



CITY COUNCIL MEETING NOTICE
MONDAY, SEPTEMBER 20, 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. /Move to action.
6. Approve Consent Agenda/Move to action.
 - a. Minutes from the September 7, 2021 City Council Meeting
 - b. Minutes from the September 9, 2021 City Council Work Session/Closed meeting.
 - c. Special Event Permit – Parks & Rec Adult Co-Ed Softball League
 - d. Special Event Permit – Iowa City High / West Branch Cross Country Run
 - e. Claims
7. Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. Public Hearing – To review an application for a State Revolving Fund loan and to make available the contents of an environmental information document.
 - b. Resolution 2038- Establishing a special revenue fund. /Move to action.
 - c. Resolution 2039 – approving a concept for the former Casey’s General Stores location. / Move to action.
 - d. Discussion – Review draft ordinance for amending Chapter 75- All-Terrain Vehicles and Snowmobiles.
9. City Staff Reports
10. Comments from Mayor and Council Members
11. Motion to adjourn.

Mayor: Roger Laughlin · **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton
City Administrator (Vacant) · **Clerk** Leslie Brick · **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/. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**September 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.

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present. City Staff present: Deputy Clerk Leslie Brick and Public Works Director Matt Goodale. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna and Officer Cathy Steen.

APPROVE AGENDA

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

CONSENT AGENDA

Minutes from the August 16, 2021 City Council Meeting

Appoint Shari Heick to the Library Board of Trustees

West Branch High School homecoming parade route & Special Event permit

Fall Sidewalk Sales Special Event permit

Agreement between City of West Branch and West Branch Lions Club for constructing a shed for flag storage at the West Branch Municipal Cemetery

Claims

June monthly financial reports

EXPENDITURES	9/7/2021	
AMAZON	BOOKS, SUPPLIES	451.89
AT & T MOBILITY	WIRELESS SERVICE	344.68
AUTHENTIC CREATIVES, LLC	RENEWAL CLIPART LICENSE	50.00
BAKER & TAYLOR INC.	BOOKS	1,331.64
BARNHART'S CUSTOM SERVICES	BRUSH PILE, CNCRT BLOCKS, LEVE	37,220.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,609.00
BROWN'S WEST BRANCH FORD LLC	BULB	40.94
CAPITAL ONE	SUPPLIES, FOOD	991.29
CY'S TREE SERVICE	TREE SERVICE	68,400.00
D&R PEST CONTROL	PEST CONTROL SERVICE	95.00
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH FY22	500.00
ECONO SIGNS LLC	STREET SIGNS	476.48
HAWKINS INC	CHEMICALS	1,213.60
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	53.28
IMWCA	IMWCA	2,296.00
INTERSTATE POWER SYSTEMS INC	ANNUAL GENERATOR SERVICE	762.62
IOWA ONE CALL	NOTIFICATIONS	70.20
ISWEP	EDUCATION PROG MEMBERSHIP	535.00
JAYME CILEK	CLEANING SERVICES	220.50
JOHN DEERE FINANCIAL	CLOTHING, SAFETY SUPPLIES	848.06
JOHNSON CONTROLS	ANNUAL SERV CONTRACT FIRE ALAR	1,049.51
JOHNSON COUNTY REFUSE INC	RECYCLE CART SWAP OUT	30.00
KANOPY	VIDEO SERVICE	12.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,518.80
LOGAN CONTRACTOR'S SUPPLY	EQUIP SUPPLIES	529.04
LYNCH'S PLUMBING INC	REPAIR CITY MAIN OLIPHANT ST	3,291.50
MACQUEEN EQUIPMENT	MACQUEEN EQUIPMENT	1,736.27
MENARDS	BLGD MAINT SUPPLIES	312.07
OASIS ELECTRIC LLC	ELECTRIC LABOR TOWN HALL	964.63
OVERDRIVE INC	EBOOKS	381.63

PORT 'O' JONNY INC	SERVICE-CEMETERY	95.00
QUILL CORP	OFFICE SUPPLIES	60.21
RIVER PRODUCTS COMPANY INC	ROADSTONE	298.09
RUSSELL, MELISSA	GAS, CAMP	153.31
SCHIMBERG CO	FRAME AND STORM LID	297.11
SHIMMIN, NICK	SNAPCHAT FILTER FOR HHTD	59.38
THE HOME DEPOT PRO	SUPPLIES	288.90
TRUCK COUNTRY	VEHICLE REPAIR	1,928.89
ULINE	MOP REPLACEMENT HEAD	60.28
VEENSTRA & KIMM INC	LOT SITE PLAN REVIEW	31,195.88
YOTTYS, INC	HHTD GOLF CARTS	1,250.00
TOTAL		163,022.68
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/20/2021	63,708.02
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/3/2021	45,309.93
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	UTILITY SERVICES	10,862.26
AMAZON.COM	ULTRAVIOLET PEN LIGHTS	18.99
HAWKINS INC.	CHEMICALS	741.32
JOURNEYED COM INC	ADOBE CREATIVE RENEWAL	1,259.64
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	500.00
STATE INDUSTRIAL PRODUCTS	WASTEWATER TREATMENT PROG	244.00
TRAFFIC SAFETY CORP	RADAR SPEED SIGN	3,370.22
TYLER TECHNOLOGY	EASY PAY FEES	16.25
US BANK CORP CARD	VARIOUS DEPT CC CHARGES	6,881.89
US BANK EQUIPMENT FINANCE	LIBRARY COPIER	212.50
VERIZON WIRELESS	CELL PHONE SERVICE	362.09
TOTAL		24,511.06
GRAND TOTAL EXPENDITURES		296,551.69
FUND TOTALS		
001 GENERAL FUND	65,445.52	
022 CIVIC CENTER	1,796.10	
031 LIBRARY	19,929.78	
036 TORT LIABILITY	2,065.82	
110 ROAD USE TAX	95,205.50	
112 TRUST AND AGENCY	19,424.01	
308 PARK IMP - PEDERSEN VALLEY	33,000.00	
319 RELOCATING WATER & SEWER	2,170.00	
321 WIDENING WAPSI CREEK	2,979.00	
323 I-80 WEST, WATER MAIN REL	6,609.74	
324 WW TREATMT FAC IMP 2021	11,660.00	
327 SPONS WATER QUAL IMP 2021	2,558.00	
600 WATER FUND	19,096.48	
610 SEWER FUND	13,779.63	
740 STORM WATER UTILITY	832.11	
GRAND TOTAL	296,551.69	

Laughlin stated that the Lions had requested some modifications to the agreement written by City Attorney Olson and read the requested changes. The changes included that Public Works staff and West Branch Highschool students in the ACE program would build the shed with the Lions paying for the entire construction costs. Goodale said through discussions with the Lions Club members, the shed would now be attached to the existing cemetery shed and that is why Public Works would be involved in the project. Motion by Miller, second by Goodweiler to approve the changes to the Lions Club agreement. AYES: Miller, Goodweiler, Dean Sexton, Stoolman. NAYS: None. Motion carried.

The Council questioned a couple of claims and the amounts but when received further explanation, were satisfied by the staff's response.

Motion by Miller, second by Dean to approve the remaining Consent Agenda items. AYES: Dean, Sexton, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

COMMUNICATIONS / OPEN FORUM

Jessi Simon, Community Development Group quarterly update

Simon gave an overview of the group's recent activities and re-emphasized groups mission and four-point approach which provides the framework for preservation and economic development and community revitalization. Simon said she would like to hear from the individual council members on what they would like to see CDG focus on. Simon listed upcoming events that they sponsor such as Fall Sidewalk Sales, Ladies Night Out and Christmas Past just to name a few. Laughlin added that Simon is also writing another Challenge Grant for Main Street Antiques which will have similar building updates that the Opera House is currently undergoing.

Greg Humrichouse, West Branch Lions Club – Hoover Hunger Program

Humrichouse, Vice President of the West Branch Lions Club announced the Hoover Hunger Program, scheduled for Saturday, October 2nd at Hoover Elementary. Humrichouse said the group's goal is to package 100,000 meals and raise \$29,000 dollars to do so. Humrichouse said he was not here to ask for money but asked for volunteers to help with meal packaging. He said they would need approximately 200 volunteers to meet the goal and said interested people could sign up to volunteer or make a donation on their website westbranchlions.org

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2032, approve a consultant agreement with Lisa Rickertsen to provide financial consulting services. /Move to action.

Motion by Sexton, second by Dean to approve Resolution 2032. AYES: Sexton, Dean, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

Resolution 2033, approve hiring Gordon Edgar as a temporary employee from August 9th to August 12th for financial consulting services. / Move to action.

Miller questioned why this agreement was being presented after the fact. Laughlin said he had discussions with Edgar regarding training time with the new finance office and decided to have Edgar return in early August. Laughlin said that because of Edgar's retirement status he was not able to be re-hired as a regular part-time employee and that Edgar refused to be paid as an independent contractor like Rickertsen. Laughlin added that this was a difficult situation and asked the Council to approve the resolution so that Edgar could be paid for his services. Laughlin added that Rickertsen, who the city used five years ago will be taking the lead on any future training needs for that position.

Motion by Sexton, second by Goodweiler to approve Resolution 2033. AYES: Sexton, Goodweiler, Stoolman, Dean. NAYS: Miller. Motion carried.

Resolution 2034, approving a cleaning services agreement with Jayme Cilek. / Move to action.

Miller again questioned why this agreement was being presented after the fact and noted that the claims listed Cilek to be paid for services. Brick said that when she was reviewing the last cleaning person's contract, she noted that the last person who cleaned had a contract, but was not presented to the Council for consideration. She added that since Cilek was related to her, she felt that transparency was important and that the Council should approve a contract before Cilek continued services. Miller suggested that he was aware that several current staff members including Russell were cleaning various public restrooms at the parks and wondered if they should consider hiring a janitor for the city to take over the cleaning responsibilities. The Council briefly discussed the idea but more details would need to be reviewed before making any decisions on hiring another employee.

Motion by Dean, second by Goodweiler to approve Resolution 2034. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2035, appointing Leslie Brick as City Clerk. / Move to action.

Motion by Goodweiler, second by Stoolman to approve Resolution 2035. AYES: Goodweiler, Stoolman, Sexton, Miller, Dean. NAYS: None. Motion carried.

Resolution 2036, approving a purchase agreement with Duston A. Anderson for the West Branch Waste Water Treatment Facility Project. /Move to action.

Laughlin said as part of the wastewater treatment facility upgrade, money was included for land acquisition that would be needed for the project. Stoolman stated that she felt the City was paying too much for the land. Motion by Sexton, second by Miller to approve Resolution 2036. AYES: Sexton, Miller, Dean, Goodweiler. NAYS: Stoolman. Motion carried.

Resolution 2037, establishing a Capital Projects Fund. /Move to action.

Van Auken said that approximately \$186,000 was deposited into the city's bank account earlier this month and the remaining funds will be deposited in early 2022. Van Auken reminded the Council of Speer Financial, Burger's suggestion for using the funds for water, sewer or broadband. Laughlin said he is still lobbying for CDG to get \$25,000 of that money. Stoolman said she would like to see the West Branch Fire Department get a portion of the money for all that they did during the COVID response.

Motion by Goodweiler, second by Dean to approve Resolution 2037. AYES: Goodweiler, Dean, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Second reading of Ordinance 782, amending Chapter 63 of the West Branch Code of Ordinances regarding speed limits on Main Street. / Move to action.

Laughlin said that he had contacted Johnson County Engineers and learned that the City could apply for a permit to place a speed reduction sign on Herbert Hoover Highway and that reducing the speed zone would require approval of the board of supervisors and a three-reading ordinance. Laughlin asked the Council to consider approving the second reading but hold off on the 3rd reading until further notice while the Herbert Hoover Highway project is finalized.

Motion by Sexton, second Dean to approve the second reading of Ordinance 782. AYES: Sexton, Dean, Miller Goodweiler. NAYS: Stoolman. Motion carried.

Discussion – Installing solar flashing beacons at Dawson Drive and W Main Street

Laughlin asked the Council to consider purchasing two more solar flashing school zone signs similar to the ones purchased in 2013 that are located on Main Street on either side of North Oliphant. Laughlin said that Jimmerson is wanting the city to designate this area as a school zone. (Jimmerson was not present for comment.) Miller and Stoolman challenged that when the turn lane on West Main Street was being discussed, the school was convinced that The Meadows was causing the increased traffic, not the school, but now they seem to be changing their mind on what is causing the increased traffic. Hanna reminded the Council that the street in front of the high school is currently a special 25 mph speed zone and that by state code the school zone is 25 mph, however the West Branch Code of Ordinances school zone code is 20 mph. Dean said he would like to see what lowering the speed limit will do to increase safety before spending another \$10,000 or more on flashing lights.

Discussion – Council consensus on salary range for new City Administrator

Laughlin asked the Council to come to a consensus on what amount of salary they are willing to pay with the new City Administrator. He said the question may come up at the upcoming interviews later this week and they need to have a response prepared. Miller suggested the minimum starting wage begin at \$80,000 based on qualifications and more if the candidate meets all of the requirements of the job description.

STAFF REPORTS

Goodale asked the Council for clear direction on what they want to do with the former Casey's site. Goodale said he had been receiving mixed messages from various council members and said he would not proceed without a formal decision approved by resolution. Laughlin agreed it was time to make a decision and move on and asked Goodale to come up with a few proposals for the Council to consider.

CITY ADMINISTRATOR REPORT – N/A

CITY ATTORNEY REPORT - Absent

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said he wanted the Council to consider an ATV (all terrain vehicle) ordinance now that there appear to be several in town driving on city streets.

Miller said that as a participant in the Trees Forever Community Visioning program he had completed a questionnaire as part of initial start of the project. Stoolman said she also had completed the questionnaire.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:55 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, City Clerk

(The following is a synopsis of the minutes of the West Branch City Council Work Session – closed meeting. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Work Session - Closed Meeting**

**September 9, 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 Roger Laughlin called the West Branch City Council Work Session - Closed meeting to order at 5:15 p.m. Roll call: Council members: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present. City Staff present: Deputy Clerk Leslie Brick, Public Works Director Matt Goodale, Finance Officer Heidi Van Auken, Police Chief John Hanna and Fire Chief Kevin Stoolman.

MOTION TO ADJOURN TO CLOSED SESSION

To conduct interviews in accordance with Chapter 21.5(i) of the State Code of Iowa, which reads as follows: “To evaluate the professional competency of individuals whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and the individual requests a closed session.” /Move to action.

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

MOTION TO ADJOURN FROM CLOSED SESSION

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

ADJOURNMENT

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

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 20, 2021

AGENDA ITEM: Alcohol permitted for adult co-ed softball league at Cubby Park

CITY GOAL: Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.

PREPARED BY: Melissa Russell, Parks and Recreation Director

DATE: September 14, 2021

BACKGROUND:

When Cubby Park was developed, one of the goals was to provide a space for both youth and adult programming. A short survey was distributed in September to gauge interest in adult co-ed softball. Based on the survey results, West Branch Parks and Recreation would like to offer a short adult co-ed softball season starting September 30, 2021-October 31st. During the games, West Branch Parks and Recreation would like to permit adults over 21 to consume alcohol. While West Branch Parks and Recreation does not encourage the use of alcohol, we understand that adults over 21 often expect alcohol to be allowed at adult programs. Alcohol is addressed in Rule #2 of the league rules. Rosters are required for the team including birth dates.

In accordance with Ordinance 774, alcohol is permitted at City Parks with permission from the Parks and Recreation department, however since this is new Parks and Recreation organized program and there is not current City Administrator, it was determined it should also go before the City Council. West Branch Parks and Recreation will have staff available during the softball games to monitor any potential situations, however they may not be present the entire time at the field. Bradley Arp will be the staff member managing the adult softball program. If this program is successful, it will again be offered July 2022-October 2022 when the fields are not occupied with youth programs.

A copy of the league rules and a special event permit is included.



Special Event Permit Application

Event Title/Name: West Branch Parks and Recreation Adult Co-Ed Softball League

Event Organization: West Branch Parks and Recreation Phone: 319.643.4212

Organization Address: 113 N 1st Street PO Box 218 Tax ID #: 42-6005357

City: West Branch State: IA Zip Code: 52358

Event Website: www.westbranchiowa.org Event Email: melissa@westbranchiowa.org

Event Coordinator Name and Title: Melissa Russell-Parks and Recreation Director

Event Coordinator Email: melissa@westbranchiowa.org

Event Coordinator Cell Number: 319-930.0393

Event Coordinator Address: 113 N 1st Street

City: West Branch State: IA Zip Code: 52358

Description of Event: Adult Co-ed softball league on Thursday evenings and Sunday afternoons and evenings. Make up games may occur on days other than Thursdays or Sundays. September 30-October 31st(date subject to change based on weather conditions). Season may be extended, weather permitting.

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.

Cubby Park

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)
9/26/2021	9/30/2021	10/31/2021	After each event

Maximum Number of Participants: 100 Maximum Number of Vehicles: 50

Will there be an admission fee? League fee \$75 What is the admission fee? No

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

Will alcohol be permitted or sold? Permitted 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. N/A

Traffic Control Plan (please attach diagram): N/A



Public Notification Plan: N/A

Amplified Sound/Noise Plan: N/A

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

Security Plan: Staff will be available to assist with issue that arise, however they may not be onsite the entire time. Bradley Arp will be the staff member organizing and overseeing the program. Other staff will assist as needed.

Restoration Plan: N/A

Trash Management Plan: Recycling containers and trash containers will be provided.

Restroom Plan: In the event that the restrooms need to be closed due to freezing temperatures, Port o potty will be supplied.

Signs/Banner Plan: N/A

Insurance policy: _____

Signature: Melissa Russell Digitally signed by Melissa Russell
Date: 2021.09.14 13:47:43 -05'00' Date: 9/14/2021

*****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.



Special Event Permit Application

Event Title/Name: Iowa City High XC West Branch Run

Event Organization: Iowa City High XC Phone: 319-325-7486

Organization Address: 1900 Morningside Dr Tax ID #: _____

City: Iowa City State: IA Zip Code: 52245

Event Website: https://cityhighmencrosscountry.weebly.com/ Event Email: jackscnoble@gmail.com

Event Coordinator Name and Title: Jack Noble

Event Coordinator Email: jackscnoble@gmail.com

Event Coordinator Cell Number: 319-325-7486

Event Coordinator Address: 2010 Rochester Court

City: Iowa City State: IA Zip Code: 52245

Description of Event: Training Run for the Iowa City High/West Branch High Schools from Iowa City High to West Branch High School

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.

Run will come in on Herbert Hoover Highway (from the west) and end on West Branch High School grounds

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)
10/2/2021, Saturday, 7am	10/2/2021, Saturday 8am	10/2/2021 Saturday 11am	10/2/2021 Saturday 11am

Maximum Number of Participants: 140 Maximum Number of Vehicles: 20 (WBHS parking lot)

Will there be an admission fee? No What is the admission fee? _____

Will food be sold? No Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? No 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. Johnson County Sheriff's Dept, WBCSD, West Branch Police

Traffic Control Plan (please attach diagram): Diagram will be attached



Public Notification Plan: Do not anticipate impact to public. Runners will run on the shoulder of Lower West Branch Road to WBHS.

Amplified Sound/Noise Plan: Do not anticipate any additional noise. No music.

Site Plan/Race Course Map (please attach diagram): Diagram attached.

Security Plan: Have contacted Johnson County Sheriff's office and West Branch Police Office.

Restoration Plan: Only restoration anticipated is trash clean-up.

Trash Management Plan: Trash at water stations along the route will be cleaned up by parent volunteers.

Trash at West Branch High School will be cleaned up by parent volunteers.

Restroom Plan: Restrooms at West Branch High School will be used.

Signs/Banner Plan: Limited signage. Likely an arrow sign directing runners from Lower West Branch Road onto Herbert Hoover Highway.

Insurance policy: _____

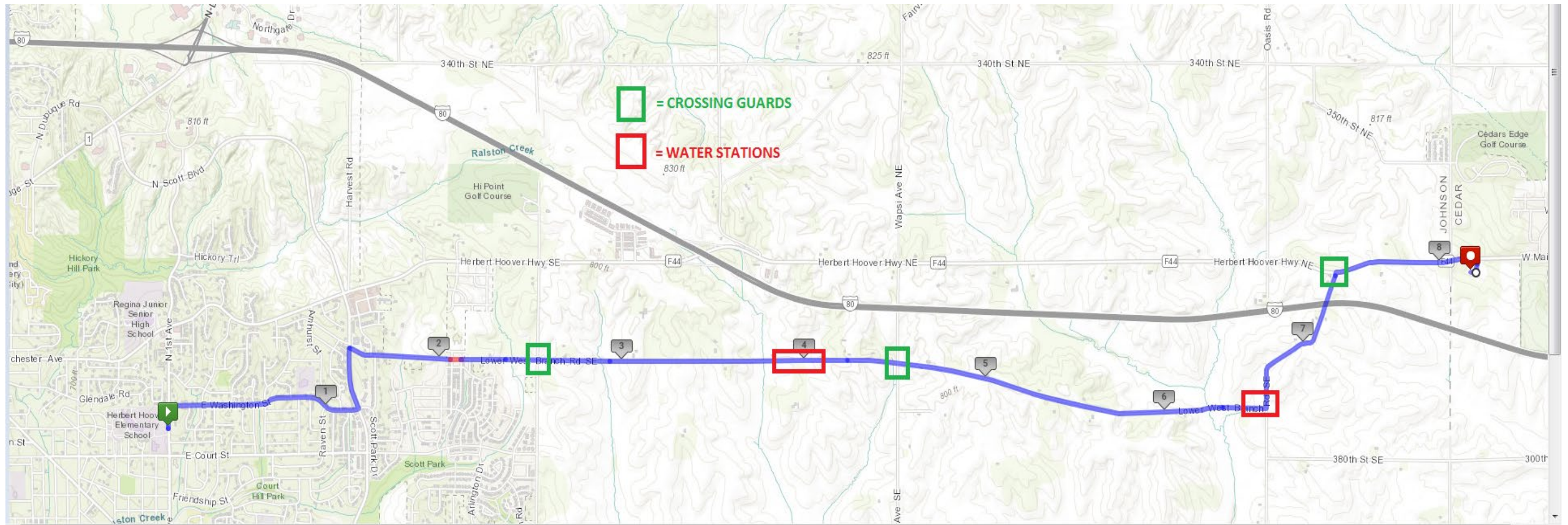
Signature: _____ Date: _____

*****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.

WEST BRANCH RUN 8.3 miles



EXPENDITURES**9/20/2021**

ALL AMERICAN CONCRETE INC	CONCRETE WORK	64,619.00
ARIANNA EDVENSON	LIBRARY LUNCH PERFORMANCE	75.00
BROWN'S WEST BRANCH FORD L	2016 FORD F550 SERVICE	158.06
CEDAR COUNTY COOPERATIVE	FUEL	813.46
CEDAR COUNTY RECORDER	RECORDING FEES	48.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	170.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES	128.00
CROELL, INC.	STREETS WORK	3,152.50
DOMINIQUE ARCHAMBEAU	LIBRARY LUNCH PERFORMANCE	75.00
ELITE HOLDING COMPANY	VB TSHIRTS	466.00
HAWKINS INC	CHEMICALS	339.50
HOLLYWOOD GRAPHICS	NOTICE OF REZONING SIGNS	225.00
JENNA MAXSON	3RD GRADE FLAG FB REG REFUND	40.00
JOHNSON COUNTY EMERGENCY	FY22 SUPP HAZMAT 28E AGREEMENT	2.50
JOHNSON COUNTY REFUSE INC.	TRASH PICKUP	16,228.50
LINN COUNTY R.E.C.	STREET LIGHTS	203.23
LOGAN CONTRACTOR'S SUPPLY	SUPPLIES	2,048.25
LYNCH'S EXCAVATING INC	GREENVIEW DR TIE OVER ST	3,776.60
LYNCH'S PLUMBING INC	SERVICE CALL	95.00
MENARDS	CLEANING SUPPLIES	50.50
MUNICIPAL SUPPLY INC.	SOLID GRAY WIRE	261.36
OASIS ELECTRIC LLC	INSTALL 240 V OUTLET CUBBY PRK	1,031.24
OLSON, KEVIN D	LEGAL SERVICES SEPT 2021	1,500.00
PORT 'O' JONNY INC.	PORT 'O' JONNY INC.	108.00
PREMIER PARTS TIPTON	2.5 DEF	31.96
PROTECT YOUTH SPORTS	CRIM BACKGROUND CHECKS	300.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
RICKERTSEN, LISA	CONSULTING SERVICES	1,200.00
STATE HYGIENIC LAB	LAB ANALYSIS	108.00
THE HOME DEPOT PRO	TOILET PAPER - TOWN HALL	89.14
THOMAS HEATING & AIR LLC	DEHUMIDIFIER SERVICE CALL	114.00
UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	595.60
WELLMARK	HEALTH INSURANCE	14,069.85
WEST BRANCH TIMES	PUBLISHING MINUTES, JOB, HHTD	4,755.76
WEX BANK	VEHICLE FUEL	1,795.31

TOTAL**119,433.32****PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****9/17/2021****61,039.36****PAID BETWEEN MEETINGS**

ALLIANT ENERGY	UTILITY SERVICES	12,505.96
BROWN'S WEST BRANCH	CAR SERVICE - HVAC BLOWER	59.50
CULLIGAN WATER	WATER SOFTNER SERVICE	59.12

FELD FIRE EQUIPMENT	ANNUAL SERVICE CONTRACT	700.00
PORT O' JONNY INC.	SERVICE FOR HHTD	750.00
VARIOUS VENDORS	UB REFUNDS	367.30

TOTAL		14,441.88
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GRAND TOTAL EXPENDITURES		194,914.56
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FUND TOTALS

001 GENERAL FUND	51,510.46
022 CIVIC CENTER	6,388.29
031 LIBRARY	7,109.80
036 TORT LIABILITY	1,108.91
110 ROAD USE TAX	35,913.32
112 TRUST AND AGENCY	23,287.46
600 WATER FUND	31,656.02
610 SEWER FUND	24,940.30
740 STORM WATER UTILITY	13,000.00

GRAND FUND TOTAL	194,914.56
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	WELLMARK	DENTAL INSURANCE	63.65
			DENTAL INSURANCE	57.72
			HEALTH INSURANCE	720.97
			HEALTH INSURANCE	629.21
			TOTAL:	1,471.55
POLICE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	1,002.01
			TOTAL:	1,002.01
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	241.89
		JOHNSON COUNTY EMERGENCY MANAGEMENT AG	FY22 SUPP HAZMAT 28E AGREE	2.50
			TOTAL:	244.39
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	203.23
			TOTAL:	203.23
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC.	PORT 'O' JONNY INC.	108.00
		WEX BANK	VEHICLE FUEL	78.20
		ELITE HOLDING COMPANY	VB TSHIRTS	466.00
		PROTECT YOUTH SPORTS	CRIM BACKGROUND CHECKS	216.00
			CRIM BACKGROUND CHECKS	84.00
		JENNA MAXSON	3RD GRADE FLAG FB REG REFU	40.00
			TOTAL:	992.20
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES	PUBLISHING MINUTES, JOB, H	189.60
			WEST BRANCH TIMES	3,039.11
		OASIS ELECTRIC LLC	INSTALL 240 V OUTLET CUBBY	1,031.24
			TOTAL:	4,259.95
CLERK & TREASURER	GENERAL FUND	WEST BRANCH TIMES	PUBLISHING MINUTES, JOB, H	222.00
		MENARDS	CLEANING SUPPLIES	36.83
		RICKERTSEN, LISA	CONSULTING SERVICES	1,200.00
			TOTAL:	1,458.83
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	PUBLISHING MINUTES, JOB, H	1,305.05
		CEDAR COUNTY RECORDER	RECORDING FEES	48.00
		OLSON, KEVIN D	LEGAL SERVICES SEPT 2021	1,500.00
			TOTAL:	2,853.05
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	TRASH CART SWAP OUT	30.00
			RECYCLING & TRASH AUGUST 2	16,198.50
			TOTAL:	16,228.50
COMMISSION	GENERAL FUND	HOLLYWOOD GRAPHICS	NOTICE OF REZONING SIGNS	225.00
			TOTAL:	225.00
TOWN HALL	CIVIC CENTER	MENARDS	CLEANING SUPPLIES	13.67
		THE HOME DEPOT PRO	TOILET PAPER - TOWN HALL	89.14
			TOTAL:	102.81
LIBRARY	LIBRARY	DOMINIQUE ARCHAMBEAU	LIBRARY LUNCH PERFORMANCE	75.00
		ARIANNA EDVENSON	LIBRARY LUNCH PERFORMANCE	75.00
			TOTAL:	150.00
NON-DEPARTMENTAL	ROAD USE TAX	WELLMARK	DENTAL INSURANCE	24.63
			DENTAL INSURANCE	22.92

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			HEALTH INSURANCE	380.15
			HEALTH INSURANCE	353.93
			TOTAL:	781.63
ROADS & STREETS	ROAD USE TAX	LYNCH'S EXCAVATING INC	GREENVIEW DR TIE OVER ST	3,776.60
		ALL AMERICAN CONCRETE INC	CONCRETE WORK	17,206.00
		LYNCH'S PLUMBING INC	SERVICE CALL - TOILET	95.00
		CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	128.00
		CEDAR COUNTY COOPERATIVE	FUEL	813.46
		WEX BANK	VEHICLE FUEL	157.72
		CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	170.00
		CROELL, INC.	STREETS	53.50
			STREETS	3,099.00
		BROWN'S WEST BRANCH FORD LLC	2016 FORD F550 SERVICE	158.06
		LOGAN CONTRACTOR'S SUPPLY INC	SUPPLIES	2,048.25
		PREMIER PARTS TIPTON	2.5 DEF	31.96
			TOTAL:	27,737.55
POLICE OPERATIONS	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	3,146.11
			DENTAL INSURANCE	152.71
		UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE	61.00
			SHORT TERM DISABILITY	67.88
			LONG TERM DISABILITY	40.21
			TOTAL:	3,467.91
FIRE OPERATION	TRUST AND AGENCY	WELLMARK	S STOOLMAN SEPT	1,844.01
			TOTAL:	1,844.01
ROADS & STREETS	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	1,791.52
			DENTAL INSURANCE	109.44
		UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE	45.76
			SHORT TERM DISABILITY	42.52
			LONG TERM DISABILITY	25.21
			TOTAL:	2,014.45
LIBRARY	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	699.15
			DENTAL INSURANCE	28.25
		UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE	40.07
			SHORT TERM DISABILITY	36.14
			LONG TERM DISABILITY	21.40
			TOTAL:	825.01
PARK & RECREATION	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	943.84
			DENTAL INSURANCE	76.08
		UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE	19.82
			SHORT TERM DISABILITY	20.09
			LONG TERM DISABILITY	11.89
			TOTAL:	1,071.72
CEMETERY	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	314.61
			DENTAL INSURANCE	16.68
		UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE	8.39
			SHORT TERM DISABILITY	8.54
			LONG TERM DISABILITY	5.05
			TOTAL:	353.27

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
CLERK & TREASURER	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	279.66		
			DENTAL INSURANCE	11.30		
		UNUM LIFE INSURANCE COMPANY OF AMERICA	R JONES ADJUSTMENT SEPT	279.15-		
			LIFE INSURANCE	12.20		
			SHORT TERM DISABILITY	12.03		
			LONG TERM DISABILITY	7.13		
			TOTAL:	43.17		
LOCAL CABLE ACCESS	TRUST AND AGENCY	UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE	5.68		
			SHORT TERM DISABILITY	6.00		
			LONG TERM DISABILITY	3.55		
			TOTAL:	15.23		
NON-DEPARTMENTAL	WATER FUND	WELLMARK	DENTAL INSURANCE	19.54		
			DENTAL INSURANCE	15.29		
			HEALTH INSURANCE	301.49		
			HEALTH INSURANCE	235.95		
			TOTAL:	572.27		
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	SOLID GRAY WIRE	261.36		
			LAB ANALYSIS	108.00		
		STATE HYGIENIC LAB	DEHUMIDIFIER SERVICE CALL	114.00		
			THOMAS HEATING & AIR LLC	CONCRETE WORK	17,206.00	
		ALL AMERICAN CONCRETE INC	HEALTH INSURANCE	1,206.01		
			WELLMARK	DENTAL INSURANCE	63.07	
		HAWKINS INC	CHEMICALS	339.50		
			WEX BANK	VEHICLE FUEL	157.72	
		UNUM LIFE INSURANCE COMPANY OF AMERICA	LIFE INSURANCE	22.12		
			SHORT TERM DISABILITY	23.16		
			LONG TERM DISABILITY	13.72		
			TOTAL:	19,514.66		
		NON-DEPARTMENTAL	SEWER FUND	WELLMARK	DENTAL INSURANCE	11.04
					DENTAL INSURANCE	5.95
HEALTH INSURANCE	170.41					
HEALTH INSURANCE	91.76					
TOTAL:	279.16					
SEWER OPERATING	SEWER FUND	ALL AMERICAN CONCRETE INC	CONCRETE WORK	17,207.00		
			WELLMARK	HEALTH INSURANCE	533.10	
		QC ANALYTICAL SERVICES LLC	DENTAL INSURANCE	28.85		
			WEX BANK	LAB ANALYSIS	759.00	
		UNUM LIFE INSURANCE COMPANY OF AMERICA	VEHICLE FUEL	157.77		
			LIFE INSURANCE	13.71		
		SHORT TERM DISABILITY	14.02			
		LONG TERM DISABILITY	8.31			
		TOTAL:	18,721.76			
STORM WATER UTILITY	STORM WATER UTILIT	ALL AMERICAN CONCRETE INC	CONCRETE WORK	13,000.00		
			TOTAL:	13,000.00		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                28,938.71
022 CIVIC CENTER                  102.81
031 LIBRARY                       150.00
110 ROAD USE TAX                 28,519.18
112 TRUST AND AGENCY              9,634.77
600 WATER FUND                   20,086.93
610 SEWER FUND                   19,000.92
740 STORM WATER UTILITY          13,000.00
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                                GRAND TOTAL:    119,433.32
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TOTAL PAGES: 4

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 300th 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

SRF Number: CS1920982 01

County: Cedar

Iowa DNR Project Number: W2018-0227A

State: Iowa

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 Wapsinonoc 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 to 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: The State Historical Preservation Office (SHPO) and various Native American tribes with an interest in the area were provided information regarding the project. The DNR has determined, and the SHPO has concurred (R&C# 210716940), that this undertaking will result in “no historic properties affected” based on the scope of the project, the prior use of the project area, and the findings of the Phase I Archeological Survey conducted on the project property. 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. According to the Iowa DNR Conservation and Recreation Division, the proposed project will not interfere with any State-owned parks, recreational areas or open spaces. 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, and Iowa DNR Conservation and Recreation Division agree, 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. According to the Iowa DNR Water Resources Section, this project will not impact the 100-year floodplain provided any necessary local floodplain development permits are obtained and the terms of which are abided by. 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 Irrecoverable 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 project will not affect threatened and endangered species or their habitats. 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.
- This project will not impact the 100-year floodplain provided any necessary local floodplain development permits are obtained and the terms of which are abided by.
- The project will not have effect on parklands, preserves, other public lands, or areas of recognized scenic or recreational value.
- No historic properties will be adversely affected by the proposed project. 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).
- 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.

Roger Laughlin
 Signature of the Mayor, City of West Branch

9.7.21
 Date

ROGER LAUGHLIN
 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

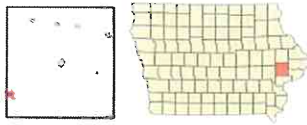
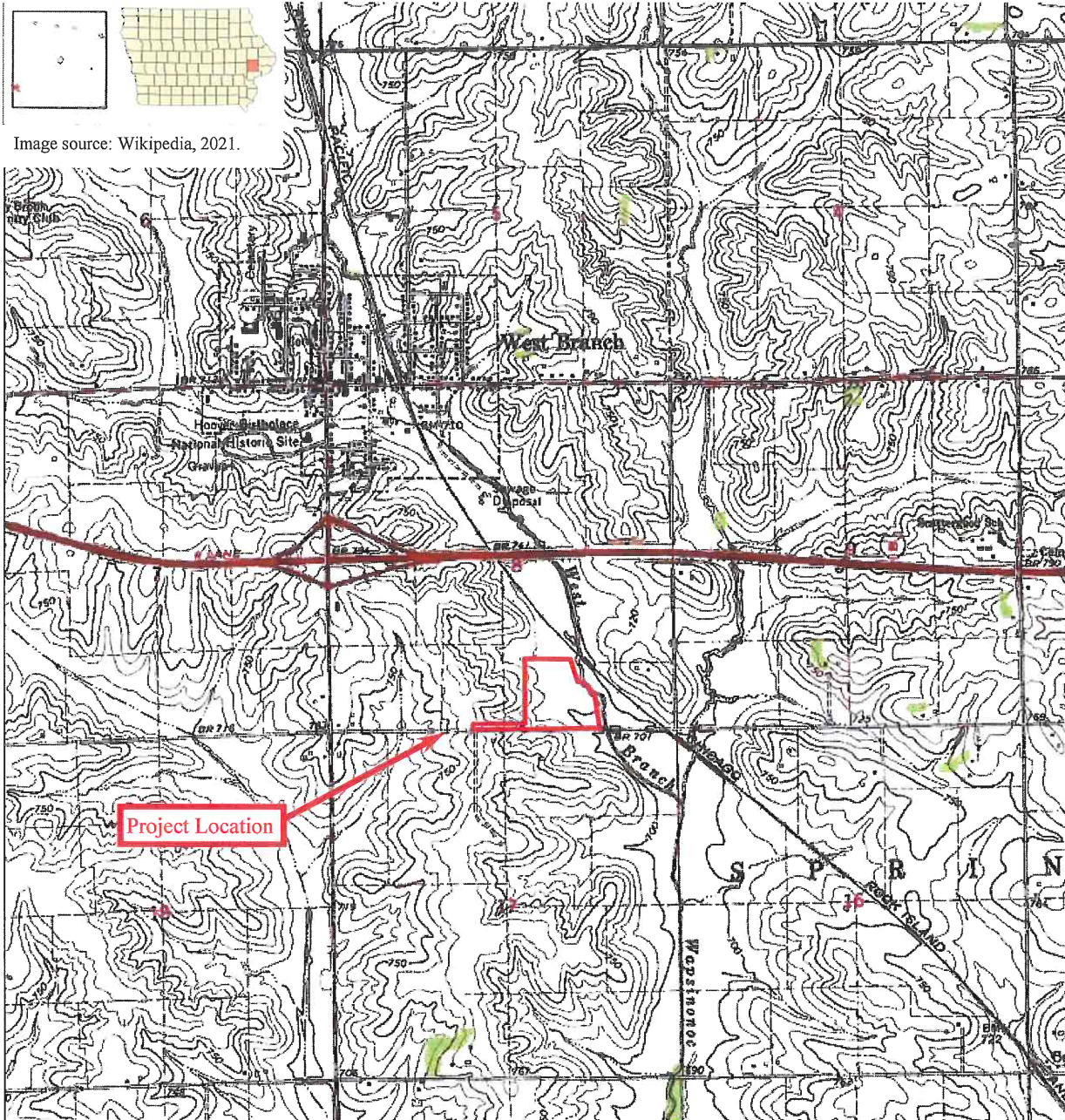


Image source: Wikipedia, 2021.



USGS Topographic Map

West Branch Wastewater Treatment Plant Upgrade
West Branch, IA

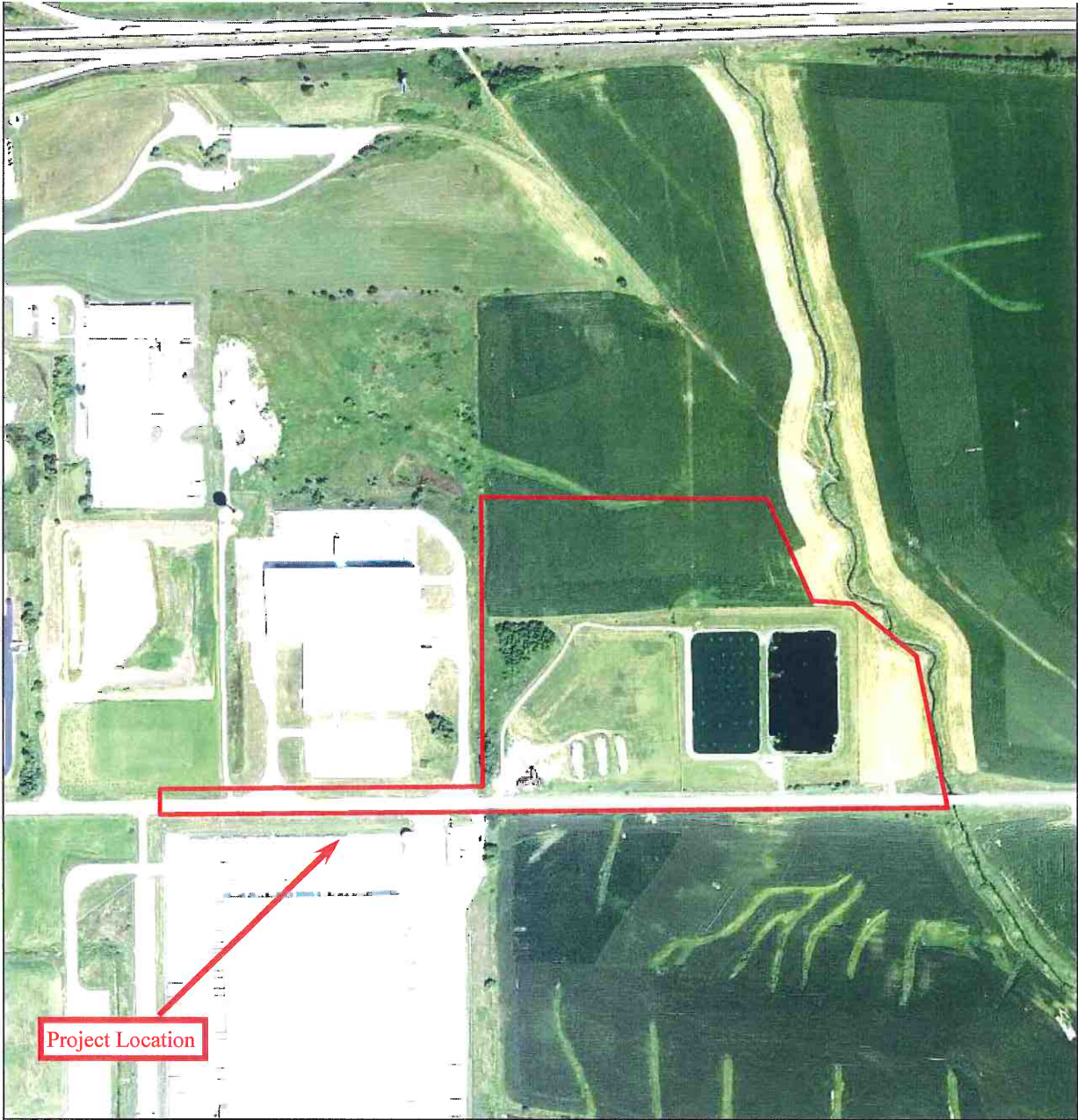


State Revolving Fund
502 East 9th Street
Des Moines, IA 50319-0034

Location information provided by Veenstra & Kimm



North



Project Location

Aerial Photograph

West Branch Wastewater Treatment Plant Upgrade
West Branch, IA



State Revolving Fund
502 East 9th Street
Des Moines, IA 50319-0034

RESOLUTION NO. 2038

A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND

WHEREAS, the City Council of West Branch, Iowa, desires to establish a capital project improvement fund for funds received through property levies; and

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

- Section 1. The Capital Improvement Reserve Fund (300) is hereby created.
- Section 2. The Capital Improvement Reserve Fund is the first step in helping the City of West Branch advance a disciplined capital improvement strategy. It is intended to keep the debt obligation portion of the tax rate steady.
- Section 3. Pursuant to GASB 54, these funds are restricted for capital projects.

Passed and approved by the City Council of the City of West Branch, Iowa, this 20th day of September, 2021.

Mayor Roger Laughlin

ATTEST:

Leslie Brick, City Clerk

RESOLUTION NO. 2039

RESOLUTION APPROVING CONCEPT FOR THE FORMER CASEY’S GENERAL STORES LOCATION.

WHEREAS, the City of West Branch is the owner of the former Casey’s General Stores location on Main Street (the “Property”); and

WHEREAS, the City Council has heretofore deemed it desirable to make improvements to the Property, the concept being shown on Exhibit “A” attached hereto (the “Project”); and

WHEREAS, it is now necessary to approve said concept and direct the City staff to complete the Project.

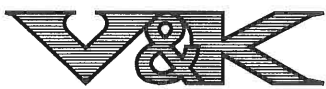
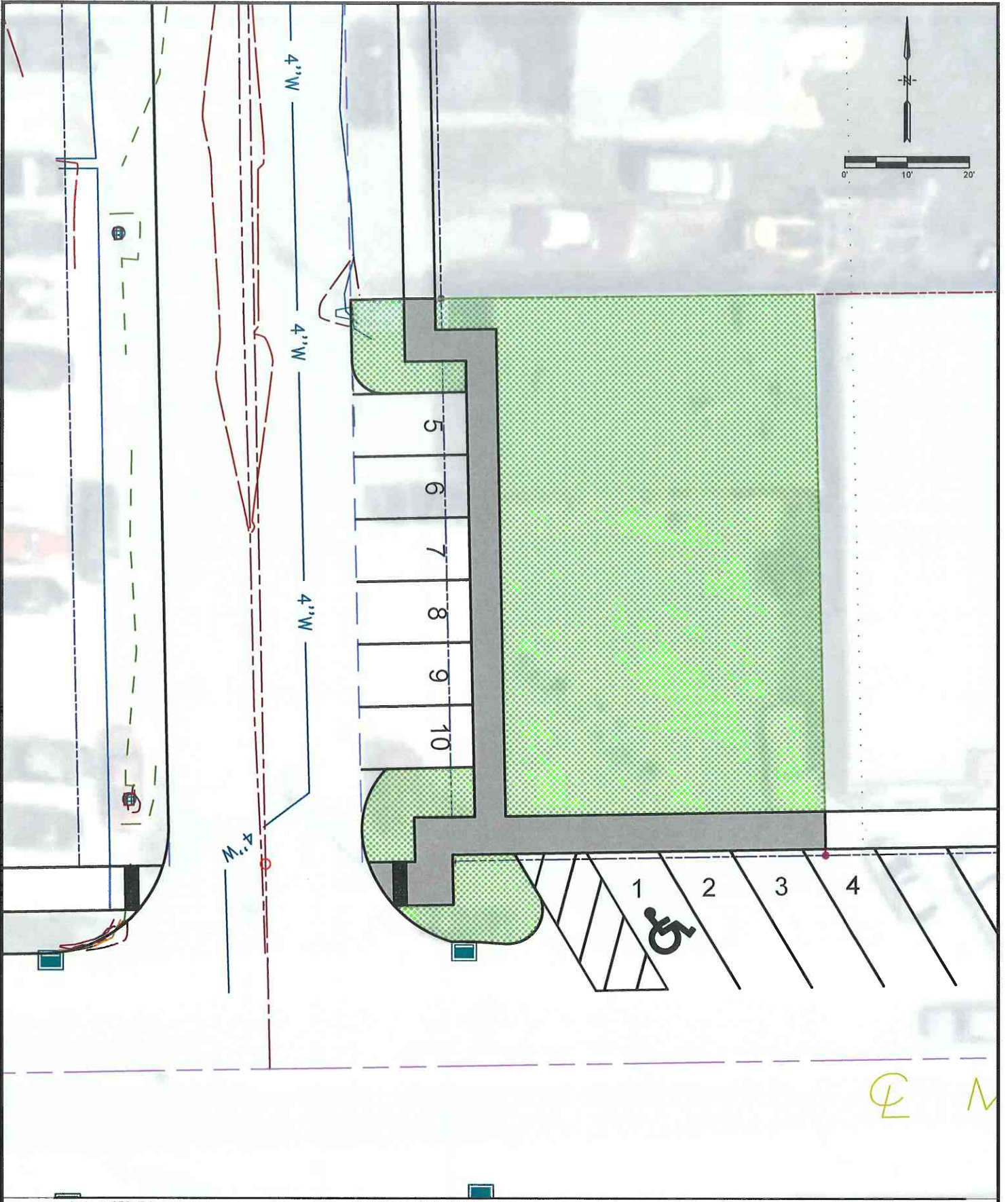
NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council of the City of West Branch does hereby approve the concept plan for the Property and that the City Administration is hereby directed to make improvements to the Property.

Passed and approved this 20th day of September, 2021.

Roger Laughlin, Mayor

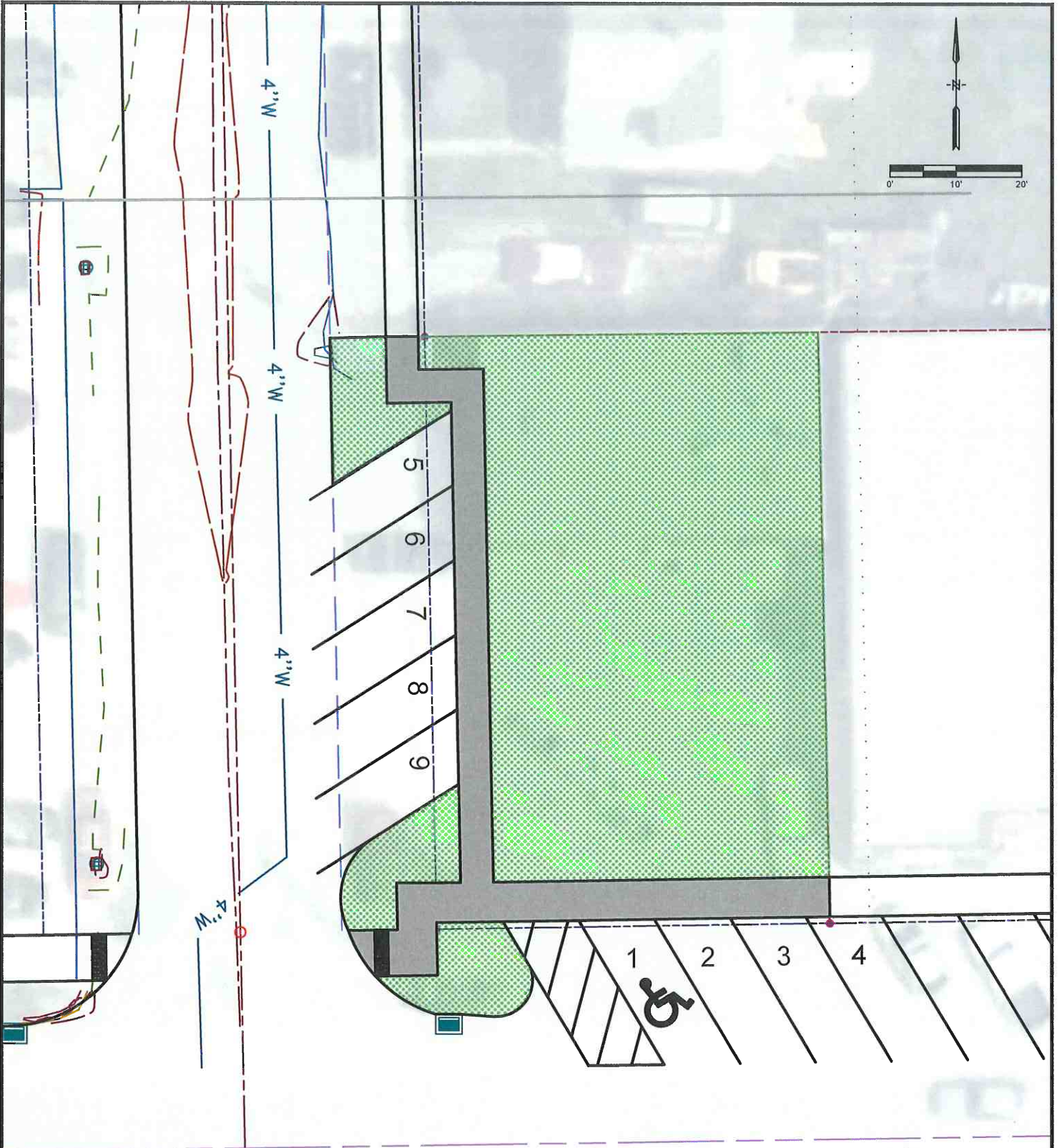
ATTEST:

Leslie Brick, City Clerk



VEENSTRA & KIMM, INC.

CONCEPT 4
 CITY OF WEST BRANCH
 OP-2



Q MA



VEENSTRA & KIMM, INC.

CONCEPT 4
CITY OF WEST BRANCH
OP-1



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 20, 2021
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AGENDA ITEM:	Discussion – Review draft ordinance for amending Chapter 75 All-Terrain Vehicles and Snowmobiles
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PREPARED BY:	Police Chief John Hanna
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DATE:	September 13, 2021
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BACKGROUND INFORMATION:

This draft merges the current Cedar County Ordinance No. 55 (allows ATV/UTV on County Roads) with our code (to allow ATV/UTV on City Roads) and includes some updates for penalties etc.

Draft Ordinance is attached for your review.

ORDINANCE ____

**AN ORDINANCE AMENDING TITLE “ALL-TERRAIN VEHICLE AND SNOWMOBILES”
CHAPTER 75**

WHEREAS, the West Branch City Council finds it in the best interest of the residents of West Branch to have consistent laws within Cedar County that regulate the operation of All-terrain and Off-road Utility Vehicles on all City roads.

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

Section 1: Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by repealing Title, “ALL-TERRAIN VEHICLE AND SNOWMOBILES”, Chapter 75 in its entirety and is hereby replaced with Title, “ALL-TERRAIN VEHICLE, OFF-ROAD VEHICLE AND SNOWMOBILES”, Chapter 75.

75.01 PURPOSE. The purpose of this chapter is to regulate the operation of all-terrain, off-road utility vehicles (excluding the Fire Department or Police Department all-terrain or off-road utility vehicles) and snowmobiles within the City of West Branch.

75.02 DEFINITIONS. For use in the chapter the following terms are defined:

1. “All-terrain Vehicle” as defined by Iowa Code Section 321I.1 means a motorized vehicle with not less than three (3) and not more than six (6) non-highway tires that is limited in engine displacement to less than one thousand two hundred cubic centimeters (1,200cc) and in total dry weight to less than one thousand two hundred (1,200) pounds and that has a seat or saddle designed to be straddled by the operator and handlebars for steering control.
2. “Off-road Utility Vehicle” as defined by Iowa Code Section 321I.1 means a motorized vehicle with not less than four (4) and not more than eight (8) non-highway tires or rubberized tracks that have a seat that is of a bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control. “Off-road Utility Vehicle” includes the following vehicles:
 - A. “Off-road Utility Vehicle—type 1” means an Off-road Utility Vehicle with a total dry weight of one thousand two hundred (1,200) pounds or less and a width of fifty (50) inches or less.
 - B. “Off-road Utility Vehicle—type 2” means an Off-road Utility Vehicle, other than a type 1 Off-road Utility Vehicle, with a total dry weight of two thousand (2,000) pounds or less, and a width of sixty-five (65) inches or less.
 - C. “Off-road Utility Vehicle—type 3” means an Off-road Utility Vehicle with a total dry weight of more than two thousand (2,000) pounds or a width of more than sixty-five (65) inches, or both.
3. “Snowmobile” as defined by Iowa Code Section 321G.1 means a motorized vehicle weighing less than one thousand pounds which uses sled-type runners or skis, endless belt-type tread with a width of forty-eight inches or less, or any combination of runners, skis, or tread, and is designed for travel on snow or ice. “Snowmobile” does not include an all-terrain vehicle or off-road utility vehicle, as defined in section

321I.1, which has been altered or equipped with runners, skis, belt-type tracks, or treads.

4. "Roadway" as defined by Iowa Code Section 321I.1 means that portion of a highway improved, designed, or ordinarily used for vehicular travel.

75.03 GENERAL REGULATIONS, SNOWMOBILES. No person shall operate a snowmobile within the City in violation of the provisions of Chapter 321G of the Code of Iowa or rules established by the Natural Resource Commission of the Department of Natural Resources governing their registration, numbering and equipment and manner of operation.

75.04 PLACES OF OPERATION, SNOWMOBILES. The operators of snowmobiles shall comply with the following restrictions as to where snowmobiles may be operated within the City:

1. Roadways. Snowmobiles shall be operated only upon roadways which have not been plowed during the snow season and on such other roadways as may be designated by resolution of the Council.
2. Exceptions. Snowmobiles may be operated on prohibited roadways only under the following circumstances:
 - A. Emergencies. Snowmobiles may be operated on any roadway in an emergency during the period of time when and at locations where snow upon the roadway renders travel by conventional motor vehicles impractical.
 - B. Direct Crossing. Snowmobiles may make a direct crossing of a prohibited roadway provided:
 - (1) The crossing is made at an angle of approximately ninety (90) degrees to the direction of the roadway and at a place where no obstruction prevents a quick and safe crossing;
 - (2) The snowmobile is brought to a complete stop before crossing the roadway;
 - (3) The driver yields the right-of-way to all on-coming traffic which constitutes an immediate hazard; and
 - (4) In crossing a divided roadway, the crossing is made only at an intersection of such roadway with another roadway.

75.05 GENERAL REGULATIONS, ALL-TERRAIN VEHICLES AND OFF-ROAD UTILITY VEHICLES. No person shall operate an all-terrain vehicle and/or off-road utility vehicle within the City in violation of this Chapter.

75.06 OPERATION ON ROADWAYS, ALL-TERRAIN VEHICLES AND OFF-ROAD UTILITY VEHICLES. A registered All-Terrain Vehicle or Off-road Utility Vehicle may be operated on City roadways pursuant to the restrictions in this ordinance and those restrictions imposed by the Code of Iowa. A person shall not operate an All-terrain vehicle or Off-road Utility Vehicle upon roadways in the City unless,

1. The operator has a valid driver's license and is at least 16 years of age.
2. A person under 18 years of age shall be required to take and pass an Iowa Department of Natural Resources approved ATV Education Course and must carry a valid safety certificate on board as proof that the Iowa Department of Natural Resources approved ATV Education Course was successfully completed.

3. Operation of an All-Terrain Vehicle and/or Off-road Utility Vehicle is only permitted on the roadway or shoulder, not in the ditch.

75.07 UNLAWFUL OPERATION. A person shall not operate an All-terrain Vehicle, Off-road Utility Vehicle and/or snowmobile under any of the following conditions.

1. At a rate of speed in excess of the speed limit of the roadway or thirty-five (35) miles per hour, whichever is less.
2. In a careless, reckless or negligent manner so as to endanger any person; cause injury or damage to person or property; or create unnecessary skidding or sliding or cause any wheel or wheels, ski or skis to unnecessarily lose contact with the ground.
3. Without a lighted headlight and taillight.
4. On public land, ice or snow in violation of official signs prohibiting such operation.
5. In any City park, playground or upon any other City-owned property without the express permission of the City.
6. Any portion of a meandered stream or the bed of a non-meandered stream has been identified as a navigable stream or river by the Iowa Department of Natural Resources and which is covered by water. This provision does not apply to designated riding areas, designated riding trails, construction vehicles engaged in lawful activity and or operation on ice.
7. Upon an operation railroad right of way. All-terrain Vehicles, Off-road Utility Vehicles and Snowmobiles may be driven directly across a railroad right-of-way only at an established crossing.
8. With more persons on the vehicle than it was designed to carry.
9. On any riding area or trail unless the trail is designated by signs as open to All-terrain, Off-Road Utility vehicle and/or snowmobile operation.

75.08 REGISTRATION REQUIREMENT AND OTHER CONDITIONS. Individuals who operate on roadways within the City of West Branch must register the All-terrain Vehicle, Off-road Utility Vehicle and/or Snowmobile with the Iowa Department of Natural Resources. The following conditions apply:

1. The owner of each All-terrain Vehicle or Off-road Utility Vehicle or Snowmobile shall be required to provide proof of ownership including but not limited to bill of sale, Iowa Department of Natural Resources registration or registration from the appropriate out-of-state authority, and Proof of Liability Insurance.
2. All-terrain Vehicles, Off-Road Utility Vehicles or Snowmobiles registered in Iowa are required to display their current registration decal and carry their certificate on board.
3. All-terrain Vehicles, Off-Road Utility Vehicles or Snowmobiles registered in another state are required to also display a valid Iowa Department of Natural Resources User Permit in addition to displaying their current registration decal and carrying their certificate on board.
4. Registration shall not be required for All-terrain Vehicles and/or Off-Road Utility Vehicles used exclusively as farm implements or as identified by the Code of Iowa.

75.09 NEGLIGENCE. The owner and operator of an All-terrain Vehicle, Off-Road Utility Vehicle or Snowmobile are liable for any injury or damage occasioned by the negligent operation of the All-terrain Vehicle, Off-Road Utility Vehicle or Snowmobile.

75.10 ACCIDENT REPORTS. Whenever an All-terrain Vehicle, Off-Road Utility Vehicle or Snowmobile is involved in an accident resulting in injury or death to anyone or property damage amounting to two hundred (\$200.00) dollars or more, either the operator or someone acting for the operator shall immediately notify a law enforcement officer and shall file an accident report in accordance with the Code of Iowa.

75.11 PENALTIES. Violation of this chapter will be punishable as a Simple Misdemeanor subject to a fine plus applicable court surcharge costs and/or up to 30 days in jail.

1. First Offense: \$100.00 fine
2. Second Offense: \$200.00 fine
3. Third and subsequent Offense: \$300.00 fine

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

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

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

Passed and approved this ___ day of _____, 2021

First Reading:
Second Reading:
Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk