



**CITY COUNCIL MEETING NOTICE  
MONDAY, AUGUST 2, 2021 - 7:00 P.M.  
CITY COUNCIL CHAMBERS  
110 N. POPLAR STREET, WEST BRANCH, IOWA**

<https://zoom.us/j/5322527574>

***or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574.***

**AGENDA**

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
  - a. Approve minutes from the July 26, 2021 City Council Meeting.
  - b. Approve the claims.
6. Communications/Open Forum
  - a. Presentation – Trees Forever Community Visioning – Emily Swihart
7. Public Hearing/Non-Consent Agenda
  - a. Resolution 2026, approving the City Administrator Job Description/Move to action.
  - b. Resolution 2027, approving the City Administrator position announcement. / Move to action.
  - c. Motion to approve the City Administrator recruitment timeline. Move to action.
  - d. Resolution 2028, adopting ballot language for a change in the length of term of members of the West Branch Library Board of Trustees. / Move to action.
  - e. Resolution 2029, setting a public hearing on the environmental impact of the West Branch wastewater plant improvements. /Move to action.
  - f. Discussion – Speed zone reduction on West Main Street
8. City Staff Reports
9. Comments from Mayor and Council Members
10. Motion to adjourn to executive session.

**EXECUTIVE SESSION**

**Monday, August 2, 2021**

**Immediately following the Regular City Council Meeting**

1. Roll Call
2. Motion to adjourn to executive session for the purpose to discuss the purchase of particular real estate under Section 21.5 of the Code of Iowa./ Move to action.
3. Motion to adjourn from executive session and return to open session.
4. Motion to adjourn.

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**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton  
**City Administrator/Clerk:** Vacant • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** John Hanna • **Public Works Director:** Matt Goodale

*(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**

**July 26, 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.*

Mayor Pro Tem Colton Miller called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members: Jodee Stoolman and Tom Dean was present. Absent: Mayor Roger Laughlin, Jerry Sexton and Nick Goodweiler. City Staff present: Deputy Clerk Leslie Brick and City Attorney Kevin Olson. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Public Works Director and Park & Recreation Director Melissa Russell.

**GUEST SPEAKER PRESENTATIONS - NONE**

**PUBLIC COMMENT - NONE**

**CONSENT AGENDA**

- Approve minutes from the July 12, 2021 City Council Meeting.
- Approve a contract with Body Sound LLC, for Hoover's Hometown Days 2021
- Approve the appointment of Trey Schutte to the West Branch Fire Department
- Approve the claims.

7/26/2021

ABOUT FACES ENTERTAINMENT	HHTD ENTERTAINMENT	900.00
ABSOLUTE SCIENCE	HHTD ENTERTAINMENT BUBBLE	800.00
ALL AMERICAN CONCRETE INC	CONCRETE PATCHES DOWNEY FAWCET	8,701.00
ALLIANT ENERGY	ALLIANT ENERGY	10,743.52
BEAN & BEAN	GRAVE DIG	550.00
BRICK, LESLIE	MILEAGE	35.32
CEDAR COUNTY COOPERATIVE	FUEL	599.98
CENTURION TECHNOLOGIES	SOFTWARE SUPPORT	88.00
CROELL, INC.	STREETS	2,085.30
DES MOINES STAMP MFG CO	OFFICE SUPPLIES	32.40
DIAMOND VOGEL PAINTS	PAINT	147.68
EASTERN IOWA BRASS BAND	HHTD ENTERTAINMENT BRASS	3,500.00
ECONO SIGNS LLC	STREET SIGNS	58.20
ELDON C STUTSMAN INC	VERTIAL POLY TANK	4,515.00
GLOBAL PAYMENTS INTEGRATED	UTILITY CC FEES	455.98
GRIMM, DAVID E	HHTD ENTERTAINMENT PONY RIDES	1,300.00
HAWKINS INC	CHEMICALS	546.00
HI-LINE ELECTRIC COMPANY I	SUPPLIES	163.01
IMWCA	WORKERS COMP INS DEPOSIT	5,364.00
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	733.51
JENNIFER LYNN ZOLLER	HHTD ENTERTAINMENT BAND	1,500.00
JOURNEYED COM INC	SOFTWARE LICENSE ACROBAT	230.00
L. L. PELLING CO. INC	STREETS	56,597.56
LINN COUNTY R.E.C.	STREET LIGHTS	213.10
LYNCH'S PLUMBING INC	STREETS	329.50
MAX KOBER	UNIFORM/CLOTHING	114.98
MEDIACOM	CABLE SERVICE	48.06
MENARDS	SHED	769.00
MERCY IOWA CITY PHYSICIAN	DRUG TESTING	71.00
PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
QC ANALYTICAL SERVICES LLC	CONFERENCE REGISTRATION	975.00
RACOM CORPORATION	RADIO UPGRADES	3,207.51
ROCK VALLEY PHYSICAL THERAPY	DRUG TESTING	43.00

STATE HYGIENIC LAB	LAB ANALYSIS	54.00
TRACES	BUS MUSEUM PROGRAM	400.00
TUTTLE, PETER	REPAIR ICE MACHINCE	380.63
TYLER GEIGER	HHTD ENTERTAINMENT BAND	1,360.00
TYLER TECHNOLOGIES	UB ONLINE ANNUAL FEE	96.00
UNITED STATES GEOLOGICAL S	STREAM GAGE MAINT & OPERATION	8,640.00
US BANK CORPORATE CARD	CONSESSION CAMP SUPPLIES TRAIN	4,943.91
WEST BRANCH REPAIRS	BATTERY	665.39
WEST BRANCH TIMES	PUBLISHED MINUTES AND REPORTS	367.29
WHITE CAP L.P.	STREETS	368.77
SUBTOTAL		122,788.60
PAYROLL		53,374.17
PAID BETWEEN MEETINGS		
BIG TEN RENTAL	HHTD DAYS DEPOSIT	271.39
JARROD HOGAN	HHTD DAYS DEPOSIT	250.00
LOJO RUSSO	HHTD DAYS DEPOSIT	100.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	135.31
WELLMARK	HEALTH INSURANCE	16,613.01
UNUM	INSURANCE	595.60
GRAND TOTAL EXPENDITURES		194,128.08

FUND TOTALS		
001 GENERAL FUND	51,846.61	
022 CIVIC CENTER	650.38	
031 LIBRARY	8,702.01	
036 TORT LIABILITY	4,951.00	
110 ROAD USE TAX	81,319.28	
112 EMPLOYEE BENEFITS	16,853.94	
600 WATER FUND	13,406.11	
610 SEWER FUND	7,758.75	
740 STORM WATER UTILITY	8,640.00	
TOTAL	194,128.08	

Motion by Dean, second by Stoolman to approve Consent Agenda. AYES: Dean, Stoolman, Miller. NAYS: None. Absent: Sexton & Goodweiler. Motion carried.

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

#### Resolution 2024, approving annual dues with Cedar County Economic Development Commission (CCEDCO) for FY22. /Move to action.

The Council briefly discussed the benefit of being a member of CCEDCO and decided that it didn't hurt to remain a member.

Motion by Dean, second by Stoolman to approve Consent Agenda. AYES: Dean, Stoolman, Miller. NAYS: None. Absent: Sexton & Goodweiler. Motion carried.

#### Resolution 2025, authorizing adding certain city employees as signatories on city accounts / Move to action.

Motion by Stoolman, second by Dean to approve Resolution 2025. AYES: Stoolman, Dean, Miller. NAYS: None. Absent: Sexton and Goodweiler. Motion carried.

### **CITY ADMINISTRATOR REPORT – N/A**

**CITY ATTORNEY REPORT** – Olson informed the Council that they will need to have an executive session at the next Council meeting to discuss the purchase of a particular property.

### **STAFF REPORTS**

Brick informed the Council that two nuisance properties were mowed again last week for the City by Rocha Lawn Care who quoted Brick a total of 5 labor hours to mow both properties. Brick said she also sent a couple of letters to residents who were also in violation of the grass mowing and both properties were being brought to Code without issue. Brick also asked the Council for direction in moving forward with Planning & Zoning's

suggestion of rezoning the former Croell site to a Planned Unit Development (PUD). Miller and the other members were agreeable and told Brick to move forward with the rezoning process.

Goodale reported on various city projects that are on-going. Goodale said one lane of N. 4<sup>th</sup> Street was re-opened while All American completed the finish work on the East College water main project. Goodale said no progress is being made on the former Casey's site as he is awaiting direction from Council to move forward with their original plans. Miller said if the Hosier's do not provide a purchase agreement by August 16<sup>th</sup>, Public Works should move forward with the City's plan of green space, sidewalks and city mural.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Stoolman asked for regular updates on city projects from staff. Brick said a Google document has been created for sharing updates on city projects and said she would email the link to the Council. She also raised concerns on the condition of N. Oliphant Street. Stoolman said it needed some concrete repairs. Goodale replied that the street is on the list to be repaired before winter as it also causes damage to the snow plows due to manhole that sits too high.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Dean, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 7:25 p.m.

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Colton Miller, Mayor Pro Tem

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

8/2/2021

ALTORFER INC	SUPPLIES	0.76
ARSL	MEMBERSHIP DUES FOR SHIMMIN	49.00
ASCAP	MUSIC LICENSE	367.00
BAKER & TAYLOR INC.	BOOKS	589.09
BODY SOUND LLC	HHTD LIGHTS AND SOUND	1,050.00
BOWERS CUSTOM SERVICES LLC	ROADSTONE	255.00
CCEDCO	CCEDCO ANNUAL DUES	6,409.00
CEDAR RAPIDS PHOTO COPY IN	COPIER	127.03
DIRK WIENEKE	LAWN CARE CUBBY	855.00
HI-LINE ELECTRIC COMPANY	SUPPLIES	46.00
IOWA ONE CALL	IOWA ONE CALL	76.50
JARROD HOGAN	HHTD BAND	250.00
JOHN DEERE FINANCIAL	SAFETY UNIFORMS	1,062.83
JP PARTY RENTALS LLC	HHTD GAMES	1,840.00
KANOPY	VIDEO SERVICE	28.00
MACQUEEN EQUIPMENT	SB SEGMENT SET	185.74
MATT PARROTT/STOREY KENWORTH	LASER UTILITY BILLS	770.00
MENARDS	SUPPLIES	80.28
OVERDRIVE INC	DIGITAL BOOKS	327.49
PARKSIDE SERVICE	STREET SWEEPER TIRES	3,639.69
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
QUILL CORP	OFFICE SUPPLIES	130.72
RUSSO, LOJO JUNIPER	HHTD BAND	150.00
SCHIMBERG CO	COLLEGE ST SUPPLIES	2,946.82
SHIELDS SEWING CENTER	SHIRTS FOR COUNCIL MEMBERS	50.00
STATE INDUSTRIAL PRODUCTS	WASTEWATER TREATMENT PROGRAM	244.00
STEPHEN R HORCHA	BOOK BIKE	2,625.00
UNIFORM DEN INC.	UNIFORMS	424.22
VEENSTRA & KIMM INC.	COLL ST WATER MAIN 4TH TO 5TH	39,953.80
<b>SUBTOTAL</b>		<b>65,032.97</b>

**FUND TOTALS**

001 GENERAL FUND	12,848.57
031 LIBRARY	3,797.78
110 ROAD USE TAX	6,966.47
321 WIDENING WAPSI CR	1,292.00
323 I-80 WEST, WATER	5,604.88
324 WW TREATMT FAC IM	23,320.00
327 SPONS WATER QUAL	3,574.80
600 WATER FUND	3,178.80
610 SEWER FUND	1,502.85
740 STORM WATER UTILI	2,946.82
<b>TOTAL</b>	<b>65,032.97</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	UNIFORM DEN INC.	UNIFORMS	424.22
			TOTAL:	424.22
PARK & RECREATION	GENERAL FUND	DIRK WIENEKE	LAWN CARE CUBBY	855.00
			TOTAL:	855.00
COMM & CULTURAL DEVEL	GENERAL FUND	ASCAP	MUSIC LICENSE	367.00
		BODY SOUND LLC	HHTD LIGHTS AND SOUND	1,050.00
		JP PARTY RENTALS LLC	HHTD GAMES	1,840.00
		RUSSO, LOJO JUNIPER	HHTD BAND	150.00
		JARROD HOGAN	HHTD BAND	250.00
			TOTAL:	3,657.00
ECONOMIC DEVELOPMENT	GENERAL FUND	CCEDCO	CCEDCO ANNUAL DUES	6,409.00
			TOTAL:	6,409.00
MAYOR AND COUNCIL	GENERAL FUND	SHIELDS SEWING CENTER	SHIRTS	50.00
			TOTAL:	50.00
CLERK & TREASURER	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	7.38
			OFFICE SUPPLIES	71.17
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	167.00
			TOTAL:	245.55
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE REVIEW PLAN	1,207.80
			TOTAL:	1,207.80
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL BOOKS	327.49
		CEDAR RAPIDS PHOTO COPY INC	COPIER	127.03
		QUILL CORP	CREDIT FOR SEAGATE SSD	62.24-
			WALL FILE LETTER	14.35
			ART SUPPLIES	35.33
			PENS	10.78
			PENS	9.49
			TAPE BOOK SCOTCH	44.46
		BAKER & TAYLOR INC.	CREDIT FOR BOOK	19.99-
			BOOKS	208.30
			BOOKS	118.93
			BOOKS	120.43
			BOOKS	161.42
		KANOPY	VIDEO SERVICE	28.00
		ARSL	MEMBERSHIP DUES FOR SHIMMI	49.00
		STEPHEN R HORCHA	BOOK BIKE	2,625.00
			TOTAL:	3,797.78
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	STREET SWEEPER TIRES	792.31
			DUMP TRUCK TIRES	2,847.38
		ALTORFER INC	SUPPLIES	0.76
		JOHN DEERE FINANCIAL	SAFETY UNIFORMS	354.98
		VEENSTRA & KIMM INC.	BRIDGE INSPECTION	1,650.00
			GREENVIEW EXTENSION	834.30
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	46.00
		BOWERS CUSTOM SERVICES LLC	ROADSTONE	255.00
		MACQUEEN EQUIPMENT	SB SEGMENT SET	185.74
			TOTAL:	6,966.47

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
INVALID DEPARTMENT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	321 CHANNEL WIDENING	1,292.00
			TOTAL:	1,292.00
INVALID DEPARTMENT	I-80 WEST, WATER M	VEENSTRA & KIMM INC.	I-80 WATER MAIN RELOCATION	5,345.22
			I-80 WATER MAIN RELOCATION	259.66
			TOTAL:	5,604.88
INVALID DEPARTMENT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY 2021	23,320.00
			TOTAL:	23,320.00
INVALID DEPARTMENT	SPONS WATER QUAL I	VEENSTRA & KIMM INC.	SPONS WATER QUAL IMP 2021	3,574.80
			TOTAL:	3,574.80
WATER OPERATING	WATER FUND	IOWA ONE CALL	IOWA ONE CALL	76.50
		MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	385.00
		MENARDS	SUPPLIES	80.28
		VEENSTRA & KIMM INC.	COLL ST WATER MAIN 4TH TO	1,019.02
			E SIDE WATER MAIN REPLACEM	1,451.00
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	167.00
			TOTAL:	3,178.80
SEWER OPERATING	SEWER FUND	MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	385.00
		JOHN DEERE FINANCIAL	SAFETY UNIFORMS	272.95
			SAFETY UNIFORMS	434.90
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	166.00
		STATE INDUSTRIAL PRODUCTS	WASTEWATER TREATMENT PROGR	244.00
			TOTAL:	1,502.85
STORM WATER UTILITY	STORM WATER UTILIT	SCHIMBERG CO	COLLEGE ST SUPPLIES	2,946.82
			TOTAL:	2,946.82

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

001	GENERAL FUND	12,848.57
031	LIBRARY	3,797.78
110	ROAD USE TAX	6,966.47
321	WIDENING WAPSI CREEK @ BE	1,292.00
323	I-80 WEST, WATER MAIN REL	5,604.88
324	WW TREATMT FAC IMP 2021	23,320.00
327	SPONS WATER QUAL IMP 2021	3,574.80
600	WATER FUND	3,178.80
610	SEWER FUND	1,502.85
740	STORM WATER UTILITY	2,946.82
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	GRAND TOTAL:	65,032.97
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## What We Do

- [Where We Plant](#)
- [Advocacy](#)
- [Growing Community Forests](#)
- [Helping Plan and Educate](#)
- [Rural Landscapes](#)
- [Project Funding](#)
  - [Alliant Energy Branching Out](#)
  - [Black Hills Power of Trees](#)
  - [Granting a Better Tomorrow](#)
  - [The Green Initiative](#)
  - [Illinois Buffer Partnership](#)
  - [Iowa's Living Roadways](#)
  - [Planting Hope](#)
  - [Pollinator Habitat Conservation](#)
  - [Recover, Replant, Restore!](#)
  - [Working Watersheds: Buffers & Beyond](#)
- [Publications](#)
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- [Certified Arborist Q&A](#)

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### **Community Visioning:** a Transportation Enhancement Program

Our *Community Visioning* program is really a process that encourages visionary and strategic thinking about transportation improvements in smaller Iowa communities. The centerpiece of this process is the development of conceptual plans that graphically illustrate the vision of the community for an improved transportation system.

Iowa communities eligible for the Iowa's Living Roadways *Community Visioning* program must have populations of 10,000 or fewer. Priority is given to communities that lack planning resources within their city government.

Communities selected for *Community Visioning* agree in writing to commit \$2,000 toward implementation of a project proposed through the visioning process. A steering committee that represents the community, including a local government partner, is required to attend a day-long workshop at the beginning of the process and an annual meeting at the end.

Upon completion of the *Community Visioning* process, the participating community will receive a series of display boards that include conceptual drawings and images illustrating their transportation plan, as well as implementation strategies. All final products will also be available electronically in order to help facilitate grant writing and community development needs.

We're here to help you with your application or answer any questions. Contact [Brad Riphagen](#) at 515-370-1291.



**Residents discuss community enhancement ideas**

## Related Documents

Download and open these documents in Adobe for full functionality. You will need to download all three documents to complete your application.

[Information for Applicants](#)

[Applicant Checklist](#)

[Application Form](#)

[Iowa's Living Roadways Annual Report](#)

[Who We Are](#) | [What We Do](#) | [Why It Matters](#) | [Membership](#) | [Events](#) | [Contact](#)

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## What is Visioning?

Community Visioning is a process that encourages visionary and yet strategic thinking about transportation improvements. The centerpiece of this process is the development of conceptual plans that graphically illustrate the vision of the community for an improved transportation system. Participants in the program will:

- Identify and prioritize community needs based on participatory community assessments
- Develop community vision concept plans for transportation projects
- Identify potential funding sources for implementing concept plans
- Initiate the first phase of project development

## What support is provided?

Trees Forever field coordinators provide structured facilitation of the visioning process. Landscape architecture consultants collaborate with design interns to provide design assistance under the direction of ISU. ISU also provides research-based community assessments and directs transportation plan development by consultants. Iowa DOT provides review and technical assistance for transportation enhancement concept planning.

## What products does the community receive?

A webpage is created for each community and linked to existing community websites and social media. During the visioning process, program reports, meeting announcements, and pictures are posted to keep everyone informed and involved. At the end of the visioning process, the community will receive a series of display boards that include conceptual drawings and images illustrating the transportation plan. Implementation strategies will be developed and communicated in an 8½ by 11-inch feasibility study. All products will be available electronically after the process is completed on the program website in order to facilitate grant writing and community development needs.

## What contribution is expected from the community?

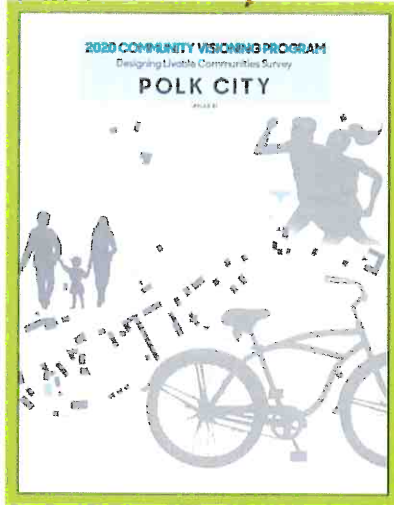
Communities selected for Community Visioning agree in writing to commit \$2,000 toward implementation of a project proposed through the visioning process. A steering committee that represents the community, including a local government partner, is required to attend a day-long workshop at the beginning of the process and an annual meeting at the end. The steering committee works closely with the Trees Forever field coordinator to plan and advertise meetings and workshops during the process. The committee maintains an active role in fostering meaningful community participation by involving others in the community assessments and goal setting and by keeping the media informed of program developments, committee activities and other information regarding the process.



## How do we engage community residents?

Public participation is the key to identifying the needs and desires of a community. Community visioning program staff engage client community residents using a variety of methods to ensure a more inclusive public process.

### Survey



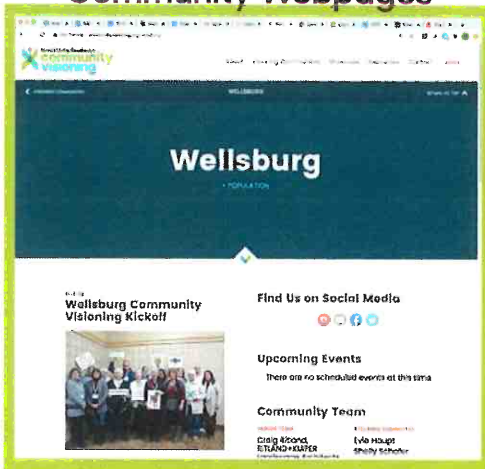
In larger communities, we send random-sample surveys to 300 households to better understand how residents use the local transportation system.

### Community Installations



Community installations give residents flexibility to view design proposals and provide feedback when it is convenient for them and bring attention to potential project sites.

### Community Webpages



All communities have their own webpage on the Community Visioning website, where residents can access meeting information, design proposals, and eventually final products.

### Focus Groups



We conduct focus groups with a variety of user types, including parents, youth, older adults, people with mobility issues, and active recreationists, to identify factors that affect transportation use in communities.

### Social Media



We engage the public on a variety of social media platforms, including Facebook, Instagram, Twitter, and YouTube.

## Who should participate?

Iowa communities eligible for the Iowa's Living Roadways Community Visioning Program must have populations of 10,000 or fewer. Priority is given to communities that lack planning resources within the city government. Volunteers, government representatives and interest groups of all kinds are strongly encouraged to work in cooperation with one another for successful completion of the visioning process.

Communities that are interested in making enhancements connected to surface transportation may benefit from the Community Visioning Program. The Federal Highway Administration (FHWA) defines surface transportation as all elements of the intermodal transportation system excluding aviation and including water. To qualify for federal funding, enhancements must meet one of the following needs:

- Provide facilities for pedestrians and bicycles
- Provide safety and educational activities for pedestrians and bicyclists
- Acquire scenic easements and scenic or historic sites
- Beautify routes
- Preserve historic sites and routes
- Rehabilitate and operate historic transportation buildings, structures or facilities
- Convert unused rail corridors to trails
- Address other transportation enhancement needs as defined by FHWA

More information about federally-funded transportation enhancements can be found at the National Transportation Enhancements Clearinghouse Web site at [www.enhancements.org/](http://www.enhancements.org/).

More information regarding the Community Visioning Program and examples of enhancement projects in past visioning communities are available at [www.communityvisioning.org](http://www.communityvisioning.org), under the heading "Showcase." **A downloadable application is available by clicking "Apply."**

## Deadline

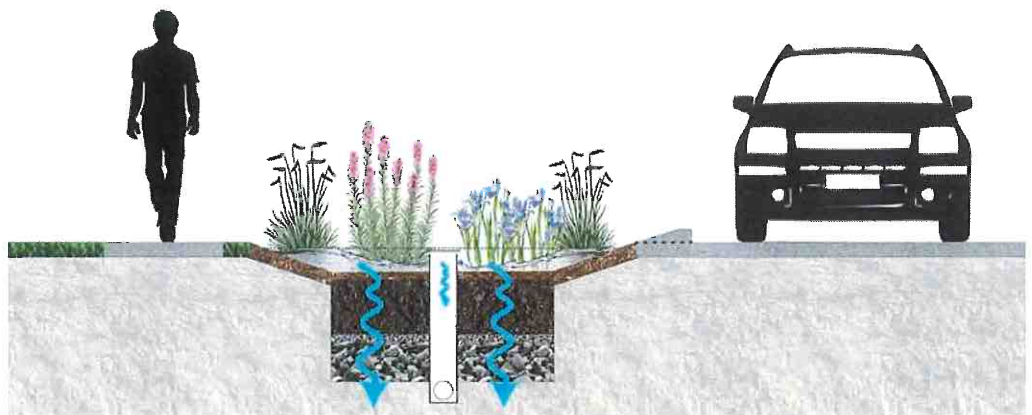
Completed applications are due (postmarked) **by September 15**. Application pages should not exceed 8½ by 11-inches in size. Selections will be announced by the end of the year.

Email your application as a PDF document to:

[droman@treesforever.org](mailto:droman@treesforever.org)

Alternatively, applications may be submitted on paper to:

Iowa's Living Roadways  
Community Visioning Program  
Trees Forever  
80 8<sup>th</sup> Avenue  
Marion, IA 52302



## Community Visioning during COVID-19

The ongoing COVID-19 pandemic limits our ability to conduct in-person meetings and events. Therefore, we may need to conduct some committee meetings and community assessment processes in a virtual format.

To ensure the safety of community residents and program staff and students, in-person meetings and workshops will be conducted following these guidelines:



When possible, meetings and events will be held outdoors.



At both indoor and outdoor venues, social distancing will be required of all participants who do not share a household. Program staff provide floor markers or chalk to mark six-foot intervals at outdoor events.



All participants and program staff will be required to wear masks.



Participants will be asked to wash their hands or use hand sanitizer when they arrive and before they leave the event.



Participants will be asked not to shake hands or touch others who are not part of their household.

Program staff will ensure that meeting venues are sanitized before and after the meetings. The program will provide cloth masks for all participants, as well as a hand-sanitizing station.

Program consultants will create and place displays of proposed projects at locations throughout the community to allow residents who are uncomfortable attending in-person events to provide feedback.



**RESOLUTION 2026**

**APPROVING CITY ADMINISTRATOR JOB DESCRIPTION**

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a city administrator and wishes to better define the job duties associated with the position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City Administrator Job Description attached as Exhibit A.

\* \* \* \* \*

Passed and approved this 2nd day of August, 2021.

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Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, Deputy Clerk

# City Administrator

## EXHIBIT A

DATE: 8/1/2021

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**CLASSIFICATION:**

Exempt

**DEPARTMENT:**

City Administration

**JOB DESCRIPTION:**

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**Summary/Objective**

The City Administrator is a contractual position that oversees the daily operations of the City and carries out the decisions of the City Council and the Mayor. The City Administrator supervises, monitors, and coordinates the activities and functions of the office including but not limited to finance, economic development, planning and zoning, and human resources.

**ESSENTIAL FUNCTIONS:**

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Primary responsibilities**

Provide leadership and direction concerning all business conducted by the City Council.

- Advice, assist, and consult with the City Attorney on all City legal matters.
- Attend City Council meetings to inform and gather information on City activities.
- Represent the City as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental agencies and civic organizations in which the City may have an interest.
- Responsible for all communications concerning the city. This position is the face of the City to the public and the media.
- Provide administrative support and assistance to the Mayor and perform duties in the coordination of all municipal activities as directed by the Mayor and Council.
- Manage all City projects and provide the City Council with regular updates. Strategize and execute short- and long-term goals for the City and its Departments.
- Provide guidance and leadership in developing and executing the following formal plans:
  - Comprehensive Plan.
  - Capital Improvement Plan.
  - Council five-year plan.
- Supervise and direct all departments and employees of the City, specifically including but not limited to Police, Public Works, Parks and Recreation, and the Clerk's Office.
- Serve as the Mayor's liaison to the Council; attends all meetings of the Council; briefs the Council on pending agenda items, personnel, and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions;

## **Budget / Finance**

- Responsible for all accounting and procedures such as budget control and finance, insurance, capital improvement planning and projects and implementation of funding sources.
- Assure the business affairs of the City are conducted using modern and efficient accounting methods and advise the Council on the financial and operational conditions of the City. Make recommendations concerning the future needs of the City.
- Prepare the annual budget with the assistance of the Mayor, Council, Finance Director, and department heads in the manner prescribed by law.
- Review and/or approve all city financial reports required by the city or state code as prepared by the Finance Officer.
- Complete or supervise the completion of various state and federal reports and forms.
- Approve and make recommendations on expenditures, planning, and budgeting. Supervise the preparation and maintenance of fiscal records and their review and control.
- Administer the financing of the five-year capital improvement plan in conjunction with the City's independent financial advisor, bond counsel, and the City Council.
- Supervise the safe custody of all City funds; working closely with the Finance Officer to ensure an accurate record of funds, receipts, disbursements, special assessments, debt service obligations, and investments.
- Review the operation of all departments to assure that all federal and state guidelines are being met.
- Seek out potential grants, complete grant application, and manage a third-party grant writing process.

## **Economic Development**

- Supervise community and economic development programs approved by the City Council including CDG, CCEDCO, ECIA, ICAD, and other consultants that are hired by the City Council.
- Lead Economic Development initiatives for the City of West Branch:
  - Build partnerships with county and state Economic Development officials.
  - Develop a clear understanding of the needs of the community, strengths, and weaknesses.
  - Able to articulate the vision for the City of West Branch.
  - Establish business relationships with our financial advisor and our bond counsel.
  - Act as a liaison with West Branch Community Development Group.
  - Build relationships with business community and play a leadership role in economic development.
  - Develop a good understanding of TIF and other rebate tools used in economic development projects.
- Make economic development a priority.
- Promote the City of West Branch.
- City representative for the Planning and Zoning Commission.
- Work directly with all potential developers in housing and economic development.

## **Code Enforcement / Zoning Officer**

- Provide for the enforcement and regulation of ordinances, resolutions, and laws and ensures the provision of services as expected and to initiate municipal infractions for all Code violations. (CP)
- Assist the City Council and the Planning & Zoning Commission in the carrying out of the Comprehensive Plan.

## **General Administration /Supervision**

- Supervise day-to-day activities of City departments and implement City policy as directed by ordinance and the Council.
- Assists the Clerk in developing the agenda and packet information for the City Council and other Boards and Commissions.
- Coordinate and direct the work of the City Attorney and City Engineer.
- Assure that all business affairs of the City are conducted by approved methods and in an efficient manner.

- Maintain accurate and current records of all affairs of the departments in a form acceptable to the Council. Copies of such records shall be available for public inspection except as otherwise prohibited by law.
- Provide constant updates to Mayor and Council of city activities and progress towards Council goals and objectives.
- Implement, coordinate, and administer contracts and policies of the City Council.
- Implement and oversees internal control policies and procedures.
- Supervise the coordination of the City's annual audit.
- Interact with citizens, candidates, management, and staff on a variety of complex and sensitive issues. Respond to inquiries and complaints voiced through citizens and elected officials; refer to appropriate departments and assure follow through.

### **Human Resources Management**

- Manage all aspect of employee relations and HR management including but not limited to:
  - Make decisions regarding the hiring and firing of all personnel under his/her oversight, subject to Council approval.
  - Conduct performance evaluations for all direct reports at least annually.
  - Develop and implement a salary pay scale for current and future employees of the City of West Branch. Make recommendations to Council for salary adjustments.
  - Review all employees time sheets and approve any overtime.
  - Update and maintain job descriptions for all City positions.
  - Develop and maintain an up-to-date employee handbook.
  - Develop and maintain personnel policies.
  - Manage all confidential personnel records.
  - Responsible for the investigation of harassment and discrimination claims of misconduct.
  - Coach, mentor and lead City employees.
  - Support and promote staff training and continuing education.
  - Conduct staff meetings on a regular basis. Place strong emphasis on communications with staff.
  - Succession planning.

### **Other Duties & responsibilities**

- Provide oversight for the construction, improvement, repair, maintenance and management of City property and accountability for the physical facilities of the City. Allow the Public Works Director to lead these efforts while providing needed guidance and support.
- Supervise the management of building structures and land under the jurisdiction of the Council and be charged with the care and preservation of all City-owned equipment, tools, machinery, appliances, supplies, and commodities. Provide the Public Works Director needed guidance and support to carry out these responsibilities.
- Supervise the purchase of all materials, supplies and equipment for the City within the guidelines of the cities purchasing policy.
- Assist in the preparation of special studies or projects such as revisions of the City Code and zoning ordinances or other projects directed by the City Council.
- Research methods of improving municipal operations including development of new or innovative programs.
- Recruit and track membership of Boards and Commissions.
- Review City contracts annually.
- Assist staff as needed, capable of staffing city hall in the absence of other employees.
- Other duties as directed by the Council or as included in the City Code.



## **QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):**

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- Federal, State, and local laws, codes and regulations regulating the City financial and environmental operations.
- Municipal budgeting, accounting and public finance administration and practices.
- Organization and management practices and policies.
- Annexation processes, TIF, Commercial & Residential Development
- Modern practices and principles of Public Administration.
- Strong office technical skills.
- Human Resources Management.
- Strategic planning, development and implementation.

## **SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

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- Communicating effectively with City Council, Mayor, Department Directors, City Employees, City Attorney, contractors, media and citizens.
- Strong written and oral communication skills.
- Ability to plan and execute.
- Proven ability to establish relationships\partnerships.
- Open minded, ability to receive input, listen and be open to change.
- Desire to mentor, lead and coach
- Ability to make well-informed decisions.

## **TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

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Bachelor's degree preferred in public administration, business management and/or three to five years' experience working in a municipal or administrative legal environment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## **ESSENTIAL PHYSICAL ABILITIES:**

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Positions in this class typically require: standing, mobility, talking, hearing, seeing and repetitive motions. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

## **POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position, (45-60 hours per week). Evening and weekend work may be required as job duties demand. Must maintain regular office hours and be available when escalated issues arise.

## **OTHER DUTIES:**

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**RESOLUTION NO. 2027**

**APPROVING THE CITY ADMINISTRATOR POSITION ANNOUNCEMENT**

WHEREAS, the City Council of the City of West Branch, Iowa is preparing to hire a City Administrator and wishes to communicate information concerning the position to potential candidates.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the City of West Branch, IA City Administrator Position Announcement/Advertisement attached as Exhibit A.

\* \* \* \* \*

Passed and approved this 2nd day of August, 2021.

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

ATTEST:

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

**CITY ADMINISTRATOR** - The City of West Branch, Iowa (population 2,322) seeks a full-time City Administrator to perform a variety of duties under the direction of the City Council.

The qualifications for the position shall include competency through education and experience to perform the duties placed upon the Administrator. A Bachelor's degree preferred in Public Administration, business management, and /or three to five years' experience working in a municipal or administrative legal environment; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

This is a salary-exempt position, salary DOQ plus excellent benefits package. Complete job description and employment applications are available at [www.westbranchiowa.org/jobs](http://www.westbranchiowa.org/jobs).

West Branch employment application, resume, cover letter and five professional work-related references should be mailed to City of West Branch, Attn: City Administrator Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to [mayor@westbranchiowa.org](mailto:mayor@westbranchiowa.org) by August 25, 2021. EOE.



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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	August 2, 2021
<b>AGENDA ITEM:</b>	Motion to approve the City Administrator recruitment tentative timeline
<b>PREPARED BY:</b>	Deputy Clerk Leslie Brick
<b>DATE:</b>	July 27, 2021

**TENTATIVE TIMELINE:**

August 2, 2021 - Approve City Administrator job description & job announcement

August 3, 2021 – Advertise the City Administrator position (IA League of Cities, Indeed, Iowa Workforce Development, West Branch Times, city website)

August 25, 2021 – Application deadline

September 11, 2021 – Telephone / Zoom interviews of selected candidates

September 15, 2021 – Notification of finalists for the position

September 24, 2021 - Candidates’ day to tour the community and meet City employees, Mayor and Council Members

September 25, 2021 – Mayor & Council conducts interviews of candidates

October 4, 2021 – City Council approval of Offer of Employment

November 1, 2021 – Proposed start date of employment, if mutually agreeable

**RESOLUTION NO. 2028**

**RESOLUTION ADOPTING BALLOT LANGUAGE FOR A CHANGE IN THE LENGTH OF TERM OF MEMBERS OF THE WEST BRANCH LIBRARY BOARD OF TRUSTEES.**

WHEREAS, pursuant to the Section 392.5 of the Code of Iowa, a change to the composition or manner of selection of the members of the Library Board of Trustees (“Board”) is subject to the approval of the voters of the City; and

WHEREAS, the City Council previously passed an ordinance to change the term of the members of the Board from six (6) years to three (3) years; and

WHEREAS, it is now necessary to submit said change to the voters of the City for approval.

NOW THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA as follows:

1. That the question of changing the terms of the members of the West Branch Library Board of Trustees shall be submitted to the electors of the City for approval.
2. That the proposed ballot language is attached hereto as Exhibit A.
3. That the City Clerk is directed to submit a certified copy of this resolution to the Cedar County Commissioner of Elections, and that this resolution shall constitute a motion requesting the special election referenced above. The City of West Branch hereby requests that the Cedar County Commissioner of Elections consider this request, and to otherwise consult with it as necessary.

Passed and approved this 2<sup>nd</sup> day of August, 2021.

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

ATTEST:

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

Exhibit A

(Insert letter to be assigned by the Commissioner of Elections)

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED? YES  NO

Summary: To authorize terms of the members of the Library Board of Trustees to be three (3) years.

SHALL THE FOLLOWING PUBLIC MEASURE BE ADOPTED?

YES  NO

The term of the appointed members of the West Branch Library Board of Trustees shall be three (3) years instead of six (6) years.

**RESOLUTION NO. 2029**

**RESOLUTION SETTING A PUBLIC HEARING ON THE ENVIRONMENTAL  
IMPACT OF THE WEST BRANCH WASTEWATER PLANT IMPROVEMENTS.**

WHEREAS, the City of West Branch is in the process of design and financing for improvements to the City's Wastewater Treatment facility (the "Project"); and

WHEREAS, the City intends to finance these improvements through the State Revolving Loan Fund ("SRF"); and

WHEREAS, as part of the requirement to obtain this financing via SRF, the City must hold a public hearing on the proposed environmental impact of the Project; and

WHEREAS, said public hearing must be preceded by 30 days' notice in a newspaper of general circulation in the City; and

WHEREAS, it is now necessary for the City to set a hearing date for to discuss the proposed environmental impact of the Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, Iowa, that a public hearing on the proposed environmental impact of the Project is hereby set for 7:00 p.m. on Monday, September 20, 2021, in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52358. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 2<sup>nd</sup> day of August, 2021.

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

ATTEST:

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

**SRF Public Notice**

**PUBLIC HEARING NOTICE**



The City of West Branch will be holding a Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City's project plan. These documents include design and environmental information related to the proposed improvements to the City's wastewater infrastructure.

The proposed project will make improvements at the existing wastewater treatment plant. The project will include construction of a new aerated lagoon cell, earthen berm/pit area for the SAGR system, an aeration system, filling with gravel, and topping with mulch. A new lagoon aeration system with blowers, a masonry building, control building, underground piping, granular resurfacing and UV disinfection will also be included as well as all necessary connections and appurtenances. Also, a new water main extension will be run to the site along 300<sup>th</sup> Street.

The purpose of this Public Hearing is to inform area residents of the community of West Branch of this proposed action, discuss the actual cost and user fees associated with this project, and to address citizen's concerns, if any, with the plan.

**The Public Hearing location and time are as follows:**

**Monday, September 20, 2021 – 7:00 p.m.  
City Council Chambers  
110 N Poplar St.  
West Branch, Iowa 52358**

All interested persons are encouraged to attend this hearing. Written comments on this proposal may also be submitted prior to the hearing. Questions regarding this hearing or the availability of documentation may be directed to the City Clerk at 319-643-5888.



**Why You Should Read This:** The document below reviews the environmental impact likely from a project. This project is planned to be federally funded through your tax dollars; therefore, you are entitled to take part in its review. If you have concerns about the environmental impact of this project, raise them now. We encourage public input in this decision making process.



**IOWA STATE REVOLVING FUND**  
**ENVIRONMENTAL INFORMATION DOCUMENT**

***PROJECT IDENTIFICATION***

**Applicant:** City of West Branch  
**County:** Cedar  
**State:** Iowa

**SRF Number:** CS1920982 01  
**Iowa DNR Project Number:** W2018-0227A

Other Federal Funding: Applying for EDA Public Works and Economic Adjustment Assistance

***COMMUNITY DESCRIPTION***

**Location:** The City of West Branch is located in Cedar County, Iowa approximately 10 miles east of Iowa City, Iowa and 45 miles west of Davenport, Iowa.

**Population:** The population of West Branch according to the 2010 US Census was 2,322. The design population equivalent for the year 2040 is 3,167.

**Current Waste Treatment:** The City of West Branch Wastewater Treatment Facility was constructed in 1988 as a two-cell aerated lagoon treatment facility. Most of the flow from the City is pumped to the plant via 10" and 16" force mains from lift stations located just north of Interstate 80. Flow meters were included on each force main to measure influent flow to the treatment plant. In 1996, a 10" gravity line was constructed to the plant to serve the commercial area south of Interstate 80. The total plant flow comes together at the influent manhole at the treatment plant site without any type of combined measurement. From the influent manhole, the wastewater typically flows in series from the Primary Cell (6.4 MG) to the Secondary Cell (5.58 MG) and through a baffle curtain into the Quiescent Cell (0.82 MG). Finally, the water flows out of the Quiescent Cell to the effluent manhole. Effluent flow is monitored by an ultrasonic transducer mounted above a 12" Parshall flume in the Parshall Flume Structure. The treated water flows by gravity through an 18" and a 15" effluent sewer and is discharged to the West Branch Wapsinoc Creek.

West Branch's original lift station was constructed in 1988 as part of the plant construction. The original pumps were replaced in 2016 with two (2) 25 HP submersible pumps each with a capacity of 1,080 gpm. A second lift station was also constructed in 2016 and

consists of two (2) 45 HP submersible pumps each with a capacity of 2,450 gpm. The smaller lift station pumps through an existing 10-inch force main and the larger lift station pumps through a new 16-inch force main. The 10-inch force main and 16-inch force main come together prior to the WWTP influent manhole.

### **PROJECT DESCRIPTION**

**Purpose:** The purpose of this project is to make improvements to the wastewater treatment facilities to enhance their reliability, increase capacity and to replace obsolete system to safely and reliably operate the City of West Branch's wastewater system for the next 20 years.

**Proposed Improvements:** The proposed project will make improvements at the existing wastewater treatment plant. The project will include construction of a new aerated lagoon cell, earthen berm/pit area for the SAGR system, an aeration system, filling with gravel, and topping with mulch. A new lagoon aeration system with blowers, a masonry building, control building, underground piping, granular resurfacing and UV disinfection will also be included as well as all necessary connections and appurtenances. Also, a new water main extension will be run to the site along 300th Street.

**Receiving Stream:** The treated wastewater from the proposed facility will discharge to West Branch Wapsinonoc Creek. It has a use stream designation of A2 and B(WW2) Class A2 waters are secondary contact recreational use waters in which recreational or other uses may result in contact with the water that is either incidental or accidental. During the recreational use, the probability of ingesting appreciable quantities of water is minimal. Class A2 uses include fishing, commercial and recreational boating, any limited contact incidental to shoreline activities and activities in which users do not swim or float in the water body while on a boating activity. Waters designated Class B(WW2) are those in which flow or other physical characteristics are capable of supporting a resident aquatic community that includes a variety of native nongame fish and invertebrate species. The flow and other physical characteristics limit the maintenance of warm water game fish populations. These waters generally consist of small perennially flowing streams.

### **ALTERNATIVES CONSIDERED**

**Alternatives Considered:** The City of West Branch's new NPDES permit includes water-quality based effluent limits for ammonia-nitrogen. The new ammonia limits are more restrictive than the previous permit limits. Five general types of treatment alternatives were considered for meeting the ammonia effluent limits in the permit. The general alternatives considered were: 1) continued use of the existing aerated lagoon treatment facility, 2) land application of wastewater effluent, 3) construction of a new mechanical treatment plant, 4) conversion of the existing aerated lagoon into an enhanced treatment aerated lagoon, and 5) the Gross-Wen revolving algal biofilm technology. All alternatives would require the addition of disinfection.

**Reasons for Selection of Proposed Alternative:** The No-Action alternative is not viable because the existing aerated lagoon treatment facility alone is no longer sufficient to meet ammonia permit limits. After review of all proposed options, the City decided that

an enhanced treatment aerated lagoon plant offered the ability to meet new discharge limits while balancing staffing and cost concerns. The system also has the ability to accommodate possible future nutrient discharge limits with regard to total nitrogen and phosphorus. Of the three enhanced treatment aerated lagoon facilities included in this evaluation, the City selected SAGR as the treatment system that would best suit its needs with regard to operation and maintenance as the costs were less variable. SAGR technology should be able to consistently meet NPDES permit limits. This type of treatment can be modified to achieve total nitrogen removal which may become part of a future permit.

The project site was selected for the availability of land, proximity to existing wastewater infrastructure, engineering design criteria, as well as minimization of the impacts to the environment.

### ***MEASURES TAKEN TO ASSESS IMPACT***

#### **Coordination and Documentation with Other Agencies and Special Interest Groups:**

The following Federal, state and local agencies were asked to comment on the proposed project to better assess the potential impact to the environment:

- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- Natural Resources Conservation Service
- State Historical Society of Iowa (State Historical Preservation Office)
- Iowa DNR Conservation and Recreation Division
- Iowa DNR Water Resources Section
- Citizen Band Potawatomi Indian Tribe
- Flandreau Santee Sioux
- Ho-Chunk Nation
- Iowa Tribe of Kansas and Nebraska
- Iowa Tribe of Oklahoma
- Kickapoo Tribe in Kansas
- Kickapoo Tribe of Oklahoma
- Lower Sioux Indian Community Council
- Miami Tribe of Oklahoma
- Omaha Tribal Council
- Osage Tribal Council
- Otoe-Missouria Tribe
- Pawnee Nation of Oklahoma
- Peoria Tribe of Indians of Oklahoma
- Ponca Tribe of Indians of Oklahoma
- Ponca Tribe of Nebraska
- Prairie Band Potawatomi Nation
- Prairie Island Indian Community
- Sac & Fox Nation of Mississippi in Iowa
- Sac & Fox Nation of Missouri

Sac & Fox Nation of Oklahoma  
Santee Sioux Nation  
Shakopee Mdewakanton Sioux Community  
Sisseton-Wahpeton Oyate  
Spirit Lake Tribal Council  
Three Affiliated Tribes Mandan, Hidatsa & Arikara Nations  
Upper Sioux Tribe  
Winnebago Tribal Council  
Yankton Sioux Tribal Business and Claims Committee

No adverse comments were received from any agencies or general public. Conditions placed on the applicant by the above agencies in order to assure no significant impact are included in the Summary of Reasons for Concluding No Significant Impact section.

### **ENVIRONMENTAL IMPACT SUMMARY**

**Construction:** Traffic patterns within the community may be disrupted and above normal noise levels in the vicinity of the construction equipment can be anticipated during construction and should be a temporary problem. Adverse environmental impacts on noise quality will be handled by limited hours of contractor work time during the day. Other adverse environmental effects from construction activities will be minimized by proper construction practices, inspection, prompt cleanup, and other appropriate measures. Areas temporarily disturbed by the construction will be restored. Solid wastes resulting from the construction project will be regularly cleared away with substantial efforts made to minimize inconvenience to area residents.

Care will be taken to maintain dirt to avoid erosion and runoff. The proposed project will disturb soils over an area greater than one acre; therefore, the applicant is required to obtain an NPDES General Permit Number 2 (for storm water discharge associated with construction activities) and abide by its terms. Provided that this permit is obtained and the terms of which are abided by, no significant impact to surface water quality, fish, shellfish, wildlife, or their natural habitats is expected.

Temporary air quality degradation may occur due to dust and fumes from construction equipment. The applicant shall take reasonable precautions to prevent the discharge of visible emissions of fugitive dusts beyond the lot line of the property during the proposed project (567 Iowa Administrative Code IAC 23.3(2)“c”).

This project may require the disposal of sewage sludge. It is the responsibility of the applicant to ensure that the disposal of any sewage sludge complies with applicable requirements found in 40 CFR Part 503 and 567 Iowa Administrative Code IAC 67.

**Historical/Archaeological:** Various Native American tribes with an interest in the area were provided information regarding the project. A Phase I Archeological investigation of the proposed project area was completed and submitted to the State Historical Preservation Office (SHPO) for review. The project will only proceed as planned if a determination of either “no historic properties affected” or “no adverse affect on

historic properties” can be appropriately reached with or without mitigation. However, if project activities uncover any item(s) that might be of archaeological, historical, or architectural interest, or if important new archaeological, historical, or architectural data should be encountered in the project APE, the applicant should make reasonable efforts to avoid further impacts to the property until an assessment can be made by an individual meeting the Secretary of the Interior’s professional qualifications standards (36 CFR Part 61).

**Environmental:** A Joint Application was submitted by the City’s consultant to the Iowa DNR Conservation and Recreation Division and U.S. Army Corps of Engineers. The DNR Flood Plain Management Section will determine if the proposed project requires a permit for impacts to the 100-year floodplain. The DNR Conservation and Recreation Division will determine if the project will impact any State-owned lands or State-listed threatened or endangered species. The U.S. Army Corps of Engineers concurs that the project will not impact wetlands. The project will not impact any wild and scenic rivers as none exist within the State of Iowa. The U.S. Fish & Wildlife Service Section 7 Technical Assistance website consultation determined, that the project will not impact threatened or endangered species or their habitats. However, if any State- or Federally-listed threatened or endangered species or communities are found during the planning or construction phases, additional studies and/or mitigation may be required.

No adverse impacts are expected to result from this project, such as those to surface water quantity, or groundwater quality or quantity. No significant impact to surface water quality, fish, shellfish, wildlife, or their natural habitats is expected.

**Land Use and Trends:** The project will not displace population nor will it alter the character of existing residential areas. The proposed project is within the present corporate limits of West Branch. An analysis of the farmland conversion impact was completed. Removing this area from production should not have a significant impact on corn or soybean production in the area, nor should it have significant impact on the agricultural industry in the area. This project should not impact population trends as the presence or absence of existing water/sewer infrastructure is unlikely to induce significant alterations in the population growth or distribution given the myriad of factors that influence development in this region. Similarly, this project is unlikely to induce significant alterations in the pattern and type of land use.

**Irreversible and Irretrievable Commitment of Resources:** Fuels, materials, and various forms of energy will be utilized during construction.

### ***POSITIVE ENVIRONMENTAL EFFECTS TO BE REALIZED FROM THE PROPOSED PROJECT***

Positive environmental effects will be improved treatment of the wastewater from the City of West Branch, compliance with effluent discharge permit limits, reduced discharge of pollutants and nutrients to the receiving stream, and improved water quality in the receiving stream.

**SUMMARY OF REASONS FOR CONCLUDING NO SIGNIFICANT IMPACT**

- The project will not significantly affect the pattern and type of land use (industrial, commercial, agricultural, recreational, residential) or growth and distribution of population.
- The project will not conflict with local, regional or State land use plans or policies.
- The project will not impact wetlands.
- The DNR Conservation and Recreation Division will determine if the project will impact any State-owned lands or State-listed threatened or endangered species. If any State- or Federally-listed threatened or endangered species or communities are found during the planning or construction phases, additional studies and/or mitigation may be required.
- The project will not displace population, alter the character of existing residential areas, or convert significant farmlands to non-agricultural purposes.
- The DNR Flood Plain Management Section will determine if the proposed project requires a permit for impacts to the 100-year floodplain.
- The project will not have effect on parklands, preserves, other public lands, or areas of recognized scenic or recreational value.
- A Phase I Archeological investigation of the proposed project area was completed and submitted to the State Historical Preservation Office for review. The project will only proceed as planned if a determination of either “no historic properties affected” or “no adverse affect on historic properties” can be appropriately reached with or without mitigation.
- The project will not have a significant adverse effect upon local ambient air quality provided the applicant takes reasonable precautions to prevent the discharge of visible emissions of fugitive dusts beyond the lot line of the property during the proposed project (567 IAC 23.3(2)“c”).
- The project will not have a significant adverse effect upon local ambient noise levels, surface water quantity, groundwater quality or quantity, or water supply.
- No significant impact to surface water quality, fish, shellfish, wildlife, or their natural habitats is expected provided that an NPDES General Permit Number 2 (for storm water discharge associated with construction activities) is obtained and the terms of which are abided by.

The project description, scope, and anticipated environmental impacts detailed above are accurate and complete to the best to my knowledge.

\_\_\_\_\_  
Signature of the Mayor, City of West Branch

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of the Mayor, City of West Branch

**USGS 7.5 Minute Quadrangle: West Branch**  
**Section: 08, Township: 79 N, Range: 04 W**  
**Date: 1965**  
**Scale: 1 Inch = 2,000 Feet**



**North**

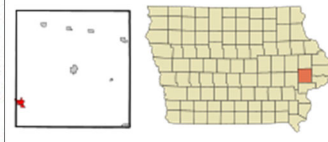
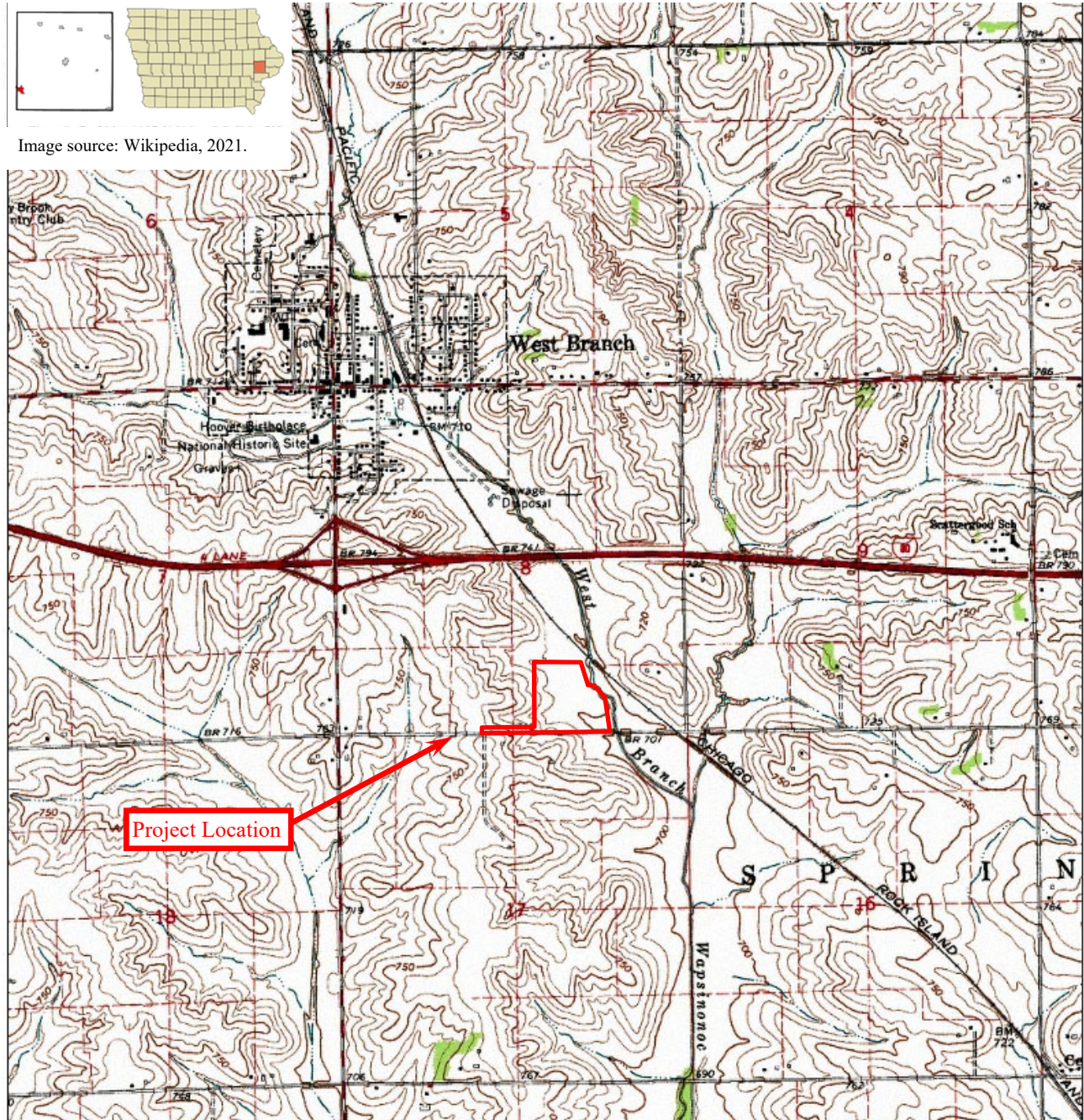


Image source: Wikipedia, 2021.



## USGS Topographic Map

West Branch Wastewater Treatment Plant Upgrade  
West Branch, IA

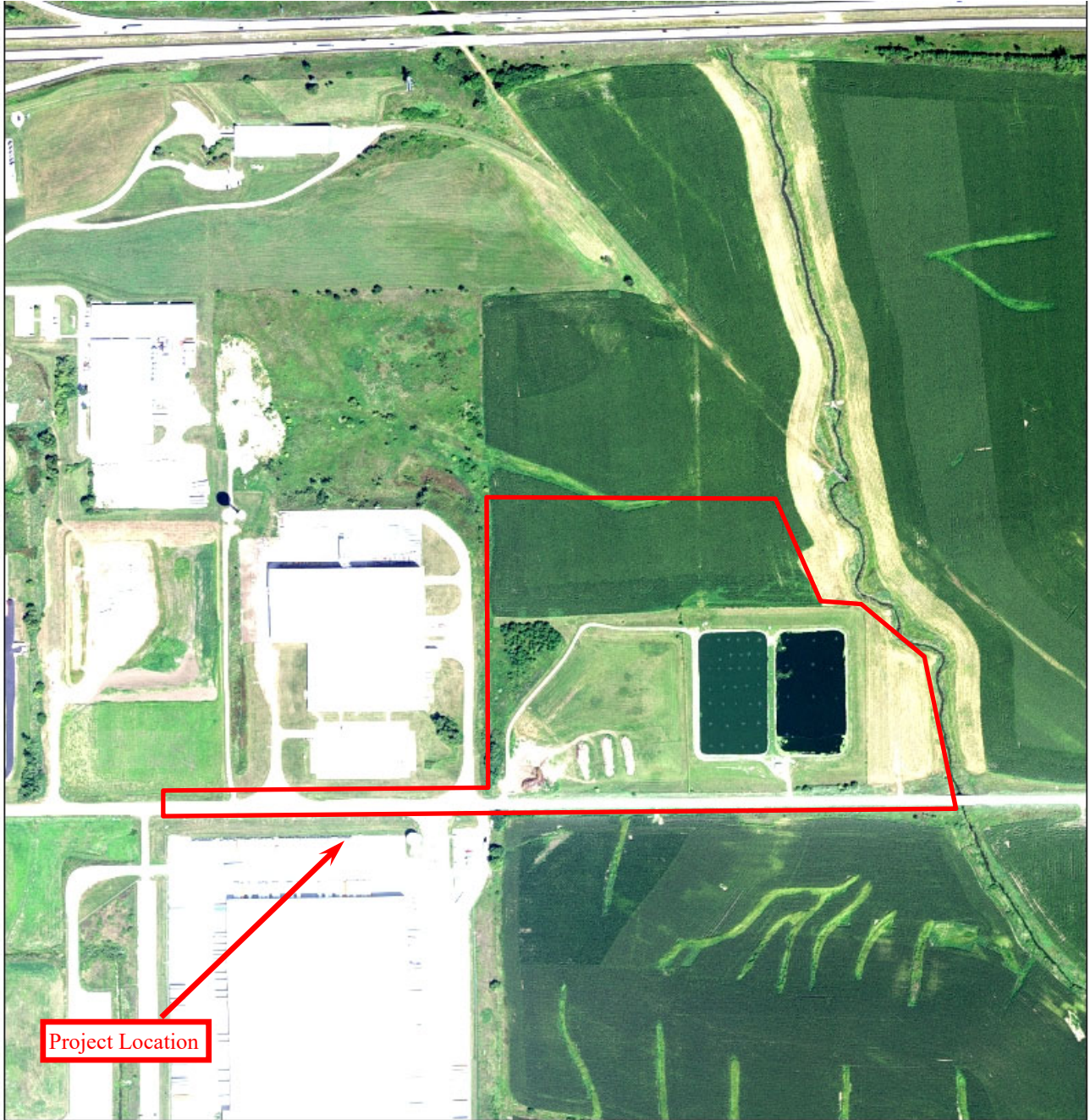


State Revolving Fund  
502 East 9<sup>th</sup> Street  
Des Moines, IA 50319-0034

Location information provided by Veenstra & Kimm



North



Project Location

## Aerial Photograph

West Branch Wastewater Treatment Plant Upgrade  
West Branch, IA



State Revolving Fund  
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