



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY MAY 3, 2021 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

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

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

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**Please note:** *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available May 9<sup>th</sup> on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience member.*

**AGENDA**

**A. Call to Order**

**B. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

**C. Roll Call**

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

1. Matt Goodale, Director of Public Works – Update on New Dump Truck Purchase.

**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.*

**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.*

*"Turning Vision into Reality is our Business"*

1. **Motion to Approve** Meeting Minutes for City Council Meeting April 19, 2021.
2. **Motion to Approve** the Claims Report.

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

1. **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.
2. **Resolution 2000** – A Resolution Setting a Date of Meeting for a Public Hearing on Amending the Current Budget for the Fiscal Year Ending June 30, 2021.
3. **Resolution 2001** – A Resolution Authorizing the Transfer of Funds.
4. **Resolution 2002** – A Resolution Approving Various Contracts for the Hoover's Hometown Days celebration in the Amount of \$4,400.00
5. **Resolution 2003** – A Resolution Approving the Proposed Job Description for the position of Finance Officer.
6. **Resolution 2004** – A Resolution Sun-setting the City of West Branch Housing Incentive Program.
7. **Discussion Item:** Planning Orange Street 4<sup>th</sup> and 5<sup>th</sup> with East Side Infrastructure Master Project; and Moving Forward with Greenview Connection as priority to be substantially complete by June 31.
8. **Discussion Item:** Consider Update to the Town Hall Rates and Fees.
9. **Motion to Accept** the Staff Work Plan for the 4<sup>th</sup> Quarter of Fiscal Year 2021.

**H. Reports**

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

**I. Comments from the Mayor and City Council Members**

**J. Adjournment**

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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> May 3, 2021
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<b>AGENDA ITEM:</b> Plow Truck Replacement Closeout
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<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
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<b>PREPARED BY:</b>	Matt Goodale, Public Works Director
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<b>DATE:</b>	April 30, 2021
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### 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.

<b>STAFF RECOMMENDATION:</b> Presentation Item.
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<b>REVIEWED BY CITY ADMINISTRATOR:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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*"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/](http://westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**April 19, 2021  
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, April 19, 2021 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.*

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

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 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, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar and Police Chief John Hanna. City Staff attending via Zoom: Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, Police Officer Cathy Steen and City Engineer Dave Schechinger.

#### **GUEST SPEAKER PRESENTATIONS**

Mayor Laughlin read a proclamation from the Iowa City Area Realtors proclaiming April 2021 as Fair Housing Month.

#### **PUBLIC COMMENT**

Jessi Simon, CDG Executive Director reported that the annual Sweets For Success event held this past weekend at Little Lights Events was a great success and said they raised a grand net total of \$21,838.00 that will benefit the West Branch Community Development Group.

#### **CONSENT AGENDA**

Motion to Approve Minutes for City Council Meeting April 5, 2021.

Motion to Approve a Class E Liquor License, Class B Wine, Class C Beer (Carryout), Sunday Sales for BPG LLC Jack and Jill, Located at 115 E. Main St. West Branch, Iowa.

Motion to Approve Cigarette Permit for Jack & Jill Store (ownership change for Fiscal Year 21).

Motion to Appoint a Member to and Establish an Animal Control Appeal Board (Leesa Johnson).

Motion to Approve the Claims Report.

#### **April Claims and March Revenues**

EXPENDITURES	4/19/2021	
AERO RENTAL INC	POWER RAKE - BERANEK PARK	88.00
ALLIANT ENERGY	ELECTRIC SERVICE	11,736.75
ALTORFER INC	MAINTENANCE SUPPLIES	27.66
AMAZON	BOOKS, PROGRAM & TECH SUPPLIES	2,883.85
AT & T MOBILITY	AT & T MOBILITY	344.72
BAKER & TAYLOR INC.	BOOKS	945.43
BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	428.34
BOOKLIST	SUBSCRIPTION	169.50
BOWERS CUSTOM SERVICES LLC	ROCK HAULING	480.00
CEDAR COUNTY COOPERATIVE	FUEL HOSE	78.29
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	52.15
D&R PEST CONTROL	PEST CONTROL	70.00
F&B COMMUNICATIONS INC	SERVER & INSTALLATION	4,089.99
FINDAWAY WORLD LLC	PROGRAM ACTIVITY	69.99
HAWKINS INC	AZONE	613.21

HENDERSON PRODUCTS INC	SNOW PLOW REPAIR	265.68
HI-LINE ELECTRIC COMPANY I	SUPPLIES	31.50
HUEBBE MARY T OR TOBIOUS A	BUILDING INCENTIVE PAYMENT	620.53
IOWA POLICE CHIEFS ASSOCIATION	CONFERENCE REGISTRATION	135.00
JACOB DARBY	BUILDING INCENTIVE PAYMENT	1,099.45
JOHNSON COUNTY REFUSE INC.	RECYCLING & TRASH - MARCH, 202	15,680.00
JP PARTY RENTALS LLC	DEPOSIT - FOAM CANNON	437.50
KANOPY	VIDEO RENTALS	42.00
LINN COUNTY R.E.C.	STREET LIGHTS	205.73
LYNCH GARRETT H	BUILDING INCENTIVE PAYMENT	1,034.34
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR- N DOWNEY	4,030.30
LYNCH'S PLUMBING INC	REPAIR PARTS	98.00
MATT PARROTT/STOREY KENWORTHY	WINDOW ENVELOPES	175.00
MEADOWS DEVELOPMENT INC	RETURN ESCROW DEPOSIT	82,725.00
MUNICIPAL SUPPLY INC.	WATER METERS & SUPPLIES	4,774.85
OVERDRIVE INC	BOOKS	3.68
PREMIER PARTS TIPTON	AIR FILTERS	425.76
PYRAMID SERVICES INC.	MAINTENANCE SUPPLIES	99.08
QUILL CORP	SUPPLIES	177.95
RAC SERVICES	SECURITY SYSTEM	1,854.80
RIVER PRODUCTS COMPANY INC	ROCK - CUBBY PARK	176.13
STATE HYGIENIC LAB	LAB ANALYSIS	27.00
THOMAS MARK & JEANETTE	BUILDING INCENTIVE PAYMENT	888.68
UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	640.55
WELLMARK	MAY PREMIUMS	15,214.71
WEST BRANCH REPAIRS	VEHICLE REPAIR	476.87
WEST BRANCH TIMES	SUBSCRIPTION-EXPIRE 05-30-2022	1,148.50
WEX BANK	VEHICLE FUEL	1,110.96
WHITE CAP L.P.	CUBBY PARK-PARKING LOT	1,316.50
ZOOBEAN INC	LICENSING AGREEMENT	895.00

TOTAL		157,902.93
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PAYROLL	04/16/21	56,499.75
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PAID BETWEEN MEETINGS

CEDAR VALLEY COOP	VEHICLE FUEL	1,051.60
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GRAND TOTAL EXPENDITURES		215,454.28
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FUND TOTALS	
001 GENERAL FUND	137,870.84
022 CIVIC CENTER	613.65
031 LIBRARY	9,756.31
110 ROAD USE TAX	6,354.18
112 TRUST AND AGENCY	21,926.70
308 PARK IMP - PEDERSEN VALLEY	4,192.28
600 WATER FUND	22,555.58
610 SEWER FUND	12,184.74
GRAND TOTAL	215,454.28

REVENUE-FISCAL YEAR 2021

FUND MAR	
001 GENERAL FUND	200,206.00
022 CIVIC CENTER	2,754.27
031 LIBRARY	257.95
036 TORT LIABILITY	5,647.36
110 ROAD USE TAX	10,051.05
112 TRUST & AGENCY	35,799.14
119 EMERGENCY TAX FUND	4,932.16
121 LOCAL OPTION SALES TAX	34,392.32
125 TIF	119,575.52
226 DEBT SERVICE	51,171.80
501 KROUTH PRINCIPAL FUND	230.81
502 KROUTH INTEREST FUND	62.85
600 WATER FUND	48,004.18
610 SEWER FUND	57,338.37
740 STORM WATER UTILITY	5,551.75
TOTAL	575,975.53

Laughlin informed the Council that a recent dog bite incident with a child prompted the formation of an Animal Control Appeal Board. The owner of the dog has requested to appeal the dangerous animal classification by Chief Hanna. Laughlin said he will schedule a meeting in early May.

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

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

### Motion to Accept the Staff Recommended Equipment Replacement Set Aside Schedule for the Police Department. / Move to action.

Hanna presented his equipment replacement schedule that covers a six year period. Hanna said the replacement schedule is included in his annual budget set aside program.

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

### Resolution 1997 – A Resolution Continuing to Allow the Implementation of a Trap, Neuter, and Release Feral Cats Pilot Program Within the City Limits. / Move to action.

Chief Hanna addressed the Council with his concerns over continuing the program and said returning strays to the community was not only a continued nuisance, but also against City Code, Chapter 55, Section 10, Animals at Large. Hanna said he wasn't convinced that releasing cats back into the community solves the issue at hand. Hanna further stated that he didn't have adequate resources to dedicate to the program continuing. The Council discussed the request from the Animal Control Commission to continue the program but decided that more information was needed to determine the effectiveness and benefits for continuing the program. No one from the Animal Control Commission was present to answer questions regarding the program.

Motion by Sexton, second by Stoolman. AYES: None. NAYS: Sexton, Stoolman, Miller, Dean, Goodweiler. None. Motion failed.

### Resolution 1998 – Approving \$6,521.55 to Linn County Rural Electric Cooperative for the Relocation of Electrical Utilities Related to the Greenview Connection Project. / Move to action.

Jones said that the cost to move the electric service was nominal and stated that Alliant Energy has offered to move their gas line at no charge to the City to keep the project moving.

Motion by Sexton, second by Miller to approve Resolution 1998. AYES: Sexton, Miller, Dean, Stoolman, Goodweiler. NAYS: None. Motion carried.

### Discussion: Regarding the Roundabout (Cost Projections, Options, and Financing).

Laughlin stated that City staff, Schechinger, himself and Sexton met with Johnson County engineers and a JC Supervisor to discuss the round-a-bout project and said that costs are escalating due to many factors and asked Schechinger to explain the city's current options. Schechinger said that Johnson County has provided several iterations for the project design and due to topography, grading, land acquisition, and the requirement for ADA sidewalks on the north side of West Main Street, costs keeps rising. Schechinger said he needed the Council to discuss other project designs so he could give Johnson County Engineers direction to keep their project moving. The Council was presented with several options and determined that Option 5 (with a turn lane) for a cost of almost \$300,000 versus Option 7 (without a turn lane) for a cost of approximately \$141,000, the lowest cost option were the best choice for the City. Schechinger added that he is having the MPO look at the traffic study again with these options which would help to know if the turn lanes were in fact needed. The Council said they would like to know the result of the traffic study review before determining their final decision, but most likely the round-a-bout project 'was dead'.

### Discussion: Consider adding provisions for Annexation to the Municipal Code.

Jones asked the Council to consider adding more language to the City Code regarding annexation for the city's future growth. The Council said the City had annexed in prior years without Code revisions and asked what the benefit would be the Code revision. Jones said other communities had an annexation process and thought it might be helpful to help guide the process. Jones also suggested that the Council give some thought and consideration to where they would like to see the City grow. Laughlin suggested that Jones meet

with Planning & Zoning Chairperson Fuller to discuss the West Branch Comprehensive Plan and get his thoughts on the future of West Branch expanding.

#### **CITY ADMINISTRATOR REPORT**

Jones said the closing on the SRF loan was complete for the \$619,000 for the planning & design portion of the waste water treatment plant. He reported that there had also been no movement with the Wapsi Creek widening project and that the City Attorney would be taking the necessary steps to move the project forward. Jones said that now that the property in question near the Greenview connection had been determined to be an easement, that project will move forward as well. Jones reported that the Parkside Hills project submitted revised construction plans to address the storm water concerns and that project will again start to move forward as well.

#### **CITY ATTORNEY REPORT - ABSENT**

#### **STAFF REPORTS – NO REPORTS**

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin asked the Council to begin considering a TIF request for a developer who has expressed interest in building a forty-eight unit independent living center on the corner of West Main Street and Cedar-Johnson Road (in The Meadows Subdivision). Laughlin said the developer is considering West Branch and Tipton for the 8 million dollar project. Laughlin also reminded Jones that the Council would be looking for an update and plans for the implementing a merit pay system for city staff.

#### **ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:43 p.m.

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Roger Laughlin, Mayor

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	April 30, 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.

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

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**EXPENDITURES****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
<b>TOTAL</b>		<b>49,947.89</b>

**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
<b>TOTAL</b>		<b>13,195.39</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>106,807.77</b>
<b>001 GENERAL FUND</b>		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
<b>GRAND TOTAL</b>		<b>106,807.77</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	INTOXIMETERS	INTOXIMETERS	218.50
		IOWA LAW ENFORCEMENT ACADEMY	TRAINING	50.00
		INTERSTATE ALL BATTERY CENTER	BATTERIES & CHARGER	71.95
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	305.10
			TOTAL:	645.55
FIRE OPERATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	40.01
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	89.74
			TOTAL:	129.75
ANIMAL CONTROL	GENERAL FUND	JOHN DEERE FINANCIAL	LAWN FERTILIZER	29.98
			TOTAL:	29.98
PARK & RECREATION	GENERAL FUND	AERO RENTAL INC	EQUIPMENT RENTAL	132.00
		PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	108.00
			SERVICE-CUBBY PARK	108.00
		VERIZON WIRELESS	WIRELESS SERVICE	41.52
		SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	32.62
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	196.50
			TELEPHONE SERVICE	91.90
		KELLY TREE FARM LLC	TREES	95.00
		EVER-GREEN LANDSCAPE NURSERY & SUPPLY	PLAYGROUND CHIPS	2,160.00
		THE HOME DEPOT PRO	SUPPLIES	113.03
		ECONO SIGNS LLC	SIGNAGE	1,157.40
		DIRK WIENEKE	LAWN CARE SERVICE	1,595.00
			TOTAL:	5,830.97
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
		SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	32.62
		BEAN & BEAN	GRAVE OPENINGS	3,300.00
			TOTAL:	3,427.62
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL - CITY OFFICE	47.59
		SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	97.86
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	418.15
			TOTAL:	563.60
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES - MAY, 2021	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONST REVIEW	371.00
			PUD REVIEW.	362.00
			LOETHEN RIDGE CONST REVIEW	304.00
			TOTAL:	1,037.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL - TOWN HALL	47.59
		SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	195.73
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	45.07
		THE HOME DEPOT PRO	STORAGE DOLLIES	873.83
			UTILITY CART	203.88
			TOTAL:	1,366.10
LIBRARY	LIBRARY	SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	130.49

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	212.51
		KELLY TREE FARM LLC	TREES	580.00
			TOTAL:	923.00
ROADS & STREETS	ROAD USE TAX	VERIZON WIRELESS	WIRELESS SERVICE	90.42
		SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	489.32
		VEENSTRA & KIMM INC.	GREENVIEW EXT PRELIM DESIG	3,453.52
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	27.22
		HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES	323.00
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	110.70
			MAINTENANCE SUPPLIES	14.10
		THE HOME DEPOT PRO	SUPPLIES	112.12
		ECONO SIGNS LLC	SIGN BRACKETS	293.60
			TOTAL:	4,914.00
INVALID DEPARTMENT	PARK IMP - PEDERSE CROELL, INC.		CUBBY PARK-CAPITAL IMPROVE	2,330.00
			CUBBY PARK	1,700.00
		BOWERS CUSTOM SERVICES LLC	CUBBY PARK CAPITAL IMPROVE	1,580.00
		LOGAN CONTRACTOR'S SUPPLY INC	CUBBY PARK CAPITAL IMPROVE	320.00
			CUBBY PARK CAPITAL IMPROVE	181.20
			TOTAL:	6,111.20
INVALID DEPARTMENT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.		321 CHANNEL WIDENING FLOOD	543.00
			TOTAL:	543.00
INVALID DEPARTMENT	I-80 WEST, WATER M VEENSTRA & KIMM INC.		I-80 WEST WATERMAIN RELOCA	242.37
			I-80 WEST WATER MAIN RELOC	181.00
			TOTAL:	423.37
INVALID DEPARTMENT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENTFAC IMP 2021	11,660.00
			TOTAL:	11,660.00
INVALID DEPARTMENT	GREENVIEW CONNECTI VEENSTRA & KIMM INC.		SPONSORED WATER QUAL IMP 2	2,500.00
			TOTAL:	2,500.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	UNDERGROUND LOCATION SERVI	18.90
		MUNICIPAL SUPPLY INC.	WATER METERS	4,160.00
			SUPPLIES	38.19
		IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	733.51
		VERIZON WIRELESS	WIRELESS SERVICE	90.41
		WATER SOLUTIONS UNLIMITED INC.	SUPPLIES	44.76
		SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	163.12
		VEENSTRA & KIMM INC.	COLL ST WATERMAIN TO 4TH	398.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	27.22
		USA BLUE BOOK	SUPPLIES & EQUIPMENT	1,185.51
			TOTAL:	6,859.62
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UNDERGROUND LOCATION SERVI	18.90
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	913.00
		VERIZON WIRELESS	WIRELESS SERVICE	90.41
		SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICIN	65.24
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	27.21
		ELECTRIC PUMP INC	EQUIPMENT REPAIR	303.42
			TOTAL:	1,418.18

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		13,229.42
022	CIVIC CENTER		1,366.10
031	LIBRARY		923.00
110	ROAD USE TAX		4,914.00
308	PARK IMP - PEDERSEN VALLE		6,111.20
321	WIDENING WAPSI CREEK @ BE		543.00
323	I-80 WEST, WATER MAIN REL		423.37
324	WW TREATMT FAC IMP 2021		11,660.00
327	GREENVIEW CONNECTION		2,500.00
600	WATER FUND		6,859.62
610	SEWER FUND		1,418.18
-----			
	GRAND TOTAL:		49,947.89
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 1999</b> – 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.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	April 30, 2021

### BACKGROUND:

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 17<sup>th</sup>, 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.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1999 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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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 17<sup>th</sup>, 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.

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

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



# Grant Plan and Budget

In Partnership with:



West Branch United Methodist Church  
West Branch Community School District  
Scattergood Friends School and Farm  
Hawkeye Area Community Action Program  
West Branch Middle School Pantry  
West Branch High School Pantry

West Branch Food Pantry  
West Branch Friends  
Saint Bernadette Church  
Operation Backpack  
West Branch Friends Church  
City of West Branch



## **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, Bethany Lutheran Church, 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:**

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.

### **Describe the Scope of Work, Task and/or Responsibilities:**

***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 serve 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 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 Methodist Church store program supplies. This program heavily relies on the generosity of fundraising. The largest of these fundraisers is a golf tournament. Due to COVID-19 and social distancing fundraisers were forced to be cancelled. Which typically raises \$6,000 annually. This year the grant activities will cover this gap in program expenses.

***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 6<sup>th</sup> 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 sharpen this need.

***The Farm to Food Bank Program*** – Our “Farm to Food Bank” initiative partners our food banks 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 bank 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 to alleviate this concern, deliver produce directly to our local food banks, and give hungry families more nutritional options.

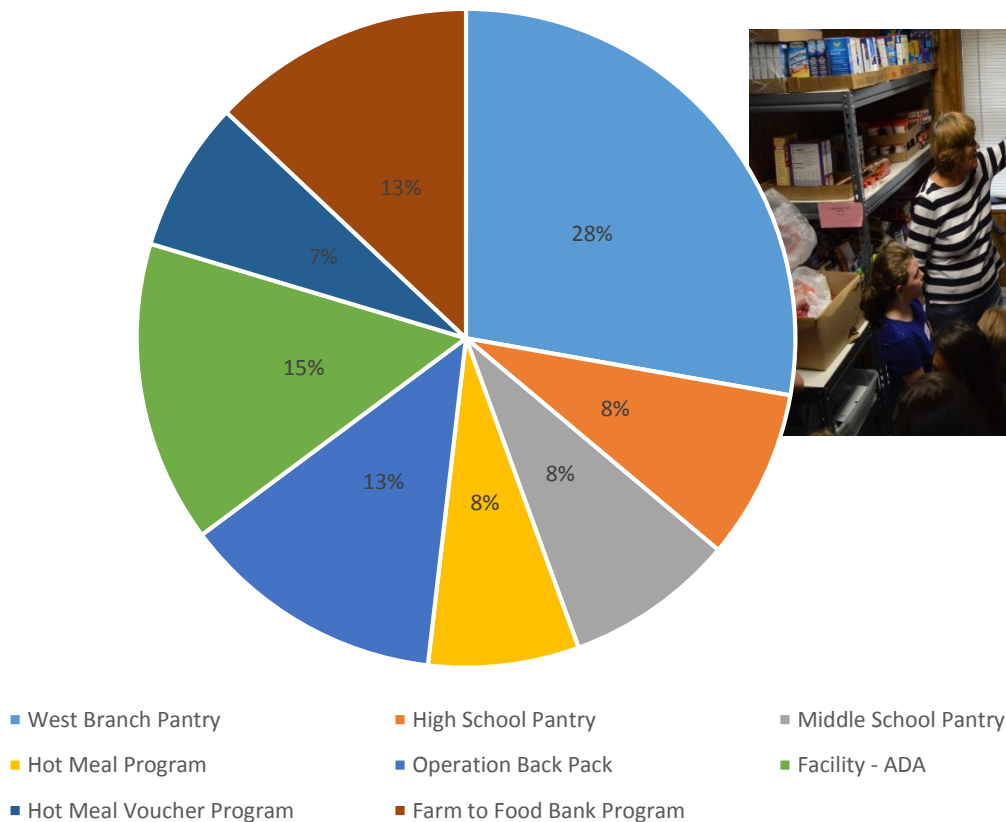
***The Hawkeye Area Community Action “Mobile Food Pantry” program (HACAP)*** – This program is not receiving any funding from our CDBG grant; however, since the program works so closely with our other programs and activities, we wanted to mention this important program. In response to the recent spread 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” from.
- 2) Additionally, HACAP started 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 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



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

## **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. Or, 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. This just a couple of examples of not only responding to COVID-19 but respecting our part in trying to control the disease.

**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.**

**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 will set a date to hold a public hearing on May 17<sup>th</sup>, 2021; and

**WHEREAS,** the purpose of the hearing will be to discuss the status of funding for the West Branch Food Pantry project; and

**WHEREAS,** 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; and

**WHEREAS,** the intent is to make sure residents are aware of the project.

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council of the City of West Branch, Iowa, that the aforementioned staff recommendation to set a date to hold a public hearing on May 17<sup>th</sup>, 2021 to discuss the status and final statement of funding for the West Branch Food Pantry project is hereby accepted and approved.

\* \* \* \*

**Passed and approved this 3rd day of May, 2021.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2000</b> – 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.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	April 29, 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.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2000 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## 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.				

## **RESOLUTION 2000**

### **TO FIX A DATE OF MEETING FOR A PUBLIC HEARING ON AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2021.**

**WHEREAS**, 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; and;

**WHEREAS**, such amendments 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; and;

**WHEREAS**, the City Council intends to amend the budget to provide for the following: Additional revenue from bond proceeds and additional expenditures for loan settlement, salaries and legal and audit fees, and interest on new loans

**NOW, THEREFORE**, It Is Resolved by the Council of the City of West Branch, Iowa, as follows:

**Section 1.** This Council shall meet on the 17th day of May, 2021, at the City Council Chambers located at 110 N. Poplar Street, in the City, at 7:00 o'clock p.m., at which time and place a public hearing will be held on the question of amending the current budget for the fiscal year ending June 30, 2021.

**Section 2.** The City Clerk is hereby directed to give notice of the proposed action for amending the current budget for the fiscal year ending June 30, 2021, the time when and place where the said meeting will be held, by publication at least once, and not less than 10 nor more than 20 days before the date of said meeting, in a legal newspaper published at least once weekly, and of general circulation in the City. The notice shall be in substantially the following form:



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
Tranfers 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.				

\* \* \* \*

Passed and approved this 3rd day of May, 2021.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2001</b> – A Resolution Authorizing the Transfer of Funds.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	April 30, 2021

### BACKGROUND:

Transfer of Funds can be performed to transfer funds from one fund, account, or program to a different fund, account, or program. There must be an available fund balance or budget in the fund, account, or program being transferred from. The ending balance in both the ‘from’ fund, account, or program; and the ‘to’ fund, account, or program must be positive.

The budgeted transfers include moving funds to Debt Service to meet our debt payment at the end of May and moving funds from the Emergency Tax Fund to the General Fund, and paying off an inter-fund loan.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2001 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## RESOLUTION 2001

### A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

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

T/O	Emergency Tax Fund	119	\$	44,685.00	Transfer from Emergency Tax Fund-Budgeted
T/I	General	001	\$	44,685.00	Transfer from Emergency Tax Fund-Budgeted
T/O	TIF	125	\$	37,987.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	37,987.00	2013 Bond
T/O	Water Fund	600	\$	40,000.00	Transfer from Water Fund to Debt Service-Budgeted
T/I	Debt Service	226	\$	40,000.00	2013 Bond
T/O	Sewer Fund	610	\$	46,000.00	Transfer from Sewer Fund to Debt Service-Budgeted
T/I	Debt Service	226	\$	46,000.00	2013 Bond
T/O	TIF	125	\$	108,653.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	108,653.00	Fidelity Bank & Trust - Acciona legal fees
T/O	Local Option Sales Tax	121	\$	22,675.00	Transfer from LOST to Debt Service
T/O	TIF	125	\$	26,596.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	49,271.00	Bond Series 2016A
T/O	TIF	125	\$	57,350.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	57,350.00	Bond Series 2016B
T/O	Local Option Sales Tax	121	\$	191,300.00	Transfer from LOST to Debt Service-Budgeted
T/I	Debt Service	226	\$	191,300.00	Bond Series 2017
T/O	TIF	125	\$	146,753.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	146,753.00	Bond Series 2017
T/O	TIF	125	\$	75,000.00	Transfer from TIF to General Fund
T/I	General Fund	315	\$	75,000.00	Repayment of Interfund Transfer to College St – 2 <sup>nd</sup> St Project – Budgeted

\* \* \* \* \*

**PASSED AND APPROVED this 3rd day of May, 2021**

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

ATTEST: \_\_\_\_\_  
Gordon R. Edgar, Deputy Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2002</b> – A Resolution Approving “Jarrod Hogan”, “Pony Go Round Pony Rides”, “About Faces Entertainment”, and “Absolute Science” for the Hoover's Hometown Days Celebration in the Amount of \$4400.00
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Melissa Russell, Parks and Recreation Director
<b>DATE:</b>	April 30, 2021

### BACKGROUND:

Four organizations have submitted proposed service agreements in the amount of \$500 for Jarrod Hogan for daytime musical performance of 2 hours, \$1300 for Pony Go Round Pony Rides for 4 hours of pony rides, \$1800 for About Faces Entertainment for 1 caricature artist, 1 balloon sculptor, and 1 strolling magician for 4 hour, \$800 for Absolute Science for 4 hours of bubble stations.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2002 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

### City of West Branch PERFORMANCE CONTRACT

This contract (the "Agreement") is made on this day of Apr. 12<sup>th</sup>, 2021, between The City of West Branch ("City") and Jarrod Hogan (the "Performer") for the hiring of the Performer as independent contractors to perform (the "Show") for the City at Hooes Hometown Days (the "Venue"), located at the address 113 1<sup>st</sup> St, West Branch, IA

It is agreed as follows:

1. **Place, date, and time of Show.** The parties agree that the time and place of Show will be Venue, located at the address Main Street, on the 7 day of August, from \_\_\_\_\_ to \_\_\_\_\_.
2. **Description of Show.** - 2 performances each 1 hour at a time  
TBD between 11:00am - 2pm.
- 2 Shows will last of a minimum of 60 minutes. each show
3. **Payment.** Compensation for the Show will be \$500.00 dollars, payable by City of West Branch being the "Fee." The whole of the Fee is due immediately following the Performer's Show. Up to 50% of the Fee may be requested by the Performer as a deposit prior to the performance.
4. **Cancellation.** Cancellation may be made by City before two days prior to the time of Show. The City is unable and therefore will not pay funds if the Show is not performed for any reason.
5. **Force Majeure.** In the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of the Performer, the deposit of Fee will be non-refundable, but no other portion of Fee is due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, with no further deposit of Fee due, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.
6. **Food and Drink.** The Performer is responsible for providing all food and drink required to complete the performance.
7. **Parking.** the City will secure sufficient parking for the Performer's personnel and equipment transportation within a reasonably convenient distance to Venue for a minimum period of 2 hours prior to the show and lasting until 1 hour after the show.
8. **Sound Systems Check.** A sound check conducted by the Performer of Venue's sound system is required, at a time to be mutually arranged between the Performer and the City.
9. **Insurance, Security, Health, and Safety.** The Performer is required to have Proof of Insurance provided to the City at the time that this contract is signed. Insurance documents must show coverage for any and all damage to equipment as well as any personal injury that may be incurred as a result of the scheduled Show. The City warrants that the Venue will be of

sufficient size to safely conduct Show, that the Venue is of stable construction and sufficiently protected from weather, and that there will be adequate security and/or emergency medical responders available if foreseeably necessary.

10. **Indemnification.** The City indemnifies and holds the Performer harmless for any claims of property damage or bodily injury caused by Show attendees. The Performer indemnifies and holds the City harmless for any claims of property or bodily injury caused by performance in the Show.

11. **Severability.** If any portion of Agreement is in conflict with any applicable law, such portion will become inoperative, but all other portions of Agreement will remain in force.

12. **Interpretation.** Agreement will be interpreted according to the laws of Iowa.

13. **Riders.** Nothing in Agreement shall prevent any rider from being added to Agreement that is favorable to the Performer or City, as judged by the City. All riders must be in writing and signed by the party against whom enforcement is sought.

14. **Video/Photography.** The City reserves the right to record and photograph the show for use for publicity and use on the local Cable Access Channel. Attribution will be given to performers when used on the local channel.

The below-signed the Performer Representative warrants s/he has authority to enforceably sign this agreement for the Performer in its entirety. The below signed the City's Representative warrants s/he has authority to bind the City and Venue (above).

Signature of the Performer Representative: Jarrod Hogan

Performer's Representative typed name and title: N/A

Performer's typed name: Jarrod Hogan

Performer's Address: 649 Raleigh Ln Marion, Iowa 52302

Performer's Phone #: 319-360-4378

City's Representative Signature: \_\_\_\_\_

City's Representative typed name and title: \_\_\_\_\_



# General Contract Agreement

THIS AGREEMENT made this 29<sup>th</sup> day of March, 20 21, by  
and between David and Deborah Grimm DBA Pony Go Round Pony Rides (First Party)  
and Hoover's Hometown Days, West Branch, Iowa (Second Party).

**WITNESSETH:** That in consideration of the mutual covenants and agreements to be kept and performed on the part  
of said parties hereto, respectively as herein stated:

I. Said party of the first part covenants and agrees that it shall:

Provide a live 6 pony carousel ride for Saturday Aug. 7<sup>th</sup>, 2021, Noon - 4pm  
Provide free rides to the public for these 4 hours.  
Provide certificate of insurance upon arrival at the event.  
Reserve the right to refuse rides to riders we deem too large for the ponies.

II. And said party of the second part covenants and agrees that it shall:

Provide adequate space for the ride. Approx. 30' diameter.  
Pay Pony Go Round a \$260<sup>00</sup> set up fee and \$260<sup>00</sup> per hour for 4 hours of free  
rides. \$1,300 total.

III. Other terms to be observed by and between the parties:

In case of rainout, Party #2 will pay Party #1 only for hours that the ride  
was running and the set up fee. If we have not left home and the  
event is cancelled, no money is exchanged.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. Time is of  
the essence on all undertakings. This agreement shall be enforced under the laws of the state of \_\_\_\_\_.

This is the entire agreement.

Signed the day and year first written above.

Signed in the presence of:

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

First Party: 319-461-3926  
David E. Grimm

Second Party: \_\_\_\_\_



**5092 Dorsey Hall Dr, Suite 202, Ellicott City, MD 21042**

Make payment to About Faces (address above), NOT to the entertainers.

**Paying by check (preferred) or money order**

Please fill in the information below to the best of your ability and return this with the contract. You do not need to send this form with the check.

Check Amount \$	
Check will be mailed (approx. date put in mail)	
Check will be coming from (Company Name or Client Name on check)	

Once we receive the check, we will send you an email confirmation.  
Please note: there will be a \$15 returned check fee.

**Paying by credit or debit card**

Please fill in the information below.

Contract/Event ID #	
Card Type & 16 Digit Card Number	
Expiration Date:	
3 Digit CID #	
Full Name on Card	
Full Billing Address used with this card	

Once we run the card, we will send you a receipt via email.

Please note: We charge the deposit upon return of the contract, if we are more than 30 days out from your event, and the balance will be charged once we are within 30 days of your event. If you are booking within 30 days of your event date, the full balance will be charged.

We accept Visa, Mastercard and Discover.

**If paying via American Express, there will be a 3% processing fee added to the total.**

**Other Payment Options:**

If paying by Electronic Transfer (directly from your bank to ours), please let us know, and we can send you our ACH bank information. There is no fee to use this option.

If paying by Paypal, Paypal fees will apply.

If paying by wire transfer, there is an \$18 fee per transfer.



# About Faces Entertainment

*we draw a crowd!*

5092 Dorsey Hall Dr, Suite 202 Ellicott City, MD 21042 800-923-8669 phone 410-740-5417 fax  
www.aboutfacesentertainment.com

Melissa Russell

Contract # 41191  
Agent: MH

This contract made 04/27/2021 by and between About Faces Entertainment and Melissa Russell hereinafter referred to as the Client, is subject to the terms and conditions stated herein.

CONTRACT #: 41191  
DATE OF EVENT: Saturday, August, 07, 2021  
EVENT: Community Event  
EVENT LOCATION DETAILS: Town Hall  
Outside  
113 North First Street, West Branch, IA, 52358  
ONSITE CONTACT NAME/NUMBER: PLEASE PROVIDE – Onsite Contact Name who will be present at the event (PLEASE PROVIDE – Onsite Contact Number good during the hours of the event)  
TYPE OF ENTERTAINMENT: 1 Balloon Sculptor(s) (12:00 PM - 04:00 PM)  
1 Caricature Artist(s) (12:00 PM - 04:00 PM)  
1 Magician(s) (Strolling) (12:00 PM - 04:00 PM)  
EVENT SPECIAL NOTES:

Full compensation for the engagement shall be \$1800.00 A nonrefundable deposit of \$900.00 reserves About Faces' services for the above date(s). The remaining balance of \$900.00 will be paid immediately following the engagement If you have provided a credit card, the balance will be automatically charged. Signing and returning this contract reserves About Faces' services for the date of the event shown above. In the event of cancellation by client less than 30 days prior to the day of the engagement, About Faces shall be entitled to payment in full.

All dollars referred to in the terms above are US currency. Entertainers will report to the contact at the above location and will provide all equipment required for the execution of their work EXCEPT: two chairs and a table per face painter or henna artist; two chairs and the use of an electrical outlet per caricature artist. If paid parking is necessary for the event, clients are liable for providing parking accommodations for each entertainer, or for compensating for the cost of parking. If hiring a juggler; please allow a MINIMUM of 12' Clearance. About Faces does not accommodate rain dates.

**Please read above information carefully and confirm the details. Please provide directions to your event if possible.**

## Additional Terms

Client will: make payment as above; provide utilities and adequate space reasonably separated from music/loudspeaker; provide adequate shade and shelter from the elements; provide reasonable protection to entertainer(s) and their property; be responsible for any damage to entertainer(s)'s property resulting from acts of client, guests, employees, agents, customers, or participants in the event. Payment is for services as entertainers. Any by-product of entertainer's services are available free of charge. Drawings may not be used for printed products of any kind, or electronic transmission, without the entertainer's permission and payment of an appropriate fee. Entertainer(s) will: perform at the engagement to the best of their abilities; conduct themselves in such a manner so as not to interfere with the success of the event or reflect discredit on themselves or client; submit to reasonable instructions and suggestions by the client consistent with the ability to perform in entertainer's customary style; not be responsible for any damage to place of the engagement caused during the performance by members of the audience or by persons not directly associated with the entertainers; not be responsible, except by forfeiture of compensation, for failure to perform or inadequacy of performance due to sickness, accidents, acts of God or other legitimate conditions beyond reasonable control. It is understood that the entertainer(s) executes this agreement as an independent contractor and not as an employee and that they shall have exclusive control over the means, method and details of fulfilling their obligation under this contract, consistent with the provisions set forth above, except for the performance time and length and type of act. As an independent contractor, the entertainer(s) assumes all responsibility for withholding tax for social security, state tax, public liability and workman's compensation insurance. This contract is void if not returned within 14 days from the contract date. Please note, there will be a \$35 returned check fee. Proof of insurance available upon request.

Please sign and return one copy of the contract with a deposit as soon as possible to ensure our availability for your event.

**I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that those present at the event may be exposed to or infected by COVID-19 and that such exposure or infection may result in serious illness and/or death. I also acknowledge that I am responsible for ensuring the event follows all state and local guidelines regarding social distancing and COVID 19 safety measures. About Faces Entertainment and their artists will not be held responsible for any violations of state and local guidelines regarding the service I have contracted them to provide**



X  
Accepted By: About Faces Entertainment  
Date: 04/27/2021

X  
Accepted By: Client  
Date:

Please Print

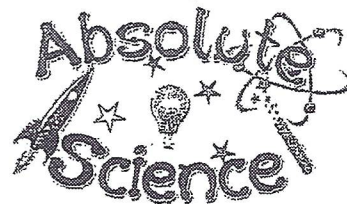
Mail Contract To:

**Absolute Science**

1653 George Washington Blvd. Davenport, Iowa 52804

563-823-1471 or 309-945 3414 (cell)

ReBrammer@mediacommbb.net

Company/Organization Name City of West BranchEvent Address 113 N 1<sup>st</sup> StreetEvent date August 7, 2021Performance time(s) TBD

<u>Melissa Russell</u>	<u>319-930-0393</u>	<u>319-930-0393</u>
Contact name	Phone number	Cell phone

FEES Total amount due \$800.00 4 Hours**Performance Selected** (circle all that apply)

Science Program    Reaction Station Workshop    Bubble Show

Bubble Stations    Hands on Science Stations**If Reaction Station is circled** - which workshop is needed? Circle One

Stomp Rockets    Half Pint Hovercrafts    Balloon Zoomers    Rock Candy Lab

Air Jets    Hot Air Balloons    Rockets Unlimited (No limit on participation)

How many participants do you expect to attend the Reaction Station? \_\_\_\_\_

Upon Signing and dating this agreement each party is committed to its fulfillment.

Absolute Science Signature MCh    Date 4-14-21

Client Signature \_\_\_\_\_    Date \_\_\_\_\_

\*Some experiments involve small fires

We bring a fire proof safety floor mat, fire extinguisher, and talk to the children about having the proper safety equipment for the experiment we are working on.

If fire is not allowed we will substitute for another Experiment.

May we use fire? Yes or No

**RESOLUTION 2002**

**A RESOLUTION APPROVING “JARROD HOGAN”, “PONY GO ROUND PONY RIDES”, “ABOUT FACES ENTERTAINMENT”, AND “ABSOLUTE SCIENCE” FOR THE HOOVER'S HOMETOWN DAYS CELEBRATION IN THE AMOUNT OF \$4400.00.**

**WHEREAS**, the City's premier event of the year is Hoover's Hometown Days; and

**WHEREAS**, the fiscal year 2022 budget for Hoover's Hometown Days includes funding for entertainment and services for the event; and

**WHEREAS**, four organizations have submitted proposed service agreements in the amount of \$500 for Jarrod Hogan for daytime musical performance of 2 hours, \$1300 for Pony Go Round Pony Rides for 4 hours of pony rides, \$1800 for About Faces Entertainment for 1 caricature artist, 1 balloon sculptor, and 1 strolling magician for 4 hour, \$800 for Absolute Science for 4 hours of bubble stations.

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

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

\* \* \* \* \*

**PASSED AND APPROVED THIS 3RD DAY OF MAY, 2021.**

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Roger Laughlin, Mayor

**ATTEST:**

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Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2003</b> – A Resolution Approving the Proposed Job Description for the Position of Finance Officer.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	April 30, 2021

### BACKGROUND:

The position **FINANCE OFFICER** - The City of West Branch, Iowa (population 2,322) seeks a full-time finance officer/treasurer to perform a variety of duties under the direction of the city administrator/clerk.

Degree in Accounting, Finance, Public Administration, or other related program of study required with at least three years of responsible accounting, budgeting, or finance in an office environment preferred. Additional training in accounting and public administration or any combination of experience and training that provides the required knowledge, skills, and abilities.

Salary DOQ plus excellent benefits. More information and applications are available at [www.westbranchiowa.org](http://www.westbranchiowa.org). City employment application, resume, cover letter and three professional references must be mailed to City of West Branch, Attn: Finance Officer Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to [leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org) by May 20, 2021. EOE.

**Timeline** (*After meeting with the selection committee, the follow timeline was recommended*)

May 3 - City Council approves job description

May 4 - job is posted at various locations, social media, website etc.

May 20 - application deadline

May 21 - review applications

May 25-28 - conduct interviews

June 1- make offer to candidate

June 7 - City Council approves candidate

June 21st - New hire start date (subject to availability)

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2003 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Position Title: FINANCE OFFICER / TREASURER

Department: Administration

Immediate Supervisor: City Administrator

Classification: Full Time / Exempt

**Job Summary:** The Finance Officer/Treasurer, directs financial activities, such as planning, budgeting, payroll and accounts payable/receivable. Oversees personnel administrative functions and compliance for all or parts of the city.

**Organizational and Reporting Relationship:** The Finance Officer/Treasurer will report directly to the City Administrator and will have a working relationship with the Senior Management, Department Directors, and City employees.

**Essential Job Duties and Responsibilities:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. These job functions would include, but are not limited to, these areas:

1. To develop the proposed budget by assisting the City Administrator with assembling the department heads' proposed annual department budgets, which proposals shall include project revenues, proposed expenditures and salary requirements jointly with the City Administrator and shall thereafter submit budget on prescribed forms to the City Council.
2. Prepare, monitor, amend and maintain the City Budget. Publish, file adopted documents required with proper governmental agencies. This includes but are not limited to monitoring fiscal year end, and upcoming fiscal year budgets.
3. Prepare financial reports including any annual state required reports; including but not limited to the Debt Obligation Report, Urban Renewal Report, TIF Certification and all other reports required by law and assigned.
4. Oversees accounts payable activities and reconciliation of monthly funds.
5. Administer payroll, complete new hire documents, including employee benefits.
6. Prepare documents for audits and assist auditor with completion.
7. Maintain list of investments, reserves, bonds and payment schedules.
8. Monitor federal/state grant funds as required by law.
9. Administer assigned human resource functions, which may include various federal reporting(s), workers compensation, and drug testing.
10. Assist the City Administrator and keep the City Council fully advised of the financial condition of the city and its future needs.
11. Posts required information on the city website
12. Create various invoices to individuals for city business expenses and services.
13. Provide support to the City Administrator as requested.
14. Perform special projects as designated by the City Administrator.

The duties of the job would also include assisting other personnel in the following areas:

- Prepares and/or helps prepare agenda and packet information for City Council and city board and commission meetings.

- Ensures the preparation of minutes and other documents; including the publication, filing, indexing and storage of all proceedings of the City Council.
- Posts and advertises official meetings, public hearings, and other documents of public interest; maintains affidavit of publications and postings.
- Ensures that all official City business is advertised.
- Interacts with citizens, candidates, management, and staff on a variety of complex and sensitive issues.
- Maintains efficient and accurate records management system including retention and disposition.
- Regularly attends training pursuant to municipal finance officer and clerk duties and responsibilities; makes recommendations to City Council and/or City Staff.
- Assists with processing of building permits and related documents as directed by city clerk and zoning administrator.
- Explains recycling and solid waste program to new and current residents.
- Assist with issuing Dog Park and animal control registrations.
- Assists with maintenance of cemetery records and files.
- Assists in processing park & recreation registrations and program information.
- Performs other duties as assigned.

**Minimum Education, Experience, and Certification:** Degree in Accounting, Finance, Public Administration, or other related program of study required with at least three years of responsible accounting, budgeting, or finance in an office environment preferred. Additional training in accounting and public administration or any combination of experience and training that provides the required knowledge, skills, and abilities.

**Knowledge, Skills, and Abilities:**

- Knowledge of principles and practices of municipal accounting including General Ledger, taxation and revenue management, ability to compile and analyze financial reports.
- Clerical methods, forms techniques and record maintenance.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to effectively operate office equipment including computers and have the ability to become proficiently acquainted with the necessary financial software used by the city.

**SALARY:** DOQ with excellent benefits package, established by the City Council with recommendation by the City Administrator.

**HIRING:** Approval of the City Council with recommendation by the City Administrator.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel classified in this position. The City of West Branch is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Job Description Proposed by City Administrator: May 4, 2021 Subject to approval by the City Council.

## **RESOLUTION 2003**

### **A RESOLUTION APPROVING THE PROPOSED JOB DESCRIPTION FOR THE POSITION OF FINANCE OFFICER.**

**WHEREAS**, The Finance Officer, directs financial activities, such as planning, budgeting, payroll and accounts payable/receivable. Oversees certain administrative functions and compliance for the City; and

**WHEREAS** maintaining a competent workforce relies on being competitive in salary, hiring qualified talented people and providing strong employee benefits; and

**WHEREAS**, the City Administrator will lead the search for the replacement for the retiring Finance Director; and

**WHEREAS**, the Finance Officer will report directly to the City Administrator, and will have a working relationship with the senior management, department directors and city employees; and

**WHEREAS**, the intent is to make sure the attached job description establishes expectations for the city as a prospective employer and any candidate interested in seeking employment as the finance officer with the City of West Branch.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa, that the aforementioned staff recommendation to approve the proposed job description for the position of finance officer is hereby accepted and approved. Further the City Administrator is directed to execute all necessary actions to proceed.

\* \* \* \*

**Passed and approved this 3rd day of May, 2021.**

---

Roger Laughlin, Mayor

ATTEST:

---

Redmond Jones II, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2004</b> – A Resolution Sun-setting the City of West Branch Housing Incentive Program.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	April 30, 2021

### BACKGROUND:

The City of West Branch approved the Housing Incentive Program with the passage of Resolution 1300 on May 4, 2015 which was scheduled to expire June 30, 2017; and the City of West Branch amended the Housing Incentive Program with the passage of Resolution 1606 on May 1<sup>st</sup>, 2017 which extended the program to June 30, 2019; and again amended the Housing Incentive Program with the passage of Resolution 1782 on February 19, 2019 which extended the program to June 30, 2021.

In the last Goal Setting Session the City Council has now deemed it appropriate to sunset the program on June 30, 2021. Additionally, during the recent City Budget process for FY 21-22 this program was not budgeted; therefore is not funded to continue. This item is formalize for the record that the program has come to a close June 30, 2021:

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2004 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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## **RESOLUTION 2004**

### **RESOLUTION SUNSETTING THE CITY OF WEST BRANCH HOUSING INCENTIVE PROGRAM.**

**WHEREAS**, the City of West Branch approved the Housing Incentive Program with the passage of Resolution 1300 on May 4, 2015 which was scheduled to expire June 30, 2017; and

**WHEREAS**, the City of West Branch amended the Housing Incentive Program with the passage of Resolution 1606 on May 1<sup>st</sup>, 2017 which extended the program to June 30, 2019; and

**WHEREAS**, the City of West Branch amended the Housing Incentive Program with the passage of Resolution 1782 on February 19, 2019 which extended the program to June 30, 2021; and

**WHEREAS**, the City Council of West Branch has now deemed to sunset the program on June 30, 2021; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of West Branch, Iowa, that the “City of West Branch Housing Incentive Program”, approved on May 4, 2015 is hereby scheduled to sunset effective June 30, 2021:

\* \* \* \*

**Passed and approved this 3rd day of May, 2021.**

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Planning Orange Street 4 <sup>th</sup> and 5 <sup>th</sup> with East Side Infrastructure Master Project; and Moving Forward with Greenview Connection as priority to be substantially complete by June 31.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator / Matt Goodale, Public Works Director
<b>DATE:</b>	April 30, 2021

### BACKGROUND:

The streets on the east side of town have long been an issue with numerous conversations aimed at addressing concerns of aging road conditions, aging water and sewer system, the lack of curb and gutters and addressing related side walk issues. The City Council set as a priority in both the goal setting process and the Capital Improvement Plan (CIP) process to develop and implement an "East Side Master Infrastructure Plan". Our current Fiscal Year budget planned \$60,000 for Orange Street 4<sup>th</sup> and 5<sup>th</sup> and at the time the Greenview Connection project was planned, but since the timing of the project was driven by developers the city budgeted \$20,000 as reasonable placeholder because at the time it was a good chance would not move on the public improvement in this fiscal year.

Now, that the Greenview connection project ultimately developed faster than most thought it would (including the developer) the city have shifted its priority to the Greenview Project. We plan on using what we have budgeted and may also need some of what we originally budgeted for E. Orange Street project. Staff is recommending including the E. Orange and its unused funds (which will be returned to Fund Balance at FY 21 year-end) to be contributed to the East Side Master Infrastructure Plan. This way we won't have to worry about damaging new infrastructure because of a lack project coordination or phasing.

### East Side Infrastructure Master Plan (\$1.5million funding strategy)

- American Recovery Grant Funds \$350,000
- Realign Former School Turn lane Contribution \$100,000 (50,000 @ 12,500 annually 4 year TIF)
- G.O Judgement Settlement debt realignment FY23 (495,000 @ 99,000 annually 6 years TIF)
- Operations Contribution Road Use Tax (100,000 over 5 years)
- Revenue Bond Water, Sewer, and Stormwater Bond (\$455,000 est. @ 79,000 annually 6 years)

<b>STAFF RECOMMENDATION:</b>	Seek Direction from City Council
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# City of West Branch, Cedar County, IA

## General Obligation Debt

2017										2017																			
\$495,000 G.O. Judgement Settlement					\$4,200,000 G.O. Corp. Purp. Bond																								
Issued: 6/2017					Issued: 12/5/2017					TIC - 2.5936%																			
"Callable"		Principal & Interest			Principal		Principal & Interest			Total		Total Principal & Interest			Less		Less		Total Property Taxes										
FY	Principal																												
21	\$ 99,000.00	\$ 4,826.25	\$ 103,826.25	\$ 350,000.00	\$ 43,836.25	\$ 383,836.25	\$ 844,000.00	\$ 79,411.25	\$ 92,047.50	\$ 114,302.50	\$ 22,549.78	\$ 191,175.00	\$ 376,588.48	\$ 206,159.24															
22	99,000.00	3,217.50	102,217.50	365,000.00	40,336.25	405,336.25	869,000.00	71,242.50	91,067.50	112,832.50	23,445.63	197,775.00	376,372.62	209,991.75															
23	99,000.00	1,608.75	100,608.75	375,000.00	36,686.25	411,686.25	884,000.00	62,487.50	89,982.50	116,205.00	23,135.13	204,175.00	369,640.62	205,836.75															
24				400,000.00	32,936.25	432,936.25	820,000.00	53,383.75	93,792.50	114,335.00	22,824.63	215,375.00	230,771.62	249,668.75															
25				405,000.00	27,936.25	432,936.25	845,000.00	44,195.00	92,405.00	117,300.00	23,612.38	215,250.00	232,721.38	252,101.24															
26				220,000.00	22,873.75	242,873.75	450,000.00	34,513.75	95,905.00		23,230.00		233,022.50	166,870.00															
27				225,000.00	19,848.75	244,848.75	405,000.00	28,931.25	94,065.00		23,943.00		179,184.50	165,670.00															
28				235,000.00	16,473.75	251,473.75	415,000.00	23,636.25	92,225.00		23,483.00		179,894.50	166,670.00															
29				240,000.00	12,948.75	252,948.75	325,000.00	18,061.25	95,225.00				148,427.50	117,470.00															
30				175,000.00	9,228.75	184,228.75	260,000.00	13,278.75	93,100.00				149,397.50	44,060.00															
31				180,000.00	6,385.00	186,385.00	270,000.00	9,160.00	95,550.00				150,010.00	42,760.00															
32				190,000.00	3,325.00	193,325.00	285,000.00	4,750.00	97,850.00				155,250.00	41,400.00															
\$ 297,000.00					\$ 316,305.00					\$ 3,360,000.00					\$ 3,905,630.00					\$ 2,781,281.22					\$ 1,868,657.73				
										\$ 6,672,000.00					\$ 7,558,102.50					\$ 186,223.55					\$ 1,023,750.00				



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Consider Update to the Town Hall Rates and Fees.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Melissa Russell, Parks and Recreation Director
<b>DATE:</b>	April 30, 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.

I am proposing changes to the Town hall rental policies and fees and discontinuing the COVID cleaning fee. There will be no fee increase for Nicole Rock's rental for weekly dance classes.

- Youth non profit organizations will be allowed 2 free uses a month.
- Non profit will be required to pay a \$25 deposit at the beginning of the year. This deposit will be refunded at the end of the fiscal year.
- Reservations can not be made more than a year in advance.
- Adult non profit organizations will be required to pay a fee. The fee will be less than the standard rate.
- Rates will be higher for fundraisers, however those rates can be reduced for approved organizations if they have a strong history of responsible rentals. All other fee waivers and reductions will need to be approved by the West Branch City Council.
- Weekday reservations will be charged in a two-hour block.
- A key deposit will be required. The deposit will be returned when the key is returned.

### Proposed Town Hall Rental Rates

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

The Town Hall policy and fee restructuring was done from research of other communities as well as informal practices already in place. Below you will find the fees from the other communities. The fees for the banquet facilities are not included.

Facility	Resident	Non resident	Non-profit	
North Liberty-Half Room(20 people)	\$10/hour	\$15/hour	\$5/hour	
North Liberty-Full Room(40 people)	\$20/hour	\$25/hour	\$10/hour	
North Liberty-Large Gergin(70 people)	\$25/hour	\$30/hour	\$12.50/hour	
Coralville Rec Meeting room/lounge before 3:30 weekdays	\$15/3-hour	\$15/3-hour	-	
Coralville Rec Meeting room/lounge weekends and after 3:30pm weekdays	\$35/3-hour	\$43.50/3-hour	-	
Mercer Park Meeting Room(20 people)	\$26/3-hours	-	-	
Mercer Park Procter and Gamble Room(50 people)	\$46/3-hours	-	-	

<b>STAFF RECOMMENDATION:</b> Seek City Council Direction to Bring Forward as Resolution
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

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## **Town Hall Rental Policy**

113 N 1st Street  
West Branch, IA 52358  
(Office) 319.643.5888

Please contact Parks and Recreation Director Melissa Russell at 319.643.5888 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org) for questions or concerns.

**City of West Branch reserves the right to schedule activities and events at facilities on an "as available" basis. The City of West Branch reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies.**

### **Facility Description**

West Branch Town Hall is a 1,000 square foot facility conveniently located at the corner of Main Street and N 1st Street. There is a complete kitchen, including stove, refrigerator, coffee maker, and microwave. Provided in the rental is use of 8 8-foot banquet tables, 8 round tables, and chairs. There is a single restroom with a changing table. There is an outdoor handicap lift that is key operated. Wifi is throughout the building.

### **Decorations**

Decorations may be placed throughout the facility but must leave no marks or residue when removed. Absolutely no nails, staples, tacks or tape/adhesive that causes damage or leaves residue may be used to hang decorations. All decoration and materials used to hang decorations must be removed from the interior and exterior of the facility at the conclusion of each rental. Candles other than fully-contained tea lights or votives are not permitted.

### **Alcohol/Smoking**

Town Hall and is a smoke-free facility. Alcohol in the form of beer, wine, hard seltzer, and hard cider is allowed at the facility if it is given away to those over 21 years of age. An alcohol fee of \$25 is added to the payment. A refundable deposit of \$100 is also required.

### **For-Profit Facility Use**

Groups or individuals using the Town hall facility to generate revenue will pay a higher rate. People reserving the facility to conduct fundraising activities for a non-profit organization or political candidate will pay two times the standard non-profit rate. Businesses, for-profit organizations, or individuals conducting for-profit activities will pay two times the established rental rate. The fee may be waived or reduced by Authorized City Staff if all net proceeds are donated to a non-profit organization or an established West Branch Event or Fund such as: organizations affiliated with the West Branch Community School District, Girl Scouts, Boy Scouts, Masonic Lodge, Lions Club, American Legion, Community Development Group, Farmer Market, Hoover Foundation..... All other fee reductions or waivers must be approved by the West Branch City Council.

### Youth Non-Profit Facility Use

Town Hall may be used by youth non-profit organizations (youth non-profit as defined by City policies). Each group may have no more than two free reservations per month. Additional rentals may be made by the group at the non-profit rate. A \$25 deposit is required and can be held by the City for up to one year.

### Other Rental Guidelines

- Renters must be at least 21 years old.
- Rental times must include set up and clean up.
- Tables and chairs can not be removed from the facility.
- Renter MUST clean up after their rental. This includes wiping down tables, counters, sweeping the floor, mopping up spills, placing the trash in the dumpster behind the building, removing all items including items in the refrigerator, stacking tables and chairs.
- Turn off all lights and make sure ALL doors are locked and secured.
- Town Hall Key must be returned to the City Office at 110 North Poplar, West Branch, IA immediately. It can be dropped off in the City drop box.
- If any of the conditions listed are not met, additional charges may occur.
- Fees must be paid prior to rental. Payments can be made online or in-person West Branch City Office.
- Online reservations are strongly encouraged. Reservations can be made at <https://westbranchiowa.org/city-of-west-branch/departments-2/parks-recreation/>.

### Town Hall Rental Rates

Rentals Weekdays and Monday-Thursday, Weekends are Friday-Sunday.	West Branch Resident/Business	Non-Resident/Other Business
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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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	May 3, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Accept</b> the Staff Work Plan for the 4 <sup>th</sup> Quarter of Fiscal Year 2021.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	April 30, 2021

### BACKGROUND:

The “Staff Work Plan” is the last step in the Goal and Objective Setting Process. What starts with a goal setting process with no budget constraints, then moves into the budget prioritization process where the Council Approves a budget that tries to incorporated as many of the goals and objectives as resources can fund. These priorities are now funded, and the Staff Work Plan is the implementation strategy that gives the Council and Community staff’s estimation for completion. The Staff work plan is a tool to execute the job plan with management support and agreement. Managers work with frontline employees to ensure that employees have the appropriate funding elements of the city to meet the mission, goals, objectives and guiding principles established in the goal setting process.

<b>STAFF RECOMMENDATION:</b>	Approve Staff Work Plan / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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# Insert Department (Staff Work Plan) FY21 4Q

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## Departments

- Administration (Budget / Finance, Community Development, and Human Resources)
- Parks and Recreation Department
- Public Works Department
- Police and Fire

## Administration

*(Special Projects, Budget / Finance, Community Development and Human Resources)*

### Downstream Widening with Cubby Park Contingency, Stormwater, and General Fund Support.

#### Project Status

☐ Complete ☒ In-progress ☐ Not Started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

It has been a top priority on the city's objective /goals list for the past two years. However, the capital funding has been difficult to secure. After review with the City's Bond Counsel it was acknowledged that the City could use remaining Cubby funds for the Wapsi Creek Widening. With the Cubby Park value engineering and contingency funding, the city has moved closer to fully funding this project. The project would also have stormwater benefits for the community; therefore, it is expected to use stormwater funds to help with the project cost. The total project budget (currently estimated at \$435,000) may also need assistance from the general fund (if available). At this time we are planning on \$150,000 from parks value engineering, \$100,000 from the stormwater fund, and \$185,000 from Special Project Water Quality Grant Funds. Project Value Engineering, General Fund and heavier contributions from the stormwater fund is our backup plan.

A construction easement is needed for a portion of this project. Currently owned by the Gaskill Family. Professional Engineers are clear that this project is the one project that can make the most impact in the city's effort to reduce downtown flash flooding and all of the negative effects that it has on our community (thus establishing a clear public benefit). Despite the immense public benefits this project could have; the Gaskill land owners have expressed reluctance granting easement access for this project to be started / completed. Currently, City Council have directed V&K to use its positive working relationship to have talks that will secure land options in order to move forward with this project. However, negotiations have moved slowly and City Council have approved of taking a two track approach and continued the legal process for condemnation / eminent domain.

### Planning / Funding Strategy of Cedar Johnson County Road

#### Project Status

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

For the fifth consecutive year our new housing starts are growing. Although all of our numbers are not in for 2020, based on building permit data we anticipate this trend will continue well into the next fiscal year. This continued growth places a tremendous demand on our infrastructure and the Johnson / Cedar County Road is project that has continued to get high priority by the City Council. The strategic planning has started with the Capital Improvement Planning exercise the City Council underwent last October. The anticipated improvement is anticipated to cost \$3.2 million. The project is anticipated to involve heavy grading, storm sewer work, sidewalks and road work. At this time the strategy for funding this project is manage the retirement of existing debt service (est. \$1.2 million by FY 26), and mitigate funding gap (est. \$1.9 million) with increased Tax Increment Financing, Road Use Tax, Infrastructure Grants, Capital Improvement Levy, and New General Obligation Bonding (could require tax rate increase). In all scenarios numbers improve with increased growth in population and assessments. Staff Contact: Redmond Jones II

## **Water / Sewer Utility Billing Upgrades (Software Enhancements)**

### **Project Status**

☒ Complete   ☐ In-progress   ☐ Not started   ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Notes: Project introduced to the City Council on 1/21/2020. City Council approved the project on 1/21/2021. May 2020 - Due to COVID-19 pandemic, resources were limited and scheduling the implementation was difficult. August 2020 - Implementation required in a credit card processor change which added additional set up time. October 2020 - Implementation has started. November 2020 - Implementation and training of services completed. December 2020 - website updated and system turned "live" on 12/28/2020. Staff Contact: Leslie Brick.

## **Greenview Curb and Gutter with Sidewalks Plan / Strategy**

### **Project Status**

☐ Complete   ☐ In-progress   ☐ Not started   ☒ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This issue has been a concern expressed at several public meetings. The City Council has recognized that there are no immediate funds for sidewalk project. Unlike many other types of infrastructure sidewalks are typically limited to general fund (which limited in its capacity to handle a project of this nature). Typically, residents would be required to install sidewalks, but City Council this would be an undue burden on many residents. Although, this has been an issue that is expected to continue to be a concern, it did not get prioritized in the recent Capital Improvement Plan. Staff will place this item on the back burner and will use downtime to seek inexpensive way to address these issues. This project is expected to start with a work session and plan or strategy will ensue. Staff Contact: Redmond Jones II.

## **Housing Trust Fund / Program**

### **Project Status**

☐ Complete   ☐ In-progress   ☒ Not started   ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

“Low- and moderate-income families (LMI)” means those families earning no more than 80 percent of the median family income of the county as determined by the latest United States Department of Housing and Urban Development, Section 8 income guidelines. This includes single-person households. “Tax increment financing district” means an area in an urban renewal area that the municipality has established by ordinance in an urban renewal area established solely upon findings under Iowa Code section 403.2(3) and has designated by ordinance that taxes levied on taxable property in that area each year by or for the benefit of the state, city, county, school district or other taxing district shall be divided as provided for in Iowa Code section 403.19. “TIF-generated financial support” means the portion of the cost of a housing project which is financed from TIF revenues. This applies to the TIF agreement approved with KLM Meadows Subdivision for the construction of a public sewer line. The existing sewer line was deemed insufficient to handle the new development in an agreement often referred as a public/private partnership the city agreed to use its “Tax Increment Financing (TIF)” tool to assist the private developer install public improvements for the agreement of being repaid by the city in the form tax rebates funded from the new housing. Since TIF was used for support of

residential housing a percentage (30%) to the aforementioned tax rebates are to go for LMI related funding. State code requires this funding to establish by a public program. Since these funds typical take a year from when housing is built and occupied the establishment of a program is not immediately needed, but staff intends to bring this item up for discussion to start the program development process at the end of this fiscal year (June 1).

### **Annexation Plan / Strategy**

#### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Involving some aspects of the Johnson / Cedar Road planning, and other aspects of the Rummel's property near the industrial area, the question on future development and infrastructure investment should be discussed, have a plan, a strategy, and/or have a clearly stated process in our city code. This item was recently discussed and consensus indicated that council would like to have state process identified in our city code. A code amendment will be developed and a three reading process will ensue before the end of the fiscal year. Staff Contact: Redmond Jones II.

### **Short-Term Disability Benefit Program**

#### **Project Status**

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

The City Council felt it was time to provide city employees with income protection that provides immediate coverage when employees would need it most. During an unforeseen serious illness. This program covers illness or injury for employees and replaces a portion of their income during their recovery. As long as the employee remain unable to work, employees can receive insurance payments for up to 12 weeks. This item is now complete. Staff Contact: Gordon Edgar / Redmond Jones

### **Long-Term Disability Benefit Program**

#### **Project Status**

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

The City Council felt it was time to provide city employees with income protection that provides a monthly benefit when employees has an illness or injury that prevents an employee from working for a few months or longer. As long as the employee remain unable to work, employees can receive insurance payments until returning to work or required to file for social security disability benefits. This item is completed. Staff Contact: Gordon Edgar / Redmond Jones

## Potential Iowa Great Places Grant Application

### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

## Food Pantry CDBG Grant (Program Administration)

### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

The City of West Branch and its partner the West Branch Food Pantry, have joined forces to pursue COVID-19 related CDBG grant funding purposed for infectious disease response. The City of West Branch as many communities has vulnerable populations that need food assistance. Through this program we secured state reimbursement funding of \$8,000 for the West Branch Community Schools (Operation Back Pack program, Middle School Food Pantry, and the High School Food Pantry); \$7,500 for the West Branch Food Pantry; \$2,000 for the West Branch Community Development Group (Downtown Hot Meals Voucher Program); \$3,500 for the Scattergood Friends School and Farm (Farm to Food Bank Program); and \$4,000 for ADA improvements for the Food Pantry Facility. Staff Contact: Redmond Jones II

## Work, Assistance, and Leadership on Naming and Marketing the Industrial Park

### Project Status

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

**This project has placed on hold, and not been started due to the COVID-19.** Due to need to have public gatherings to develop this concept, build community coalitions, and to develop an overall direction it deemed impossible to achieve these goals during COVID-19 outbreak. There was one business afterhours meeting held where the basic concept was received and supported. During this meeting certain signage were reviewed and ranked. Future meetings will start with building consensus from the previous work. This project was also a moderate goal for FY21-22. It will likely resume in next fiscal year in the fourth quarter. Staff contact Redmond Jones.

## Trash and Recycling (*Change to Cart System*)

### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

Notes: Johnson County Refuse (the city's current provider) contacted the City regarding the switch to carts and provided pricing in 2019. January 2020 - R Jones decided the service should go out for RFP. April 6, 2020 - City Council approved Res. 1883, awarding the contract to JCR. April 17, 2020 - Letters were sent to all eligible residents to choose carts. Responses due back by May 20, 2020. June 2020 - resident accounts updated to add trash service fees and verified. Cart system became active July 1, 2020.

Staff Contact: Leslie Brick



## **West Branch Code of Ordinance - Recodification**

### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

October 2019 - sent current code to Iowa Codification along with several ordinances not in the Code book. January 2020 - received first round of questions back from IA Codification. Forwarded questions to department directors and requested that all review their respective Code sections and submit any additional changes back to me by February 1, 2020. July 2020 - additional updates sent to IA Codification. April 27, 2021 - received updated Code DRAFT from IA Codification for the City to review. (Note: apparently the original draft was emailed to me on March 6, 2021, but for some unknown reason, it did not come through. May have been due to our email migration in March. Code DRAFT was emailed to department directors and the Mayor to start the review process. Requested review to be complete by June 1st. Staff Contact: Leslie Brick

## **Work, Assistance, and Leadership on the I-80 Utility Relocation Project.**

### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Veenstra & Kimm are working on this project as the city's engineers. Working with the Iowa Department of Transportation the project is expected to be designed and constructed as a pass through or 100% reimbursable project. Despite, having previously agreed to pay for these expenses, the Iowa Department of Transportation amended their position of splitting the cost and agreed to pay 100% of the expenses relating to this project. This was due to timeline expectations and the city's limited financial resources. The project is in two phases: phase 1 west of Parkside has completed bidding process and final contracts are in the process of being signed with Summers Enterprise. This work will start in May; phase 2 east of Parkside (Gaskill property) it is anticipated to start once phase 1 has concluded in order to assist the city in avoiding cash flow challenges of having multiple state reimbursement going at the same time. Staff Contact: Gordon Edgar / Redmond Jones II

## **Staff Classification / Job Description Update / Step and Merit Pay System.**

### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Over the recent years the City Council has noticed a need for a merit pay system. These systems can be rather sophisticated, and if not implemented correctly a source of moral discontentment. For this reason, guidelines regarding merit-based salary adjustments, clear job descriptions, and tools to be used in determining salary changes such as pay grade scales and step programs... as a lead up to the budget process Staff will be developing policy recommendations for the City Council. With much of the work starting in City Council work sessions, the staff work will start up in May with the project expected to be completed and prepped for next fiscal year's budget in late October / early November. Contact Person: Redmond Jones II

## **Waste Water Treatment Process (Development / Design)**

### **Project Status**

☐ Complete   ☒ In-progress   ☐ Not started   ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This item continues to be of paramount importance the city and its utility ratepayers. Currently the city is working with its engineers from V&K to design a Submerged Attached Growth Reactor, also known as a SAGR system. After months of research and investigation this is the most cost effective and overall effective system recommended by staff and approved by the Iowa Department of Natural Resources. This project is estimated to cost \$7.9 million. Staff have been and continues to work diligently to bring down this anticipated expense. Including launching a pilot project with Baldrige Environmental who is exploring on ways to shrink the SAGR process; thus, lowering project cost. We have been successful in receiving the SRF Planning and Design 0% loan which will eventually be wrapped into the construction loan for the project. We anticipated design completion in the late fall and bidding over the winter months with construction to start early spring. In the meantime the city is studying the use of CDBG grants to assist tie in the West Branch Village into the municipal system. Staff Contact: Redmond Jones II / Matt Goodale

## **Employee Handbook Update**

### **Project Status**

☐ Complete   ☐ In-progress   ☒ Not started   ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

The employee handbook is a part of the city's hiring process and provides direction process for new staff; as well as, helps maintain a professional environment by documenting the expectations of the entire workforce. A written employee handbook gives clear advice to employees and creates a culture where issues are dealt with fairly and consistently. This item has become more important of recent years due the number of new personnel and personnel related policies. As the city continue to grow, the area of human resources will gain greater importance. As human resources is how the city meets its service demands. However, done incorrectly it can also be the city's largest pool of risk and liability. Although, there are several items that are prioritized above this item staff plans to work on this item during down time or between our larger projects. Staff Contact: Redmond Jones II / Leslie Brick

## **Parks and Recreation Department**

### **Splash Pad Funding Campaign / Contribution –**

#### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This project is still in the early planning stage. No funding has been allocated to this project. We will develop a community survey to determine the Parks and Recreation needs of the community. This survey will include splash pad questions. Staff Contact: Melissa Russell

### **Parkside Sidewalk or Trail Project (Connecting Downtown to Industrial Park)**

#### **Project Status**

☐ Complete ☐ In-progress ☐ Not started ☒ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This issue has been a concern expressed at several public meetings. The City Council has recognized that there are no immediate funds for sidewalk project. Unlike many other types of infrastructure sidewalks are typically limited to general fund (which limited in its capacity to handle a project of this nature). Typically, residents would be required to install sidewalks, but City Council this would be an undue burden on many residents. Although, this has been an issue that is expected to continue to be a concern, it did not get prioritized in the recent Capital Improvement Plan. Staff will place this item on the back burner and will use downtime to seek inexpensive way to address these issues. There have been several conceptual discussions with the National Park Service in finding a solution to this issue. This project is expected to start with a work session and plan, or strategy will ensue. Staff Contact: Melissa Russell.

### **“Christmas Past” – Carriage Rides Funding**

#### **Project Status**

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

### **Hoover’s Hometown Days Planning**

#### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Hoover’s Hometown Days will be August 6 and August 7, 2021. The first draft of the schedule will be complete in June 2021. Most of the activities from previous years will return. Staff Contact: Melissa Russell

## **Cubby Park Operations**

### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Cubby Park operations plan has been developed and is in place. This includes park operations, staffing needs, and concession requirements. The concession stand has Cubby Park has obtained food establishment licensure. The next scheduled inspection will be in July. The additional parking lot is being installed by the West Branch Parks and Recreation Department and will be complete mid-May 2021. The ball field extension project will be completed in July 2021. The irrigation lines are scheduled to be moved July 5, 2021. It should be a day long process. After the lines have been moved, Barnhart will complete the project. Adult programs will be developed for late summer and fall.

It would be a recommendation to move towards adding a high-level full-time employee assigned to the parks March-November. The employee would be responsible for maintenance of all the fields and courts as well special projects such as tree maintenance and turf management. The roles and responsibilities are still in development. This is not an entry level position, and we would look for someone with significant experience. Staff Contact: Melissa Russell

## **CDG Funding and Coordinating / Festivals**

### **Project Status**

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

## **Assistance with the Planning (Eco Park Concept) Planning Alternative Wetland Research**

### **Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Parks and Recreation will start attending meeting to further their role in this project. The concept of an Eco Park was born from attempting to find alternative way to ecologically treat waste water. Due to state mandated deadlines the concept proved to be too slow in development time to be an acceptable practice by the Department of Natural Resources; however, the concept is strong could be considered an after / polishing water quality enhancement (environmentally speaking). According to the concept, the park would have different areas like wild flower meadows, a bamboo (bio mass) garden, grasslands, research crops, solar farm, wet land mitigation credit bank, a butterfly garden, a play area and a learning center. Big Picture, a plan to develop an eco-resort in public-private partnership to enhance overall visitors and tourism brought in by the Hoover Museum and National Park venues. Fund may be one of the easy aspects of a project of this nature because it would allow the city to check many boxes and sever as an opportunity for a revenue generator for the city. First the project would be located in one of the city's urban renewal areas; thus allow Tax Increment Financing to be a funding source. As a Research Crop site revenue could be generated through contracted vendors such as University Research vendors. University of Iowa has expressed interest in the past, and Iowa

State currently is doing this activity in other parts of the state. As a potential municipal park it could allow local option sales tax to be a source of repayment. As a potential educational venue there would be opportunity to partner with area school systems in cost sharing. Finally, the potential wet lands location could serve a wet land mitigation bank that could provide tax incentives for state developers and state projects that are deemed to have adverse environmental impacts. These credits can be a heavy revenue generator source. This project is on-going and worked on staff downtime; however this project could gain prioritization if “SRF Special Project Program” identifies the “Eco Park Concept” as an eligible project to be funded.

## Police Department

### Update / Replacement Police Body Camera(s)

#### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

5 of the 5 cameras have been purchased, and the cameras for 2 squad cars have been installed and up-fitted with the dock to integrate the body camera into the vehicle on-board camera.

Budget Line: 001-5-1-110-6727 Equipment

Project Contact: Chief John K Hanna

### Develop and Implement a Vehicle and Equipment Reserve Program

#### Project Status

☒ Complete ☐ In-progress ☐ Not completed ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

During the recent budget process, the City Council expressed interest in creating a process supported by resolution that would create a set-aside program similar to the Fire Department program; which allows the department to roll over unused budget funds into a vehicle and equipment reserve. After ample council discussion and staff review a policy was developed. The equipment and vehicle reserve policy will allow departments' greater latitude in planning and funding equipment and vehicle replacement schedules. These reserves will be funds that can be rolled over from year to year. During each budget cycle, the City Council through the budget process will determine if fund balances in these reserves are adequate to meet the long-term replacement needs of any said department. Staff Contact: John K. Hanna, Redmond Jones II

### Moving an Part-Time Officer to an Full-Time Post

#### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

Cathy Steen has been sworn in as a Full-Time Officer. Staff Contact: Chief John K. Hanna

### Recruitment of Chief of Police

#### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

John K. Hanna has been sworn in as Chief of Police for the City of West Branch. Staff Contact: Redmond Jones



**Server Storage Upgrade****Project Status**

☒ Complete   ☐ In-progress   ☐ Not started   ☐ No longer an objective

**Project / Program Remarks, Updates, and communications:**

Due to file sizes of Department video an additional 10TB of capacity will be added to existing file server.

Budget Line: 001-5-1-110-6725 Office Equipment

Project Contact: Chief John K Hanna

**Building Security Upgrade****Project Status**

☒ Complete   ☐ In-progress   ☐ Not started   ☐ No longer an objective

**Project / Program Remarks, Updates, and communications:**

Adding electronic access controls to PD. Budget Line: 001-5-1-110-6727 Equipment

Project Contact: Chief John K Hanna

**Fire Service Township 28E Agreements****Project Status**

☒ Complete   ☐ In-progress   ☐ Not started   ☐ No longer an objective

**Project / Program Remarks, Updates, and communications:**

Chief Kevin Stoolman facilitates the renewal of 28e agreements with area townships for Fire protection services. Finance Department collects payments.

## Information and Technology and Library Services

### Update / Replace City Server

#### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

The City Office's file server was purchased in 2013. A general replacement guideline is to replace computer equipment at least every 5 years. In addition to this general guideline, the system was operating with software that was no longer supported meaning that security and software flaws of any kind were no longer being fixed. Two quotes were received for a new server and the quote from Technology Solutions was chosen due to cost as well as for their ongoing support that they would provide after for the machine. It was replaced in March of 2021 by Technology Solutions. A few installation aspects were also provided by city staff.

### Cyber Security Audit

#### Project Status

☒ Complete ☐ In-progress ☐ Not completed ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

A security audit was suggested in 2017 by ICAP. At that point, they provided a cursory look at city policy regarding technology use. A more in-depth study looking at the software, hardware, and network settings was suggested. In 2020, a security audit of these points was conducted by Marco Technologies and a list of suggested action items was provided. The city staff is steadily working through those items. The first item listed was the email transition listed here.

### Transition E-mail System (Google)

#### Project Status

☐ Complete ☒ In-progress ☐ Not completed ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

The city-wide email system provided several problems including lack of communication between multiple devices (mobile phones, primarily), little to no filtering for spam or malicious emails, and significant storage size limits. The city has transferred from that system to using Google Workspace in March of 2021 which fixes the above mentioned issues and adds access to the full range of Google Workspace utilities.

### Strategic Planning Process for the Library

#### Project Status

☐ Complete ☒ In-progress ☐ Not completed ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

The West Branch Public Library is entering the final stages of its strategic planning process. The library has been working with the state library through a process called Planning for Results, developed by the ALA to guide library planning. The process is centered around and began with the needs and goals of the community. Community focus groups were held in March and April this spring where three outcomes for the community/library were chosen. In very general terms,

these outcomes were to have access to explore various topics and make informed decisions, to be better interconnected and to better know our community, and to have access to a comfortable and welcoming space. The board recently met at the end of June to establish goals within each of these outcomes and the library staff will meet within the next two months to create specific tasks within the boards' goals. When the strategic plan is fully completed, a presentation will be made to the council.

## Public Works Department

### Replacement of One Block Seal Coat Road on the East Side of Town

#### Project Status

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This project is a replacement of the street surface of East Orange Street between N 4<sup>th</sup> Street and N 5<sup>th</sup> Street. The Sealcoat Street would have concrete curb and gutter installed, an asphalt overlay, and concrete intersections. The ditches would be filled on the majority of this project and some storm water infrastructure completed. Multiple parts of this project would be completed in house. Staff Contact: Matt Goodale

### Recruitment of an Additional Full-Time Employee to Public Works

#### Project Status

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This additional employee will be hired as a Streets Maintenance Worker 1. They will be responsible for concrete, asphalt and seal coat repairs/replacements, sign installations, row tree care, street sweeping, line painting, etc.

### Connecting Greenview

#### Project Status

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This project will connect the Sealcoat Street of Greenview with the concrete street to be installed at Loethen Ridge. This will provide a surface for vehicle traffic to Greenview at the south east end of Greenview. This will be partly done in house. Project Contact: Matt Goodale / Redmond Jones II

### Water Main Replacement on E. College from 4<sup>th</sup> to 5<sup>th</sup> Replacing a 4" Main with 8" Main.

#### Project Status

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This project is in progress. V&K is working on plans and will turn them over to the City in the next month. This project will have a mix of in house and contractor completed work. Portions of this are scheduled for this fall and some for next spring. Project Contact: Matt Goodale

### Orange Street 4<sup>th</sup> to 5<sup>th</sup>

#### Project Status

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

#### Project / Program Remarks, Updates, and communications:

This project is a replacement of the street surface of East Orange Street between N 4<sup>th</sup> Street and N 5<sup>th</sup> Street. The Sealcoat Street would have concrete curb and gutter installed, an asphalt overlay, and concrete intersections. The ditches would be filled on the majority of this project and some storm water infrastructure completed. Multiple parts of this project would be completed in house. Project Contact: Matt Goodale

**Replacement of the 1990 Dump Truck with used Dump Truck.**

**Project Status**

☒ Complete ☐ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

In progress. Public Works is waiting to see what happens with Road Use Tax levels before looking for this vehicle.

**Phase 5 Downtown Sidewalk Project (Not funded this year)**

**Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

Replacement of sidewalk from N Downey to Poplar Street on the north side of W Main Street. The phase 5 downtown sidewalk project became a topic in the City Council goal setting last year. However, due to the expense and budget constraints in FY 21, a project of that nature was deemed none viable. It is likely this project will get some discussion in the future. Staff Contact: Redmond Jones II

**Overlay One Alley (not funded this year)**

**Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

Not an objective for this year but would do as the name suggests and overlay one alley to help reduce issues with run off, liability and labor for cleanup after rain fall events. At this time staff are still looking at new and low cost maintenance related repairs. Project Contact: Matt Goodale / Redmond Jones II

**IDOT Sign Grant**

**Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

This project includes installing all sign hardware, documenting, certifying and reimbursement from IDOT. Project Contact: Matt Goodale / Redmond Jones II

**Overlay One Alley (not funded this year)**

**Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

Not an objective for this year but would do as the name suggests and overlay one alley to help reduce issues with run off, liability and labor for cleanup after rain fall events. At this time staff are still looking at new and low cost maintenance related repairs. Project Contact: Matt Goodale / Redmond Jones II

**Trees Forever / Alliant Energy Tree Grant**

**Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

This project includes ordering trees, talking with home owners, planting trees and follow up tree care. Depending on the situation with Covid 19 there may or may not be volunteers present for this planting. Project Contact: Matt Goodale

**Concrete Installation for Brine Cooker**

**Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

This project is concrete installation on the north end of our salt shed. This will be an area for Making salt brine and storage of equipment in the off season. In House. Project Contact: Matt Goodale

**Mural Installation**

**Project Status**

☐ Complete ☒ In-progress ☐ Not started ☐ No longer an objective

Project / Program Remarks, Updates, and communications:

This involves building a base and supports for the mural that will be placed at the old Casey's site. This will be completed in house but is on hold until all details of the parking lot are hashed out and the City takes possession of the land. Project Contact: Matt Goodale