



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JUNE 28, 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**

[mayor@westbranchiowa.org](mailto:mayor@westbranchiowa.org)  
[mcolton@rocketmail.com](mailto:mcolton@rocketmail.com)  
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[nickgoodweilerwbcc@gmail.com](mailto:nickgoodweilerwbcc@gmail.com)  
[tdiowa@hotmail.com](mailto:tdiowa@hotmail.com)  
[jerrysextonwb@gmail.com](mailto:jerrysextonwb@gmail.com)  
[rjonesii@westbranchiowa.org](mailto:rjonesii@westbranchiowa.org)  
[kevinolsonlaw@gmail.com](mailto:kevinolsonlaw@gmail.com)  
[leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org)

**Please note:** Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number **1-312-626-6799** with **Meeting ID 532 252 7574**. A video of the meeting will also be made available July 2nd 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. Kelley H. Deutmeyer, Executive Director East Central Intergovernmental Association presentation on the Hometown Pride Program.

**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**

*"Turning Vision into Reality is our Business"*

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting June 7, 2021.
2. **Motion to Approve** Meeting Minutes for Special and Closed Session Meeting June 21, 2021.
3. **Motion to Approve** the West Branch Fire Department Class B Beer (BB) (Includes Wine Coolers) with Outdoor Service for Hoover's Hometown Days.
4. **Motion to Approve** the Special Event Permit for the 2021 Hoover's Hometown Days Celebration.
5. **Motion to Approve** Street closures for the 2021 Hoover's Hometown Days Celebration.
6. **Motion to Approve** the Claims Report.

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

1. **Third (Final) Reading of Ordinance 781** – An Ordinance Amending Chapter 165; Entitled, "Zoning Regulations" to Add section 51 "Annexed Territory".
2. **Resolution 2016** – A Resolution Approving Participation in the Hometown Pride a Program of Keep Iowa Beautiful (an East Central Intergovernmental Association Proposal).
3. **Resolution 2017** – A Resolution Accepting Public Improvements Constructed in Cedar's Edge First Addition, West Branch Iowa.
4. **Resolution 2018** – Approving the purchase of a Police SUV vehicle from West Branch Ford.
5. **Discussion Item:** Consider a Home Base Iowa Community Project / Program that Establishes a Home Buyer Rebate Program for Veterans.

**H. Reports**

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

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

**J. Adjournment**

*"Turning Vision into Reality is our Business"*





# SUMMARY OF HOMETOWN PRIDE ACTIVITIES







# Background

- Hometown Pride is a program of Keep Iowa Beautiful (KIB)
  - Statewide Non-Profit Organization
  - Build capacity in communities through coaching assisting with:
    - volunteer recruitment
    - meeting facilitation
    - project visioning and planning
    - grant applications and fundraising
- In 2017, Dubuque, Jones, and Jackson counties applied as a region to participate in the Hometown Pride Program and received the award.
- In 2018, Clinton County applied as a County and received an award.
- ECIA serves as the Community Coach for all of Dubuque County and provides resources and programming for Clinton County.





# Keep Iowa Beautiful Projects

- **Tourism brochures**
- **Nonprofit & government boards training sessions**
- **Iowa DOT, DNR, EDA workshops**
- **Holiday event planning and implementation**
- **Creating banners honoring veterans and first responders**
- **Buy Local/Shop Local campaigns**
- **Public murals with University of Iowa students**
- **Downtown planning and building redevelopment**
- **Pavilion project for farmer's market**
- **Fundraising for Splash Pads**
- **Creating a Bike Share Program**
- **Community Clean up Events & Flower Planting**
- **Trail and park planning, fundraising and grant writing**



## 2020 List of Projects

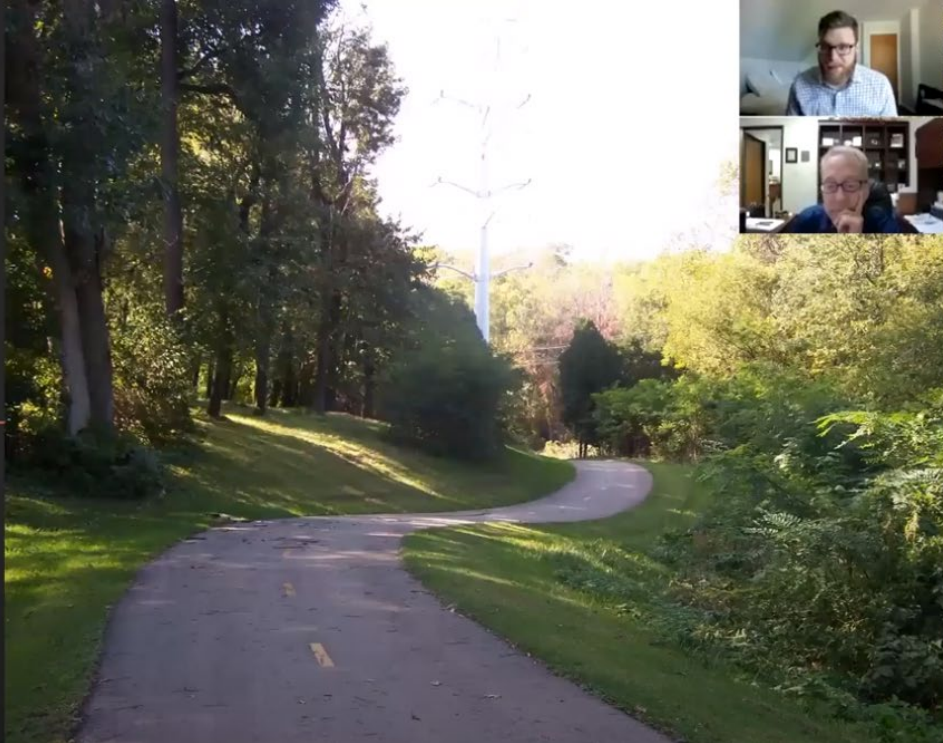
- Create and Improve Public Amenities
- "Art trail," connecting sunset trail to downtown - Carlisle
- Water tower mural - Cumming
- Electronic welcome sign - Milo
- Downtown park improvements - Carlisle
- Basketball court mural - Hartford
- North Park Veterans memorial flags - Carlisle
- Welcome to New Virginia mural - New Virginia
- Dog clean-up stations - Norwalk
- Downtown planters - Norwalk
- Holiday lights for gazebo and park - Hartford
- Landscape Veterans Memorial - Norwalk
- Build a Sense of Community
- Front Porch Norwalk events – Norwalk
- Indianola Vision Plan - Indianola
- Produce exchange cart - Milo
- High school graduation car parade - Carlisle
- New resident welcome bags - Cumming
- Holiday "lanes" - Indianola
- Drive-through community meals - Milo, Carlisle
- Community garage sale - Milo
- Indianola Organization Directory - Indianola
- Veterans Day Ceremony at Warren County



# Dubuque County Projects

## Trails Planning and Funding Workshop

DAN FOX  
SENIOR PLANNER  
ECIA



- Training on FEMA NOIs
- Working with Dubuque County Conservation Board Steering Committee for Master Plan & grant writing
- Heritage Trail – coordination, research, focus groups, meetings
- Facilitated online REAP Training with Iowa DNR
- Facilitated online Trails Planning and Funding Workshop
- Grant writing & Fundraising assistance
- Board of Supervisor planning sessions and draft

# City of Asbury Projects

Planning for park improvement projects

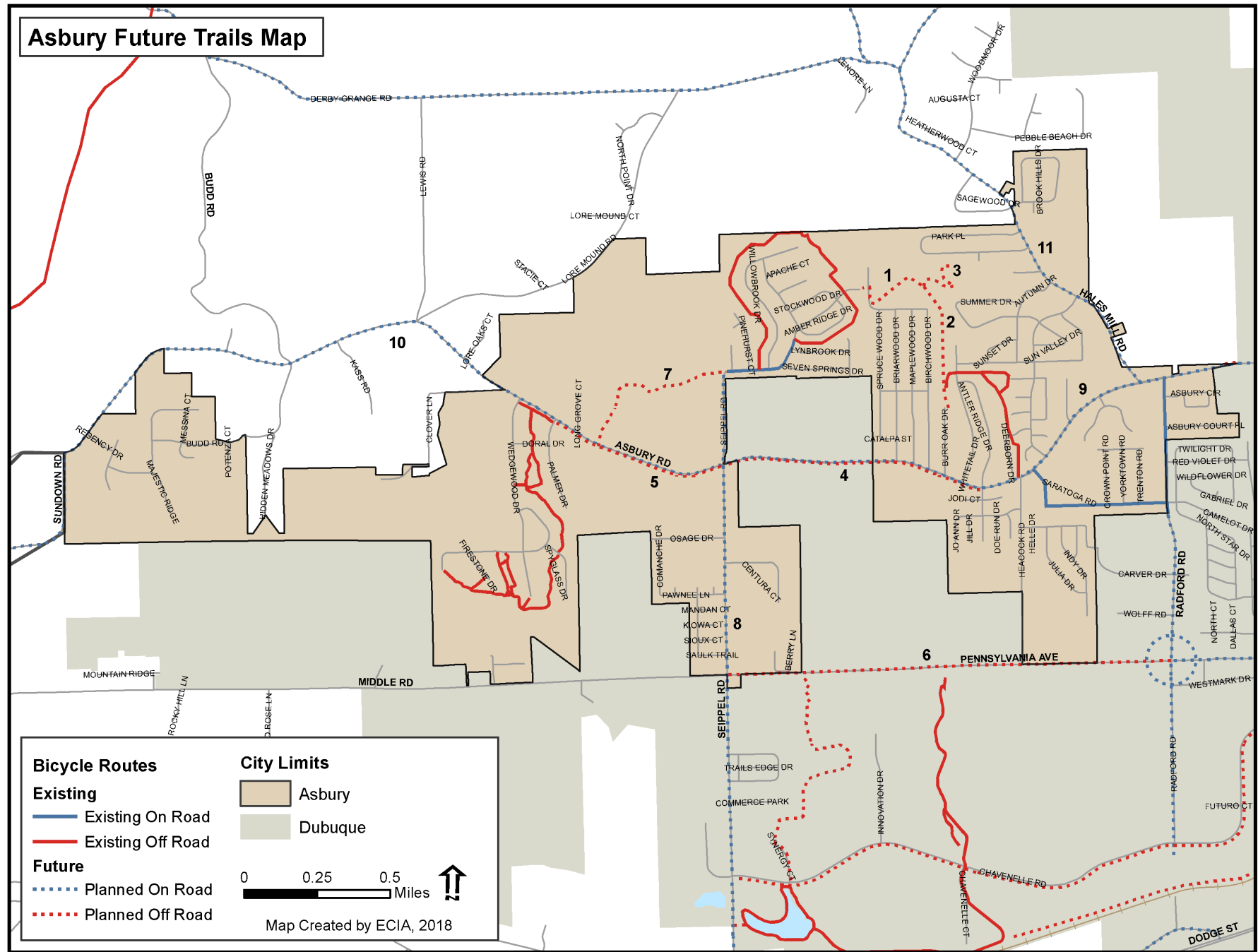


Community Reminder Postcards





# Asbury Future Trails Map



**Bicycle Routes**

**Existing**

- Existing On Road
- Existing Off Road

**Future**

- Planned On Road
- Planned Off Road

**City Limits**

- Asbury
- Dubuque

0

0.25

0.5

Miles

↑

Map Created by ECIA, 2018

# City of Cascade Projects

- Project planning and prioritization work sessions
- Participating in the Heart and Soul Process
- Planning for new highway sign
- Designing map for city wayfinding sign
- RISE Grant for Industrial Park
- Planning for new pool
- Planning for Heart and Soul implementation
- Chamber of Commerce Strategic Plan





# City of Dubuque Projects

- Research and planning for Urban Canopy/ Trees Forever
- Miracle League of Dubuque Fundraising & CAT grant writing





# Fundraising Consulting & CAT Grant - \$3.5M project at Veterans Memorial Park



## THE MIRACLE LEAGUE OF DUBUQUE MIRACLE FIELD PERSPECTIVE

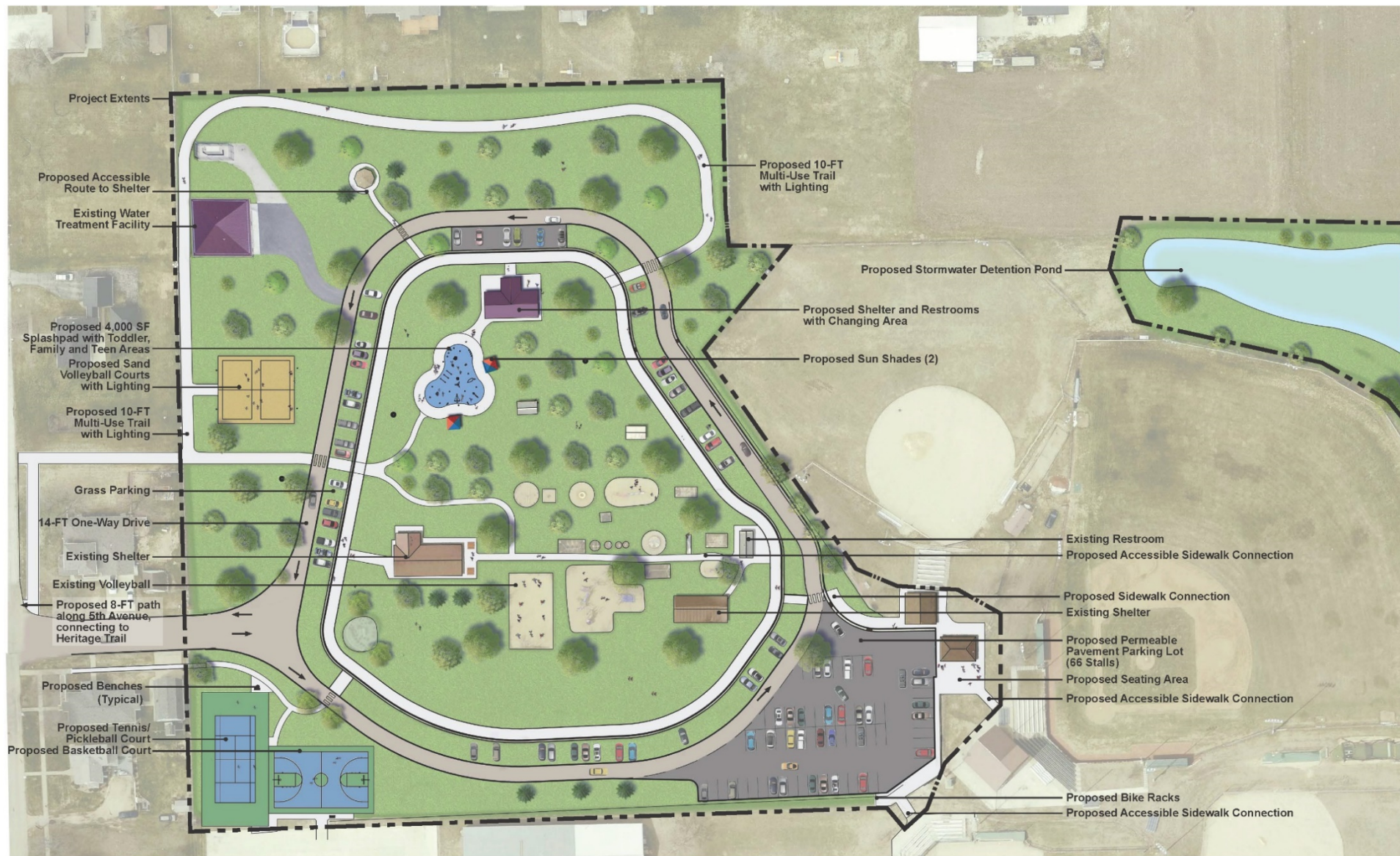




# City of Farley Projects

- IEDA downtown visit
- Planning, grant writing, and fundraising for City Park
  - Wrote REAP City Parks & Open Spaces grant application
  - Wrote Wellmark Large Match grant application  
Awarded \$100,000
  - Wrote federal LWCF grant application
  - Wrote Catalyst NOI – Invited for full application
- Participate in city logo update work sessions
- Planning for wayfinding signs
- Developing a welcome package to give to new residents
- Downtown Exchange program
- RISE Grant for industrial park
- Planning for Heritage Trail Connections





# Farley Community Park

Conceptual Plan

Farley, IA  
8.6.2020



SCALE  
0 20' 40' 80'





# City of Peosta Projects

- Plan for Kelley Oaks Park – volunteer clean up, install disk golf course, planning for future trails within the park, planning for erosion control and other park improvements.
- Planning and grant writing for school crossing improvements
- Participated in Power of Connections site visit
- Comprehensive plan implementation





# City of Peosta - Kelley Oaks Park

**Kelly Oak's Park**

**Opening event for the Kelly Oak's Disc Golf Park!**

**What:** "Two Disc Challenge"- \$20.00 for two Premium Discs from "Dynamic Discs" & meet the professional player/course designer.

**When:** August 25th from 9-2:30 & 4:30-7

**Where:** Kelly Oak's Park









# Hometown Pride Membership

- **Year 1**

- \$1000 for communities with population over 3,000 and ECIA matching \$1000 with ECIA EDA CARES funding.
- \$500 for communities with populations between 1,000 and 3,000 with ECIA matching \$500 with ECIA EDA CARES funding.
- \$250 for communities with population under 1,000 with ECIA matching \$250 with ECIA EDA CARES funding.
- \$1,000 for county governments with ECIA matching \$1000 with ECIA EDA CARES funding.

- **Year 2 - 5**

- \$2,000/year for communities in population over 3,000.
- \$1000/year for communities with populations between 1,000 and 3,000.
- \$500/year for communities with populations under 1,000.
- \$2,000/year for counties

# Staffing Hometown Pride

- ECIA staffing with one full-time equivalency (FTE) coach between Delaware and Cedar Counties for up to 10 communities.
- Approx. 16 hours of staff time per month per community on Hometown Pride activities and projects.
- Should the number exceed 10 communities, pro-rate additional staff time for up to 10 additional communities and one additional full-time FTE coach. The amount of staff time will be pro-rated on a per community basis up to the additional 10 communities.
- Hometown Pride agreement effective on July 1, 2021 through June 30, 2026 between ECIA, Keep Iowa Beautiful and participating cities/counties in Delaware and Cedar Counties.
- Keep Iowa Beautiful Hometown Pride will provide \$80,000 per year with at least \$20,000 in other committed local and ECIA matching funds for up to 10 communities between Cedar and Delaware Counties.





## For more information on ECIA's Involvement in Keep Iowa Beautiful



Contact:  
Dan Fox, Senior Planner  
[dfox@ecia.org](mailto:dfox@ecia.org)

Or

Jennifer Walker,  
Development Consultant  
[jwalker@ecia.org](mailto:jwalker@ecia.org)



*(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**

**June 7, 2021  
7:00 p.m.**

*Until further notice, all of our Council Meetings will be held in person and electronically via Zoom. 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, Tom Dean, Jerry Sexton and Nick Goodweiler were present. City Staff present: City Administrator Redmond Jones II (arrived at 7:05), Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Library/IT Director Nick Shimmin and City Attorney Kevin Olson. City Staff attending via Zoom: Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Police Chief John Hanna and City Engineer Dave Schechinger.

### **GUEST SPEAKER PRESENTATIONS**

Former Public Works employee, Ben Litscher addressed the Council with concerns over a lack of city mowing prior to the Memorial Day holiday. Litscher said he worked for the City from 2014 to 2020 as a part-time employee and was let go last fall. Litscher admitted that his dismissal was on him, but felt that he did a good job and took pride in his work during his time with the City. Litscher then requested the Council to consider a monetary severance for his departure stating that since he didn't work for the City for seven years, he was not vested in IPERS. (Note: IPERS coverage is mandatory for permanent part-time employees, however to be eligible to receive benefits, you must work for an IPERS covered employer for seven years.)

### **PUBLIC COMMENT - NONE**

### **CONSENT AGENDA**

Motion to approve minutes for City Council Meeting May 17, 2021.

Motion to approve minutes for Closed Session Meeting May 20, 2021.

Motion to approve Class C Beer, Class B Native Wine and Sunday Sales privileges for Parkside Petroleum – 401 Parkside Drive.

Motion to approve Class E Liquor (LE), Class B Wine, Class C Beer, and Sunday Sales privileges for Kum & Go #254 – 620 S. Downey Street.

Motion to approve Cigarette Permit Renewals for FY 2021-2022.

Motion to approve Payment of Nuisance Abatement Invoices for 332 N. Downey and 203 Green Street.

Motion to approve the Claims Report.

### **EXPENDITURES**

6/7/2021

ALL AMERICAN CONCRETE INC	STREET REPAIR	8,174.25
AMAZON.COM.CA. INC.	KEYPAD ENTRY SYSTEME	94.42
AT & T MOBILITY	WIRELESS SERVICE	344.80
BOWERS CUSTOM SERVICES LLC	COLD PATCH	120.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	1,211.77
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	30.00
CROELL, INC.	CUBBY PARK - CAP IMPROVEMENT	11,750.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	52.15
HAWKINS INC	CHEMICALS	650.60
HEMMEN CRAIG OR JEAN	BUILDING INCENTIVE PAYMENT	915.16
HI-LINE ELECTRIC COMPANY INC	HARDWARE SUPPLIES	220.20
IOWA DEPARTMENT OF NATURAL	OPERATOR CERTIFICATE RENEWAL	240.00
IOWA LAW ENFORCEMENT ACADEMY	TRAINING	50.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	59.40
JOHN DEERE FINANCIAL	SUPPLIES & EQUIPMENT	850.22
JOHNSON COUNTY REFUSE INC.	RECYCLING & TRASH - MAY 2021	17,001.25
LENOCH & CILEK	SUPPLIES	7.96



LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,528.80
LINN COUNTY R.E.C.	STREET LIGHTS	213.10
LOGAN CONTRACTOR'S SUPPLY	CUBBY PARK - CAP IMPROVEMENT	85.76
LORENZ, NANCY R ZMEK OR J	BUILDING INCENTIVE PAYMENT	1,739.85
LYNCH'S EXCAVATING INC	LOCATE CURB STOPS	780.00
LYNCH'S PLUMBING INC	REPAIR WATER LEAK - CEMETERY	1,393.90
MANATT'S INC	PREMIX - STREET REPAIR	591.10
MENARDS	SUPPLIES	442.55
MERCY IOWA CITY PHYSICIAN	PHYSICAL - VERLO	162.00
MILLER TRUCKING & EXCAVATING	STORM SEWER-REPAIR AT NAT PARK	2,670.40
MOORE'S WELDING INC	FORK EXTENSIONS	150.00
OFFICE OF AUDITOR OF STATE	AUDIT SERVICE	18,611.00
OLSON, KEVIN D	LEGAL SERVICES - JUNE 2021	1,500.00
PLAY IT AGAIN SPORTS	SUPPLIES	1,723.43
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-POLICES/FIRE STAT	170.18
PORT 'O' JONNY INC.	SERVICE - CEMETERY	311.00
PROTECT YOUTH SPORTS	EMPLOYEE BACKGROUND SEARCH	36.00
QUILL CORP	OFFICE SUPPLIES	39.88
RIVER PRODUCTS COMPANY INC	CUBBY PARK - CAP IMPROVEMENTS	740.82
SCHIMBERG CO	MANHOLE - FRAME & GRATE	597.84
SHIELD TECHNOLOGY CORPORATION	SOFTWARE MAINTENANCE & SUPPORT	2,245.50
STATE HYGIENIC LAB	LAB ANALYSIS	47.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	SUPPLIES	177.78
TUTTLE, PETER	REPAIR ICE MACHINE	204.75
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	181.00
VEENSTRA & KIMM INC.	COLLEGE ST WATER MAIN BETWEEN 4TH & 5TH	1,425.04
VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMPROVEMENTS	911.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	236.42
VEENSTRA & KIMM INC.	GREENVIEW EXTENSION - PRELIMINARY DESIGN	2,674.08
VEENSTRA & KIMM INC.	WATER TREATMENT FACILITY IMPROVMENTS 2021	17,490.00
VEENSTRA & KIMM INC.	SPONSORED PROJECT APPLICATION	3,102.80
VERIZON WIRELESS	WIRELESS SERVICE	372.17
WEST BRANCH COMMUNITY DEVE	WEST BRANCH COMMUNITY DEVELOPM	1,500.00
TOTAL		106,071.33
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	6/7/2021	58,867.63
PAID BETWEEN MEETINGS		
EAGLE ENGRAVING INC.	UNIFORM ACCESSORIES	121.95
HOFFMAN, MEGAN	CLEANING SERVICES	954.00
HOTSY CLEANING SYSTEMS	EQUIPMENT REPAIR	397.84
SHIMMIN, NICK	HARWARE	10.36
CEDAR COUNTY COOP	FUEL	1,254.10
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	196.13
JOHNSON COUNTY REFUSE INC	RECYCLING & TRASH PICKUP	15,802.50
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
US BANK CORPORATE CARD	SOFTWARE, CONCESSION MDSE, SUPPLIES	3,122.33
VARIOUS VENDORS	RECREATION & VENDOR REFUNDS	270.00
MEDIACOM	CABLE SERVICE	41.90
ROB COPELANC	ESCROW REFUND	2,500.00
US BANK EQUIPMENT FINANCE	COPIER LEASE	106.25
UMB BANK N.A...	INTEREST & PRINCIPAL	819,585.00
CEDAR COUNTY COOP	FUEL	651.84
CEDAR COUNTY TREASURER	LIEN PAYMENT	622.86
GREEN STATE CREDIT UNION	PURCHASE OF CD	8,486.14
TOTAL		854,623.20
GRAND TOTAL EXPENDITURES		1,019,562.16
FUND TOTALS		
001 GENERAL FUND	95,364.97	
022 CIVIC CENTER	680.91	
031 LIBRARY	7,265.27	
110 ROAD USE TAX	17,437.07	
112 TRUST AND AGENCY	12,625.36	
226 GO DEBT SERVICE	819,585.00	
308 PARK IMP - PEDERSEN VALLEY	12,576.58	
321 WIDENING WAPSI CREEK @ BERANEK PARK	911.00	

324 WW TREATMT FAC IMPROVEMENT 2021	17,490.00
327 SPONS WATER QUALITY IMP 2021	3,102.80
501 KROUTH PRINCIPAL FUND	4,436.82
502 KROUTH INTEREST FUND	4,049.32
600 WATER FUND	13,333.61
610 SEWER FUND	8,033.05
740 STORM WATER UTILITY	2,670.40
GRAND TOTAL	1,019,562.16

Laughlin said he would specifically like to discuss item #6 (Payment of a nuisance abatement invoice for 332 N. Downey St. and 203 E. Green St. to Swift & Swift LLC) on the Consent Agenda. Laughlin said the City had received a bill from Swift & Swift LLC for nuisance mowing services for the two properties and said the original charges were higher than expected showing 48 hours of labor to mow the two properties and directed City Administrator Jones to discuss the invoice with the contractor before payment would be made. A revised bill was received reducing the number of hours to 37.5 and Laughlin felt it was still too high for the amount of property that was mowed. Miller said \$1200.00 was a lot to charge a resident for less than a quarter acre lot with a house on it (referring to 332 N. Downey St.) Stoolman said last summer she personally mowed the resident's yard and it took her approximately 1 hour but said the grass was shorter and she did not need to sweep the yard. Sexton, who owns the golf course and is familiar with how long mowing would take on a property this size, also felt that 37.5 hours was 'excessive'. Miller asked why the grass was mowed on a Sunday and questioned if that added to the cost. Andray Swift responded that he was contacted by City Administrator Jones on May 20, 2021 that an emergency abatement was needed and was to abate the issue within 72 hours. Swift responded to the questions regarding the number of hours charged and said the property required additional cuts due to the length of the grass upon arrival (approximately 20 inches tall), and that it had been raining for several days, including the afternoon when he and his crew mowed the property. Sexton asked how many workers were used to mow the two properties. Swift responded that on Sunday he had three employees deployed and the other days (Monday, Tuesday and Wednesday) he had two employees. Swift defended this invoice and said it was reflective of the work provided. Finance Officer Edgar also added that when city staff had mowed the property in the past, it was several hundred dollars less and included civil penalties. The Council agreed this item should be voted on separately.

**Motion by Miller to strike Consent Agenda item #6 and vote separately on the item, second by Goodweiler approve agenda/consent agenda #1-5 and #7. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.**

Motion by Dean to discuss and take action on item #6, second by Goodweiler. Based on previous comments, the Council concluded that the work was done but did not agree to the number of hours the City was billed for the work and then decided to take a vote.

**Motion by Dean, second by Goodweiler to approve Consent Agenda item #6. AYES: Goodweiler, Stoolman, Sexton. NAYS: Dean, Miller. Motion carried.**

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

Second Reading of Ordinance 781 – Amending Chapter 165; Entitled, “Zoning Regulations” to add section 51 “Annexed Territory”. / Motion to approve.

Brick stated that per the request of the City Council at their May 17<sup>th</sup> meeting, the Planning & Zoning Commission reviewed the proposed Ordinance at their May 25<sup>th</sup> meeting and had no objections to the language.

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

Resolution 2008 – Approving a 2% Cost of Living Adjustment and Setting Salaries for Appointed Officials and Employees of the City of West Branch, Iowa for FY 2021-2022. / Move to action.

**Motion by Miller, second by Goodweiler to approve Resolution 2008. AYES: Miller, Goodweiler, Sexton, Dean, Stoolman. NAYS: None. Motion carried.**



Resolution 2009 – Approving adding J&D Lawn Care, Rocha Lawn Care, and Casper Lawn Care, and Renewing Swift and Swift as the List of Contractors to be deployed for Nuisance Abatement Services as Deemed Appropriate. / Move to action.

Miller motioned to strike Swift & Swift LLC from all future services for the City of West Branch. Jones reminded the Council that the City uses Swift & Swift for nuisance clean-up services as well. Miller firmly stated “we will find someone else”. Laughlin asked Jones if the three other mowing contractors had been contacted. Jones confirmed that they have been and all verbally agreed to the \$29 dollar an hour fee. Miller added that going forward, when requesting nuisance services, that a quote be requested from the contractor before services are rendered so that the City is not put into another situation (like Content agenda item #6).

**Motion by Miller, second by Stoolman to approve an amended Resolution 2009 to strike Swift & Swift LLC and approve J&D Lawn Care, Rocha Lawn Care and Casper Lawn Care for Nuisance Abatement Services going forward. AYES: Miller, Sexton, Dean, Goodweiler, Stoolman. NAYS: None. Motion carried.**

Resolution 2010 – Approving Contracts totaling \$10,155.39 for the Hoover Hometown Days Event. / Move to action.

Miller asked if the committee was fund raising for this year’s event. Laughlin said that approximately 50 letters were mailed to local businesses. Brick added that donations were coming in sooner than expected and that she had received a commitment from Nordex USA to be the events title sponsor with a donation of \$5000.00. Sexton asked how many more contracts were expected and approximately how much is being spent on this year’s event. Russell responded that all the big ticket items have been accounted for at this time a rough estimate was around \$20,000, plus fireworks (\$25,000).

**Motion by Dean, second by Sexton to approve Resolution 2010. AYES: Dean, Sexton, Stoolman, Goodweiler, Miller. NAYS: None. Motion carried.**

Resolution 2011 – Approving a Partial Alley Closure (the south end of the alley access on Main St. between 4<sup>th</sup> and 5<sup>th</sup>). /Move to action.

Stoolman stated that she was responsible for the agenda item and voiced her concern on safety of the slope and continued gravel washing down and on to Main St. but said she was willing to listen to the resident’s thoughts on the subject. Miller added that he had driven down the alley and was not comfortable doing it again. He said he didn’t think the grade met current city code. Deb & Paul Michalski, 116 N. 5<sup>th</sup> St. stated that although they don’t use the alley often, many service contractors they’ve hired do and without any known issues. Hillary Maurer, 127 N. 4<sup>th</sup> St. said that many of the residents and their guests use both entrances of the alley and did not want the alley closed. Maurer asked what the city planned on doing with the closed portion of the alley. Laughlin said it was initially determined that dirt would be added and then seeded to provide grass (which the City would mow). Maurer voiced her opinion that by doing that would not alleviate the city of less work because now they would have to mow instead of scooping gravel. Instead Maurer suggested that the city find a way to prevent the gravel from washing down the alley. It was determined that an agreement could not be made at this time and Laughlin asked Jones to set up a neighborhood meeting with the affected residents and to include Public Works Director Goodale to participate and see if alternatives could be agreed upon.

**Motion by Goodweiler, second by Stoolman to table Resolution 2011. AYES: Goodweiler, Stoolman, Dean, Miller. NAYS: None. Absent: Sexton. Motion carried.**

Resolution 2012 – Hiring Heidi Van Auken as the Finance Officer/Treasurer for the City of West Branch, Iowa, and Setting the Salary for the Position for Fiscal Year 2021-2022. / Move to action.

Ms. Van Auken introduced herself to the Council and gave a brief overview of her work experience and education. The interview team consisted of Laughlin, Miller and Brick. Out of five interviews and several applicant submissions for the position, Van Auken was the committee’s top choice.

**Motion by Miller, second by Goodweiler to approve Resolution 2012. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.**

Resolution 2013 – Approving Liability Insurance Proposal with ICAP. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 2013. AYES: Goodweiler, Miller, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2014 – Approving the Worker’s Compensation proposal with IMWCA. / Move to action.

**Motion by Goodweiler, second by Miller to approve Resolution 2014. AYES: Goodweiler, Miller, Sexton Stoolman, Dean. NAYS: None. Motion carried.**

Discussion: Participation in the Hometown Pride Program (ECIA Proposal).

Jones said ECIA is launching a new campaign “Hometown Pride – Keep Iowa Beautiful” which would provide participating communities with a coach on a variety of Hometown Pride activities. The program would consist of developing a steering committee to implement the program, assistance with developing community goals, empowering local citizens to become engaged in community projects, developing and maintaining relationships with local, state and regional economic development partners, and establish training education sessions for community leaders, city council members and volunteers on topics to further affect Hometown Pride activities. Jones said the cost for the first year is \$500.00 and subsequent years (2-5) would be \$1000. Miller suggested that the annual fees could be paid with Hotel/ Motel tax. The Council directed Jones to invite a member of ECIA to come to a council meeting and afford the Council to ask questions regarding the program before approving participation.

Discussion: Considering Aspects and/or Programs Desired in the West Branch Housing Trust Fund.

Jones asked for Council directions on what programs the Council would like to use from The Meadows Part 4 TIF proceeds for the low to moderate income (LMI) requirements and provided some sample projects. Miller liked the idea of having a revolving loan program to help residents to help with housing rehabilitation that they cannot afford to do on their own, such as replacing windows, siding, roof repairs, etc. The Council agreed that more discussion should take place and to get something planned.

Discussion: Regarding the Remaining Public Improvements Related the Cedar’s Edge Sub-division.

Sexton presented two proposals for the Council to consider and discuss. Sexton’s first proposal would be to dedicate a certain part of Serenity Circle to the city that has been determined is part of his property. Or ask the City to help with the cost to complete the street from the cul-de-sac to the intersection of Cedar-Johnson Road. Sexton explained that the remaining required improvements to this particular section of street would be difficult to complete until Cedar-Johnson Road is reconstructed. Sexton proposes to give the city the western 140’ feet (approximately) of Serenity Circle, and complete a paved section that ties in Serenity Circle to the existing chip & seal section of the former Greenview Drive. Miller said he would support the Sexton’s first proposal and make the final improvements when Cedar-Johnson Road is improved. The other members of the council did not disagree. This item will come back at a later date for a final determination and vote.

Discussion: Consider Alternative Site(s) for Fireworks during Hoover Hometown Days Event.

Laughlin said the requirements for shooting off fireworks on government property (specifically National Park property) is getting more difficult each year and this year additional requirements are needing to be met and there is quite possibly a chance the City and fireworks vendor cannot meet the required deadlines to get the permit approved. The end result is to move the location of the fireworks and viewing area. Laughlin said the he and a few staff members met with owner Tim Zurmuehlen, J& M Fireworks owner and determined that an area in the northwest part of the cemetery (which is grass only), would be an ideal location to shoot. Cubby Park would provide ample viewing for spectators and would also be the new location of the Hoover Stage where the Brass Band plays music to the fireworks. Details are still being worked out, but Laughlin said the planning committee needs to be able to move forward with final plans. The Council briefly discussed their concerns about debris clean-up and surrounding properties, but ultimately decided that the location was satisfactory.

## **CITY ADMINISTRATOR REPORT**

Jones said he had received the final facility plan for the waste water treatment facility and would be placing it on the city’s website. He said Schechinger is recommending moving forward with Terracon for the geotechnical engineering services (\$7,900) and that a separate contract would be forth coming. Jones asked if



the Council wanted the City to participate in the Home Base Iowa program, developed by Cedar County which offers incentives to employers and cities to give incentives to veterans to live and work in West Branch. The Council requested Jones to bring back a resolution for consideration and plan specifics.

**CITY ATTORNEY REPORT - No report**

**STAFF REPORTS**

Goodale reported that Lynch's Excavating will be starting water and sewer main improvements on E. College (between N. 4<sup>th</sup> St and N. 5<sup>th</sup> St.) next week. The work will result in a road closure at the intersection of E. College and N. 4<sup>th</sup> Streets for a few days. A detour will be established. Lynch's will then move to Greenview Drive to work on the water main. Goodale stated that Public Works completed a paved parking space and zero entry for the Food Panty late last week and that his staff will start preparing the former Casey's site for new sidewalks and grass in the coming weeks.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Sexton asked if signs were added to Cedar-Johnson Road at the corner of Greenview/Serenity and Bickford Drives. Hanna responded that he had notified Public Works to order the signs and that they should be posted soon. Sexton reminded that the road has increased traffic and wants a high priority placed on the matter.

Goodweiler asked is the bike helmet program was in place. Hanna responded that tickets for free ice cream cones had been started and will continue.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 9:10 p.m.

---

Roger Laughlin, Mayor

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

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Special Meeting**

**June 21, 2021  
6:00 p.m.**

Mayor Roger Laughlin called the Special West Branch City Council meeting to order at 6:05 p.m. Roll call: Council members present: Colton Miller, Tom Dean, Jerry Sexton, and Jodee Stoolman. Absent: Nick Goodweiler. City Staff present: City Administrator Redmond Jones II, City Attorney Kevin Olson, and Deputy Clerk Leslie Brick.

**Resolution 2015 – Approving easement agreements for Greenview Drive Extension Project. / Move to action.**

Laughlin explained that in order for the project to continue, easements were needed to be obtained by two property owners adjacent to the project. The first easement agreement is with Stephen and Raelene Leno, 26 Greenview Drive which includes removing and relocating a fence on their property. The easement will also include a public sidewalk on the property. Laughlin was not sure on the cost of relocating the fence, but said it wouldn't be terribly costly. Miller asked what type of fence the Leno's had and if Public Works would be able to reinstall it. Laughlin answered that it was a typical black, vinyl chain link fencing but wouldn't commit city staff for the reinstallation labor. The second easement is with the Mayor himself and spouse, 25 Greenview Drive. Laughlin stated that the emergency siren had already been relocated on his property and although he was not happy with its location, said he would approve the permanent utility and temporary construction easement on his property.

Motion by Miller, second by Sexton to approve Resolution 2015. AYES: Miller, Sexton, Dean, Stoolman. NAYS: None. Absent: Goodweiler. Motion carried.

**Motion to adjourn to Executive Session to discuss personnel matters per Section 21.5(i) of the Code of Iowa. / Move to action.**

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

**ADJOURNMENT**

Special City Council meeting adjourned at 6:09 p.m.

---

Roger Laughlin, Mayor

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

Mayor Roger Laughlin called the Executive Session to order at 6:10 p.m. Roll call: Council members present: Colton Miller, Tom Dean, Jerry Sexton, Jodee Stoolman and Nick Goodweiler. City Staff present: City Administrator Redmond Jones II and City Attorney Kevin Olson.

**ADJOURNMENT**

Motion by Stoolman, second by Sexton to adjourn from Executive Session at 6:58 p.m.

---

Roger Laughlin, Mayor

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





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the West Branch Fire Department Class B Beer (BB) (Includes Wine Coolers) with Outdoor Service for Hoover's Hometown Days – Located at 105 S. 2 <sup>nd</sup> Street.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	June 24, 2021

**BACKGROUND:**

Approve Class B Beer (BB) (Includes Wine Coolers) with Outdoor Service for the West Branch Fire Department for Hoover's Hometown Days 2021:

Friday, August 6, 2021, 3 p.m. to midnight

Saturday, August 7, 2021, 11:00 a.m. to midnight.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – 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"*



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Special Event Permit for the 2021 Hoover's Hometown Days Celebration.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Melissa Russell, Parks and Recreation
<b>DATE:</b>	June 22, 2021

### BACKGROUND:

Hoover's Hometown Days is in the final planning stage. The biggest changes to 2021 is the elimination of the inflatables and the change of the fireworks location. The fireworks will now be shot off from the West Branch Cemetery. Because of the location change, the viewing area and concert has also been changed to Cubby Park- 301 Scott Drive. Advertisements both in the paper and on social media will be published to reflect the new location. The Pipeline, Crestview Care Initiative, and all City of West Branch departments have all been consulted and are in a agreement regarding the fireworks location change.

The City of West Branch Special Event Permit is included. Also included is the Special Event Permit for Brick Arch Winery. Brick Arch will provide a sketch of the area to the City of West Branch.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – 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"*





## Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

\*\*\*\*\*

### FOR CITY OFFICE USE:

Approved by \_\_\_\_\_ Date of Approval \_\_\_\_\_

West Branch Administration \_\_\_\_\_ West Branch Fire Department \_\_\_\_\_ West Branch Police Department \_\_\_\_\_

West Branch Public Library \_\_\_\_\_ West Branch Public Works \_\_\_\_\_ West Branch Parks and Recreation \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

Notes: \_\_\_\_\_



## Special Event Permit Application

Event Title/Name: \_\_\_\_\_

Event Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Website: \_\_\_\_\_ Event Email: \_\_\_\_\_

Event Coordinator Name and Title: \_\_\_\_\_

Event Coordinator Email: \_\_\_\_\_

Event Coordinator Cell Number: \_\_\_\_\_

Event Coordinator Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)

Maximum Number of Participants: \_\_\_\_\_ Maximum Number of Vehicles: \_\_\_\_\_

Will there be an admission fee? \_\_\_\_\_ What is the admission fee? \_\_\_\_\_

Will food be sold? \_\_\_\_\_ Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? \_\_\_\_\_ Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? \_\_\_\_

Please list other agencies involved. \_\_\_\_\_

Traffic Control Plan (please attach diagram): \_\_\_\_\_





Public Notification Plan: \_\_\_\_\_

\_\_\_\_\_

Amplified Sound/Noise Plan: \_\_\_\_\_

\_\_\_\_\_

Site Plan/Race Course Map (please attach diagram): \_\_\_\_\_

\_\_\_\_\_

Security Plan: \_\_\_\_\_

\_\_\_\_\_

Restoration Plan: \_\_\_\_\_

\_\_\_\_\_

Trash Management Plan: \_\_\_\_\_

\_\_\_\_\_

Restroom Plan: \_\_\_\_\_

\_\_\_\_\_

Signs/Banner Plan: \_\_\_\_\_

\_\_\_\_\_

Insurance policy: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.**

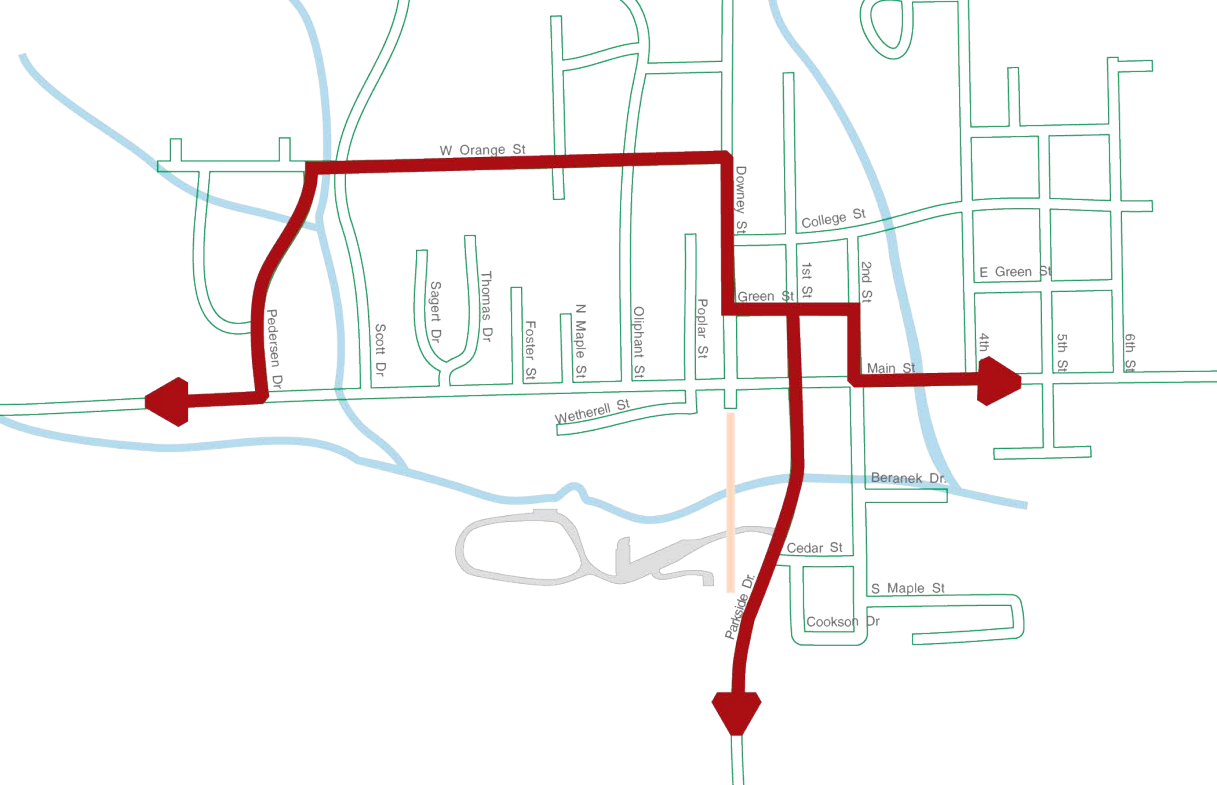
**Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.**

**Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org).**

## 2021 Hoover's Hometown Days Street Closures

1. Approve street closures for the 2021 Hoovers Hometown Days Celebration.
  1. 2nd Street from Main Street to the Water Street Parking Lot from 5:00 p.m. on Friday August 6, 2021 to 1:00 a.m. on Sunday August 8, 2021.National Park Service Property.
  2. Main Street from Parkside Drive to 2nd Street from 12:00 a.m. on Saturday August 7, 2021 to 12:00 a.m. on Sunday August 8, 2021.
  3. Main Street from Parkside Drive to Oliphant Street, S. Downey from Wetherell to Main Street, and Wetherell from S. Poplar Street to S. Downey Street from 5:00 a.m. to 6:00 p.m. on Saturday August 7, 2021.
  4. N. Downey Street from Main Street to Green Street from 2:30 a.m. on Saturday August 7, 2021 to 6:00 p.m. on Saturday August 7, 2021.
  5. W Orange St. from N Oliphant St. to Ridge View Dr. on Saturday, August 7, 2021 from 8:15 a.m. to 10:15 a.m.
  6. Pedersen St. from W Orange St. to Hilltop Dr. on Saturday, August 7, 2021 from 8:15 a.m. to 10:15 a.m





## Friday

6:00 p.m. - 12:00 a.m. Firefighters serving hamburgers/hot dogs/brats - **Fire Station**

6:00 p.m. Lions' Pedal Tractor Pull Sponsored by Altorfer- **2nd St. by the Fire Station**

6:00 p.m. Doubles "Fire in the Hole" Bag Tournament - **Fire Station**

6:00 p.m. - 12:00 a.m. Beer Tent - **Fire Station**

8:00 p.m. - 12:00 a.m. Music - Tyler Richton and the High Bank Boys- **Fire Station**

## Saturday

8:00 a.m. Hoover Prairie Run - **Herbert Hoover National Historic Site** (Bob Hoffman) new website being constructed

8:00 a.m. - 9:00 a.m. Hoover-Ball Registration - **Hoover-Ball Courts**

~~9:00 a.m. - 5:00 p.m. Information Booth - **Village Green?**~~

9:00 a.m. - 7:00 p.m. Hoover-Ball Championship Games - **Hoover-Ball Courts**

10:00 a.m. Mayor's Parade -- **need to confirm risers / stage and AV**

11:00 a.m. - 12:00 p.m. Smith Studio Jazz with Suzanne Smith - **Chautauqua Area**

11:00 a.m. - 2:00 p.m. Firefighters serving hamburgers/hot dogs/brats - **Fire Station**

11:00 a.m. - 1:00 p.m. Live Entertainment - LoJo Russo - **Brick Arch Winery** (*outdoors*)

11:00 a.m. - 4:00 p.m. Chautauqua Area - **Old Schoolhouse Area**

11:00 a.m. - 4:00 p.m. Exhibitors & Demonstrators in NPS Vendors Area

11:00 a.m. - 4:00 p.m. Eat, Shop, Explore Main Street - Food Trucks, Vendors, & Pop-Up Shops throughout West Branch's Historic Main Street district

11:00 a.m. - 5:00 p.m. Free Carnival games for children-**Village Green-Main**

11:30 - 12:30 - Hoover Foundation Picnic (\$10/person for public)

12:00 p.m. - 5:00 p.m. "Shop & Drop" Bag Check (WBCDG) - **Town Hall (or Brightwood Events?)**

12:00 p.m. - 4:00 p.m. Free Pony Rides for Children - **Downey St.**

12:00 p.m. - 4:00 p.m. Free Bubble Stations - **Village Green Area** (*up to 15 tables*)

12:00 p.m. - 4:00 p.m. Free Balloon Sculptist - **Village Green Area or Main Street**

12:00 p.m. - 4:00 p.m. Free Caricature Artist-**Main Street**

12:00 p.m. - 4:00 p.m. Strolling Magician- **Village Green and Main Street**

**12:30 p.m. - 1:30 p.m. Hoover Life Celebration - Across from Birthplace Cottage**

1:30 p.m. - 3:30 p.m. Live Entertainment - Jarrod Hogan Acoustic - **Down Under/Heritage Square**  
(*risers/stages? AV needs?*)

1:00 p.m. - 5:00 p.m Youth Hooverball-**Village Green**

1:00 p.m. - 3:00 p.m. Booster Bingo - **Fire Station**

1:30 p.m. - 2:30 p.m. Fredrick Douglas -**Chautauqua Area**

2:00 p.m. Kids Water Ball Fights - **2nd St. by the Fire Station**

3:00 p.m. - 4:00 p.m. Herbert Hoover, presented by Brian “Fox” Ellis - **Chautauqua Area**

4:30 p.m. - 7:00 p.m. Firefighters’ Pork Dinner - **Fire Station**

6:00 p.m. - 7:30 p.m. Pie & Ice Cream Social - **Friends Church; 116 N Downey St.**

8:00 p.m. - 12:00 a.m. Music -Boot Jack Band - **Fire Station**

8:30 p.m. - 9:30 p.m. Music - Iowa Brass Band - **Hoover Stage at Cubby Park**

9:30 p.m. Fireworks - Musical Accompaniment by the Iowa Brass Band - **Hoover Stage at Cubby Park**



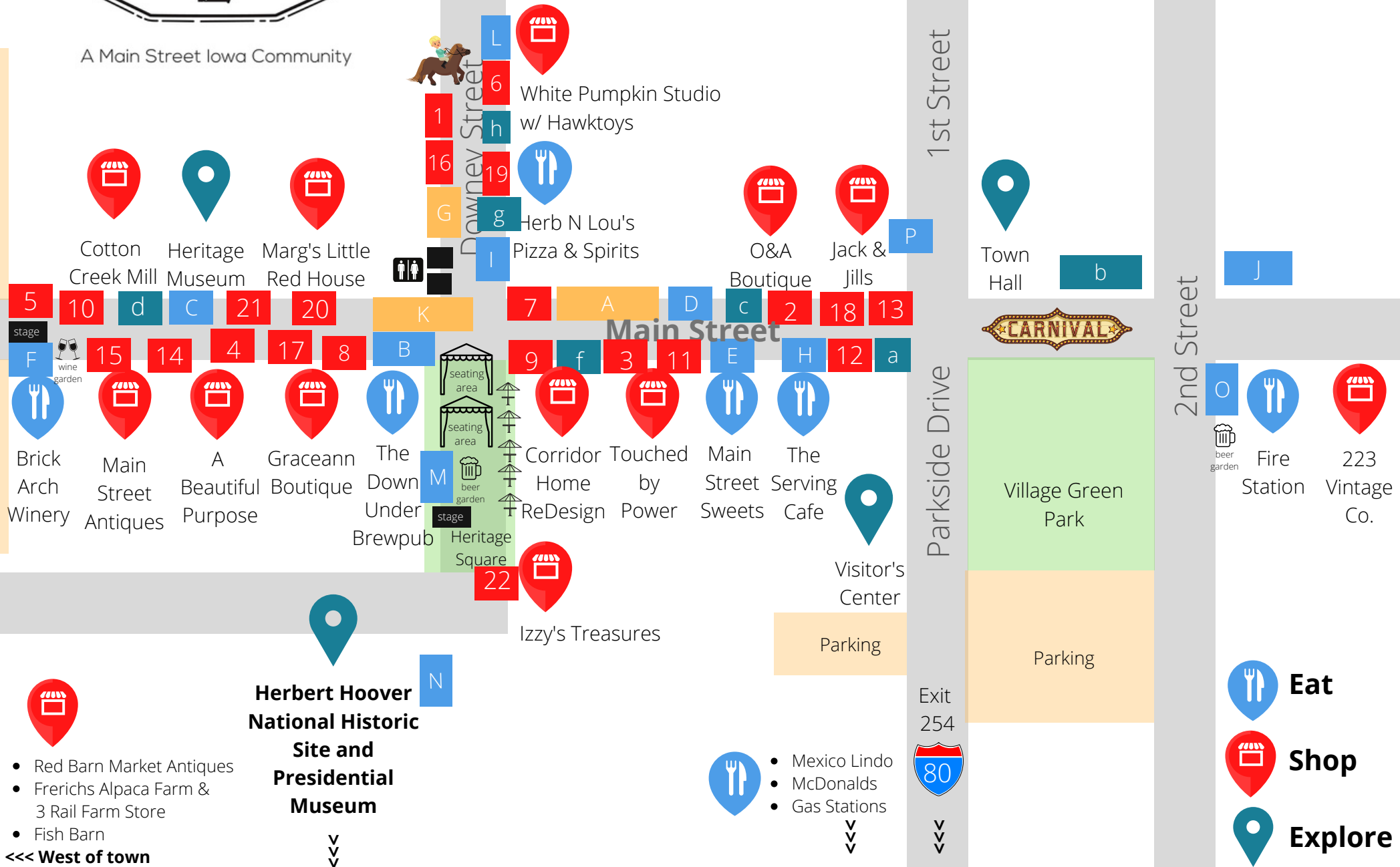


A Main Street Iowa Community

# 2021 HOOVER'S HOMETOWN DAYS

## EAT. SHOP. EXPLORE.

### EXIT 254 - WEST BRANCH, IOWA



## Food & Drink Vendors

A - Cindy's Shaved Ice\*

(10x30 - 120 volt 30amp)

B - WB FFA Alumni (10x20)

C - Lugos \*generator

D - Luna's Taqueria \*regular outlet

E - Main Street Sweets

F - Brick Arch Winery \*for musician

G - Comfort Food\*

(50amp, 220 volt - 7x16)

H - Serving Cafe

I - Marco's Grilled Cheese

J - Kona Ice (10x22) *old casey's lot?*

K - TC Bonez BBQ (30 ft)

(20 amp if available)

L - Sugar Rush \*outlet at White Pumpkin

M - The Down Under \*for musician

N - Hoover Foundation Picnic

O - Fire Station Grill Out

P - Jack & Jills

## Activity Vendors

a- WBHS Robotics (same as previous years)

b- WB United Methodist Church crafts/cooling area

(3 spaces for 3 tents, outlet for fan ideal) *Pres. Motors lot?*

c- Brown's (kids activities) 10x10 tent

d- Humans for Racial Justice

e- Pony Rides

f- Caricatures

g- Downey baptist church bake sale (by Springdale Agency)

h - Balloon artist

## Shopping Vendors

1 Fish Barn

2 O&A Boutique (12x12 tent)

3 Funky Fashions Jewelry

4 Beautiful Purpose

5 Scentsy \* (regular outlet)

6 White Pumpkin Studio

7 Hawktoys

8 EmaJo Designs

9 Corridor Home ReDesign

10 Al Made

11 Forever & Always

12 Moe's Barn Wood Decor

(end booth preferred)

13 CreativeBliss

14 Pickle Creek Herbs

15 Flannel Feather

16 Paparazzi

17 Graceann Boutique

18 Ktwelve Art

19 Fetching Fashions Doll Designs

20 Marg's Little Red House

21 WBCDG Merch \*regular outlet

22 Izzy's Treasures (henna tattoos)





Photographs courtesy of MP Coburn Photography and the West Branch Times

# HOOVER'S *Hometown Days*

August 6th & 7th, 2021  
West Branch, IA  
[hooverdays.org](http://hooverdays.org)



FIREWORKS



LIVE MUSIC



MAYOR'S PARADE



BAGS TOURNAMENT



HOOVER-BALL



SHOPPING, VENDORS,  
AND FOOD TRUCKS



FUN AND GAMES FOR  
ALL AGES!



Sponsored by:







### Special Event Permit Application

Event Title/Name: Hoover's Hometown Days

Event Organization: Brick Arch Winery Phone: 3196434001

Organization Address: 116 W. Main. St Tax ID #: 42-1001555

City: West Branch State: IA Zip Code: 52358

Event Website: \_\_\_\_\_ Event Email: \_\_\_\_\_

Event Coordinator Name and Title: Ilene Lande, Owner

Event Coordinator Email: ilenelande01@gmail.com

Event Coordinator Cell Number: 3193302541

Event Coordinator Address: 5514 Elmira Road NE

City: Iowa City State: IA Zip Code: 52240

Description of Event: Community event: winery will sell wine/beer and food, provide gathering place for visitors

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

**City is planning Main St closure for 8/7 afternoon**

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Aug. 7, Sat	Aug. 7, Sat	Aug. 7, Sat	Aug. 7, Sat
8:00am	11:00 am	5:00 pm	6:00 pm

Maximum Number of Participants: \_\_\_\_\_ Maximum Number of Vehicles: \_\_\_\_\_

Will there be an admission fee? No What is the admission fee? \_\_\_\_\_

Will food be sold? Yes Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? Yes Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? \_\_\_\_  
Please list other agencies involved. Approval from IABD will be provided

Traffic Control Plan (please attach diagram): \_\_\_\_\_



Public Notification Plan: N/A

Amplified Sound/Noise Plan: N/A

Site Plan/Race Course Map (please attach diagram): N/A

Security Plan: N/A

Restoration Plan: N/A

Trash Management Plan: Outdoor bins will be provided

Restroom Plan: on site bathrooms

Signs/Banner Plan: N/A

Insurance policy: EMC

Signature:  Date: 05/02/2021

**\*\*\*\*By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.**

**Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.**

**Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org).**



## Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will be unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies; and
9. All permit requirements have been met.

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, Fire Department, Public Works, Public Library, Parks and Recreation, Administration, and the City Council. In the event the application is denied by the City; the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

\*\*\*\*\*

### FOR CITY OFFICE USE:

Approved by \_\_\_\_\_ Date of Approval \_\_\_\_\_

West Branch Administration \_\_\_\_\_ West Branch Fire Department \_\_\_\_\_ West Branch Police Department \_\_\_\_\_

West Branch Public Library \_\_\_\_\_ West Branch Public Works \_\_\_\_\_ West Branch Parks and Recreation \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

Notes: \_\_\_\_\_





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Street Closures for the 2021 Hoover's Hometown Days Celebration.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Melissa Russell, Parks and Recreation Director
<b>DATE:</b>	June 22, 2021

### BACKGROUND:

The following road closures are suggested for the 2021 Hoover's Hometown Days celebration. There is one change from 2019 which was to remove the listing for the closure 2nd Street from Main Street to the Water Street Parking Lot, since it is not a city street, thus not subject to council closure.

- Main Street from Parkside Drive to 2nd Street from 12:00 a.m. on Saturday August 7, 2021, to 12:00 a.m. on Sunday August 8, 2021.
- Main Street from Parkside Drive to Oliphant Street and S. Downey from Wetherell to Main Street from 5:00 a.m. to 6:00 p.m. on Saturday August 7, 2021.
- N. Downey Street from Main Street to Green Street from 2:30 a.m. on Saturday August 7, 2021, to 6:00 p.m. on Saturday August 7, 2021.
- W Orange St. from N Oliphant St. to Ridge View Dr. on Saturday, August 7, 2021, from 8:15 a.m. to 10:15 a.m.
- Pedersen St. from W Orange St. to Hilltop Dr. on Saturday, August 7, 2021, from 8:15 a.m. to 10:15 a.m.

<b>STAFF RECOMMENDATION:</b> Approve Claims Report – Move to Action
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<b>REVIEWED BY CITY ADMINISTRATOR:</b>
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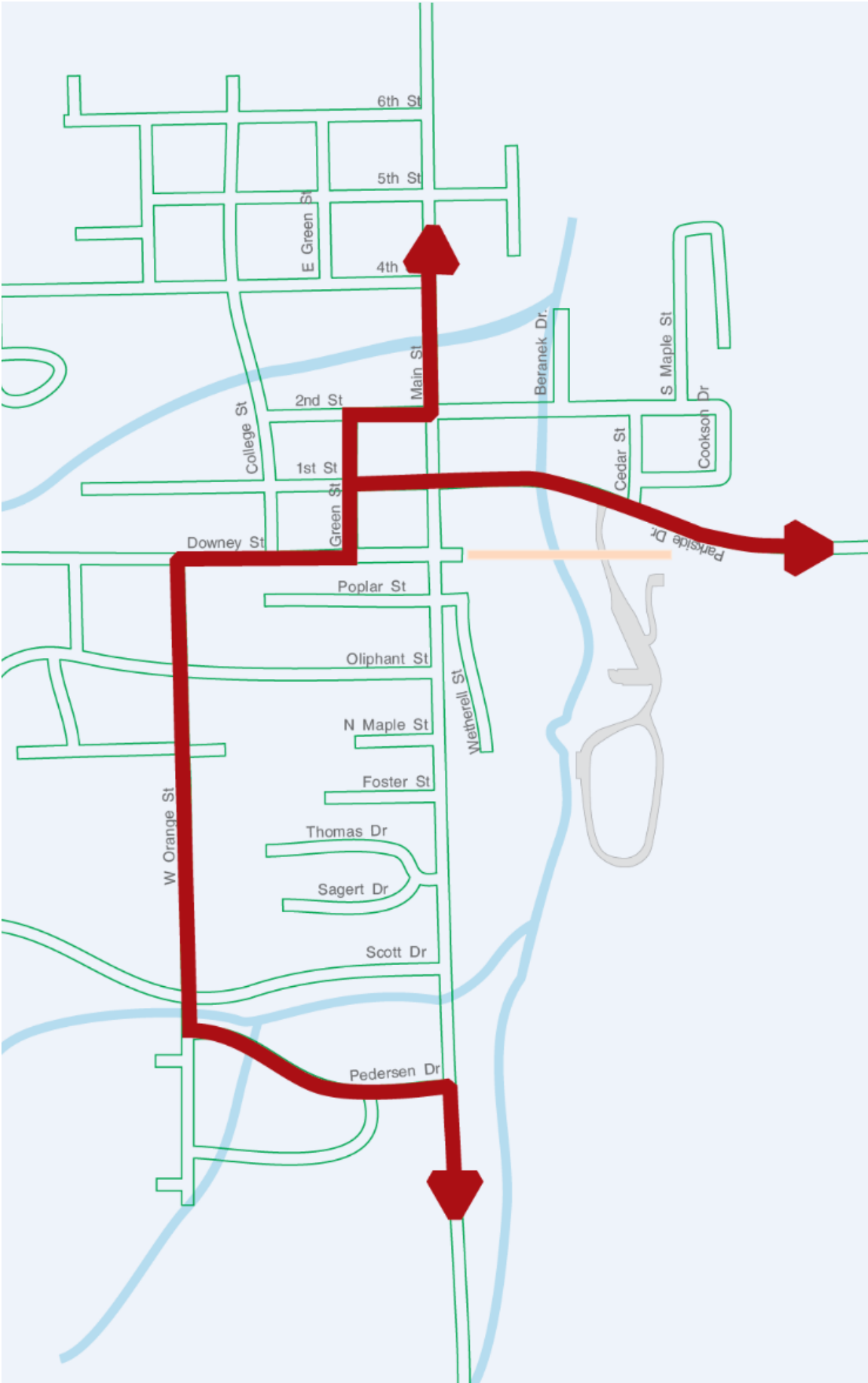
<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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*"Turning Vision into Reality is our Business"*

Detour Map





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 28, 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>	June 24, 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>	

*"Turning Vision into Reality is our Business"*



## EXPENDITURES

6/28/2021

AERO RENTAL INC	STUMP GRINDING	469.82
AIRSPACE MONITORING SYSTEM	CO MONITOR ALARMS	1,070.89
AMAZON	BOOKS AND SUPPLIES	793.32
AMAZON.COM.CA.,INC.	KEYPAD ENTRY SYSTEM	94.42
BARNHART'S CUSTOM SERVICES	CUBBY PARK CAPITAL IMPROVEMENT	95.00
BOWERS CUSTOM SERVICES LLC	SAND HAULING	270.00
CAPITAL ONE	PROGRAM SUPPLIES	173.79
CEDAR COUNTY RECORDER	RECORDING FEES	35.00
CROELL, INC.	TOWN HALL PARKING IMPROVEMENT	1,490.00
DIRK WIENEKE	LAWN CARE SERVICE	600.00
ELITE HOLDING COMPANY	STAFF SHIRTS	1,068.00
FELD FIRE EQUIPMENT CO. INC	VERIDIAN BUNKER GEAR	9,870.00
FRED'S FEED & SUPPLY LLC	GROUND SUPPLIES	38.07
GRAY BARN INDUSTRIES INC	GRIEBAHN INDUSTRIES INC	25.00
HARRY'S CUSTOM TROPHIES LT	SOFTBALL MEDALS	108.00
HAZELHASKY LLC DBA HERB & LOUS	CONCESSION MERCHANDISE	208.50
HEIMAN FIRE EQUIPMENT	FIRE HOSE	1,899.00
HY-VEE ACCOUNTS RECEIVABLE	CONCESSION MERCHANDISE	695.56
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 070121 TO 063022	221.02
IOWA DEPARTMENT OF PUBLIC	WARRANTS AND ARTICLES SYSTEM	1,200.00
IOWA MUNICIPAL FINANCE OFFICERS	DUES VAN AUKEN 21-22	50.00
JOHN DEERE FINANCIAL	SAFTEY SUPPLIES, SUPPLIES	406.98
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	285.00
JOURNEYED COM INC	SOFTWARE LICENSE	144.03
KANOPY	VIDEO RENTALS	30.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	480.18
LENOCH & CILEK	SUPPLIES	17.86
LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	1,515.96
LIBRARICA LLC	LICENSE RENEWAL	328.20
LINN COUNTY R.E.C.	STREET LIGHTS	213.10
LOGAN CONTRACTOR'S SUPPLY	SUPPLIES	243.00
MANATT'S INC	COLD MIX	492.70
MEDIACOM	CABLE SERVICE	41.90
MENARDS	SUPPLIES	1,097.81
PARKSIDE SERVICE	TIRES	1,115.48
PIP PRINTING & MARKETING SERVICES	OFFICE SUPPLIES	129.56
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL - CITY OFFICE	170.18
PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
STATE HYGIENIC LAB	LAB ANALYSIS	27.00
U.S. POSTAL SERVICE	PO BOX RENT- ANNUAL	58.00
VERIZON WIRELESS	VERIZON WIRELESS	372.17
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,611.00
WELTER STORAGE EQUIP CO INC	FILE CABINETS	736.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	200.60
WEST BRANCH TIMES	PUBLISHED MINUTES & REPORTS	1,191.32
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,300.00

WHITE CAP L.P.	SAFETY EQUIPMENT	368.77
XCESSORIES SQUARED	SIGN POSTS	429.89
<b>TOTAL</b>		<b>35,516.08</b>

<b>PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS</b>	<b>6/11/2021</b>	<b>52,120.45</b>
<b>PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS</b>	<b>6/25/2021</b>	<b>66,812.49</b>

**PAID BETWEEN MEETINGS**

LYNCH, MADISON	UTILITY REFUND	164.59
GLOBAL PAYMENTS	CREDIT CARD FEES	389.68
MENTE CONSTRUCTION	ESCROW REFUND	5,000.00
ROB COPELAND	ESCROW REFUND	5,000.00
ADVANTAGE SIGNS & GRAPHICS	PLAQUES	232.99
AE OUTDOOR POWER	EQUIPMENT REPAIR	141.29
ALLIANT ENERGY	UTILITY SERVICE	9,495.68
BAKER & TAYLOR	BOOKS	730.64
CEDAR COUNTY COOP	VEHICLE FUEL	1,880.50
D & R PEST CONTROL	PEST CONTROL SERVICE	70.00
DEMCO	SUPPLIES	50.93
FINANCIAL ADJUSTMENT BUREAU INC	COLLECTION SERVICE FEE	2.60
INTERSTATE ALL BATTERY CENTER	SUPPLIES	49.95
LISBON LAZERS 2030	TOURNEY FEE	150.00
OVERDRIVE INC	BOOKS	429.43
PITNEY BOWES GLOBAL FINANCIAL	MAILING EQUIPMENT LEASE	77.37
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
QUILL CORP	CLEANING SUPPLIES	91.73
SWANK MOTION PICTURES INC	SITE LICENSE - MOVIE	104.00
SWIFT & SWIFT LLC	NUISANCE ABATEMENT SERVICES	1,593.25
THE GAZETTE	SUBSCRIPTION	210.60
THE HOME DEPOT PRO	BUILDING SUPPLIES	133.71
TYLER TECHNOLOGIES	SERVICE FEE	12.50
US BANK CORPORATE CARD	CONCESSION MERCHANDISE/SUPPLIES	14,584.79
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
WEX BANK	VEHICLE FUEL	1,601.39
<b>TOTAL</b>		<b>42,803.87</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>197,252.89</b>
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**FUND TOTALS**

001	GENERAL FUND	105,469.32
022	CIVIC CENTER	2,093.61
031	LIBRARY	16,049.40
110	ROAD USE TAX	11,838.69
112	TRUST & AGENCY	21,734.05
308	PARK IMP - PEDERSEN VALLEY	1,283.90
600	WATER FUND	22,471.33
610	SEWER FUND	16,312.59

<b>TOTAL</b>	<b>197,252.89</b>
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL	37.50
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	300.12
		IOWA DEPARTMENT OF PUBLIC SAFETY	WARRANTS AND ARTICLES SYST	1,200.00
			TOTAL:	1,537.62
FIRE OPERATION	GENERAL FUND	HEIMAN FIRE EQUIPMENT	FIRE HOSE	1,899.00
		PARKSIDE SERVICE	TIRES	1,115.48
		WEST BRANCH REPAIRS	VEHICLE REPAIR	200.60
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL	37.50
		VERIZON WIRELESS	WIRELESS SERVICE	40.01
		FELD FIRE EQUIPMENT CO. INC	VERIDIAN BUNKER GEAR	9,870.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	89.36
		AIRSPACE MONITORING SYSTEMS INC	CO MONITOR ALARMS	1,070.89
			TOTAL:	14,322.84
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	213.10
			TOTAL:	213.10
PARK & RECREATION	GENERAL FUND	HARRY'S CUSTOM TROPHIES LTD	SOFTBALL MEDALS	108.00
		LENOCH & CILEK	SUPPLIES	17.86
		FRED'S FEED & SUPPLY LLC	GROUNDS SUPPLIES	38.07
		MENARDS	SUPPLIES	622.08
			GROUNDS MAINTENANCE SUPPLI	135.00
		VERIZON WIRELESS	WIRELESS SERVICE	41.52
		HAZELHASKY LLC DBA HERB & LOUS	CONCESSION MERCHANDISE	208.50
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	191.74
			TELEPHONE SERVICES	91.75
		HY-VEE ACCOUNTS RECEIVABLE	CONCESSION MERCHANDISE	695.56
		ELITE HOLDING COMPANY	STAFF SHIRTS	618.00
			CAMP SUPPLIES	450.00
		BOWERS CUSTOM SERVICES LLC	SAND HAULING	270.00
		DIRK WIENEKE	LAWN CARE SERVICE	600.00
		WHITE CAP L.P.	SAFETY EQUIPMENT	66.70
			TOTAL:	4,154.78
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
		MENARDS	GROUNDS MAINTENANCE SUPPLI	340.73
		JOHN DEERE FINANCIAL	SAFTEY SUPPLIES, SUPPLIES	156.92
			SAFTEY SUPPLIES, SUPPLIES	250.06
		WHITE CAP L.P.	SAFETY EQUIPMENT	66.71
			SAFETY SUPPLIES	235.36
			TOTAL:	1,144.78
CLERK & TREASURER	GENERAL FUND	WEST BRANCH TIMES	PUBLISHED MINUTES & REPORT	222.00
		U.S. POSTAL SERVICE	PO BOX RENT- ANNUAL	58.00
		PIP PRINTING & MARKETING SERVICES	OFFICE SUPPLIES	129.56
		WELTER STORAGE EQUIP CO INC	FILE CABINETS	736.00
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL - CITY OFFICE	47.59
		KOCH OFFICE GROUP	COPIER MAINTENANCE	480.18
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	417.00
		IOWA MUNICIPAL FINANCE OFFICERS ASSN.	DUES VAN AUKEN 21-22	50.00
		AMAZON	BOOKS AND SUPPLIES	13.59
		PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
		JOURNEYED COM INC	SOFTWARE LICENSE	48.01
			SOFTWARE LICENSE	96.02
		GRIEBAHN INDUSTRIES INC	GRIEBAHN INDUSTRIES INC	25.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	2,502.95
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	PUBLISHED MINUTES & REPORT	566.74
		CEDAR COUNTY RECORDER	RECORDING FEES	35.00
			TOTAL:	601.74
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	285.00
			TOTAL:	285.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	64.95
		MEDIACOM	CABLE SERVICE	41.90
			TOTAL:	106.85
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	47.59
		CROELL, INC.	TOWN HALL PARKING IMPROVEM	1,490.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	44.88
		AMAZON.COM.CA., INC.	KEYPAD ENTRY SYSTEM	94.42
			TOTAL:	1,676.89
LIBRARY	LIBRARY	LIBRARICA LLC	LICENSE RENEWAL	328.20
		IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 070121 TO 063	221.02
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	212.18
		AMAZON	BOOKS AND SUPPLIES	28.66
			BOOKS AND SUPPLIES	421.97
			BOOKS AND SUPPLIES	90.02
			BOOKS AND SUPPLIES	7.58
			BOOKS AND SUPPLIES	231.50
		KANOPY	VIDEO RENTALS	30.00
		CAPITAL ONE	PROGRAM SUPPLIES	114.27
			PROGRAM SUPPLIES	59.52
			TOTAL:	1,744.92
ROADS & STREETS	ROAD USE TAX	AERO RENTAL INC	STUMP GRINDING	469.82
		VERIZON WIRELESS	WIRELESS SERVICE	96.88
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	34.66
		MANATT'S INC	COLD MIX	492.70
		LOGAN CONTRACTOR'S SUPPLY INC	SUPPLIES	243.00
		XCESSORIES SQUARED	SIGN POSTS	429.89
			TOTAL:	1,766.95
INVALID DEPARTMENT	PARK IMP - PEDERSE	BARNHART'S CUSTOM SERVICES LLC	CUBBY PARK CAPITAL IMPROVE	95.00
			TOTAL:	95.00
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	27.00
		WEST BRANCH TIMES	PUBLISHED MINUTES & REPORT	402.58
		VERIZON WIRELESS	WIRELESS SERVICE	96.88
		WATER SOLUTIONS UNLIMITED INC.	CHEMICALS	2,611.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	34.66
		WESTRUM LEAK DETECTION INC.	LEAK DETECTION SURVEY	1,300.00
			TOTAL:	4,472.12
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
		VERIZON WIRELESS	WIRELESS SERVICE	96.88
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	34.66
			TOTAL:	890.54

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		24,869.66
022	CIVIC CENTER		1,676.89
031	LIBRARY		1,744.92
110	ROAD USE TAX		1,766.95
308	PARK IMP - PEDERSEN VALLE		95.00
600	WATER FUND		4,472.12
610	SEWER FUND		890.54
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	GRAND TOTAL:		35,516.08
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**REVENUE-FISCAL YEAR 2021**

<b>FUND</b>	<b>APR</b>	<b>MAY</b>
001 GENERAL FUND	268,082.84	254,655.09
022 CIVIC CENTER	6,617.35	832.70
031 LIBRARY	102,401.27	109.81
036 TORT LIABILITY	37,900.09	747.78
110 ROAD USE TAX	62,401.18	23,660.29
112 TRUST & AGENCY	74,858.99	4,740.60
119 EMERGENCY TAX FUND	13,418.51	653.19
121 LOCAL OPTION SALES TAX	17,196.18	20,207.35
125 TIF	116,383.39	94.82
226 DEBT SERVICE	122,000.88	682,786.00
600 WATER FUND	44,337.53	54,438.63
610 SEWER FUND	61,680.28	56,639.25
740 STORM WATER UTILITY	5,221.03	5,491.12
<b>TOTAL</b>	<b>932,499.52</b>	<b>1,105,056.63</b>





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Third Reading of Ordinance 781</b> – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations” to Add Section 51, “Annexed Territory”.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	June 24, 2021

### BACKGROUND:

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

This item was reviewed and approved by the Planning and Zoning Commission.

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

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## **ORDINANCE 781**

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

**WHEREAS**, the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the process of Annexation; and

**WHEREAS**, the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide interested parties better navigable the state and local process of annexation; thus, lead to more consistent interpretation of the requirements; and

**WHEREAS**, it is the goal to make development in the City of West Branch user friendly; thus, it is recommended that the City Council of the City of West Branch, adopt these amendment recommendations in the Zoning code; and

**WHEREAS**, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the intention of providing a framework for proposals for annexed territory.

#### **NOW, THEREFORE, BE IT ORDAINED:**

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

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

##### **165.51 ANNEXED TERRITORY**

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

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

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

**Passed and approved this 28<sup>th</sup> day of June, 2021.**

First Reading: May 17, 2021

Second Reading: June 7, 2021

Third Reading: June 28, 2021

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Roger Laughlin, Mayor

Attest:

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Redmond Jones, City Administrator/Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2016</b> – A Resolution Approving Participation in the Hometown Pride a Program of Keep Iowa Beautiful (an East Central Intergovernmental Association Proposal).
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	June 3, 2021

### BACKGROUND:

Hometown Pride is a program of Keep Iowa Beautiful (KIB) which is a statewide non-profit organization. The goal is to build capacity in communities through coaching. These coaching activities will be provided by East Central Intergovernmental Association (ECIA) to help communities in the areas of economic development, spray pad projects, grant applications, and other similar activities.

## Samples of Keep Iowa Beautiful Projects

- Tourism brochures
- Nonprofit & government boards training sessions
- Iowa DOT, DNR, EDA workshops
- Christmas in the Park with visit from Santa
- Create banners honoring veterans and first responders
- Buy Local/Shop Local campaigns
- Commission public murals with University of Iowa students
- Walk of Fame for local high school
- Pavilion project for farmer's market
- Fundraising for Splash Pad
- Bike Share Program
- Community Clean up Events & Flower Planting



<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2016 / 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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## **ECIA SCOPE OF WORK HOMETOWN PRIDE PROGRAM CEDAR AND DELAWARE COUNTIES**

### **Services to be provided by ECIA's Hometown Pride Community Coach:**

- Assist Hometown Pride communities identify or develop a steering committee to implement the Hometown Pride program and provide guidance and oversight of the Hometown Pride activities.
- Review community, county and regional plans that will help to support implementation of the Hometown Pride Program.
- Assist communities without a plan in developing a short-term plan with community goals and priorities for the Hometown Pride program.
- Regularly attend Hometown Pride community planning or other committee meetings.
- Assist with empowering local citizens to become engaged in community projects and facilitate the implementation, monitor progress, and assist community members in completing their priority projects.
- Develop and maintain relationships with local, state and regional economic development and technical support partners.
- Establish training/education sessions for community leaders, city council members, county supervisors, volunteers, etc. as needed on topics that will further the Hometown Pride efforts.
- Oversee coordination with economic development organizations, government agencies, community foundations, conservation groups, tourism groups, utilities and other partners to support a team approach to developing and implementing community, county and regional plans.
- Offer guidance on various funding programs and grants to achieve community goals and priorities.
- Research and identify grants, resources, and fundraising opportunities that will help to implement community plans.
- Work with community members to apply for grants, seek matching funds, and successfully complete grant applications. *(ECIA will write **one** free State or Federal grant per year and **one** free Foundation grant per year per participating community as part of the Hometown Pride program and this Scope of Work. Additional grants will be written on a negotiated fee basis.)*
- Provide fundraising advice and facilitate *development of a basic fundraising plan defined by ECIA. Anything above a basic plan will be negotiated as required on a fee basis. Scope of services are designed based on each project within each community.*
- Assist in community audit evaluations by third party consultants where needed.
- Develop a Hometown Pride annual report and conduct an annual program evaluation.
- Maintain and manage an electronic newsletter, web page, and social media platforms containing project progress and news along with case studies and research of value to the Hometown Pride communities.
- Manage the marketing and media for the Hometown Pride program for participating communities and Hometown Pride events.
- Develop and maintain a media contact list.

### **Service to be provided by each Hometown Pride partner community/county:**

- Each Hometown Pride (HTP) participating community/county will become a member of Keep Iowa Beautiful (KIB) (no charge).
- Develop a community plan that is approved and supported by the city council and in the case of the county, a county wide plan approved by the Board of Supervisors.
- In the first three months of initiating the Hometown Pride program, each community and the county will appoint a steering committee or identify an existing committee to serve as the Hometown Pride steering committee and be the liaison with the City Council or the board of supervisors. An existing committee can be utilized.
- Hometown Pride committee will be expected to provide quarterly updates to the Mayor, City Council or County Supervisors and the general public.
- Provide meeting space for the Hometown Pride committee.
- Work closely with the community coach to plan, implement and follow through on priority projects.
- Each HTP participating community/county will work with Keep Iowa Beautiful on social media postings by providing project information and pictures for use by KIB's Facebook, Twitter and Instagram accounts.
- Each HTP participating community/county will provide KIB with local media coverage (newspapers, etc.) of HTP projects and activities.
- Provide annual match to the Hometown Pride Program as follows:

#### **Year 1**

- \$1000 for communities with population over 3,000 and ECIA matching \$1000 with ECIA EDA CARES funding.
- \$500 for communities with populations between 1,000 and 3,000 with ECIA matching \$500 with ECIA EDA CARES funding.
- \$250 for communities with population under 1,000 with ECIA matching \$250 with ECIA EDA CARES funding.
- \$1,000 for county governments with ECIA matching \$1000 with ECIA EDA CARES funding.

#### **Year 2 - 5**

- \$2,000/year for communities in population over 3,000.
- \$1000/year for communities with populations between 1,000 and 3,000.
- \$500/year for communities with populations under 1,000.
- \$2,000/year for counties

(NOTE: ECIA will review its EDA funding annually and should EDA funding be available, ECIA will assist in providing the city/county match commitment up to the same level as year 1)

### **Keep Iowa Beautiful Hometown Pride Financing and terms of the Program:**

- ECIA will provide one full-time equivalency (FTE) coach between Delaware and Cedar Counties for up to 10 communities between Cedar and Delaware Counties. Should the number of communities exceed 10 communities, ECIA will pro-rate additional staff time

for up to 10 additional communities and one additional full-time FTE coach. The amount of staff time will be pro-rated on a per community basis up to the additional 10 communities.

- Hometown Pride agreement effective on July 1, 2021 through June 30, 2026 between ECIA, Keep Iowa Beautiful and participating cities/counties in Delaware and Cedar Counties.
- Keep Iowa Beautiful Hometown Pride will provide \$80,000 per year with at least \$20,000 in other committed local and ECIA matching funds for up to 10 communities between Cedar and Delaware Counties. Should the number of communities exceed 10 communities, Keep Iowa Beautiful Hometown Pride will pro-rate additional funding for staff time for an additional 10 communities and up to one additional full-time FTE coach. The amount of additional funding will be pro-rated on a per community basis up to the additional 10 communities. Additional communities above 10, will be required to pay the local match as outlined in the previous section.
- ECIA, Cities, Counties, or other sources will provide at least \$20,000 per year for up to 10 communities. For the number of communities exceeding 10, local match will be pro-rated and based on the local match amounts as outlined in the previous section.
- ECIA will invoice and collect annually the Hometown Pride city and county local match.
- ECIA will budget 50% of the local match for each participating city or county in year 1 from EDA CARES funding. In subsequent years, ECIA will coordinate with participating communities their annual contribution and payment of local match.

**Annual Budget – July 1, 2021 to June 30, 2022 – Proposing a Five Year Program**

<b>Hometown Pride for up to 10 communities</b>	<b>\$ 80,000</b>
<b>ECIA/Municipalities for up to 10 communities</b>	<b>\$ 20,000</b>
<b>Total Annually for up to 10 communities</b>	<b>\$100,000</b>

For number of communities exceeding 10, the KIB portion and the community portion will be pro-rated based on the number of additional communities up to 20 total communities and one additional FTE.

<b>FY 2021 – July 1 to June 30, 2021 Participating Municipalities</b>			
<b>Participating Municipalities</b>	<b>Yes or No</b>	<b>Participating Municipalities</b>	<b>Yes or No</b>
Delaware County		Cedar County	
Manchester		Tipton	
Delhi		Stanwood	
Edgewood		Mechanicsville	
Hopkinton		Lowden	
Earlville		West Branch	
Delaware		Durant	
Masonville		Clarence	
Dundee			
Ryan			
Colesburg			
Greeley			

## **RESOLUTION 2016**

### **A RESOLUTION APPROVING PARTICIPATION IN THE HOMETOWN PRIDE A PROGRAM OF KEEP IOWA BEAUTIFUL (AN EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION PROPOSAL).**

**WHEREAS**, the City of West Branch is taking action to join the Keep Iowa Beautiful Hometown Pride Partnership with East Central Intergovernmental Association (ECIA), Keep Iowa Beautiful, and cities and counties in Delaware and Cedar County, Iowa.

**WHEREAS**, this partnership agreement will be in effect for a five year period beginning July 1, 2021 through June 30, 2026 with optional renewal on an annual basis and dependent on the Hometown Pride program funding for the program as outlined in the attached Hometown Pride Scope of Work;

**WHEREAS**, the objective of this agreement and Hometown Pride program is to further the economic and cultural vitality of the region, counties and communities by supporting, facilitating and furthering the implementation of county, community and non-profit plans in a coordinated partnership strategy with ECIA providing a full-time equivalency community coach for up to ten municipalities pro-rated based on total municipality participation with services as outlined in the attached Hometown Pride Scope of Work;

**WHEREAS**, the City of West Branch agrees to the annual match commitment as defined in the attached Hometown Pride Scope of Work effective for a five year period with optional renewal on an annual basis dependent on the Hometown Pride program funding;

**NOW, THEREFORE, BE IT RESOLVED THAT:** The City of West Branch hereby supports and enters into the Keep Iowa Beautiful Hometown Pride Partnership with ECIA, Keep Iowa Beautiful, and the cities and counties in Delaware and Cedar County, Iowa;

**BE IT FURTHER RESOLVED THAT** the City of West Branch hereby passes and approves this resolution and Hometown Pride Scope of Work;

\* \* \* \* \*

**Passed and approved this 28<sup>th</sup> day of June, 2021.**

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Roger Laughlin, Mayor

Attest:

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Redmond Jones, City Administrator/Clerk





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2017</b> – Resolution Accepting Public Improvements Constructed In Cedars Edge First Addition, West Branch, Iowa
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Kevin Olson, City Attorney
<b>DATE:</b>	June 24, 2021

### BACKGROUND:

Although the road acceptance is not in this resolution due to outstanding work that still needs to be completed related to the deed. This item address the remaining public improvements constructed in Cedar's Edge First Addition.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2017 / Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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

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## **RESOLUTION 2017**

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

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

**WHEREAS**, the Developer has installed all of the public improvements, excepting the sidewalks that have not been previously released; and

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

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

**Passed and approved this 28<sup>th</sup> day of June, 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>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Resolution 2018</b> – A Resolution Approving the Purchase of Police SUV Vehicle from West Branch Ford.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	John K. Hanna, Chief of Police
<b>DATE:</b>	June 24, 2021

### BACKGROUND:

To support the City Council's direction for departments to plan for future vehicle purchases by setting aside money for those purchases, reducing the necessity for wide ranging requests for funding year to year. This vehicle is funded from line 001-5-1-110-6727 from FY21 rolled into reserve and FY22 operating budget. Police vehicles are kept in-service for 8 years. Requests for bids for an AWD Police pursuit rated SUV were sent to Brown's West Branch, and West Branch Ford. West Branch Ford was the only bid received. West Branch Ford's bid was for a 2021 FORD POLICE INTERCEPTOR UTILITY (Explorer) and broken down as follows:

21 Ford PI Utility Bid Price:	\$38,072
Less trade value 14 Ford PI Sedan:	(\$4,500)
<b><u>Net Bid Price:</u></b>	<b><u>\$33,572</u></b>

Below is the Police Department vehicle replacement schedule for reference.

WBPD Vehicle Replacement Schedule		
Vehicle	FY Purchased	FY Replacement
2014 Ford Police Interceptor Sedan	2014	2022
2015 Dodge Durango SSV	2016	2024
2017 Dodge Charger Pursuit	2018	2026
2020 Ram 1500 SSV	2020	2028

\*\*\*Equipment replaced with vehicle includes, in-car computer, emergency lights/siren, prisoner containment, radar, in car camera system, 2 way radio and misc. safety equipment

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2018 / 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 2018**

**A RESOLUTION APPROVING THE PURCHASE OF POLICE SUV VEHICLE FROM  
WEST BRANCH FORD**

**WHEREAS**, the City's procurement protocols have been met and staff recommend using West Branch Ford for the purchase of a Police SUV vehicle; and

**WHEREAS**, this resolution supports the City Council's direction for departments to plan for future vehicle purchases by setting aside money for those purchases, reducing the necessity for wide ranging requests for funding year to year; and

**WHEREAS**, This vehicle is funded from line 001-5-1-110-6727 from FY21 rolled into reserve and FY22 operating budget; and

**WHEREAS**, the total price is \$38,072, less \$4,500 the trade-in value of a 2014 Police Interceptor Sedan, making the net bid price \$33,572, and 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 28<sup>th</sup> DAY OF JUNE, 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>	June 28, 2021
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Consider a Home Base Iowa Community Project / Program that Establishes a Home Buyer Rebate Program for Veterans.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Tom Dean, Council Person
<b>DATE:</b>	May 13, 2021

### BACKGROUND:

The concept would mirror the former building incentive program where Veterans who buy home in West Branch new or old would be able with the receipt of their paid local property taxes be eligible to receive a 100% rebate of the City of West Branch's general fund tax levy. Like the previous program this would not include other property taxes from other tax entities. If the program is set-up like the past program the rebate would be paid semi-annually when the homeowner provides receipt of taxes paid to the city office. The rebate would be available for 5 calendar years from date of occupancy permit or closing of the sale of property.

The program would need to have an individual not to exceed value for the veteran / homeowner.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 2011 / 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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