Matt Goodale, Director of Public Works / Redmond Jones, City Administrator
DATE:	May 14, 2021

BACKGROUND:

The sidewalk for the old Casey’s lot will need installed to meet City Code for each option given below. The cost for the sidewalk if completed in house is approximately \$2,000 and would take 1-2 weeks for completion. The installation of the mural is also given as part of each project and will consist of the 8’x16’ mural installed on green treated base and plywood backing with a raised curb encircling the mural to protect it from mowers or automobiles. \$1,800 if completed in house. And would take 1-2 weeks for completion. These have both been accounted for in each proposal and is part of the total cost and time as calculated.

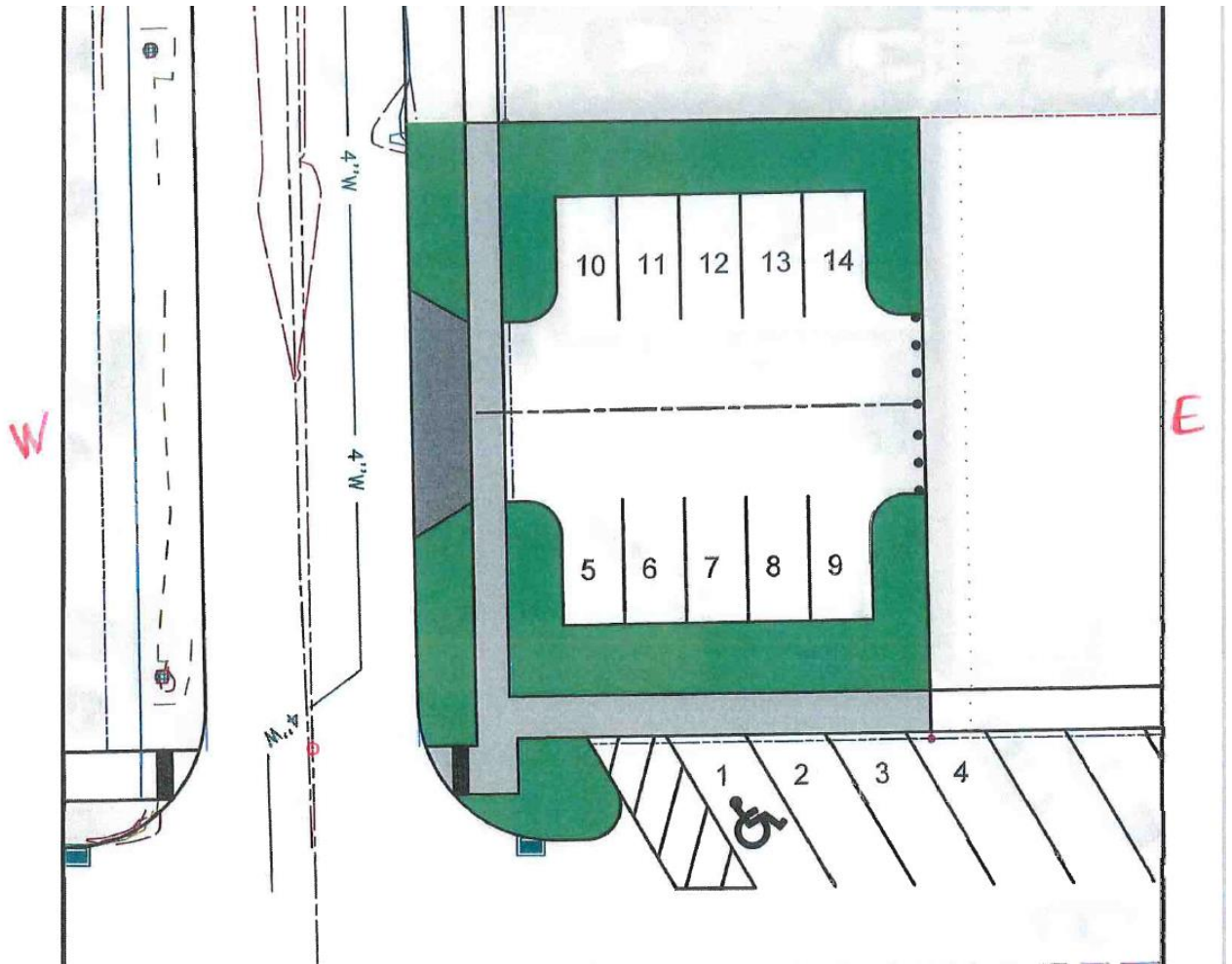
-Concrete Parking lot per the V&K Concept 1(as presented to council December 21, 2020) to include 14 parking stalls, sidewalks and grass islands. \$18,800 if completed in house. 6-7 weeks for completion.

-Sealcoat parking area and install sidewalk. \$8,300 with sidewalk done in house and pricing from LL Pelling on the parking area to be completed in conjunction with the sealcoating on city streets this year. 4-5 weeks for completion.

-Sidewalk replacement with grass over the rest of the current parking area to create a green space. \$5,100 if completed in house. 3 weeks for completion

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

"Turning Vision into Reality is our Business"



"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

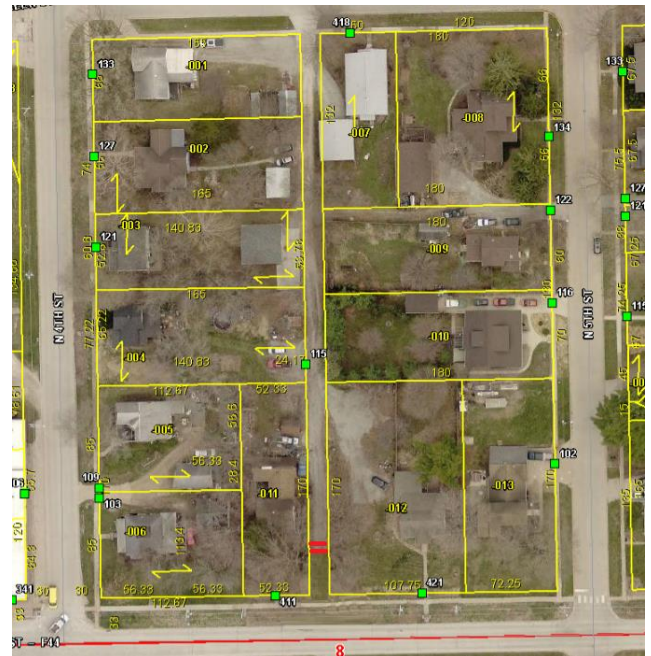
MEETING DATE:	May 17, 2021
AGENDA ITEM:	Discussion Item: Consider Closing the Main Street entrance /access to the Alley between 4 th and 5 th Street.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Jodee Stoolman, Council Person
DATE:	May 14, 2021

BACKGROUND:

Current



Proposed



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

"Turning Vision into Reality is our Business"