



CITY COUNCIL MEETING NOTICE
MONDAY, MARCH 7, 2022 - 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. Approve Minutes from the February 22, 2022 City Council regular meeting.
 - b. Approve a Class E Liquor License renewal for Casey's General Store #3463, 615 S. Downey St., West Branch, Iowa
 - c. Approve Claims
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **Discussion** – Hoover's Hometown Days
 - b. **Third Reading Ordinance 791** – Rezoning an approximate 7.92-acre parcel from R-1 Residential District to R-2 Residential District. / Move to action.
 - c. **Resolution 2022-18** – Adopting the final proposed Fiscal Year 2023 Annual Budget and Ordering a Notice of Hearing for March 21, 2022. / Move to action.
 - d. **Public Hearing** – On plans and specifications, proposed form of contract and estimate of costs for constructions of the Waste Water Treatment Facility Improvements for the City of West Branch.
 - e. **Resolution 2022-19** – Accepting bids and awarding the construction contract for the West Branch Wastewater Treatment Facility Project. /Move to action.
 - f. **Public Hearing** – On the proposed Amendment #4 to the Amended and Restated West Branch Urban Renewal Plan. / Move to action.
 - g. **Resolution 2022-20**– Approving and adopting an Amendment #4 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area. /Move to action.
 - h. **Resolution 2022-21** – Approving an entertainment contract for Hoover's Hometown Days 2022 in the amount of \$2,000.00. / Move to action.
 - i. **Resolution 2022-22** – Approving a three-year service contract with Interstate Power Systems for annual service on the City's emergency generator. / Move to action.
 - j. **Resolution 2022-23** – Approving a final plat (with conditions) for the Sara Park Subdivision. / Move to action.
9. Discussion – Solid Waste Tipping Fees, direction to move forward or hold off for FY23
10. Discussion – Hotel Feasibility Study
11. Discussion - Nuisance properties and setting other priorities for the City Administrator
12. City Administrator Report
13. City Attorney Report
14. City Engineer Report
15. City Staff Reports
16. Comments from Mayor and Council Members
17. Motion to adjourn.

(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**

**February 22, 2022
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Jodee Stoolman, Tom Dean and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Parks & Recreation Director Melissa Russell and Fire Chief Kevin Stoolman. City Staff attending via Zoom: Public Works Director Matt Goodale, Chief John Hanna, Library Director Nick Shimmin and City Engineer Dave Schechinger

APPROVE THE AGENDA

Motion by Miller, second by Goodweiler to approve the Agenda. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve Minutes from the February 7, 2022 City Council regular meeting.
Approve a Class C Liquor license renewal for Eldr LLC (Little Lights)
Approve Claims for February 22nd

EXPENDITURES	2/22/2022	
AMAZON	VARIOUS ITEMS - LIBRARY	518.36
AMAZON.COM.CA.,INC	SUPPLIES	26.73
BAKER & TAYLOR INC.	BOOKS	453.08
BANKERS ADVERTISING COMPANY	NAME BADGES	53.28
BIG COUNTRY SEEDS INC	ICE MELT BAGS	852.60
CAPITAL ONE	LIBRARY WALMART CHARGES	274.40
CARRIE A HOURIGAN	CLEANING SERVICES - LIBRARY	322.00
CEDAR COUNTY RECORDER	RECORDING FEES	42.00
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
DONAHUES CARPET & UPHOLSTERY	CARPET CLEANING - LIBRARY	551.08
ELECTRIC PUMP INC	TRASH BASKET REPAIR	1,293.00
HI-LINE INC	SHOP SUPPLIES	26.38
IOWA ASSN. MUN. UTILITIES	2022-23 WATER MEMBER DUES	800.00
IOWA DNR	EXAM FEE	60.00
IOWA PARK AND RECREATION ASSOC	CONFERENCE FEE	255.00
KANOPI	ON DEMAND VIDEO SERVICE	54.00
KLINKKAMMER, MICHAEL & ANGIE	BLDG INCENTIVE PAYMENT	724.97
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR PARKSIDE	2,932.75
MUNICIPAL SUPPLY INC	WATER METERS & SUPPLIES	22,306.50
NAT RECREATION AND PARKS ASSOC	NRPA MEMBERSHIP FEE	175.00
OASIS ELECTRIC LLC	POWER DOORS SERVICE	300.00
OVERDRIVE INC	DIGITAL AND AUDIO BOOKS	739.46
PARKSIDE SERVICE	SKIDLOADER TIRES	1,444.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	500.00
PREMIER PARTS TIPTON	SHOP SUPPLIES/MAINT MTRLS	119.85
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	804.75
QUILL CORP	SUPPLIES - LIBRARY	69.42
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
SUMMERS' ENTERPRISE INC	I80 WATER MAIN RELOCATION	9,488.20
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	2,986.65
USA BLUE BOOK	PAINT	144.26
TOTAL		48,428.22
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	2/18/2022	59,873.92
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	11,670.99
AT&T MOBILITY	WIRELESS SERVICE	344.16
CEDAR COUNTY COOP	FUEL - FIRE DEPT	659.68
CEDAR COUNTY FIREFIGHTERS ASSOC	2022 MEMBER DUES	15.00

CULLIGAN WATER TECH	WATER SOFTNER SERVICE	25.20
ECKERMAN, RAMONA	BLDG INCENTIVE PAYMENT	1,000.00
HEIMAN FIRE EQUIPMENT	LEATHER BOOTS	314.00
JOHN DEERE FINANCIAL	SUPPLIES	131.08
JOHNSON COUNTY MUTUAL AID ASSOC	2022 JCMMA DUES	77.00
LINN COUNTY REC	STREET LIGHTS	207.80
QUILL CORP	OFFICE SUPPLIES	52.14
TRUCK COUNTRY	FIRE TRUCK SERVICE	204.65
VERIZON WIRELESS	VERIZON WIRELESS	392.52
WEST BRANCH REPAIRS	EXHAURST REPAIR - FIRE DEPT	28.70
WEX BANK	VEHICLE FUEL	1,234.78
GLOBAL PAYMENTS	JANUARY CREDIT CARD FEES	783.92
VARIOUS VENDORS	UTILTY REFUNDS	65.38
WAGWORKS	EMPLOYEE FLEX PLAN	10.00
TOTAL		17,217.00
GRAND TOTAL EXPENDITURES		125,519.14
FUND TOTALS		
001 GENERAL FUND	32,623.51	
022 TOWN HALL	925.16	
031 LIBRARY	10,309.50	
110 ROAD USE TAX	10,247.35	
112 TRUST AND AGENCY	15,533.59	
323 I-80 WEST, WATER MAIN RELOC	9,488.20	
600 WATER FUND	36,991.32	
610 SEWER FUND	9,390.51	
950 BC/BS FLEXIBLE BENEFIT	10.00	
GRAND FUND TOTAL	125,519.14	

Brick stated for the record that the liquor license for Eldr LLC should be a Class C liquor license, not a Class E. Stoolman asked if more detail could be provided on credit card purchases.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Eagle Scout Project – Jeremy Budreau, West Branch Boy Scout Troop 156, presented his ideas to the Council for his Eagle Scout Project. Budreau would like to build and install bag boards at Wapsi Creek Park and two horse shoe pits at Beranek Park. Parks & Recreation Director Melissa Russell confirmed that Budreau had reached out to her last year and they had been working together to come up with a suitable project that would enhance the parks. Russell also said that Budreau presented his ideas to the Parks & Recreation Commission and they had no objections to the project. When asked how the project would be paid for, Budreau said he raised approximately \$3000 from businesses, family and from various fund raisers. Miller questioned the safety of horse shoes and pondered if the area should be fenced to prevent injuries. Russell, Budreau and Public Works together to find appropriate areas for each activity. Russell added that with any park amenity, signage is posted regarding liability of the city. Dean thanked Budreau for his hard work on the project and the other Council members supported the project as well.

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading Ordinance 790 – Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”. / Move to action.

ORDINANCE 790

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".

WHEREAS, the West Branch City Council finds it in the best interest of the residents of West Branch to have yield signs installed on Cookson Drive at its intersection with South First Street, on Greenview Court at its intersection with Greenview Drive, on Greenview Drive southern loop westbound lane at its intersection with Greenview Drive, on Greenview Circle at its intersection with Greenview Drive and the southbound portion of the traffic circle on Greenview Circle at its intersection with Greenview Drive in order to provide for the safety of the West Branch Community.

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 adding the following new subsections to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.03, YIELD REQUIRED.

(Insert after current subsection)

Cookson Drive at its intersection with South First Street.

(Insert after current subsection)

Greenview Court at its intersection with Greenview Drive.

(Insert after current subsection)

On the westbound lane of the southern portion of Greenview Drive at its intersection with Greenview Drive.

(Insert after current subsection)

Greenview Circle at its intersection with Greenview Drive.

(Insert after current subsection)

Greenview Circle southbound portion of the traffic circle at its intersection with Greenview Drive.

Renumber all remaining subsections after these changes.

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 22nd day of February, 2022

First Reading: January 18, 2022
Second Reading: February 7, 2022
Third Reading: February 22, 2022

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

No Comments.

Motion by Sexton, second by Goodweiler to approve third reading of Ordinance 790. AYES: Sexton, Goodweiler, Stoolman, Dean, Miller. NAYS: None. Motion carried.

Second Reading Ordinance 791 – Rezoning an approximate 7.92-acre parcel from R-1 Residential District to R-2 Residential District. / Move to action.

Chris Kofoed, co-owner of The Meadows Development Inc. informed the Council that he spoke with the realtor for the potential buyer of the lots that the Council had requested that the zero-lots dwellings look different in color and style to add variety. Kofoed said the builder had no problem with alternating units to provide a more cohesive look.

Motion by Dean, second by Miller to approve second reading of Ordinance 791. AYES: Dean, Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Public Hearing – Proposed Property Maximum Tax Levy for FY2023

Laughlin opened the public hearing at 7:12 p.m. There were no public comments. Laughlin closed the public hearing at 7:13 p.m.

Resolution 2022-13 – Approving the Maximum Property Tax Levy for Fiscal Year 2023. / Move to action.

Kofoed clarified for the Council and public the purpose of the maximum property tax levy is to create transparency with nonvoter approved tax levies and non-debt levies. It is also intended to require the city to hold two public hearings one explaining, the new property levy dollars asked and why, and the budget which incorporates all property tax levies, fees, and other funding sources.

The property tax levy is the total number of property dollars. It is estimated at roughly \$1.7 million dollars which is a 5.4% increase from last year. It does not mean taxes are going up by 5% since the levy includes new properties and increased assessed values. The total tax rate, which includes all levied taxes is roughly increasing at no more than 2%. Due to growth, the property levy can fluctuate greatly, Marion is 7%, Tipton 7%, Solon is at 9%, and Iowa City was 0%, but it does not mean the city is raising or lowering the tax rate.

The purpose for the 5.4% levy ask is to increase the town hall’s revenue from \$10,000 to \$20,000 so that it may break even or produce a small number of savings for future renovations. In the budget work sessions, council expressed interest in Town Hall to at least break even. One unexpected item that hit the levy dollar ask hard was our general liability insurance. ICAP has seen significant increases in the past year, in which staff tried to project last fiscal year, but it was not enough.

The property tax rate, which includes debt and voter approved levies, is projected to increase roughly \$.25/1000 which is roughly a \$12 increase for most homes in West Branch. Since staff is still new we are still getting feedback from our colleagues but there is a possibility the exact levy rate could not increase more than the \$2-\$5 range as discussed in the second budget work session.

Motion by Dean, second by Sexton to approve Resolution 2022-13. AYES: Dean, Sexton, Miller, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2022-14 – Approving Pay Estimate 2 (final) for the I-80 Water Main Relocation, West Branch, Iowa Project. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-14. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-15 – Approving a Professional Services Agreement with Impact 7G to prepare and submit an application for funding in the amount of \$500,000 to the Iowa Finance Authority. / Move to action.

Kofoed introduced this item to the Council at the February 7th meeting and the Council agreed it worth moving forward with.

Motion by Miller, second by Goodweiler to approve Resolution 2022-15. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2022-16 – Approving an amendment to the certain purchase agreement with Duston Anderson. / Move to action.

Kofoed explained that Anderson requested (as the seller) to use the real property as part of a tax-free exchange pursuant to Section 1031 of the Internal Revenue Code. The Council had no objections to the request to amend the purchase agreement.

Motion by Miller, second by Goodweiler to approve Resolution 2022-16. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-17 – Approving various contracts for Hoover’s Hometown Days 2022 in the amount of \$2843.29. / Move to action.

No comments.

Motion by Miller, second by Goodweiler to approve Resolution 2022-17. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Discussion – West Branch Dog Park and Animal Classifications

Kofoed said he was informed of a 2021 issue with an animal classification where the owners appealed the Police Chief’s decision. The matter went to the Animal Control Appeal Board where the classification was upheld, but the question of banning the dog from the West Branch Dog Park was discussed. The Board decided that the dog in question would be allowed to visit the dog park with no restrictions. The current dog park rules state that “vicious, dangerous or aggressive” dogs are not allowed in the dog park, which in conflict with the Level 3 Classification this dog was given. Kofoed asked for direction from the Council on if the matter should be revisited or let go. The Council agreed that the Board should have the authority to make final decisions regarding such appeals and that is where it should end. Kofoed said Chief Hanna is researching what authority the Animal Control Appeal Board should have and if the city code needs to be amended.

Discussion – Fire Department internal loan proposal

Fire Chief Stoolman approached the council with his proposal to purchase a Pierce Velocity PUC Tanker truck on July 1st. Stoolman said the fire department will have saved \$635,000 in their set aside account by July 1st, but short of the \$846,000 needed for the purchase. Stoolman anticipates getting \$75,000 from the sale of the current truck which will be sold when the new truck arrives in 2024 and proposed the city ‘loan’ the fire department the difference. Stoolman also was advised earlier this week that the price is going up another 7% on May 1st, so he is under the gun to make something happen to try to save the fire department money. Kofoed said he did some checking with the city’s bond attorney and that the city could ‘borrow’ for it, or as an

alternative to bonding, do an internal loan. Kofoed said there is money in the Hotel/ Motel and LOST funds that could be borrowed against, but since they were voter approved taxes, that Council would need to make that decision. The mayor said he was 'hesitant' on using those funds, but was assured those funds would be repaid by July 1, 2024. The Council discussed and decided it was best to move forward with the purchase on May 1st to avoid additional price increases and use money form LOST and Hotel/ Motel to fund the difference. Kofoed the internal loan will not affect the cities debt capacity and asked if the Council wanted to charge the fire department interest on the internal loan. The council unanimously said 'no' to charging interest.

CITY ADMINISTRATOR REPORT

Kofoed reported that salary surveys had been sent out last week to several peer cities and that seven had returned responses to date. Kofoed said he would be compiling the results in the next couple of weeks and share the information with staff and council. Kofoed said that he also has scheduled two Planning & Zoning meetings for March due to an uptick in new development in West Branch. He also mentioned that the Hoover's Hometown Days committee discussed the wrist band idea at their last meeting and will have a recommendation for council at the March 7th meeting. He also said that he signed up West Branch to participate in the Cedar County Home Base program as an employer, but said he had no additional information to report at this time.

CITY ATTORNEY REPORT

Absent.

CITY ENGINEER REPORT

Schechinger said he is still waiting on the review of the 28E Agreement for round-a-bout project and the final price estimates are around \$700,000. He said he is also waiting on a second appraisal for the Wapsi Creek widening project which is required for eminent domain. He also reported that earlier in the day, there was a pre-bid meeting for the waste water treatment facility project and site walk-through. Schechinger said there were 'quite a few' interested contractors for the project.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Dean asked why the City was not invited to a recent meeting of ICAD (Iowa City Area Development) of which the city is a member. Both Laughlin and Miller said they receive emails from the group, but may have missed the invitation. Dean questioned why be a member and what does ICAD do for the city. Miller reminded Dean that ICAD helped bring Proctor & Gamble and US AutoForce to West Branch. Kofoed said that as he gets more comfortable in his role, he will reach out to ICAD and re-develop city relationships.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:19 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 7, 2022

AGENDA ITEM: Approve Class E Liquor License, Class B Wine, Class C Beer (carryout), Sunday sales for Casey's General Store #3463, 615 S Downey St. West Branch

PREPARED BY: City Clerk, Leslie Brick
--

DATE: February 25, 2022

BACKGROUND:

Approve Class E Liquor License (LE) with the following privileges:

- Class E Liquor (LE)
- Class C Beer
- Class B Wine
- Sunday sales

Casey's General Store, 615 S. Downey St, West Branch, IA.

Renewal is effective March 31, 2022 – March 30, 2023.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 7, 2022

AGENDA ITEM: Approve Claims

PREPARED BY: Heidi Van Auken

DATE: March 2, 2022

SUMMARY:

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

EXPENDITURES**3/7/2022**

AMAZON.COM.CA.,INC.	DOG LEASH	10.61
BAKER & TAYLOR INC.	BOOKS	703.31
ECONO SIGNS LLC	GREENVIEW SIGNS	629.02
EMV HOLDINGS LLC	EMV HOLDINGS TIF REBATE #1	9,136.94
FUTURE LINE TRUCK EQUIP	TRUCK REPAIR	452.24
GREAT AMERICAN BUSINESS	PET WASTE BAGS	804.99
HAWKINS INC	CHEMICALS	2,391.85
HOLLYWOOD GRAPHICS	BASKETBALL JERSEYS FOR REC	2,649.00
JAYME CILEK	CLEANING SERVICES	225.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,559.98
LYNCH'S EXCAVATING INC	SAND AND HAUL	4,303.00
MENARDS	SHOP SUPPLIES	287.86
MUNICIPAL SUPPLY INC.	WATER METERS & RADIO READ EQUI	3,888.00
NORTH LIBERTY LIBRARY	SPARK JOY PROGRAM FEE	87.50
OLSON, KEVIN D	LEGAL SERVICES MARCH 2022	1,500.00
PIP PRINTING	BUSINESS CARDS	154.02
PREMIER PARTS TIPTON	SUPPLIES	130.62
PROTECT YOUTH SPORTS	BACKGROUND CHECK	40.50
SPS WORKS	ANIMAL TAGS	120.93
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
THE HOME DEPOT PRO	BLDG SUPPLIES	9.42
TYLER TECHNOLOGIES	GL TRAINING	450.00
USA BLUE BOOK	NUMBER TAGS FOR CURB STOPS	95.66
WATCH GUARD VIDEO	WATCH GUARD VIDEO	39.50
ZIPPY'S SALT BARN LLC	FIRE BLEND SALT	4,079.48

TOTAL 33,985.43

**PAYROLL-WAGES, TAXES,
EMPLOYEE BENEFITS**

3/4/2022 44,339.67

PAID BETWEEN MEETINGS

IOWA DNR	OPERATOR CERTIFICATE FEE	60.00
LEAF CAPITAL	COPIER LEASE - LIBRARY	223.50
MEDIACOM	CABLE SERVICE	41.90
NASRO	NASRO MEMBERSHIP -STEEN	40.00
PLUNKETT'S PEST CONTROL	PEST CONTROL SERVICE-POLICE	35.00
VERIZON WIRELESS	VERIZON WIRELESS	392.52
HAWKEYE EXCHANGE LLC	WW TRMNT LAND PURCHASE	200,000.00
CEDAR COUNTY RECORDER	RECORD DEED FEE FOR LAND	17.00
WAGeworks	EMPLOYEE FLEX PLAN	694.98

TOTAL 201,504.90

GRAND TOTAL EXPENDITURES **279,830.00**

FUND TOTALS

001 GENERAL FUND	25,864.35
022 CIVIC CENTER	161.07
031 LIBRARY	6,714.68
110 ROAD USE TAX	13,074.05
112 TRUST AND AGENCY	5,133.38
125 T I F	9,136.94
324 WASTEWATER TRMNT FAC	200,017.00
600 WATER FUND	14,637.36
610 SEWER FUND	4396.19
950 BC/BS FLEXIBLE BENEFIT	694.98

GRAND FUND TOTAL **279,830.00**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WATCH GUARD VIDEO LIBERTY COMMUNICATIONS AMAZON.COM.CA., INC.	WATCH GUARD VIDEO	39.50
			SERVICES	301.67
			DOG LEASH	10.61
			TOTAL:	351.78
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	SERVICES	87.74
			TOTAL:	87.74
ANIMAL CONTROL	GENERAL FUND	SPS WORKS	ANIMAL TAGS	120.93
			TOTAL:	120.93
PARK & RECREATION	GENERAL FUND	HOLLYWOOD GRAPHICS GREAT AMERICAN BUSINESS PRODUCTS LIBERTY COMMUNICATIONS PROTECT YOUTH SPORTS	BASKETBALL JERSEYS	2,649.00
			PET WASTE BAGS	804.99
			SERVICES	280.93
			BACKGROUND CHECK	40.50
			TOTAL:	3,775.42
CLERK & TREASURER	GENERAL FUND	TYLER TECHNOLOGIES PIP PRINTING & MARKETING SERVICES LIBERTY COMMUNICATIONS JAYME CILEK	GL TRAINING	450.00
			BUSINESS CARDS	154.02
			SERVICES	425.69
			CLEANING SERVICES	108.00
			TOTAL:	1,137.71
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES MARCH 2022	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	SERVICES	64.95
			TOTAL:	64.95
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS JAYME CILEK	SERVICES	44.07
			CLEANING SERVICES	117.00
			TOTAL:	161.07
LIBRARY	LIBRARY	BAKER & TAYLOR INC. LIBERTY COMMUNICATIONS THE HOME DEPOT PRO NORTH LIBERTY LIBRARY	BOOKS - CREDIT	40.40-
			BOOKS - CREDIT	40.72-
			BOOKS	111.23
			BOOKS	43.29
			BOOKS	193.32
			BOOKS	27.05
			BOOKS	278.02
			BOOKS	131.52
			SERVICES	236.80
			BLDG SUPPLIES	9.42
			SPARK JOY PROGRAM FEE	87.50
			TOTAL:	1,037.03
			ROADS & STREETS	ROAD USE TAX
SHOP SUPPLIES	79.99			
CROSSWALK STENCIL SUPPLIES	162.89			
SERVICES	39.38			
GREENVIEW SIGNS	629.02			
FIRE BLEND SALT	4,079.48			
SUPPLIES	130.62			
TOTAL:	6,059.03			
TIF DEBT SERVICE	T I F	EMV HOLDINGS LLC	EMV HOLDINGS TIF REBATE #1	9,136.94

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	9,136.94
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER METERS & RADIO READ	3,888.00
		LYNCH'S EXCAVATING INC	EMERGENCY WATER MAIN REPAI	3,365.35
		HAWKINS INC	CHEMICALS	1,470.13
			CHEMICALS	921.72
		LIBERTY COMMUNICATIONS	SERVICES	39.38
		USA BLUE BOOK	NUMBER TAGS FOR CURB STOPS	95.66
			TOTAL:	9,780.24
SEWER OPERATING	SEWER FUND	MENARDS	SHOP SUPPLIES	44.98
		FUTURE LINE TRUCK EQUIPMENT	TRUCK REPAIR	452.24
		LIBERTY COMMUNICATIONS	SERVICES	39.37
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
			TOTAL:	772.59

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

001	GENERAL FUND	7,038.53
022	CIVIC CENTER	161.07
031	LIBRARY	1,037.03
110	ROAD USE TAX	6,059.03
125	T I F	9,136.94
600	WATER FUND	9,780.24
610	SEWER FUND	772.59

	GRAND TOTAL:	33,985.43



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 7, 2022
AGENDA ITEM:	Hoover's Hometown Days Discussion
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	March 2, 2022

BACKGROUND:

Members of the HHTD Committee have met several times to discuss Hoover's Hometown Days 2022 and how to improve the process for 2023 and beyond. Jessi Simon, Tiffany Frederick, and Becky Knoche will offer recommendations of the Hoover's Hometown Days Committee during the council meeting and answer any questions the City Council may have.

Recommendations from the HHTD Committee

1. Inflatables remain free to the public for the 2022 event, and we implement and heavily promote the opportunity to give free-will donations at the inflatable area.
2. Focus on tracking participation in the inflatable area at the 2022 event.
3. Go through a Strategic Planning exercise to clarify and create a Mission, Vision, and Goals for HHTD and revisit the discussion of major changes for 2023 so we can be thoughtful about evolving the event.

STAFF RECOMMENDATION: Click here to enter text.
--

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

Hoover's Hometown Days

WHY is this important & HOW can we leverage this investment - (Jessi)

When done right, festivals promote a city's brand, increase tourism, foster culture and community involvement and increase revenues for the municipality and local businesses. The HHTD Committee feels that this event is valuable for 3 main reasons:

1. MONEY:

- Temporary economic boom of tourism for local businesses
- Key opportunity to engage new customers that return later
- Opportunity to solicit and engage sponsor support

2. REPUTATION & CULTURE:

- Placemaking – Large events 'put small towns on the map' -
- Celebrate the unique history and heritage (Hoover and the values he embodied)
- Showcase what makes West Branch special which attracts new residents and businesses and creates meaningful connections for current residents.

3. COMMUNITY: By definition "community" is *a feeling of fellowship with others, as a result of sharing common attitudes, interests, and goals.*

- Highlights key organizations that bring value to WB (WBFD, HPF, CDG, NPS, FFA, Lions, Kiwanis...)
 - Showcases the power of collaboration
 - Offers a chance for these groups to connect with public and gain support
- Provides a burst of recreation opportunities
- Creates a time and place to make lasting memories in West Branch
- Strengthen community bonds

The City's approved budget is ~\$60k for HHTD and Hoover Campus has ~\$40k allocated for the 2022 event. The committee strives to leverage these investments in this event to maximize these benefits for the community as a whole by creating an event experience that makes sense. Free recreation activities are KEY to executing a successful festival/large event because they are highly marketable and ultimately draw a crowd, which is the first and most crucial step towards success. The goal is to get people here and ensure they have a positive experience in West Branch so they leave HHTD with intentions to come back – whether that's to live, to work, to start a business or to visit again it's good for the City.

Recommendations from the HHTD Committee

1. Inflatables remain free to the public for the 2022 event, and we implement and heavily promote the opportunity to give free-will donations at the inflatable area.
2. Focus on tracking participation in the inflatable area at the 2022 event.
3. Go through a Strategic Planning exercise to clarify and create a Mission, Vision, and Goals for HHTD and revisit the discussion of major changes for 2023 so we can be thoughtful about evolving the event.

Pros and Cons of charging for wristbands - (Becky)

Pros

- New Revenue stream
- Able to track participation numbers based on sales

Inflatable Budget w/ wristband sales	Projected with 200 bands sold at \$10	
	Revenue	Expenditure
Inflatables		\$12,000.00
NPS Permit Cost		\$618.00
Cost of 200 Wristbands		\$50.00
Additional staff time for accounting(8 hours)		\$240.00
Total Expenditures		\$12,908.00
Sales	\$2,000.00	
Donations(based off of 2021)	\$5,500.00	
Total Revenue	\$7,500.00	
Total Income	\$7,500.00	
Total Expenses		-\$12,908.00
NET		-\$5,408.00

Inflatable Budget w/out wristband sales	Revenue	Expenditure
Inflatables		\$12,000.00
NPS Permit Cost		\$0.00
Cost of 200 Wristbands		\$0.00
Additional staff time for accounting(8 hours)		\$0.00
Total Expenditures		\$12,000.00
Sales	\$0.00	
Donations(based off of 2021)	\$5,500.00	
Total Revenue	\$5,500.00	
Total Income	\$5,500.00	
Total Expenses		-\$12,000.00
NET		-\$6,500.00

Cons

- Additional human resources needed to manage wristbands (i.e. someone at each inflatable, someone selling wristbands, etc.)
- Potential to deter residents from participating and tourists traveling to WB
- Creates a barrier for low-income residents
- Does not align with the goals of each stakeholder of HHTD

Council Discussion on Recommendations

Moving Forward (Tiffany)

While continuing to plan for 2022 as is, a separate committee will plan strategically for 2023 starting with a creation of Mission, Vision, and Goals for HHTD.

Why

- Produce an overall quality product
- Mend the disconnect between the stakeholders by aligning the mission, vision, and goals
- Clearly define roles and responsibilities of stakeholders and committee
- Improve communication between all entities involved
- Need for structure reorganization

Process

Formation of the MVG Committee: Theme finders and wordsmiths, preferably one representative from each stakeholder group. The committee members are not decision makers, they are organizers.

Who are the major stakeholders?

1. The City (City Council, Parks & Rec, Library, Police, Firefighters)
2. WB Community Development Group / Downtown Businesses
3. Hoover Campus
4. Residents

The MVG Committee will walk through each stakeholder through a three point process including purpose brainstorming, mission and vision drafting, and goals and objective formation.

At the conclusion of the MVG Committee, a recommendation of a HHTD Committee Structure will be given to stakeholders that aligns with the newly created Mission, Vision, and Goals.

The process will take approximately 3-4 months to complete with a goal deadline of July 1st. A transition period between the old and new committee structures will take place August 1-December 31.

Change and volunteer buy-in takes time. We will quantify progress and work to continuously improve over the next 3-5 years.

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of West Branch, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358 (319)643-5888

ORDINANCE 791

AN ORDINANCE RE-ZONING AN APPROXIMATE 7.92-ACRE PARCEL FROM R-1 RESIDENTIAL DISTRICT TO R-2 RESIDENTIAL DISTRICT.

WHEREAS, the Developer has petitioned the City of West Branch for a zoning district amendment for properties located in the Meadows Subdivisions, said parcel being legally described as:

THE MEADOWS SUBDIVISION PART 5 BEING PART OF AUDITOR'S PARCEL G, AS RECORDED IN PLAT BOOK I, PAGE 103 OF THE CEDAR COUNTY RECORDER'S OFFICE, IN THE NORTHWEST FRACTIONAL QUARTER (NW ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) AND THE NORTHEAST FRACTIONAL QUARTER (NE ¼) OF THE SOUTHWEST FRACTIONAL QUARTER (SW ¼) OF SECTION 6, TOWNSHIP 79 NORTH, RANGE 4 WEST, IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA DESCRIBED AS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 8 OF THE MEADOWS SUBDIVISION PART 4B AS RECORDED IN BOOK 1554 PAGE 326 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE NORTH LINE OF SAID PARCEL G N86°46'49"E, 1017.99 FEET TO THE NORTHWEST CORNER OF LOT 25 OF LOETHEN RIDGE ESTATES AS RECORDED IN BOOK 1553, PAGE 129 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG THE EAST LINE OF SAID LOETHEN RIDGE ESTATES S00°54'09"W, 331.54 FEET TO THE SOUTHWEST CORNER OF LOT 1 OF SAID LOETHEN RIDGE ESTATES; THENCE N86°03'04"W, 75.92 FEET ALONG THE NORTH LINE OF THE MEADOWS SUBDIVISION PART 2 AS RECORDED IN BOOK 1387, PAGE 78 OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE ALONG SAID NORTH LINE S86°46'30"W, 234.26 FEET; THENCE ALONG SAID NORTH LINE S77°42'45"W, 246.67 FEET; THENCE ALONG SAID NORTH LINE N15°39'23"W, 32.45 FEET; THENCE ALONG SAID NORTH LINE N88°48'26"W, 80.24 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 68.43 FEET; THENCE ALONG SAID NORTH LINE N28°56'30"W, 23.66 FEET; THENCE ALONG SAID NORTH LINE S61°03'30"W, 271.17 FEET TO THE EAST LINE OF SAID MEADOWS SUBDIVISION PART 4B; THENCE ALONG SAID EAST LINE N18°57'41"W, 118.97 FEET; THENCE ALONG SAID EAST LINE N86°46'30"E, 13.79 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 198.71 FEET; THENCE ALONG SAID EAST LINE S86°46'30"W, 19.26 FEET; THENCE ALONG SAID EAST LINE N03°13'30"W, 135.10 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 7.92 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

WHEREAS, the Developer has requested that the Parcel be rezoned to be located in an R-2 Residential District, in place of an R-1 Residential District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

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

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a R-2 Residential District in place of R-1 Residential District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 7 day of March, 2022.

Read First Time: February 7, 2022
Read Second Time: February 22, 2022
Read Third Time: March 7, 2022

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, City Clerk

RESOLUTION 2022-18

A RESOLUTION ADOPTING THE FINAL PROPOSED FISCAL YEAR 2023 ANNUAL BUDGET AND ORDERING A NOTICE OF HEARING FOR MARCH 21, 2022.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA:

The final proposed fiscal year 2023 (July 1, 2022-June 30, 2023) annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted and a public hearing is set for March 21, 2022.

Passed and approved the 7th day of March 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2022 - June 30, 2023

City of: WEST BRANCH

The City Council will conduct a public hearing on the proposed Budget at: 110 N Poplar Street West Branch, IA 52358 Meeting Date: 3/21/2022 Meeting Time: 07:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 13.22028

The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(319) 643-5888

City Clerk/Finance Officer's NAME
Heidi Van Auken

		Budget FY 2023	Re-estimated FY 2022	Actual FY 2021
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,043,736	1,999,684	1,916,098
Less: Uncollected Property Taxes--Levy Year	2	0	0	0
Net Current Property Taxes	3	2,043,736	1,999,684	1,916,098
Delinquent Property Taxes	4	0	0	685
TIF Revenues	5	599,780	533,606	486,296
Other City Taxes	6	317,179	293,657	337,574
Licenses & Permits	7	86,518	30,800	50,845
Use of Money and Property	8	11,500	15,600	26,338
Intergovernmental	9	1,979,867	1,340,187	827,828
Charges for Fees & Service	10	1,779,834	1,577,000	1,527,262
Special Assessments	11	0	0	0
Miscellaneous	12	31,000	30,800	132,067
Other Financing Sources	13	10,500,000	1,740,000	178,907
Transfers In	14	1,056,639	856,344	1,469,601
Total Revenues and Other Sources	15	18,406,053	8,417,678	6,953,501
Expenditures & Other Financing Uses				
Public Safety	16	903,810	782,904	644,494
Public Works	17	697,160	804,516	588,578
Health and Social Services	18	0	0	25,000
Culture and Recreation	19	731,590	730,168	587,469
Community and Economic Development	20	173,810	174,392	86,875
General Government	21	245,629	220,657	224,507
Debt Service	22	1,439,005	1,013,986	896,670
Capital Projects	23	4,189,467	725,000	281,268
Total Government Activities Expenditures	24	8,380,471	4,451,623	3,334,861
Business Type / Enterprises	25	7,838,061	1,606,051	809,314
Total ALL Expenditures	26	16,218,532	6,057,674	4,144,175
Transfers Out	27	1,056,639	856,344	1,469,601
Total ALL Expenditures/Transfers Out	28	17,275,171	6,914,018	5,613,776
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	1,130,882	1,503,660	1,339,725
Beginning Fund Balance July 1	30	6,018,325	4,514,665	3,174,940
Ending Fund Balance June 30	31	7,149,207	6,018,325	4,514,665

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS FOR THE CITY OF WEST BRANCH, IOWA.

At 7:00 P.M. on the 7th day of March, 2022, the City Council of said City will, in said Council Chambers, hold a hearing and said Council proposes to adopt plans, specifications, form of contract and estimate of cost and, at the time, date and place specified above, or at such time, date and place as then may be fixed, to act upon proposals and enter into a contract for the construction of the following improvements:

WASTEWATER TREATMENT FACILITY IMPROVEMENTS

Construct improvements including all labor, materials and equipment necessary for excavation, backfill and sitework; granular surfacing; fencing; sludge removal and disposal; lagoon construction; submerged attached growth reactor cells; reinforced concrete structures; masonry and wood-frame buildings including plumbing, heating, ventilation, doors and associated work; painting; gates; aeration equipment; ultraviolet disinfection equipment; miscellaneous equipment; piping and appurtenances; piping specialties; standby generator; electrical work including conduit, cables, wiring, motor controls, starters, blowers, switches, fixtures, and controls; seeding and erosion control and miscellaneous associated work, including cleanup.

At said hearing, the City Council will consider the plans, specifications, proposed form of contract, and estimated total cost for the project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any objections to said plans, specifications, estimate of cost and form of contract made by any interested party.

This notice is given by order of the Council of the City of West Branch, Iowa.

CITY OF WEST BRANCH, IOWA

Roger Laughlin, Mayor

ATTEST:

Adam Kofoed, City Administrator

RESOLUTION 2022-19

RESOLUTION ACCEPTING BIDS AND AWARDING THE CONSTRUCTION CONTRACT FOR THE WEST BRANCH WASTEWATER TREATMENT FACILITY PROJECT.

WHEREAS, the City of West Branch was required to provide certain upgrades to its Wastewater Treatment Facility, said project being referred to as the "West Branch Wastewater Treatment Facility Project (the "Project; and

WHEREAS, to that end, Veenstra & Kimm designed the Project and put the Project out for bids; and

WHEREAS, the bid of _____ in the amount of \$ _____, is the lowest responsive, responsible bidder for the Project; and

WHEREAS, the Project Engineer recommends the awarding of the contract to _____ in the amount of \$ _____.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the contract for the construction of the Project is awarded to _____ for the amount of \$ _____.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are directed to execute any and all documentation necessary to award the contract for this Project.

* * * * *

Passed and approved this 7th day of March, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



NOTICE OF CONSULTATION AND PUBLIC HEARING
ON THE PROPOSED AMENDMENT NO. 4 TO THE AMENDED AND
RESTATED WEST BRANCH URBAN RENEWAL PLAN

PLEASE BE ADVISED that the City Council of the City of West Branch has heretofore, by Resolution, set a date for consultation among affected taxing entities and a date for a public hearing on the proposed adoption of the Amendment No. 4 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area, enclosed herein.

THE CONSULTATION among taxing entities shall be held at 11:00 a.m., Wednesday, February 23rd, 2022, at the Council Chambers, City Hall, 110 N. Poplar Street, West Branch, Iowa. Each affected taxing entity may appoint a representative(s) to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the proposed urban renewal area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each affected taxing entity and the duration of any bond included in the plan.

Following the consultation, the designated representative of the affected taxing entity may make written recommendations for modification to the proposed division of revenue no later than seven (7) days after the consultation.

FURTHER, a public hearing on the proposed adoption of Amendment No. 4 to the Amended and Restated West Branch Urban Renewal Plan for the West Branch Urban Renewal Area is hereby scheduled for 7:00 p.m. on Monday, March 7th, 2022 at the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa. At that time, all interested individuals are invited to provide input on the proposed adoption of said Amendment No. 4.

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5127, Coralville, Iowa 52241 (319)248-1700
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358

RESOLUTION 2022-20

RESOLUTION APPROVING AND ADOPTING AN AMENDMENT NO. 4 TO THE AMENDED AND RESTATED URBAN RENEWAL PLAN FOR THE WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, City Staff has caused there to be prepared an Amendment No. 4 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area, a copy of which has been placed on file for public inspection in the office of the City Clerk and which is incorporated herein by reference, the purpose of which is to specifically outline projects to be constructed or which the City will cause to be constructed in said West Branch Urban Renewal Area; and

WHEREAS, it is desirable that these areas be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, adoption of Amendment No. 4 to the Amended and Restated Plan for the West Branch Urban Renewal Area is in conformity with the general plan for development of the City as a whole; and

WHEREAS, this Council directed that a consultation be held with the designated representatives of all affected taxing entities to discuss the proposed Amendment No. 4 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area and the division of revenue described therein, and that notice of said consultation and a copy of the proposed Amendment No. 4 to the Amended and Restated Plan be sent to all affected taxing entities; and

WHEREAS, pursuant to such notice, the consultation was duly ordered by the City Council and all required responses to the recommendations made by the affected taxing entities, if any, have been timely made as set forth in this report of the City Administrator filed herewith and incorporated herein by this reference, which report is in all respects approved; and

WHEREAS, by resolution, this Council also set a public hearing on the adoption of the Amendment No. 4 to the Amended and Restated Plan for the West Branch Urban Renewal Area for this meeting of the Council, and due and proper notice of said public hearing was given, as

provided by law, by timely publication in the West Branch Times, which notice set forth the time and place for this hearing and nature and purpose thereof; and

WHEREAS, in accordance with said notice, all persons or organizations desiring to be heard on said proposed Amended and Restated Urban Renewal Plan, both for and against, have been given an opportunity to be heard with respect thereto and due consideration has been given to all comments and views expressed to this Council in connection therewith and said public hearing has been closed.

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

Section 1. That the findings and conclusions set forth or contained in Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area concerning the area of the City of West Branch, Iowa described in the preamble hereof, be and the same are hereby ratified and confirmed in all respects as the findings of the Council for this area.

Section 2. This Council further finds:

- a. That the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, conform to the general plan for the development of the City as a whole; and
- b. As to those areas of open land to be included within the West Branch Urban Renewal Area to be acquired by the City:
 - i. With reference to those portions thereof which are to be developed for non-residential uses, the City Council hereby determines that such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

Section 3. That Amendment No. 4 to the Amended and Restated Plan for the West Branch Urban Renewal Area of the City of West Branch, Iowa, be and the same is hereby approved and adopted and said amendment to the Amended and Restated Urban Renewal Plan is hereby in all respects approved.

Section 4. That Amendment No. 4 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area shall be in full force and effect from the date of this Resolution until the later of the date of termination set forth in the Plan as so amended, or the date on which payment of all obligations issued or advances made to carry out the purposes thereof shall be fully provided for. Said Amendment No. 4 to the Amended and Restated Urban Renewal Plan shall be forthwith certified by the City Clerk, along with a copy of this resolution, to the Recorder for Cedar County, Iowa, to be filed and recorded in the manner provided by law.

Passed and approved this 7th day of March, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

AMENDMENT NO. 4 TO THE WEST BRANCH AMENDED AND RESTATED
URBAN RENEWAL PLAN

WHEREAS, the City Council of the City of West Branch, via Resolution 1454, passed and approved on May 2, 2016, adopted the Amended and Restated West Branch Urban Renewal Plan, and recorded in Book 2016 at page 1268, Records of the Cedar County Recorder's Office; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1740, passed and approved on September 17, 2018, adopted Amendment No. 1 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, the City Council of the City of West Branch, via Resolution 1773, passed and approved on January 22, 2019, adopted Amendment No. 2 to the Amended and Restated West Branch Urban Renewal Plan, and

WHEREAS, the City Council of the City of West Branch, via Resolution 1969, passed and approved on January 4, 2021, adopted Amendment No. 3 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, pursuant to Chapter 403 of the Code of Iowa, cities need to specifically list the Urban Renewal Projects that will be funded using incremental tax revenues; and

WHEREAS, the City Council has deemed it necessary and desirable to add an Urban Renewal Project to the Amended and Restated West Branch Urban Renewal Plan.

NOW, THEREFORE, the West Branch Amended and Restated Urban Renewal Plan, dated May, 2016, is hereby amended as follows:

1. In Section VI, entitled Urban Renewal Projects, the following Projects is hereby added and incorporated into the West Branch Amended and Restated Urban Renewal Plan:

20) Dawson Plaza Project – rebate of up to 10% of annual TIF revenues to a maximum of \$200,000, plus an additional \$180,000 rebate for the construction of off-site improvements (up to \$35,000 annually)

4. Attachment C is hereby amended by deleting in its entirety and replacing with a new Attachment C, attached to this Amendment No. 4.

5. Except as modified by this Amendment No. 4, the provisions of the Amended and Restated Urban Renewal Plan dated May, 2016, and Amendment No. 1, Amendment No. 2 and Amendment No. 3, are hereby ratified, affirmed and approved and shall remain in full force and effect.

6. This Amendment No. 4 to the Urban Renewal Plan shall be in full force and effect upon adoption by the City Council, and shall be referred to as “Amendment No. 3 to the Amended and Restated West Branch Urban Renewal Plan.”

7. Any parts of the Amended and Restated Urban Renewal Plan in conflict with the provisions of this Amendment No. 4 are hereby repealed.

City of West Branch, Iowa

Computation of Legal Debt Limit as of July 1, 2021

Actual Value for Debt Limit Calculation	\$ 254,115,488
Times 5% of Actual Value for Debt Limit Calculation	<u>0.05</u>
Legal Debt Limit for Fiscal Year 2021/2022	<u>\$ 12,705,774</u>
Outstanding Bonds/Notes Applicable to Debt Limit:	
GO Corporate Purpose and Refunding Bonds, Series 2013	\$ 1,325,000
GO Corporate Purpose Bonds, Series 2015	375,000
GO Corporate Purpose Bonds, Series 2016A	660,000
Taxable GO Urban Renewal Bonds, Series 2016B	260,000
GO Judgement Settlement Bonds, Series 2017	198,000
GO Corporate Purpose Bonds, Series 2017	<u>3,010,000</u>
	\$ 5,828,000
Add Annual Appropriation of TIF Rebates	<u>\$ 57,403</u>
Total Debt Applicable to Debt Limit	<u>\$ 5,885,403</u>
Remaining Legal Debt Margin	\$ 6,820,371

*Preliminary Subject to change.

Prepared:
February 9, 2022



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 7, 2022

AGENDA ITEM: Resolution 2022-21 - Approving an entertainment contract for Hoover's Hometown Days 2022 in the amount of \$2,000.00.
--

PREPARED BY: City Clerk, Leslie Brick
--

DATE: February 25, 2022

BACKGROUND:

Trophy Dads – Joining the Fire Department Stage this year are The Trophy Dads performing on Friday, August 5th at 8:00 p.m. The cost of the band will be offset by a business or personal sponsorship.

RESOLUTION 2022-21

A RESOLUTION APPROVING AN ENTERTAINMENT CONTRACT FOR
HOOVER'S HOMETOWN DAYS 2022 IN THE AMOUNT OF \$2,000.00.

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

WHEREAS, the fiscal year 2022-2023 budget for Hoover's Hometown Days
includes funding for entertainment and services for the event; and

WHEREAS, one organization has submitted a proposed service agreement in the
amount of \$2,000.00 for The Trophy Dads performing on the Fire Department Stage; and

WHEREAS, it is now necessary to approve said agreement.

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

* * * * *

Passed and approved this 7th day of March, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

TROPHY DADS PERFORMANCE CONTRACT - HOOVER DAYS

This contract (the "Agreement") is made on this day of February 9th, between Hoover Days (the "Operator") and Trophy Dad's (the "Band") for the hiring of Band as independent contractors to perform (the "Show") for Operator at Hoover Days (the "Venue"), located at the West Branch Fire Station.

It is agreed as follows:

1. **Place, date, and time of Show.** The parties agree that the time and place of Show will be Venue, located at the West Branch Fire Station, on the 5th day of August, 2022 at 8 pm.

2. **Description of Show.** Show will be a musical performance with musical content decided by Band. Show will last of a minimum of 180 minutes.

3. **Payment.** Compensation for the Show will be \$2000 dollars, payable by check (made out to Matt Messenger) The Fee is due immediately prior to Band's Show, but may be made earlier.

4. **Cancellation.** If full payment is not made by the time immediately prior to Band's Show, Show may be cancelled by Band, and Operator may not seek any damages. Cancellation may be made by Operator before two weeks prior to the time of Show, in which case the Operator will not have to pay the Fee. If Show is cancelled within two weeks of Show, Operator must pay Band's full Fee. Band may cancel at any time prior to ticket sales by Operator, in which case Band must refund Fee in its entirety.

5. **Force Majeure.** In the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of Band, a 50% Fee must be paid, but no other portion of Fee is due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, with no further deposit of Fee due, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.

6. **Band Guest Tickets.** Operator will make available to Band 5 complimentary tickets to Show for Band to use at Band's sole discretion.

7. **Food and/or Drink.** Operator will provide Band with drinks not to exceed \$100. Band will pay any remaining balance.

8. **Security, Health, and Safety.** Operator warrants that Venue will be of sufficient size to safely conduct Show, that Venue is of stable construction and sufficiently protected from weather, and that there will be adequate security and/or emergency medical responders available if foreseeably necessary. Operator maintains sufficient personal injury/property insurance for Venue sufficient to cover foreseeable claims.

9. **Indemnification.** Operator indemnifies and holds Band harmless for any claims of property damage or bodily injury caused by Show attendees.

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

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

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

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

Signature of Band Representative: DocuSigned by: Matt Messenger
4D74291E655D4B4...
Matt Messenger

Band's Representative typed name and title: Trophy Dads

Operator's Representative Signature: DocuSigned by: Chad W Schutte
FF9CBB4B4961491...
Chad W Schutte

Operator's Representative typed name and title: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 7, 2022

AGENDA ITEM: Resolution 2022-22 -Approving a three-year service contract with Interstate Power Systems for annual service on the City's emergency generator.

PREPARED BY: Public Works Director, Matt Goodale

DATE: February 28, 2022

BACKGROUND:

Interstate Power Systems has been performing load tests and all major service to the generator at the lift station since 2016. We are requesting to continue the contract with them.

RESOLUTION 2022-22

RESOLUTION APPROVING A THREE-YEAR SERVICE CONTRACT WITH INTERSTATE POWER SYSTEMS FOR ANNUAL SERVICE ON THE CITY'S EMERGENCY GENERATOR.

WHEREAS, the City of West Branch, Iowa desires to receive generator inspection, load testing, and annual maintenance services; and

WHEREAS, Interstate Power Systems has provided these services in the past and the City has been satisfied with the services provided; and

WHEREAS, this contract includes an inspection and load test scheduled in the months of February, and an annual generator service in the months August; and

WHEREAS, this three-year contract would require an annual payment of \$2069.38 for services rendered and any additional repairs will be done at \$135.00/hr. and parts at cost plus 25%).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned agreement with Interstate Power Systems is hereby approved.

Passed and approved this 7th day of March, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



8200 North Fairmount Street • Davenport, IA 52806 • 563-388-9988

City of West Branch
PO Box 218
West Branch, IA 52358

Customer # 160236
Generator Service Contract
December 2, 2021

Attention: Matt Goodale

This letter is to confirm our three (3) year (2022, 2023 & 2024) service contract renewal pricing for performing Semi-Annual Inspection, Load Test and Annual Service on your emergency generator.

Generator: Kohler 125REOZJG

"A" Semi Annual Inspection
& Load Test

Scope of work:

Our technician will travel to your site during scheduled service month (February) and perform generator inspection per attached check list. Technician will set up portable load bank test equipment and perform 2 hour generator load bank test. Labor, equipment and travel mileage charges are included. Mechanics inspection and load bank reports will be furnished to customer via e-mail.

Contract price: \$1048.50

(Misc. additional repairs will be done at \$135.00/hr and parts at cost plus 25%)

"B" Annual Generator Service

Scope of work:

Our technician will travel to your site during scheduled service Month (August) and perform generator inspections per Attached checklist. Engine oil, oil filters and fuel filters will be changed. Old motor oil and filters will be taken back to Interstate's shop for recycling. Labor, oil, filters, travel mileage and recycling charges are included.

Contract price: \$980.88

(Misc. additional repairs will be done at \$135.00/hr and parts at cost plus 25%)

BRANCH LOCATIONS

ALTOONA, IA • CEDAR RAPIDS, IA • DAVENPORT, IA • CAROL STREAM, IL • ROCKFORD, IL • GARY, IN
IRON MOUNTAIN, MI • MINNEAPOLIS, MN • VIRGINIA, MN • BILLINGS, MT • LINCOLN, NE • OMAHA, NE • BISMARCK, ND
FARGO, ND • GRAND FORKS, ND • WILLISTON, ND • SIOUX FALLS, SD • BUTLER, WI • GILLETTE, WY

RESOLUTION 2022-23

A RESOLUTION APPROVING A FINAL PLAT (WITH CONDITIONS) FOR THE
SARA PARK SUBDIVISION

WHEREAS, a final plat described as A PORTION OF AUDITOR'S PARCEL "B", LOCATED IN THE SOUTH ONE-HALF OF THE SOUTHWEST ONE-QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N88°53'13"E, ALONG THE SOUTH LINE OF THE SOUTHWEST ONE-QUARTER OF SAID SECTION 32, A DISTANCE OF 1121.66 FEET TO THE POINT OF BEGINNING; THENCE N02°43'11"W, 351.72 FEET; THENCE N88°00'08"E, 464.14 FEET TO THE NORTHWEST CORNER OF LOT 1, ALBAUGH ACRES, CEDAR COUNTY, IOWA, ACCORDING TO THE PLAT RECORDED IN BOOK 770, PAGES 1-13 IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE S02°15'11"E, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 358.82 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1, SAID POINT BEING ON THE SOUTH LINE OF THE SOUTHWEST ONE-QUARTER OF SECTION 32; THENCE S88°53'13"W, ALONG SAID SOUTH LINE, 461.36 FEET TO THE POINT OF BEGINNING, CONTAINING 3.77 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD; and

WHEREAS, the intent of this final plat (Exhibit A) is for a one lot subdivision to conduct a farmstead split; and

WHEREAS, this final plat falls within two miles of the corporate limits of West Branch and falls under West Branch Code of Ordinances, Chapter 166.03; and

WHEREAS, the City may, by resolution, waive its right to review any subdivision outside its City limits or waive the requirements of any of its standards or conditions of approval, and if such resolution is made, shall certify the resolution, which shall be recorded with the plat: and

WHEREAS, the City Engineer and Planning & Zoning Commission reviewed the final plat and is recommending the following conditions (see Exhibit B):

WHEREAS, this Plat application is currently undergoing a full formal review by the Cedar County Planning and Zoning Department; and

WHEREAS, it is now necessary to for the City Council to accept and approve this resolution; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Branch, Iowa hereby is accepting the final plat with conditions in Exhibit B and that the Mayor and City Clerk are hereby authorized and directed to certify this resolution and affix the same to said plat as provided by law.

PASSED AND APPROVED this 7th day of March, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**FINAL PLAT
SARA PARK SUBDIVISION
CEDAR COUNTY, IOWA**
DESCRIPTION

EXHIBIT A

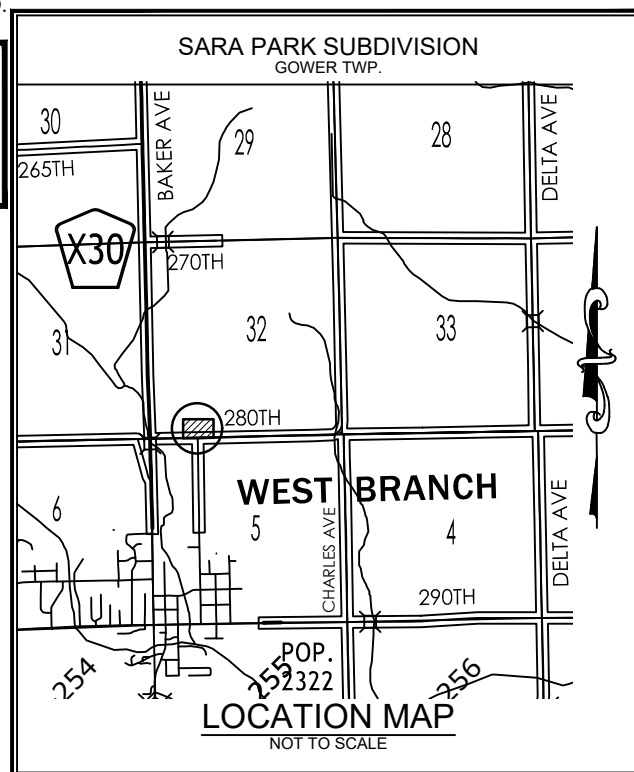
A PORTION OF AUDITOR'S PARCEL "B", LOCATED IN THE SOUTH ONE-HALF OF THE SOUTHWEST ONE-QUARTER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 4 WEST OF THE 5TH PRINCIPAL MERIDIAN, CEDAR COUNTY, IOWA; THENCE N88°53'13"E, ALONG THE SOUTH LINE OF THE SOUTHWEST ONE-QUARTER OF SAID SECTION 32, A DISTANCE OF 1121.66 FEET TO THE POINT OF BEGINNING; THENCE N02°43'11"W, 351.72 FEET; THENCE N88°00'08"E, 464.14 FEET TO THE NORTHWEST CORNER OF LOT 1, ALBAUGH ACRES, CEDAR COUNTY, IOWA, ACCORDING TO THE PLAT RECORDED IN BOOK 770, PAGES 1-13 IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE; THENCE S02°15'11"E, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 358.82 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1, SAID POINT BEING ON THE SOUTH LINE OF THE SOUTHWEST ONE-QUARTER OF SECTION 32; THENCE S88°53'13"W, ALONG SAID SOUTH LINE, 461.36 FEET TO THE POINT OF BEGINNING, CONTAINING 3.77 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

-PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319)351-8282

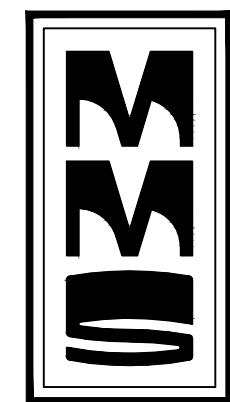
OWNERS' ATTORNEY:
CHRIS SURLS
DENDINGER LAW FIRM, PLC
409 CEDAR STREET
TIPTON, IOWA 52772

PLAT APPROVED BY:	
CEDAR COUNTY BOARD OF SUPERVISORS:	
CHAIRPERSON	DATE



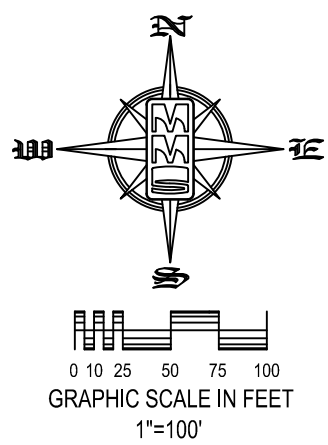
NOTES:
1) BEARINGS ARE BASED ON THE IOWA STATE PLANE COORDINATE SYSTEM (LIBRARY CALIBRATION) USING THE IOWA REAL TIME NETWORK (RTN). THE DISTANCES SHOWN ON THE PLAT ARE HORIZONTAL GROUND DISTANCES AND NOT GRID DISTANCES.
2) RECORD BEARINGS ARE NOT LISTED BECAUSE OF A DIFFERENT BASIS OF BEARING FROM EARLIER RECORDED PLATS (BOOK F, PAGE 106 AND BOOK 770, 1-13).

LOCATION: A PORTION OF AUDITOR'S PARCEL "B" LOCATED IN THE SOUTH ONE-HALF OF THE SOUTHWEST ONE-QUARTER OF SEC. 32-T80N-R4W OF THE 5TH P.M., CEDAR COUNTY, IOWA
LAND SURVEYOR, INCLUDING FIRM OR ORGANIZATION: MARK A. STEIN, P.L.S. MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA, 52240 PHONE: 319-351-8282
SURVEY REQUESTED BY: WILLIAM E. STARR AND ANITA D. STARR
PROPRIETORS OR OWNERS: WILLIAM E. STARR AND ANITA D. STARR
DATE OF SURVEY: DECEMBER 15, 2021
DOCUMENT RETURN INFORMATION: LAND SURVEYOR



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

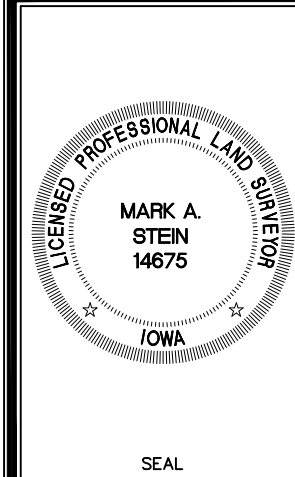
1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net



FOUND 5/8"Ø REBAR WITH YELLOW, PLASTIC CAP NO. 14675

RAYMOND P. SLACH & NANCY A. SLACH

PLAT OF SURVEY AUDITOR'S PARCEL "C" CEDAR COUNTY, IOWA AS RECORDED IN BOOK F PAGE 106 IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

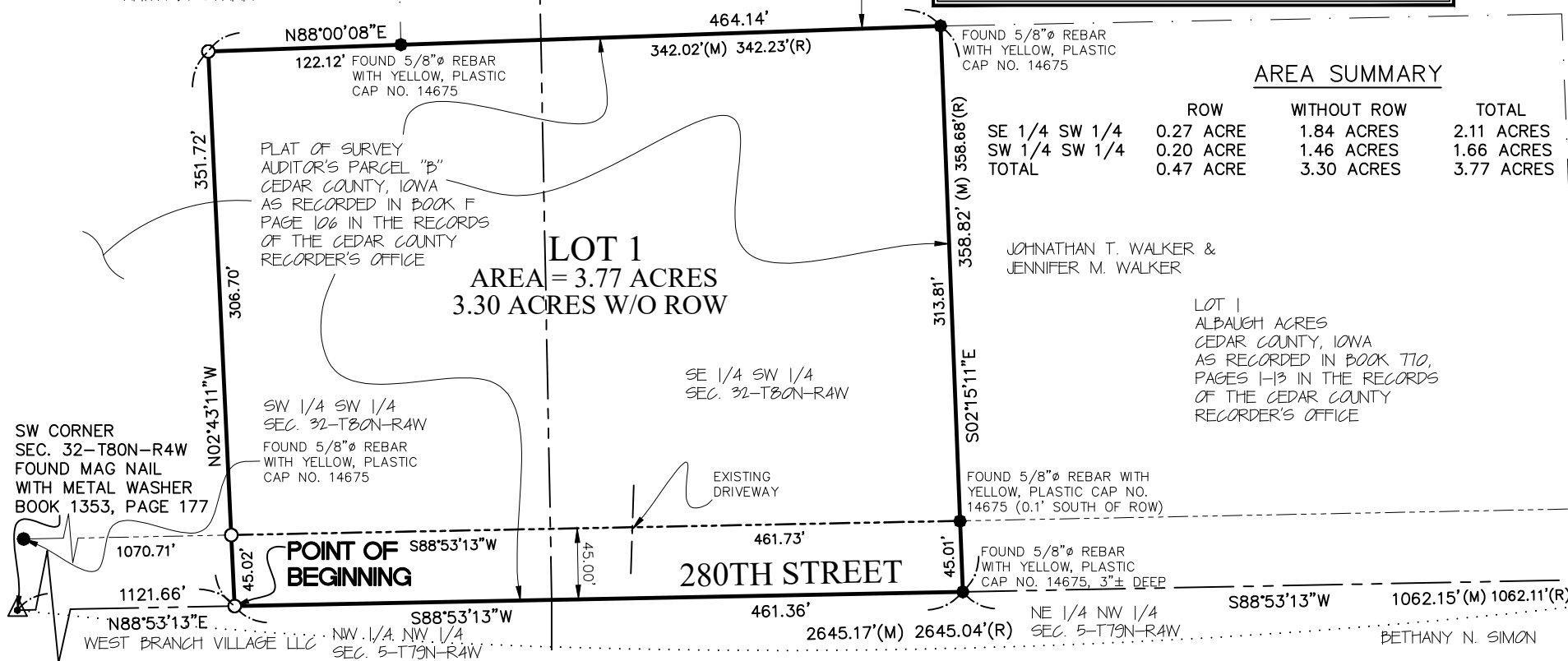
_____, 20____

MARK A STEIN
P.L.S. Iowa Lic. No. 14675
My license renewal date is December 31, 20____.

Pages or sheets covered by this seal:

Signed before me this _____ day of _____, 20____.

Notary Public, in and for the State of Iowa.



AREA SUMMARY

	ROW	WITHOUT ROW	TOTAL
SE 1/4 SW 1/4	0.27 ACRE	1.84 ACRES	2.11 ACRES
SW 1/4 SW 1/4	0.20 ACRE	1.46 ACRES	1.66 ACRES
TOTAL	0.47 ACRE	3.30 ACRES	3.77 ACRES

LEGEND AND NOTES

	- CONGRESSIONAL CORNER, FOUND
	- CONGRESSIONAL CORNER, REESTABLISHED
	- CONGRESSIONAL CORNER, RECORDED LOCATION
	- PROPERTY CORNER(S), FOUND (as noted)
	- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
	- CUT "X"
	- PROPERTY &/or BOUNDARY LINES
	- CONGRESSIONAL SECTION LINES
	- RIGHT-OF-WAY LINES
	- CENTER LINES
	- LOT LINES, INTERNAL
	- LOT LINES, PLATTED OR BY DEED
	- EASEMENT LINES, WIDTH & PURPOSE NOTED
	- EXISTING EASEMENT LINES, PURPOSE NOTED
	- RECORDED DIMENSIONS
	- MEASURED DIMENSIONS
	- CURVE SEGMENT NUMBER

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

**FINAL PLAT
SARA PARK SUBDIVISION**

A PORTION OF AUDITOR'S PARCEL "B", LOCATED IN THE S 1/2 OF THE SW 1/4 OF SEC. 32 T80N-R4W OF THE 5TH P.M., CEDAR COUNTY, IOWA

MMS CONSULTANTS, INC.

Date:	12/20/2021
Surveyed by:	JRD
Field Book No.:	1325
Drawn by:	MAS
Scale:	1" = 100'
Checked by:	GDM
Sheet No.:	1
Project No.:	6168-002
of:	1

Exhibit B

Prepared by and Return to: Christopher L. Surls, P.O. Box 390, Tipton, IA 52772; (563) 886-6113

WILLIAM E. STARR and)	
ANITA D. STARR,)	RESTRICTIVE COVENANT
)	FOR
TO)	SARA PARK SUBDIVISION
)	
WHOM IT MAY CONCERN.)	

THE UNDERSIGNED, being all of the owners of the real property contained within Sara Park Subdivision, hereby adopts the following Restrictive Covenant for Sara Park Subdivision:

1. No structures of any kind may be constructed in the following portion of the Subdivision, being a future North 4th Street extension:

The northerly extension of North 4th Street from the north right of way line of 280th street to the North line of Auditor's Parcel "B" Cedar County, Iowa as recorded in Book F, Page 106 in the records of the Cedar County Recorder's Office.

2. In the event that North 4th Street is extended through Sara Park Subdivision in the future, the developer or the City of West Branch would need to pay the then owner of Sara Park Subdivision fair market value for the property taken for the road extension.
3. This shall be a Covenant running with the land and shall be binding upon the parties hereto, their heirs, successors, assigns, lessees, administrators, personal representatives, and any other party or parties taking therefrom; provided, however, that this Covenant may be released at any time by appropriate agreement for that purpose entered into between the owners of Sara Park Subdivision and the City of West Branch, Iowa, duly executed and acknowledged and filed for record in the office of the Recorder of Cedar County, Iowa.

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates appearing below.

Dated: _____

William E. Starr

Anita D. Starr

STATE OF **IOWA**, COUNTY OF **CEDAR**

This record was acknowledged before me on _____, by William E. Starr and Anita D. Starr, husband and wife.

Signature of Notary Public

Dated: _____

CITY OF WEST BRANCH, IOWA

By: _____

STATE OF **IOWA**, COUNTY OF **CEDAR**

This record was acknowledged before me on _____, by

Signature of Notary Public



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 7, 2022
AGENDA ITEM:	Discussion: Solid Waste Tipping Fees, direction to move forward or hold off for FY23
PREPARED BY:	City Administrator, Adam Kofoed
DATE:	March 2, 2022

BACKGROUND:

The subject of solid waste tipping fees was discussed during budget work sessions this winter regarding whether or not the city should pass on the tipping fees to West Branch residents and businesses. The annual fee from the County to the City is approximately \$16,000 per year.

If the Council decides to pass those fees on to residents and businesses, the monthly billing invoices will need to change due a limitation on space allowed for printing on the current postcard format.

The following changes would need to occur:

- Software vendor will need to create the paper invoice template
- Staff will need to develop the tipping fee per household/business based on volume (trash cart or dumpster size)
- Staff will need to create a new billing code/rate and add to each billing account (approximately 1200 accounts)
- Council may need to pass an Ordinance or Resolution for the tipping fee
- Residents and businesses will need to be made aware of the change

The exact cost difference from moving from postcards to paper has not been determined at this time. This change will take staff a minimum of 90 days to make the transition.

Staff is looking for direction from Council to start the process with the potential effective date of 7/1/2022.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 7, 2022

AGENDA ITEM: Discussion: Hotel Feasibility Study

PREPARED BY: City Administrator, Adam Kofoed

DATE: March 2, 2022

BACKGROUND:

The mayor and city administrator met with an interested hotel representative. The company is interested in seeking loans and local investors. Before the hotel can get financing, there are federal requirements to follow.

To receive a loan and bank approval, since hotels are regulated by the federal trade commission, a hotel feasibility study is required.

Staff is currently researching companies and receiving general guidance for costs. If recommended by council to pursue staff recommends using hotel motel money. With the additional funds being used for a hotel feasibility study and purchasing a fire truck, it would leave the hotel motel reserve at the minimum reserve requirement.

Staff recommends pursuing the hotel feasibility study as it is a requirement before hotels can receive commitment letters for banks. Staff feels if it is a city study, we would be able to use it for future interested hotels. In addition, when a hotel uses their own funds it receives additional criticism from lending institutions as a potential conflict of interest.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 7, 2022
AGENDA ITEM:	Discussion: Nuisance properties and setting other priorities for the City Administrator.
PREPARED BY:	City Administrator, Adam Kofoed
DATE:	February 28, 2022

BACKGROUND:

May 7, 2022 is the scheduled for Spring City Wide Clean-Up day. In anticipation of the event, it may be a good idea for city staff to get direction from council on nuisance priorities prior to April.

Staff has the following questions:

- What is the number one nuisance violation staff should be looking for?
- What are the top five nuisance properties staff should be on top of?