



**CITY COUNCIL MEETING  
MONDAY, AUGUST 15, 2022  
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.*

**CLOSED SESSION MEETING – 6:00 P.M.**

1. Call to order
2. Roll call
3. Closed session in accordance with Iowa Code 21.5 (j)/move to action  
To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
4. End closed session in accordance with Iowa Code Iowa Code 21.5 (j)/move to action
5. Authorizing City Attorney, Kevin Olson and City Administrator, Adam Kofoed to negotiate on behalf of the West Branch City Council.

**REGULAR MEETING – 7:00 P.M.**

6. Call to order
7. Pledge of Allegiance
8. Roll call
9. Welcome
10. Approve Agenda. /Move to action.
11. Approve Consent Agenda/Move to action.
  - a. Approve minutes from the August 1, 2022 City Council meeting.
  - b. Approve a Block Party permit for August 27, 2022 (applicant Cindy Simon)
  - c. Approve a Block Party permit for September 5, 2022 (applicant Rebecca Whitaker)
  - d. Approve Emily Cornwell to the Library Board of Trustees
  - e. Approve Neil Korsmo and Nate Steele to West Branch Tree Commission
  - f. Approve WBPR programming contract with Allison Haack
  - g. Claims for 8/15/2022
12. Presentations/Communications/Open Forum
13. Public Hearing/Non-Consent Agenda
  - a. **Resolution 2022-76** Approving the expansion of the West Branch Dog Park and fundraising plans. / Move to action.
  - b. **Resolution 2022-77** – Authorizing the creation of a dog park fundraising fund / Move to action.
14. Discussion –
  - a. Greenview Connection Project

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**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton  
**City Administrator** Adam Kofoed • **City 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

15. City Administrator Report
16. City Attorney Report
17. City Engineer Report
18. City Staff Reports
19. Comments from Mayor and Council Members
20. 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 at [westbranchiowa.org](http://westbranchiowa.org). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**August 1, 2022  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:04 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Jodee Stoolman, Nick Goodweiler and Tom Dean. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, and Police John Hanna. City Staff attending via Zoom: Finance Officer Heidi Van Auker, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell and City Engineer Dave Schechinger.

**APPROVE THE AGENDA**

Motion by Miller, second by Sexton to approve the agenda. Motion carried on a voice vote.

**APPROVE CONSENT AGENDA**

Approve minutes from the July 18, 2022 City Council meeting.

Approve West Branch Fire Department appointments.

Claims for 8/1/2022

EXPENDITURES	8/1/2022	
AMAZON.COM.CA., INC.	PARKS & REC SUPPLIES	1,364.02
ANNA WEIKAMP	TOWN HALL ALCOHOL DEP REFUND	100.00
CEDAR CO SHERIFF'S OFFICE	SERVICE PROCESS FEE	96.69
CILEK LOGAN	MILEAGE REIMBURSEMENT	15.50
DIAMOND VOGEL, INC.	STREET PAINT	4,750.77
GATEWAY HOTEL & CONFERENCE	MPI CONF HOTEL VAN AUKEN	533.12
HAWKINS INC	CHEMICALS	3,046.44
IOWA DEPARTMENT OF NATURAL	NPDES FEE FOR FY23	210.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	79.20
JETCO ELECTRIC INC.	WATER PLANT PLC REPLACEMENT	7,594.50
KIESLER POLICE SUPPLY, INC	AMMUNITION	409.01
LEXIPOL, LLC	POLICY MANUAL & TRAINING FY23	3,284.15
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,562.76
MENARDS	CEMETERY SHED	244.55
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-CITY OFFICE	98.98
QC ANALYTICAL SERVICES LLC	WASTEWATER CONFERENCE FEE	450.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
UNITED STATES GEOLOGICAL S	STREAM GAGE MAINT & OPERATION	8,640.00
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	15,850.18
WEST BRANCH TIMES	JOB AD - POLICE	102.50
TOTAL		48,668.37
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	7/22/2022	59,311.71
PAID BETWEEN MEETINGS		
ALATORRE LLC	WINDOW CLEANING -CITY BLDG	70.00
ALLIANT ENERGY	ALLIANT ENERGY	12,902.16
BARNHART'S CUSTOM SERVICES	PEDEN'S LOT	10,405.00
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	29.99
FELD FIRE EQUIPMENT	CONDENSATE VALVE -FIRE	1,605.92
HEIMAN FIRE EQUIPMENT	UNIFORM - BOOTS	650.00
MENARDS	CEMETERY SHED	862.67
QC ANALYTICAL SERVICES	LAB ANALYSIS	968.25
TUTTLE, PETER	COOLER REPAIR - FIRE	356.23
US BANK CORP CARD	CREDIT CARD PURCHASES	2,047.36
WEST BRANCH TIMES	BOARD OF TRUSTEES AD	82.00
WEX BANK	VEHICLE FUEL	2,252.57
IA ALCOHOLIC BEVERAGES DIVISION	HHTD ABD LICENSE FOR FIRE DEPT	25.00
HY-VEE ACCOUNTS RECEIVABLE	RECREATION SUPPLIES	304.88
JOHN DEERE FINANCIAL	VARIOUS PURCHASES - PW	1,515.47

MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE -CITY	500.00
VERIZON WIRELESS	VERIZON WIRELESS	403.15
CAMP COURAGEOUS OF IOWA	CAMP ACTIVITY FEES	270.00
PITNEY BOWES INC	POSTAGE SUPPLIES	203.97
TOTAL		35,496.52
GRAND TOTAL EXPENDITURES		143,476.60

FUND TOTALS	
001 GENERAL FUND	52,797.28
022 CIVIC CENTER	938.64
031 LIBRARY	8487.98
110 ROAD USE TAX	10,885.35
112 TRUST AND AGENCY	14,411.61
321 WIDENING WAPSI CREEK	1,276.05
324 WW TREATMT FAC	13,380.13
326 ROUNDABOUT MAIN & CEDAR	995.00
600 WATER FUND	22,748.39
610 SEWER FUND	8916.17
740 STORM WATER UTILITY	8,640.00
GRAND FUND TOTAL	143,476.60

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

## PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Animal Control Commission Chairperson Dr. Alan Beyer – Dog Park expansion planning

Beyer said he solicited bids for fencing in April and received the lowest bid from Central Iowa Fencing in the amount of \$15,790.00. An additional estimated one thousand dollars would also be needed for concrete. Beyer said that a one-thousand-dollar deposit was made to hold the quote, but it was unclear where that money came from. Beyer said the commission would like to start fundraising as soon as possible. Finance Officer Van Auken, who was made aware of the project earlier this summer, had a few questions for Beyer. Van Auken asked for confirmation in writing regarding how long the quote was good for, but Beyer said he did not have that. She also asked if there was a plan for money donated if the commission could not meet their fundraising goals and what the city should do with the money being held. Beyer did not seem to think they would not meet their goal to fully pay for the new fencing. The Council was not opposed to the expansion and asked no follow questions.

## PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading Ordinance 796 – Amending Chapter 55 – Animal Protection and Control. / Move to action.

### ORDINANCE 796

AN ORDINANCE AMENDING CHAPTER 55 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH REGARDING ANIMAL CONTROL.

WHEREAS, the Animal Control Commission of the City of West Branch has recommended changes to Chapter 55 of the Code of Ordinances. NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 55.01 of the Code of Ordinances is hereby amended by adding the following definition:
 

“Bite wound – type” means

  - a. Pre-bite. The animal gets aggressive but only snaps or bites into the air, with no contact with human skin.
  - b. Near bite. The animal’s skin come into contact with human skin, but the bite does not puncture the skin.
  - c. Shallow puncture. The animal punctures the skin, but only in the shallow layers of tissue.
  - d. Multiple shallow punctures. The animal punctures the skin in multiple areas, but said multiple areas only penetrate shallow layers of skin.
  - e. Deep puncture. A bite causing serious or severe injury, penetrating further than a shallow puncture.
  - f. Death – The animal kills or consumes a person’s flesh.”
2. Amendment. Section 55.16(c) is hereby amended by deleting in its entirety and replacing with the following:
 

“Level 3 behavior is established if an animal, whether confined or at large, bites or causes physical injury less than serious injury to any person or other domesticated animal.”
3. Amendment. Section 55.16(D)(1) and (2) are hereby amended by deleting in their entirety and replacing with the following:
  - “1. An animal, whether or not confined, unprovoked or aggressively bites or causes wounds of deep puncture or greater, or
  2. An animal, while at large, kills or causes wounds of deep puncture or greater to any domesticated animal; or”

4. Amendment. Section 55.16(B) is hereby amended by deleting all of the section after the first sentence in its entirety and replacing it with the following:

"The owner of the animal, or the offended party, may appeal the classification to the Animal Control Appeals Board within ten (10) days of receipt of the classification order. The owner or offended party may file notice of appeal and request for a hearing in writing by filing with the City Clerk. The hearing shall be held within 30 days of the receipt of said notice. Failure to appeal will result in the classification being final. After said hearing, the Board shall notify the appealing party of its ruling in writing within 10 days. The appealing party may file notice of appeal of the Board's ruling with the Iowa District Court within ten (10) days of the date of the Board's ruling."

5. Amendment. Chapter 55 is hereby amended by adding Section 55.23, which reads as follows:

"55.23. Animal Control Appeals Board. The Animal Control Appeals Board will be comprised of three members appointed by the Mayor. The three members shall consist of the following: a veterinarian, a member of the City Council and a member of the Animal Control Commission. The City Attorney shall attend all meetings of the Animal Control Appeals Board."

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

7. 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.

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

First reading: July 5, 2022  
Second reading: July 18, 2022  
Third Reading: August 1, 2022

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

ATTEST:

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

Motion by Sexton, second by Goodweiler to approve the third reading of Ordinance 796. AYES: Sexton, Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.

Resolution 2022-73 – Approving Pay Estimate Number 1 in the amount of \$756,667.50 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 2022-73. AYES: Goodweiler, Miller, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2022-74 – Allowing event signage in the public right of way for Hoover's Hometown Days August 5<sup>th</sup>-7<sup>th</sup>, 2022. / Move to action.

Motion by Sexton, second by Miller to approve Resolution 2022-74. AYES: Sexton, Miller, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2022-75 – Approving a proposal with Terracon Consultants Inc. for construction observation and material testing services. / Move to action.

Miller asked if this was a planned expense of the project. Kofoed said he confirmed that it was.

Motion by Miller, second by Goodweiler to approve Resolution 2022-75. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

#### Discussion – Kaeser property

Kofoed stated that Kent Kaeser contacted him about a piece of property that he owns along the Hoover Trail (former railroad right-of-way) and asked if the city would want it. When Kaeser sold his property on North 1<sup>st</sup> Street, this section did not get transferred to the new owner and Kaeser has no need for the property. Kofoed said that during additional research of the property, the County also has a few other parcels listed as "unknown owner". Miller asked if the City should claim those as well if future creek improvements were made. The Council agreed that the City should take the Kaeser property and directed City Attorney Olson to prepare a resolution and quit claim deed for the property.

#### Discussion – West Branch property tax rates

Kofoed researched peer communities tax rates as requested by Councilperson Miller during the CIP work session held on July 18<sup>th</sup>. This research revealed that West Branch tax rate was average as compared to other cities and would be in-line if the Council decides to increase an estimated \$0.91 for the CIP bonding.

#### Discussion – West Branch water rates

Kofoed presented the current water rates set at \$7.79 per 1000 gallons. The rate which has been in effect since July of 2016 with no scheduled increase set. The Council asked about if the current water rates were sufficient to cover the cost of producing the water and if any maintenance costs were also included. Kofoed said that water rates had not been reviewed since City Administrator Muckler left in 2017. Goodweiler suggested that staff review water rates and associated costs, including maintenance would warrant a rate increase.

#### Discussion- West Branch work anniversaries

Kofoed asked for Council direction on if they had a preference on how to recognize employee work anniversaries. Kofoed said there currently is no written policy and that some things have been done in the past, but not consistently. Dean said he was in favor of recognizing employees to show that they are appreciated and Sexton agreed. Stoolman said she would like to see some sort of compensation for certain milestones but not sure how the city would fund that. Kofoed suggested that he would meet with department directors and get a consensus and would report back.

#### Discussion – Volunteers for Hoover’s Hometown Days

Event co-organizer Becky Knoche informed the Council that the inflatable company notified her last week that they would not be able to fully staff the inflatables without an extra charge. Knoche said that when she received quotes from the company, they said that nine people were needed to staff the inflatables. It was realized last week that twelve people were needed. Kofoed asked the Council to consider volunteering some time to help with the annual event. Kofoed said he would be available later in the afternoon after a family commitment. Laughlin also said he would help wherever was needed.

#### **CITY ADMINISTRATOR REPORT**

Kofoed gave an update on a nuisance property and said the defendant did not appear in court last week due to illness. Kofoed warned the Council that he will be asking them for “support in taking the property” if progress is not made on cleaning up the property. Kofoed also informed the Council that during the most recent re-codification of the City Code, that a portion of the Historic Preservation chapter was omitted. Kofoed said he was looking into the issue but the Council will need to re-adopt the chapter.

#### **CITY ATTORNEY REPORT**

Olson said he has another meeting scheduled with a property owner along the Wapsi Creek on Tuesday and would report back on the progress.

#### **CITY ENGINEER REPORT**

Schechinger said a meeting was held with the West Branch school district regarding a possible acquisition of property on West Main Street or easements needed for the round-about project.

#### **STAFF REPORTS – None**

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

Dean reported that the West Branch Fire Department ran seventy-nine calls in July, the highest number of calls on record. He added that the cadet program helps the fire department with engaging high schoolers to become active in the community. Miller thanked Dean for his service to the community as well. Sexton asked if the Opera Block’s building painting project would be complete before the weekend and commented that several parking stalls have been taken up for several weeks. Kofoed said he spoke with the property owner last week and that painting should be complete and the lift removed before Hoover’s Hometown Days.

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:12 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
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<b>AGENDA ITEM:</b> Approve TWO BLOCK parties
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 4, 2022
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### BACKGROUND:

Aug. 27, 2022 block party will be closing Ridgeview between W. Orange and Sullivan. Staff is recommending approval with the following conditions:

1. Bouncy house must be place in a private residence.
2. Alcohol consumption must not take place in the right of way.
3. Music must follow public peace ordinances and can't be played after authorized hours.
4. Phone numbers of block party leaders must be posted on the barricades.

Sep. 5, 2022 block party will be closing Dawson from W. Orange to Prairie View. Staff is recommending approval with the following conditions:

1. Since Dawson is a collector street ½ residents must sign off. (Complete)
2. Developers must be notified along Prairie View Drive (Complete)
3. Tents must be placed on private property.
4. Alcohol consumption must not take place in the right of way.
5. Music must follow public peace ordinances and can't be played after authorized hours.
6. Phone numbers of block party leaders must be posted on the barricades.





### BLOCK PARTY PERMIT APPLICATION

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary.

Any and all requests for temporary street closings require approval by the West Branch City Council.

Name: CINDY SIMON

Address: 306 Ridge View Drive

City: West Branch State: IA Zip: 52358

Email: CINDY.SIMON52@yahoo.com Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: 941-224-1182

Street(s) requested to be temporarily closed for block party, including termination points:

Ridge View Drive - Sullivan  
301-302  
302 Ridge View Drive  
= 1 hour

(example: Main Street between N. 1<sup>st</sup> St. and N. 2<sup>nd</sup> St.)

Date(s) Requested for Block Party

Aug 27

Alternate Date(s) Requested

\_\_\_\_\_

Start Time of Block Party

3 pm

End Time of Block Party

8 pm

Will there be outdoor, live or amplified music? ☒ Y/N Radio

If "yes", please be aware of noise provisions in West Branch Code of Ordinances, Chapter 40.03(2).

Have all neighbors within the enclosed area and/or impacted area been notified of the temporary street closure for the event? Y/N

## **City Barricade Requirements**

A \$50 refundable deposit is required for the use of barricades. All block parties within the City of West Branch are required to use barricades provided by the City of West Branch. The West Branch Public Works Department will deliver barricades on the weekday prior to the block party at the address provided. Please return the barricades to the same address to be picked up the first work day following the block party. The barricade deposit shall be refunded at the sole discretion of the City of West Branch. Submit a check for \$50, made payable to the City of West Branch and mail it to: City of West Branch, PO Box 218, West Branch, IA 52358 or drop it off at the City Office at 110 N. Poplar Street, West Branch, IA.

### **I Agree:**

I have been advised of the requirements for a Block Party Permit and agree to meet all requirements established by the City of West Branch. Furthermore, I understand that if all requirements are not met, the Block Party Permit can be cancelled by the City of West Branch at any time, including at the start of or during the event. In the event that an organization is the applicant, I hereby certify, that I have the legal authority to represent the applicant and/or the participants, and that I have read the above requirements, understand the provisions, and freely and voluntarily sign it. I further understand that the City Council of the City of West Branch had the authority to grant or deny for this event.

I further voluntarily assume all risk of loss, damage, or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hereby release the City of West Branch and all its offices, elected officials, employees, and other agents from any and all liability associated with the block party.

All picnic tables, inflatables, etc. must be placed on ONE side of the street within the approved temporary street closing area in the event that emergency vehicle access is needed.

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

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

### **For Office Use Only:**

Date Application Received: 7-26-2022 City Council Meeting Date: \_\_\_\_\_

City Council Action: ☐ Approved ☐ Denied

Date Applicant Notified: \_\_\_\_\_

Date Public Works Notified: \_\_\_\_\_ Date WBPD Notified: \_\_\_\_\_

Date WBFD Notified: \_\_\_\_\_

Barricade Fee \$50.00 (refundable) Paid: \_\_\_\_\_ Date Refunded: \_\_\_\_\_



### BLOCK PARTY PERMIT APPLICATION

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary.

Any and all requests for temporary street closings require approval by the West Branch City Council.

Name: Rebecca Whitaker

Address: 406 Dawson Dr.

City: West Branch State: IA Zip: 52858

Email: rebecca.whitaker@gmail.com Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: 319-321-1710

Street(s) requested to be temporarily closed for block party, including termination points:

Closure of Dawson Dr. from  
Orange Street to Prairie View Dr.

(example: Main Street between N. 1<sup>st</sup> St. and N. 2<sup>nd</sup> St.)

Date(s) Requested for Block Party

9/5/2022

Alternate Date(s) Requested

9/4/2022

Start Time of Block Party

10am

End Time of Block Party

4pm

Will there be outdoor, live or amplified music? Y ☒ N

If "yes", please be aware of noise provisions in West Branch Code of Ordinances, Chapter 40.03(2).

Have all neighbors within the enclosed area and/or impacted area been notified of the temporary street closure for the event? ☒ Y ☐ N

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I further voluntarily assume all risk of loss, damage, or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hereby release the City of West Branch and all its offices, elected officials, employees, and other agents from any and all liability associated with the block party.

All picnic tables, inflatables, etc. must be placed on ONE side of the street within the approved temporary street closing area in the event that emergency vehicle access is needed.

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

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

For Office Use Only:

Date Application Received: \_\_\_\_\_ City Council Meeting Date: \_\_\_\_\_

City Council Action: ☐ Approved ☐ Denied

Date Applicant Notified: \_\_\_\_\_

Date Public Works Notified: \_\_\_\_\_ Date WBPD Notified: \_\_\_\_\_

Date WBFD Notified: \_\_\_\_\_

Barricade Fee \$50.00 (refundable) Paid: \_\_\_\_\_ Date Refunded: \_\_\_\_\_

Prairie View Dr

Dawson

400.15

Orange

Dawson

Main



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
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<b>AGENDA ITEM:</b> Approve Emily Cornwell to the Library Board of Trustees
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<b>PREPARED BY:</b> Nick Shimmin – Library Director
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<b>DATE:</b> August 4, 2022
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### BACKGROUND:

The library board has a vacancy left by the end of term of Craig Walker. The library received a response from Emily Cornwell and her background in human resources and non-profits seems like a good fit to the library board. She has already attended a meeting prior approval and seemed to fit in well with the other members. Her application and resume are attached on subsequent pages.



Advisory Board/Commission  
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Public library board Today's Date 6/18/2022

(Please print)

Name: Emily Cornwell Address: West Branch, IA

Phone: (home) \_\_\_\_\_ Phone: (cell) 319-471-2343

Email: emilyacornwell@gmail.com

Do you live within the corporate city limits of West Branch? ☒ **Yes** ☐ No

How long have you been a resident of West Branch? since 2014

Occupation: Director of Human Resources Employer: LSI

*Optional Questions (use the back if necessary)*

What experience and/or skills do you have that might qualify you to serve on this board / commission?

I am currently a member of the leadership team for a statewide non profit organization, where I manage the HR  
department. I am a certified professional of the Society of Human Resource Management (SHRM). I am  
familiar with employee relations, employment law, risk management, and writing and interpreting policy/procedure.

What contributions do you feel you can make to this board / commission?

I have a great deal of professional experience that I can contribute, both in technical HR expertise and experience  
working for a non profit organization. As a reader and a gardener, I believe that my personal interests and values  
complement the library's mission and strategic vision. I would love the opportunity to contribute to the library's future success.

Thank you for your interest! We will contact you after your application has been reviewed.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
--------------------------------------

<b>AGENDA ITEM:</b> Approve Neil Korsmo and Nate Steel as Tree Board Members
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 10, 2022
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### BACKGROUND:

Both applicants have a strong history working with tree management and other recreation areas. Staff believes they will be great starting members our new commission.





Advisory Board/Commission  
Application Form

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When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission West Branch Tree Comm. Today's Date 07-18-2022

(Please print)

Name: Neil R Korsma Address: 217 Wetherell St.

Phone: (home) 319-643-7347 Phone: (cell) 319-855-3275

Email: nrckorsma@gmail.com

Do you live within the corporate city limits of West Branch? ☒ Yes ☐ No

How long have you been a resident of West Branch? 20 yrs.

Occupation: Retired Employer: formerly National Park Service

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

Training: USDA-US Forest Service "Tree Management in  
Rec. Areas" (24 hrs); USDT- Fish & Wildlife Serv. "Integrated  
Pest Management" (40 hrs) (over for exp.)

What contributions do you feel you can make to this board / commission?

Very interested in seeing that the City has a comprehensive  
tree plan. Want to help create the plan. Want  
to see a good variety of native trees planted

Thank you for your interest! We will contact you after your application has been reviewed.

(over)

Experience: Member of Park Hazard Tree Teams at 3 National Park units. Routine surveys of trees, identify hazard trees, identify pest infested trees, recommend actions to mitigate problem tree issues or remove trees, recommend tree species to replace trees removed.

Active with Trees Forever, attend their training sessions - (webinars).

Contribution:

in the city both as replacement trees and new trees on city property. Also want to help with the care and maintenance of the trees. Educate citizens about trees and their care too.



Advisory Board/Commission  
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Tree Committee Today's Date 7/20/22

(Please print)

Name: Nate Steele Address: 156 Ohrt St

Phone: (home)                      Phone: (cell) 319-471-1016

Email: nate.c.steele@gmail.com

Do you live within the corporate city limits of West Branch? ☒ Yes ☐ No

How long have you been a resident of West Branch? 16 years

Occupation: Horticulturalist/Arborist Employer: City of Iowa City Parks Dept.

*Optional Questions (use the back if necessary)*

What experience and/or skills do you have that might qualify you to serve on this board / commission?

I have a degree in Parks and Natural Resources, A.S.  
I am an ISA Certified Arborist with Tree Risk Assessment  
Qualification. I am also an Iowa Master Gardener.

What contributions do you feel you can make to this board / commission?

My area of interest is tree planting and structural pruning.  
With my education and job experience, I think I would  
make a good member of the West Branch Tree Committee

Thank you for your interest! We will contact you after your application has been reviewed.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
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<b>AGENDA ITEM:</b> Music instructor contract
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<b>CITY GOAL:</b> Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
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<b>PREPARED BY:</b> Melissa Russell, Parks and Recreation Director
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<b>DATE:</b> August 9, 2022
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### BACKGROUND:

Allison Haack will plan, organize, and instruct a music class once a week for West Branch Parks and Recreation. The 30-minute class will be targeted for 3–5-year old's. Class will focus on children's songs, dance, and movement. West Branch Parks and Recreation will start with an 8-week program with the hope that there will eventually be a need to expand music programs.

Allison Haack is the current elementary music teacher at Herbert Hoover Elementary School. She is asking for a fee of \$40 per session. West Branch Parks and Recreation will charge participants a \$75 fee for the 8-week program.

This is a budgeted expense in the Parks and Recreation FY23 budget.

<b>STAFF RECOMMENDATION:</b> Approve contract
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<b>REVIEWED BY CITY ADMINISTRATOR:</b>
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<b>COUNCIL ACTION:</b>
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<b>MOTION BY:</b>
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<b>SECOND BY:</b>
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## City of West Branch INSTRUCTION CONTRACT

This contract (the "Agreement") is made on this day of **July 26, 2022**, between The City of West Branch ("City") and **Allison Haack** (the "Instructor") for the hiring of the Instructor as independent contractors to provide **music instruction** (the "Show") for the City at **Town Hall** (the "Venue"), located at the address **113 N 1st Street**.

It is agreed as follows:

**1. Place, date, and time of Show.** The parties agree that the time and place will be at Town Hall, located at the address **113 N 1st Street, West Branch, IA**, starting **September 13, 2022 from 9:30-10:00**. **Additional dates and times may be added.**

**2. Description of Fitness Class.** Music Class.

Class will last a minimum of **25-30** minutes.

**3. Payment.** Compensation for the Instruction will be **\$40** dollars per class, payable by **check** being the "Fee." **Instructor will provide an invoice to the City of West Branch for payment.**

**4. Cancellation.** Cancellation may be made by the City two days prior to the start of the first session of **Preschool Music due** to lack of participation. The City is unable and therefore will not pay funds if the instruction is not performed for any reason.

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

**6. Food and Drink.** The Instructor is responsible for providing all food and drink required to complete the performance.

**7. Parking.** The City will secure sufficient parking for the Instructor's personnel and equipment transportation within a reasonably convenient distance to the Venue for a minimum period of 2 hours prior to the show and lasting until 1 hour after the show.

**8. Sound Systems.** A portable sound system will be provided by the City of West Branch. The instructor will be allowed to connect to the system. If the sound system is unacceptable by the Instructor then the Fitness Instructor will provide their own.

**9. Insurance, Security, Health, and Safety.** The Instructor is required to have Proof of Insurance and provide to the City at least 2 weeks prior to the start of class. Insurance documents must show coverage for any and all damage to equipment as well as any personal injury that may be incurred as a result of the scheduled Music Class. The City warrants that the Venue will be of sufficient size to safely conduct Music Class, that the Venue is of stable construction and sufficiently protected from weather, and that there will be adequate



security and/or emergency medical responders available if foreseeably necessary.

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

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

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

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

The below-signed the Instructor or Representative warrants s/he has authority to enforceable sign this agreement for the Fitness Instructor in its entirety. The below signed the City's Representative warrants s/he has authority to bind the City and Venue.

Signature of the Music Instructor: \_\_\_\_\_

*Allison K. Haack*

Fitness Instructor typed name: \_\_\_\_\_

Allison K Haack

Fitness Instructor Address: \_\_\_\_\_

287 Colchester Dr Iowa City, IA 52245

Fitness Instructor Phone #: \_\_\_\_\_

319-400-1312

Fitness Instructor Email: \_\_\_\_\_

alliehaack@gmail.com

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

City's Representative typed name and title: Melissa Russell-Parks and Recreation Director



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
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<b>AGENDA ITEM:</b> Claims
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> August 10, 2022
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### 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****8/15/2022**

AE OUTDOOR POWER	MOWER PARTS	550.54
AMAZON	VARIOUS ITEMS - LIBRARY	549.72
AMAZON.COM	CAMP ACTIVITIES	636.30
BAKER & TAYLOR INC.	BOOKS	788.87
BARNHART'S CUSTOM SERVICES	MATTING STAPLES	95.00
BRICK, LESLIE	MILEAGE REIMBURSEMENT - HHTD	12.50
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	324.65
CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	368.00
CCEDCO	CCEDCO ANNUAL DUES	6,409.00
CEDAR COUNTY COOPERATIVE	FUEL - PW	1,840.36
CEDAR COUNTY RECORDER	RECORDING FEES	185.00
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH	1,000.00
FRED'S FEED & SUPPLY LLC	BLDG SUPPLIES	93.71
GREAT AMERICAN BUSINESS	PAW PAL KITS - P&R	888.00
HEIDI VAN AUKEN	MILEAGE & MEAL REIMBURSEMENT	198.37
HOLLYWOOD GRAPHICS	HHTD BANNERS FOR 2022, 2021	771.00
JAYME CILEK	CLEANING SERVICES-CITY, TH	315.00
KANOPY	ON DEMAND VIDEO SERVICE	10.00
L. L. PELLING CO	ANNUAL SEAL COAT PATCHING	33,260.85
LINN COUNTY R.E.C.	STREET LIGHTS	207.80
LOGAN CONTRACTOR'S SUPPLY	COLD PATCH FOR STREET REPAIRS	297.80
LRS HOLDINGS, LLC	TRASH & RECYCLING JULY 2022	17,191.49
MATT PARROTT	LASER UTILITY BILLS	700.00
MENARDS	SHOP SUPPLIES - PW	385.98
OLSON, KEVIN D	LEGAL SERVICES - AUGUST 2022	1,500.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	1,267.42
PREMIER PARTS TIPTON	SHOP SUPPLIES - PW	297.23
PSC DISTRIBUTION	WATER PLANT PIPE REPAIRS	89.40
QUILL CORP	OFFICE SUPPLIES	10.59
SCHNOEBELEN INC	BLADES FOR DITCH MOWER	175.78
STATE HYGIENIC LAB	LAB ANALYSIS	300.50
THE HOME DEPOT PRO	BLDG SUPPLIES - PW, P&R	583.07
WERLING ABSRACT COMPANY	TITLE & LEAN SEARCH 203 GREEN	200.00
WEX BANK	VEHICLE FUEL	1,748.11
WHITE CAP L.P.	SAFETY VESTS, SUPPLIES	269.72

**TOTAL****73,521.76****PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS****8/5/2022****51,307.81****PAID BETWEEN MEETINGS**

GLOBAL PAYMENTS	JULY CREDIT CARD FEES	829.69
ABOUT FACES ENTERTAINMENT	HHTD 2022 CHILDREN'S ENTERTAINMENT	1,400.00



IMWCA	FY23 WORKER'S COMP PREMIUM DEPOSIT	4,757.00
IMWCA	FY23 1ST PREMIUM INSTALLMENT	2,035.00
ABSOLUTE SCIENCE	HHTD 2022 CHILDREN'S ENTERTAINMENT	850.00
BIG TEN RENTALS	HHTD 2022 BIG TEN RENTALS	518.29
GRIMM, DAVID	HHTD 2022 PONIES	1,175.00
J&M DISPLAYS	HHTD 2022 FIREWORKS	20,000.00
JENNIFER LYNN ZOLLER	HHTD 2022 BOOT JACK BAND	1,500.00
JT INTERNATIONAL	HHTD 2022 INFLATABLES	9,000.00
MATTHEW MESSENGER	HHTD 2022 TROPHY DADS BAND	2,000.00
RANDY PHELPS	HHTD 2022 BAND	250.00
WB COMMUNITY DEVELOPMENT	HHTD 2022 BANNER REIMBURSEMENT	290.80
ARSL	MEMBERSHIP DUES - SHIMMIN	75.00
AT&T MOBILITY	WIRELESS SERVICE	1,158.32
AWE ACQUISITION	LITERACY STATION COMPUTER	3,277.00
BANKERS ADVERTISING	SIGNS FOR LIBRARY	160.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,710.00
BROWN'S WEST BRANCH	VEHICLE SERVICE - POLICE	335.85
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
DEMCO	BOOK SUPPLIES	57.01
HANSEN, TRENT	LAPTOP, SOFTWARE REIMB - FIRE	1,109.98
HI-LINE INC	SHOP SUPPLIES	122.20
HUCKLEBERRY ENTERTAINMENT	FUN CITY TICKETS - CAMP	344.00
IOWA STATE FAIR	IA STATE FAIR ADMISSIONS - CAMP	289.00
PARKSIDE SERVICE	BATTERIES FOR END LOADER	349.90
QUILL CORP	OFFICE SUPPLIES - CITY	127.78
STATE INDUSTRIAL PRODUCTS	CHEMICALS	204.84
VARIOUS VENDORS	UB REFUNDS	167.87
WAGeworks	EMPLOYEE FLEX PLAN	18.88
UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	767.80
WELLMARK	HEALTH INSURANCE	16,769.80
ICAP	FY23 INSURANCE PREMIUM	52,065.00
<b>TOTAL</b>		<b>123,786.01</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>248,615.58</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		98,367.12
022 CIVIC CENTER		58.5
031 LIBRARY		14,653.70
036 TORT LIABILITY		44,058.81
110 ROAD USE TAX		41,982.11
112 TRUST AND AGENCY		19,959.39
600 WATER FUND		16,615.72
610 SEWER FUND		12,901.35
950 BC/BS FLEXIBLE BENEFIT		18.88
<b>GRAND FUND TOTAL</b>		<b>248,615.58</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	973.61
			TOTAL:	973.61
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	288.70
			TOTAL:	288.70
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	207.80
			TOTAL:	207.80
PARK & RECREATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	126.15
			BLDG SUPPLIES	888.00
		GREAT AMERICAN BUSINESS PRODUCTS	P&R ROUTER	68.99
			CAMP ACTIVITIES	220.41
		AMAZON	CANDY FOR HHTD & EASTER	239.94
			CAMP SUPPLIES	15.99
		AMAZON.COM.CA., INC.	CLEANING SERVICES - PARKS	193.50
			WAPSI PARK PORTABLE SERVIC	115.00
		JAYME CILEK	TOTAL:	1,867.98
CEMETERY	GENERAL FUND	AE OUTDOOR POWER	MOWER PARTS	550.54
			BLDG SUPPLIES - P&R	484.72
		THE HOME DEPOT PRO	CEMETERY PORTABLE SERVICE	100.00
			TOTAL:	1,135.26
COMM & CULTURAL DEVEL	GENERAL FUND	HOLLYWOOD GRAPHICS	HHTD BANNERS FOR 2022, 202	771.00
			MILEAGE REIMBURSMENT - HHT	12.50
		BRICK, LESLIE	CANDY FOR HHTD & EASTER	159.96
			TOTAL:	943.46
ECONOMIC DEVELOPMENT	GENERAL FUND	CCEDCO	CCEDCO ANNUAL DUES	6,409.00
			TOTAL:	6,409.00
CLERK & TREASURER	GENERAL FUND	EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH	1,000.00
			TITLE & LEAN SEARCH 203 GR	200.00
		WERLING ABSRACT COMPANY	ADMIN COMPUTER REPAIR	88.00
			MILEAGE & MEAL REIMBURSEME	198.37
		CAPITAL ONE	CLEANING SERVICES-CITY, TH	63.00
			TOTAL:	1,549.37
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	185.00
			LEGAL SERVICES - AUGUST 20	1,500.00
		OLSON, KEVIN D	TOTAL:	1,685.00
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING JULY 202	16,976.49
			TOTAL:	16,976.49
TOWN HALL	CIVIC CENTER	JAYME CILEK	CLEANING SERVICES-CITY, TH	58.50
			TOTAL:	58.50
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	438.04
			DIGITAL & AUDIO BOOKS	2.49
			FY23 BRIDGES EBOOK CONTENT	826.89
		FRED'S FEED & SUPPLY LLC	BLDG SUPPLIES	20.55
			BLDG SUPPLIES	73.16
			OFFICE SUPPLIES	10.59
		QUILL CORP	BOOKS- YOU MATTER	15.26-
		BAKER & TAYLOR INC.		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			BOOKS	273.53
			BOOKS	248.06
			BOOKS	196.06
			BOOKS	86.48
		AMAZON	VARIOUS ITEMS - LIBRARY	145.39
			VARIOUS ITEMS - LIBRARY	52.42
			VARIOUS ITEMS - LIBRARY	282.92
		KANOPY	ON DEMAND VIDEO SERVICE	10.00
		CAPITAL ONE	BLDG SUPPLIES	63.69
			MISC SUPPLIES	117.08
			COLLECTIONS	55.88
		CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	368.00
			TOTAL:	3,255.97
ROADS & STREETS	ROAD USE TAX	L. L. PELLING CO. INC	ANNUAL SEAL COAT PATCHING	33,260.85
		BARNHART'S CUSTOM SERVICES LLC	MATTING STAPLES	95.00
		CEDAR COUNTY COOPERATIVE	FUEL - PW	1,840.36
		WEX BANK	VEHICLE FUEL	119.87
		SCHNOEBELEN INC	BLADES FOR DITCH MOWER	175.78
		LOGAN CONTRACTOR'S SUPPLY INC	COLD PATCH FOR STREET REPA	297.80
		WHITE CAP L.P.	SAFETY VESTS, SUPPLIES	269.72
		PREMIER PARTS TIPTON	FILTERS FOR EQUIPMENT	251.34
			BATTERY FOR MOWER	54.89
			BATTERY CORE DEPOSIT	9.00-
			TOTAL:	36,356.61
WATER OPERATING	WATER FUND	MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	350.00
		STATE HYGIENIC LAB	LAB ANALYSIS	300.50
		MENARDS	SHOP SUPPLIES - PW	256.13
			SAFETY SUPPLIES - PW	111.88
			SHOP SUPPLIES - WATER	17.97
		WEX BANK	VEHICLE FUEL	119.87
		PSC DISTRIBUTION	WATER PLANT PIPE REPAIRS	89.40
		THE HOME DEPOT PRO	BLDG SUPPLIES - PW	98.35
			TOTAL:	1,344.10
SEWER OPERATING	SEWER FUND	MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	350.00
		WEX BANK	VEHICLE FUEL	119.91
			TOTAL:	469.91

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		32,036.67
022	CIVIC CENTER		58.50
031	LIBRARY		3,255.97
110	ROAD USE TAX		36,356.61
600	WATER FUND		1,344.10
610	SEWER FUND		469.91
-----			
	GRAND TOTAL:		73,521.76
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LOCAL CABLE ACCESS	GENERAL FUND	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	208.26
			TOTAL:	208.26
POLICE OPERATIONS	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	8,278.34
			TOTAL:	8,278.34
FIRE OPERATION	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	3,644.55
			TOTAL:	3,644.55
ROADS & STREETS	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	10,413.00
			TOTAL:	10,413.00
LIBRARY	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	4,581.72
			TOTAL:	4,581.72
PARK & RECREATION	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	4,009.00
			TOTAL:	4,009.00
CEMETERY	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	1,405.76
			TOTAL:	1,405.76
CLERK & TREASURER	TORT LIABILITY	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	5,258.57
			TOTAL:	5,258.57
WATER OPERATING	WATER FUND	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	7,132.90
			TOTAL:	7,132.90
SEWER OPERATING	SEWER FUND	IOWA COMMUNITIES ASSURANCE POOL	FY23 ICAP INSURANCE PREMIU	7,132.90
			TOTAL:	7,132.90

===== FUND TOTALS =====		
001	GENERAL FUND	208.26
036	TORT LIABILITY	37,590.94
600	WATER FUND	7,132.90
610	SEWER FUND	7,132.90
-----		
	GRAND TOTAL:	52,065.00
-----		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	GLOBAL PAYMENTS INTEGRATED	JULY CC FEES	414.85
			TOTAL:	414.85
SEWER OPERATING	SEWER FUND	GLOBAL PAYMENTS INTEGRATED	JULY CC FEES	414.84
			TOTAL:	414.84

===== FUND TOTALS =====	
600 WATER FUND	414.85
610 SEWER FUND	414.84
-----	
GRAND TOTAL:	829.69
-----	

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
COMM & CULTURAL DEVEL	GENERAL FUND	ABOUT FACES ENTERTAINMENT LLC	HHTD 2022 ENTERTAINMENT CH	1,400.00
			TOTAL:	1,400.00
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	1,247.00
			WORK COMP - POLICE	533.27
			TOTAL:	1,780.27
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	1,635.00
			WORK COMP - FIRE	699.32
			TOTAL:	2,334.32
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	42.00
			WORK COMP - BLDG INSPECT	18.00
			TOTAL:	60.00
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	803.00
			WORK COMP - STREETS	343.50
			TOTAL:	1,146.50
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	62.00
			WORK COMP - LIBRARY	26.62
			TOTAL:	88.62
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	513.00
			WORK COMP - PARK & REC	219.44
			TOTAL:	732.44
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	133.00
			WORK COMP - CEMETERY	56.87
			TOTAL:	189.87
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	95.00
			WORK COMP - ADMIN	40.85
			TOTAL:	135.85
WATER OPERATING	WATER FUND	IMWCA	WORK COMP - WATER	180.00
			WORK COMP - WATER	77.21
			TOTAL:	257.21
SEWER OPERATING	SEWER FUND	IMWCA	WORK COMP - SEWER	47.00
			WORK COMP - SEWER	19.92
			TOTAL:	66.92

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		1,400.00
036	TORT LIABILITY		6,467.87
600	WATER FUND		257.21
610	SEWER FUND		66.92
-----			
	GRAND TOTAL:		8,192.00
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	BROWN'S WEST BRANCH	VEHICLE SERVICE - POLICE	139.49
			VEHICLE SERVICE - POLICE	196.36
		AT & T MOBILITY	WIRELESS SERVICE	258.36
			WIRELESS SERVICE	899.96
			TOTAL:	1,494.17
FIRE OPERATION	GENERAL FUND	HANSEN, TRENT	LAPTOP, SOFTWARE REIMB-FIR	1,109.98
			TOTAL:	1,109.98
PARK & RECREATION	GENERAL FUND	IOWA STATE FAIR	IA STATE FAIR ADMISSION -	289.00
			FUN CITY TICKETS - CAMP	344.00
		HUCKLEBERRY ENTERTAINMENT LLC	TOTAL:	633.00
COMM & CULTURAL DEVEL	GENERAL FUND	BIG TEN RENTALS INC	HHTD 2022 BIG TEN RENTALS	518.29
		GRIMM, DAVID E	HHTD 2022 - ENTERTAIN PONI	1,175.00
		WEST BRANCH COMMUNITY DEVELOPMENT GROU	HHTD 2022 BANNERS REIMB	290.80
		J & M DISPLAYS INC	HHTD 2022 FIREWORKD FINAL	20,000.00
		ABSOLUTE SCIENCE	HHTD 2022 ENTERTAIN CHILDR	850.00
		JENNIFER LYNN ZOLLER	HHTD 2022- BOOT JACK BAND	1,500.00
		JT INTERNATIONAL INC	HHTD 2022 - INFLATABLES FI	9,000.00
		RANDY PHELPS	HHTD 2022 BAND	250.00
		MATTHEW MESSENGER	HHTD 2022 TROPHY DADS BAND	2,000.00
			TOTAL:	35,584.09
CLERK & TREASURER	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES - CITY	107.38
			OFFICE SUPPLIES - CITY	20.40
			TOTAL:	127.78
LIBRARY	LIBRARY	DEMCO	BOOK SUPPLIES	57.01
		D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
		BANKERS ADVERTISING COMPANY	SIGNS - LIBRARY	160.00
		AWE ACQUISITION INC	LITERACY STATION COMPUTER	3,277.00
		BIBLIONIX	AUTOMATION SUBSCRIPTION	1,710.00
		ARSL	MEMBERSHIP DUES - SHIMMIN	75.00
			TOTAL:	5,349.01
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	BATTERIES FOR END LOADER	349.90
		HI-LINE INC	SHOP SUPPLIES	122.20
			TOTAL:	472.10
WATER OPERATING	WATER FUND	STATE INDUSTRIAL PRODUCTS	CHEMICALS	204.84
		MISCELLANEOUS V DOUD, KRISTA	01-09350-02	37.66
		SILVA, MICHELLE & AM	01-09536-01	38.14
			TOTAL:	280.64

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		38,949.02
031	LIBRARY		5,349.01
110	ROAD USE TAX		472.10
600	WATER FUND		280.64
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	GRAND TOTAL:		45,050.77
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
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<b>AGENDA ITEM:</b> Approve Dog Park Fundraising Plan
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 4, 2022
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### BACKGROUND:

The Animal Control Commission met on August 9, 2022. They are asking for:

1. Staff assistance in setting up a website for tax deductible online donations.
2. Council authorizing a dog park fundraising line item.
3. Staff assistance in social media marketing.

Staff is asking for a fundraising plan in the absence of unsecure funds. The commission decided:

1. If fundraising goals aren't met in September 2023, commission will revisit their plans.
2. If fundraising goals aren't met the commission agrees to shorten the length of the fence or donations will be used for facility upgrades.
3. If fundraising plan is changed or not followed, animal control commission will be the main point of contact for grievances.
4. If fundraising plan is changed or not followed, due to city and state financing rules, reimbursements shall not be made with Finance Director's approval

## **RESOLUTION 2022-76**

### **A RESOLUTION APPROVING DOG PARK EXPANSION FUNDRAISING PLANS.**

WHEREAS, the West Branch Animal Control Commission seeks to expand the dog park;

WHEREAS, the City of West Branch City Council and staff are supportive of the project but must ensure state financial policies are followed;

WHEREAS, the West Branch Animal Control Commission is requesting the following assistance:

1. Staff assistance in setting up a website for tax deductible online donations.
2. Council authorizing a dog park fundraising and expense line items.
3. Staff assistance in social media marketing.

WHEREAS, the Animal Control Commission agrees on the following items:

1. If fundraising goals aren't met by September 2023, the Commission will revisit their plans.
2. If fundraising goals aren't met by (date), the Commission agrees to shorten the length of the fence or donations will be used for other facility upgrades.
3. If the fundraising plan is changed or not followed, the Animal Control Commission will be the main point of contact for grievances.
4. If the fundraising plan is changed or not followed due to city and state financing rules, reimbursements shall not be made or promised without the City Finance Officer's approval.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of West Branch, Iowa hereby approves the following fundraising plan is hereby approved and effective September 1, 2022.

Passed and approved this 15th day of August 2022.

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Roger Laughlin, Mayor

Attest:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
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<b>AGENDA ITEM:</b> Approve Dog Park Fund Line Item
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 4, 2022
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### BACKGROUND:

Staff is asking for council's approval to create a separate dog park fund in our budget. This will allow for transparency, accountability, and ease of access for the Animal Control Commission and City Council to monitor how much money they have.

**RESOLUTION 2022-77**

**A RESOLUTION AUTHORIZING THE CREATION A DOG PARK FUNDRAISING FUND.**

WHEREAS, the West Branch Animal Control Commission seeks to expand the dog park;

WHEREAS, the City of West Branch City Council and staff are supportive of the project but must ensure state financial policies are followed;

WHEREAS, separate funds are needed to track and properly allocate donations, revenues, and expenses.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of West Branch, Iowa that the Dog Park fundraising fund is hereby authorized.

Passed and approved this 15th day of August 2022.

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

Attest:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 15, 2022
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<b>AGENDA ITEM:</b> Approve Dog Park Fund Line Item
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 4, 2022
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### BACKGROUND:

Per the request of Mayor Laughlin, he would like council to reconsider the green view connection. He believes finalizing the sidewalk should still happen, but believes the current road condition slow down traffic.

Public Works would either build its road use tax reserve fund or apply additional maintenance to Oliphant Street which is in poor condition.

### RECOMMENDATION

There is no preference for staff as both neighborhoods need work. However, staff asks for consistency. If council chooses not to finish the cul-de-sac connection, staff would prefer to take it off our streets CIP plan instead of taking it on and off each new fiscal year.