



**CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 6, 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.*

**REGULAR MEETING – 7:00 P.M.**

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 August 15, 2022 City Council meeting.
  - b. Approve minutes from the August 15, 2022 Special City Council meeting.
  - c. Approve a Special Event permit – West Branch High School Homecoming Parade
  - d. Approve West Branch Fire Department appointment
  - e. Approve Christine Humrichouse to West Branch Tree Commission
  - f. Claims for 9/6/2022
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
  - a. **Setting a Public Hearing** date for October 3, 2022 to consider a request for rezoning 154 Ohrt Street from R-1 to R-2. / Move to action.
  - b. **Setting a Public Hearing** date for October 3, 2022 to consider a request for rezoning 222 N. 4<sup>th</sup> Street from R-3 to PUD **AND** a parcel along the east side of Wapsi Creek owned by the City of West Branch from P-1 to PUD. / Move to action.
  - c. **Setting a date for Public Hearing** for October 3, 2022 for Amending the Historic Preservation Commission Ordinance – Chapter 25 of the West Branch Code of Ordinances. / Move to action.
  - d. **Resolution 2022-78** – Approving a Temporary Use Agreement with Bedrock LLC for a temporary brush pile location. / Move to action. / Move to action.
  - e. **Resolution 2022-79** -Directing the City Attorney to file an action pursuant to Section 657A.10B of the Code of Iowa for 203 E. Green Street. / Move to action.
  - f. **Resolution 2022-80** – Approving a Permanent Easement Agreement with Roger & Connie Laughlin for the relocation of an emergency siren. / Move to action.
  - g. **Resolution 2022-81** - Approving Pay Estimate Number 2 in the amount of \$511,380.70 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.
  - h. **Resolution 2022-82** – Approving the West Branch Police Manual. / Move to action.
  - i. **Resolution 2022-83** – Accepting payment of \$300.00 and \$1500.00 civil penalties from Kum & Go #254. / Move to action.
9. Discussion – Allowing the City Administrator to post a permanent part-time Public Works position for FY23 (budgeted expense).
10. Discussion – City Administrator update on police officer recruitment and retention bonus for current officers.
11. City Administrator Report
12. City Attorney Report
13. City Engineer Report
14. City Staff Reports
15. Comments from Mayor and Council Members
16. 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. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**August 15, 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, Nick Goodweiler and Tom Dean. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Library Director Nick Shimmin and Police Chief John Hanna. City Staff attending via Zoom: Parks & Recreation Director Melissa Russell 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 August 1, 2022 City Council meeting.  
Approve a Block Party permit for August 27, 2022 (applicant Cindy Simon)  
Approve a Block Party permit for September 5, 2022 (applicant Rebecca Whitaker)  
Approve Emily Cornwell to the Library Board of Trustees  
Approve Neil Korsmo and Nate Steele to West Branch Tree Commission  
Approve WBPR programming contract with Allison Haack  
Claims for 8/15/2022

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

## 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
WAGWORKS	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
TOTAL		123,786.01
GRAND TOTAL EXPENDITURES		248,615.58

## FUND TOTALS

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	12901.35
950 BC/BS FLEXIBLE BENEFIT	18.88
GRAND FUND TOTAL	248,615.58

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

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE****PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 2022-76 Approving the expansion of the West Branch Dog Park and fundraising plans. / Move to action.

Kofoed said he met with Chairperson Beyer on fundraising plans that were satisfactory with the commission and staff. Kofoed said fundraising would start in September allowing time for staff to set up a fund for those donations and the method of soliciting them.

Motion by Miller, second by Goodweiler to approve Resolution 2022-76. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-77 – Authorizing the creation of a dog park fundraising fund / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-77. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Discussion – Greenview Connection Project

At the request of Mayor Laughlin, he would like the Council to consider leaving the connection ‘as is’ to slow down traffic at the new entrance point. Dean said he would like to see the project finished as designed with a natural curvature to the road which will require removing a large tree in the temporary grass island. The Council agreed the project should be finished as designed.

**CITY ADMINISTRATOR REPORT**

Kofoed advised the Council that the City would be receiving an eighteen percent discount on this years Worker’s Compensation premiums due largely in part to the actions of the Safety Committee. Kofoed said the committee meets regularly and that employees are provided with training. Kofoed also reported that the Hoover’s Hometown Days committee met for their initial wrap up meeting last week and the more information on the event’s success would be shared soon along with changes to the organization of the event. Kofoed also gave a brief update on future development activities. Lastly, Kofoed mentioned the regular nuisance property and what steps he would like to take to permanently fix the issue.

**CITY ATTORNEY REPORT**

Olson said he had another meeting with the Gaskill’s attorney and they are now asking for additional information. Olson said that it seems like a ‘stalling’ tactic and will proceed with Council direction of eminent domain so the project can continue to move forward.

**CITY ENGINEER REPORT**

Schechinger updated the Council on three city projects in progress. He said the new cell for the wastewater treatment cell has been excavated and that the liner was being installed. Once the cell has been complete and put in operation, the existing cells will be cleaned out. The Herbert Hoover Highway Roundabout project is moving forward and said the meeting with school district resulted in them preferring a right of way acquisition rather than an easement. Impact7G is finished with their concept for the Wapsi Creek Widening Project and is ready for review. Heritage Hill project is moving forward and several plans have been submitted to the City for review and will be moving to the Planning & Zoning Commission later this month.

**STAFF REPORTS – None**

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin thanked the Hoover’s Hometown Days committee, volunteers and staff for another successful event. He said even with the extreme heat the event was well attended. Sexton commented that he heard that the heat made some of the inflatables too hot to use. He said he was also a little disappointed in the length of the fireworks show. Kofoed added that close to one thousand wrist bands were given out to kids for the inflatables which much higher than expected.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:27 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

Mayor Pro Tem Colton Miller called the West Branch Special City Council meeting to order at 6:00 p.m. Roll call: Council members present: Jerry Sexton, Jodee Stoolman, Nick Goodweiler and Tom Dean. City Staff present: City Administrator Adam Kofoed and City Attorney Kevin Olson.

Motion to adjourn to 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.

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

**ADJOURNMENT**

Motion to adjourn by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 6:40 p.m.

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Colton Miller, Mayor Pro Tem

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
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<b>AGENDA ITEM:</b> Approve a Special Event Permit – West Branch High School Homecoming Parade
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<b>PREPARED BY:</b> Leslie Brick, City Clerk
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<b>DATE:</b> August 24, 2022
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### BACKGROUND:

Abby Noelck, Student Government Advisor, West Branch Community School District has submitted the Special Event permit for the West Branch High School Homecoming Parade. The parade is scheduled for Wednesday, September 21, 2022 at 6:30 p.m. Parade route remains the same as in past years.



## Special Event Permit Application

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

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

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

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

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### FOR CITY OFFICE USE:

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

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

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

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

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



**Special Event Permit Application**

Event Title/Name: West Branch High School Homecoming Parade

Event Organization: West Branch HS Student Government Phone: 515-230-5551

Organization Address: 900 W. Main Street Tax ID #: \_\_\_\_\_

City: West Branch State: IA Zip Code: 52358

Event Website: N/A Event Email: anoelck@west-branch.k12.ia.us

Event Coordinator Name and Title: Abby Noelck, Student Government Advisor

Event Coordinator Email: anoelck@west-branch.k12.ia.us

Event Coordinator Cell Number: 515-230-5551

Event Coordinator Address: 902 20th Avenue Place #5

City: Coralville State: IA Zip Code: 52241

Description of Event: Homecoming parade involving school clubs and community

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

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Wed., Sept. 21 - 6:00 p.m.	Wed., Sept. 21 - 6:30 p.m.	Wed., Sept. 21 ~ 7 p.m.	Wed., Sept. 21 ~ 8 p.m.

Maximum Number of Participants: 200 Maximum Number of Vehicles: 50

Will there be an admission fee? No What is the admission fee? N/A

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

Will alcohol be permitted or sold? No Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted?     
 Please list other agencies involved. West Branch City Council, West Branch Community School District

Traffic Control Plan (please attach diagram): See attached route.





Public Notification Plan: Social media, email/bulletin in schools

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

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

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

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

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

Restroom Plan: Available at Little Rose Bowl (coronation to take place following the parade)

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

Insurance policy: with WBCSD

Signature: Abby L. Nodch Date: 8/18/22

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

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

**Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.**

West Branch High School Homecoming Parade, Wednesday, September 21, 2022 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. and will wrap around the field starting at 6:00 p.m. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- **Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Advisor) at [anoelck@west-branch.k12.ia.us](mailto:anoelck@west-branch.k12.ia.us)**





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
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<b>AGENDA ITEM:</b> Approve West Branch Fire Department Appointment
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<b>PREPARED BY:</b> Leslie Brick, City Clerk
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<b>DATE:</b> August 24, 2022
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### BACKGROUND:

Approve appointments to the West Branch Fire Department:

Emergency Medical Services – Alysia Horcher (approved by the WBFD on August 10, 2022)



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
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<b>AGENDA ITEM:</b> Approve Christine Humrichouse to the West Branch Tree Commission
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 24, 2022
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### BACKGROUND:

Christine Humrichouse has been a master gardener since 2014 and has also completed training with Trees Forever. Christine is now a trained volunteer with their Training & Advocacy Program for Community Trees.

Her vested interest in the community will make her a valuable contributor to this commission.



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 Board Today's Date 8/19/22

(Please print)

Name: Christine Humrichouse Address: 218 N. Downey St

Phone: (home) \_\_\_\_\_

\*Phone: (cell) \_\_\_\_\_

Email: deaconchris411@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? 24 years

Occupation: pastor Employer: West Branch Friends Church

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 been a Master Gardener since 2014.  
I also completed training with Trees Forever  
this past year. I am now a trained volunteer with their  
Training & Advocacy Program for Community Trees.

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

I am invested in our community and in  
environmental stewardship. I believe these  
passions and my approach to community planting &  
care would serve the well of  
this board.

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 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 31, 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****9/6/2022**

ANTHONY TATMAN	MMPI-2 EVALUATION - POLICE	75.00
BAKER & TAYLOR INC.	BOOKS	959.75
CEDAR COUNTY COOPERATIVE	FUEL - PW	1,052.62
HAWKINS INC	CHEMICALS	2,645.55
HI-LINE INC	HOSES - PW	4,572.58
IOWA LAW ENFORCEMENT ACADEMY	FIELD TRAINING - MURDOCK	580.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	58.50
JAYME CILEK	CLEANING SERVICES-CITY, TH	189.00
KELTEK INC	CAR EQUIP & INSTALL - POLICE	16,859.23
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,565.65
LRS HOLDINGS	WAPSI PARK PORTABLE SERVICE	215.00
MENARDS	BLDG SUPPLIES - P&R	409.29
OLSON, KEVIN D	LEGAL SERVICES & FILING FEE REIMBURSE	1,595.00
PREMIER PARTS	MANUAL BATTERY CHARGER - PW	174.00
WEST BRANCH COMM SCHOOLS	VAN RENTAL - P&R	543.00

<b>TOTAL</b>		<b>31,494.17</b>
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**PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS**

**8/19/2022, 8/22/2022, 9/2/2022**      **103,299.94**

**PAID BETWEEN MEETINGS**

BROWN'S WEST BRANCH FORD	2022 FORD EXPLORER SUV - POLICE	34,755.00
ALLIANT ENERGY	ALLIANT ENERGY	13,911.72
BUSINESS RADIO SALES	RADIO REPAIR AND PARTS	492.80
CEDAR COUNTY COOPERATIVE	FUEL FOR PW & FIRE	2,461.51
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	35.98
FELD FIRE EQUIPMENT	ANNUAL TRUCK SERVICE - FIRE	900.00
HAWKEYE POLYGRAPH	POLYGRAPH SERVICE - POLICE	350.00
IMPACT 7G	WIDENING WAPSI CREEK	17,253.00
IMWCA	IMWCA FY23 INSTALLMENT 2	2,035.00
JOHNSON CONTROLS	FIRE ALARM SERVICE CONTRACT LIBRARY	1,049.51
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LYNCH'S EXCAVATING	GREENVIEW MANHOLE AND EXTENSION	4,460.00
MEDIACOM	CABLE SERVICE	41.90
MIDWEST FRAME & AXLE	WATER PUMP REPAIR - FIRE	774.32
MOTOROLA SOLUTIONS	DASH CAMERA BUNDLE - POLICE CAR	4,279.00
OASIS ELECTRIC	ICE MACHINE INSTALL - FIRE	292.77
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-CITY OFFICE, TOWN HALL	102.98
QUILL CORP	OFFICE SUPPLIES - LIBRARY	11.28
TYLER TECHNOLOGIES	DEDUCTION CODE SETUP	600.00
US BANK CORPORATE	CREDIT CARD PURCHASES	1,991.05
WEST BRANCH REPAIRS	EXHAUST FLOOD REPAIR-FIRE	39.90

WEST BRANCH TIMES	LEGAL PUBLICATIONS & HHTD AD	381.59
DIRK WIENEKE	WEED CONTROL -P&R, FIRE	1,250.00
WAGeworks	EMPLOYEE FLEX PLAN	367.00
JOHN DEERE FINANCIAL	UNIFORMS - PW	274.95
QC ANALYTICAL SERVICES	LAB ANALYSIS	804.75
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
VERIZON WIRELESS	VERIZON WIRELESS	403.15
<b>TOTAL</b>		<b>90,197.18</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>224,991.29</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		122,174.00
022 CIVIC CENTER		983.57
031 LIBRARY		16,241.16
036 TORT LIABILITY		1,937.87
110 ROAD USE TAX		14,699.75
112 TRUST AND AGENCY		21,009.46
321 WIDENING WAPSI CREEK		17,602.13
600 WATER FUND		17,213.27
610 SEWER FUND		11,615.10
950 BC/BS FLEXIBLE BENEFIT		1,514.98
<b>GRAND TOTAL</b>		<b>224,991.29</b>



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA LAW ENFORCEMENT ACADEMY	FIELD TRAINING - MURDOCK	380.00
			MMPI-2 ADMIN, EVAL - POLIC	200.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	295.67
		KELTEK INC	CAR EQUIP & INSTALL - POLI	16,859.23
		ANTHONY TATMAN	MMPI-2 EVALUATION - POLICE	75.00
		TOTAL:	17,809.90	
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	89.66
			TOTAL:	89.66
PARK & RECREATION	GENERAL FUND	WEST BRANCH COMMUNITY SCHOOLS MENARDS LIBERTY COMMUNICATIONS LRS HOLDINGS, LLC	VAN RENTAL - P&R	543.00
			BLDG SUPPLIES - P&R	364.36
			TELEPHONE SERVICE	284.81
			WAPSI PARK PORTABLE SERVIC	115.00
			TOTAL:	1,307.17
CEMETERY	GENERAL FUND	CEDAR COUNTY COOPERATIVE LRS HOLDINGS, LLC	FUEL - PW	1,052.62
			CEMETERY PORTABLE SERVICE	100.00
			TOTAL:	1,152.62
CLERK & TREASURER	GENERAL FUND	MENARDS LIBERTY COMMUNICATIONS OLSON, KEVIN D JAYME CILEK	BLDG SUPPLIES - CITY	44.93
			TELEPHONE SERVICE	428.03
			REIMB NUISANCE FILING FEE	95.00
			CLEANING SERVICES-CITY	81.00
			TOTAL:	648.96
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES - SEPT 2022	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS JAYME CILEK	TELEPHONE SERVICE	45.03
			CLEANING SERVICES-TH	108.00
			TOTAL:	153.03
LIBRARY	LIBRARY	BAKER & TAYLOR INC.  LIBERTY COMMUNICATIONS	BOOKS	162.78
			BOOKS	269.38
			BOOKS	205.55
			BOOKS	322.04
			TELEPHONE SERVICE	238.42
			TOTAL:	1,198.17
ROADS & STREETS	ROAD USE TAX	LIBERTY COMMUNICATIONS HI-LINE INC PREMIER PARTS TIPTON	TELEPHONE SERVICE	39.70
			HOSES - PW	4,572.58
			MANUAL BATTERY CHARGER - P	174.00
			TOTAL:	4,786.28
WATER OPERATING	WATER FUND	IOWA ONE CALL HAWKINS INC LIBERTY COMMUNICATIONS	UTILITY LOCATION SERVICE	29.25
			CHEMICALS	2,645.55
			TELEPHONE SERVICE	39.69
			TOTAL:	2,714.49
SEWER OPERATING	SEWER FUND	IOWA ONE CALL LIBERTY COMMUNICATIONS	UTILITY LOCATION SERVICE	29.25
			TELEPHONE SERVICE	39.69
			TOTAL:	68.94

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                22,573.26
022 CIVIC CENTER                 153.03
031 LIBRARY                      1,198.17
110 ROAD USE TAX                 4,786.28
600 WATER FUND                   2,714.49
610 SEWER FUND                    68.94
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GRAND TOTAL:                    31,494.17
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TOTAL PAGES: 2

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	BROWN'S WEST BRANCH FORD LLC	2022 FORD EXPLORER SUV POL	34,755.00
			TOTAL:	34,755.00

===== FUND TOTALS =====  
001 GENERAL FUND 34,755.00  
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GRAND TOTAL: 34,755.00  
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	IPERS	IPERS	812.67
			IPERS	778.53
		EFTPS	PROT IPERS	482.44
			PROT IPERS	557.21
			FEDERAL WITHHOLDINGS	2,447.78
			SOCIAL SECURITY WITHHHOLDI	1,344.11
			MEDICARE WITHHOLDINGS	314.33
			STATE WITHHOLDING TAX	778.33
			STATE WITHHOLDING TAX	844.23
		TOTAL:	8,359.63	
		POLICE OPERATION	GENERAL FUND	US BANK CORPORATE CARD
SERVICES	227.50			
HAWKEYE POLYGRAPH AND INVESTIGATION	POLYGRAPH SERVICE - POLICE			350.00
MOTOROLA SOLUTIONS	DASH CAMERA BUNDLE POLICE			4,279.00
TOTAL:	4,930.50			
FIRE OPERATION	GENERAL FUND	BUSINESS RADIO SALES	RADIO REPAIR AND PARTS	492.80
			ICE MACHINE INSTALL - FIRE	292.77
		WEST BRANCH REPAIRS	EXHAUST FLOOD REPAIR - FIR	39.90
		CEDAR COUNTY COOPERATIVE	FUEL - FIRE DEPT	1,562.98
		FELD FIRE EQUIPMENT CO. INC	ANNUAL TRUCK SERVICE - FI	900.00
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	14.95
		ALLIANT ENERGY	SERVICES	659.07
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTNER SERVICE	35.98
		MIDWEST FRAME & AXLE	WATER PUMP REPAIR - FIRE	774.32
		DIRK WIENEKE	WEED CONTRO- FIRE	50.00
		TOTAL:	4,822.77	
ROADS AND STREETS	GENERAL FUND	LYNCH'S EXCAVATING INC	GREENVIEW EXTENSION	2,585.00
			TOTAL:	2,585.00
STREET LIGHTING	GENERAL FUND	ALLIANT ENERGY	SERVICES	2,881.17
			TOTAL:	2,881.17
PARK & RECREATION	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	12.00
			CREDIT CARD PURCHASES	89.00
			CREDIT CARD PURCHASES	24.00
			CREDIT CARD PURCHASES	819.54
		ALLIANT ENERGY	SERVICES	346.41
		DIRK WIENEKE	WEED CONTROL - P&R	1,200.00
TOTAL:	2,490.95			
COMM & CULTURAL DEVEL	GENERAL FUND	WEST BRANCH TIMES	HHTD AD	53.40
			CREDIT CARD PURCHASES	160.49
		ALLIANT ENERGY	SERVICES	23.42
		TOTAL:	237.31	
MAYOR AND COUNCIL	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	220.00
			TOTAL:	220.00
CLERK & TREASURER	GENERAL FUND	TYLER TECHNOLOGIES	DEDUCTION CODES SETUP	600.00
			PLUNKETT'S PEST CONTROL INC	PEST CONTROL - CITY OFFICE
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	376.02
			CREDIT CARD PURCHASES	30.25
			CREDIT CARD PURCHASES	110.80

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PITNEY BOWES PURCHASE POWER ALLIANT ENERGY	REPLENISH POSTAGE-CITY SERVICES	166.66 <u>429.16</u>
			TOTAL:	1,764.38
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATION	<u>328.19</u>
			TOTAL:	328.19
LOCAL CABLE ACCESS	GENERAL FUND	US BANK CORPORATE CARD ALLIANT ENERGY MEDIACOM	CREDIT CARD PURCHASES SERVICES CABLE SERVICE	6.00 100.00 <u>41.90</u>
			TOTAL:	147.90
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC ALLIANT ENERGY	PEST CONTROL - TOWN HALL SERVICES	51.49 <u>779.05</u>
			TOTAL:	830.54
NON-DEPARTMENTAL	LIBRARY	IPERS  EFTPS  TREASURER STATE OF IOWA	IPERS IPERS FEDERAL WITHHOLDINGS SOCIAL SECURITY WITHHHOLDI MEDICARE WITHHOLDINGS STATE WITHHOLDING TAX STATE WITHHOLDING TAX	380.46 389.19 645.63 418.33 97.83 216.58 <u>249.93</u>
			TOTAL:	2,397.95
LIBRARY	LIBRARY	QUILL CORP US BANK CORPORATE CARD ALLIANT ENERGY JOHNSON CONTROLS  LEAF CAPITAL FUNDING LLC	OFFICE SUPPLIES - LIBRARY CREDIT CARD PURCHASES SERVICES FIRE ALARM SERV CONTRACT L FIRE ALARM SYSTEM COPIER LEASE - LIBRARY	11.28 24.00 1,069.69 391.21 658.30 <u>142.02</u>
			TOTAL:	2,296.50
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	<u>533.27</u>
			TOTAL:	533.27
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	<u>699.32</u>
			TOTAL:	699.32
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	<u>18.00</u>
			TOTAL:	18.00
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	<u>343.50</u>
			TOTAL:	343.50
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	<u>26.62</u>
			TOTAL:	26.62
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	<u>219.44</u>
			TOTAL:	219.44
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	<u>56.87</u>
			TOTAL:	56.87
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	<u>40.85</u>
			TOTAL:	40.85

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	ROAD USE TAX	IPERS	IPERS	286.91
			IPERS	283.25
		EFTPS	FEDERAL WITHHOLDINGS	420.52
			SOCIAL SECURITY WITHHHOLDI	275.31
			MEDICARE WITHHOLDINGS	64.38
			STATE WITHHOLDING TAX	158.93
		TREASURER STATE OF IOWA	STATE WITHHOLDING TAX	165.83
		TOTAL:	1,655.13	
ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY COOPERATIVE US BANK CORPORATE CARD ALLIANT ENERGY	FUEL - PW	898.53
			CREDIT CARD PURCHASES	30.00
			SERVICES	40.19
			TOTAL:	968.72
POLICE OPERATIONS	TRUST AND AGENCY	IPERS	PROT IPERS	723.25
			PROT IPERS	835.36
		EFTPS	SOCIAL SECURITY WITHHHOLDI	538.70
			MEDICARE WITHHOLDINGS	125.99
			TOTAL:	2,223.30
BUILDING INSPECTIONS	TRUST AND AGENCY	IPERS	IPERS	149.47
			IPERS	125.68
		EFTPS	SOCIAL SECURITY WITHHHOLDI	82.36
			MEDICARE WITHHOLDINGS	19.27
TOTAL:	376.78			
ROADS & STREETS	TRUST AND AGENCY	IPERS	IPERS	516.74
			IPERS	513.18
		EFTPS	SOCIAL SECURITY WITHHHOLDI	331.04
			MEDICARE WITHHOLDINGS	77.41
TOTAL:	1,438.37			
LIBRARY	TRUST AND AGENCY	IPERS	IPERS	571.00
			IPERS	584.11
		EFTPS	SOCIAL SECURITY WITHHHOLDI	418.33
			MEDICARE WITHHOLDINGS	97.83
TOTAL:	1,671.27			
PARK & RECREATION	TRUST AND AGENCY	IPERS	IPERS	451.60
			IPERS	462.76
		EFTPS	SOCIAL SECURITY WITHHHOLDI	344.98
			MEDICARE WITHHOLDINGS	80.66
TOTAL:	1,340.00			
CEMETERY	TRUST AND AGENCY	IPERS	IPERS	115.10
			IPERS	115.74
		EFTPS	SOCIAL SECURITY WITHHHOLDI	81.40
			MEDICARE WITHHOLDINGS	19.03
TOTAL:	331.27			
MAYOR AND COUNCIL	TRUST AND AGENCY	IPERS	IPERS	41.08
TOTAL:	41.08			
CLERK & TREASURER	TRUST AND AGENCY	IPERS	IPERS	329.10
			IPERS	325.29
		EFTPS	SOCIAL SECURITY WITHHHOLDI	203.72

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MEDICARE WITHHOLDINGS	47.65
			TOTAL:	905.76
LOCAL CABLE ACCESS	TRUST AND AGENCY	IPERS	IPERS	47.19
		EFTPS	IPERS	50.90
			SOCIAL SECURITY WITHHHOLDI	37.24
			MEDICARE WITHHOLDINGS	8.71
			TOTAL:	144.04
CAPITAL PROJECT	WIDENING WAPSI CRE	IMPACT7G INC	WIDENING WAPSO CREEK	17,253.00
			TOTAL:	17,253.00
NON-DEPARTMENTAL	WATER FUND	IPERS	IPERS	247.57
		EFTPS	IPERS	260.71
			FEDERAL WITHHOLDINGS	365.80
			SOCIAL SECURITY WITHHHOLDI	242.83
		TREASURER STATE OF IOWA	MEDICARE WITHHOLDINGS	56.79
			STATE WITHHOLDING TAX	139.63
			STATE WITHHOLDING TAX	153.93
			TOTAL:	1,467.26
WATER OPERATING	WATER FUND	IPERS	IPERS	371.55
		EFTPS	IPERS	391.27
			SOCIAL SECURITY WITHHHOLDI	242.83
		IMWCA	MEDICARE WITHHOLDINGS	56.79
		PITNEY BOWES PURCHASE POWER	WORK COMP - WATER	77.21
		ALLIANT ENERGY	REPLENISH POSTAGE-CITY	166.67
			SERVICES	4,577.41
			SERVICES	110.68
			TOTAL:	5,994.41
NON-DEPARTMENTAL	SEWER FUND	IPERS	IPERS	179.30
		EFTPS	IPERS	182.84
			FEDERAL WITHHOLDINGS	236.07
			SOCIAL SECURITY WITHHHOLDI	175.39
		TREASURER STATE OF IOWA	MEDICARE WITHHOLDINGS	41.02
			STATE WITHHOLDING TAX	104.53
			STATE WITHHOLDING TAX	112.08
			TOTAL:	1,031.23
SEWER OPERATING	SEWER FUND	IPERS	IPERS	269.08
		EFTPS	IPERS	274.41
			SOCIAL SECURITY WITHHHOLDI	175.37
		LYNCH'S EXCAVATING INC	MEDICARE WITHHOLDINGS	41.01
		IMWCA	GREENVIEW DR MANHOLE	1,875.00
		PITNEY BOWES PURCHASE POWER	WORK COMP - SEWER	19.92
		ALLIANT ENERGY	REPLENISH POSTAGE-CITY	166.67
			SERVICES	2,667.97
			TOTAL:	5,489.43

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		28,767.80
022	CIVIC CENTER		830.54
031	LIBRARY		4,694.45
036	TORT LIABILITY		1,937.87
110	ROAD USE TAX		2,623.85
112	TRUST AND AGENCY		8,471.87
321	WIDENING WAPSI CREEK @ BE		17,253.00
600	WATER FUND		7,461.67
610	SEWER FUND		6,520.66
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	GRAND TOTAL:		78,561.71
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TOTAL PAGES: 5



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
FIRE OPERATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	40.01
			TOTAL:	40.01
PARK & RECREATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	41.46
			TOTAL:	41.46
ROADS & STREETS	ROAD USE TAX	VERIZON WIRELESS	WIRELESS SERVICE	107.23
			TOTAL:	107.23
WATER OPERATING	WATER FUND	VERIZON WIRELESS	WIRELESS SERVICE	107.22
		JOHN DEERE FINANCIAL	UNIFORMS - PW	274.95
			TOTAL:	382.17
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	804.75
		VERIZON WIRELESS	WIRELESS SERVICE	107.23
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
			TOTAL:	1,147.98

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

001	GENERAL FUND	81.47
110	ROAD USE TAX	107.23
600	WATER FUND	382.17
610	SEWER FUND	1,147.98
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	GRAND TOTAL:	1,718.85
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## REQUEST FOR COUNCIL CONSIDERATION

**MEETING DATE:** September 6, 2022

**AGENDA ITEM:** Setting a Public Hearing date for October 3, 2022 to consider a request for rezoning 154 Ohrt Street from R-1 to R-2.

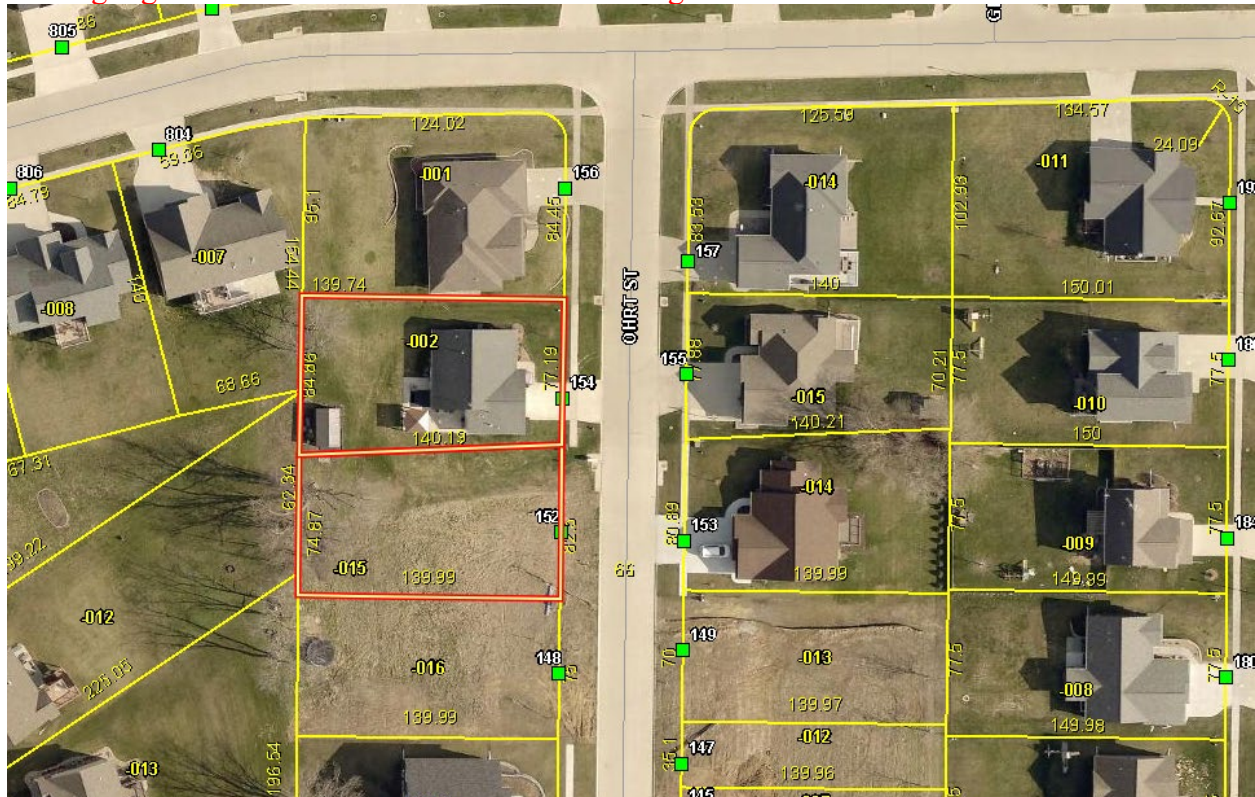
**PREPARED BY:** Adam Kofoed, City Administrator

**DATE:** August 29, 2022

### **BACKGROUND:**

Brad and Dawn Bower are requesting to rezone their property from R-1 to R-2. The request is required as the adjoining vacant lot (Bower's own) is zoned R-2. They are wishing to join the two lots for future building expansion and a possible accessory dwelling unit, if council adopts an ADU zoning ordinance.

Red highlights the two lots. The northern lot is being rezoned to R-2.



### **RECOMMENDATION**

Approval for hearing as lots north are R-1 and lots south are R-2. Staff has no initial concerns with the request.

## NOTICE OF PUBLIC HEARING

### NOTICE OF PUBLIC HEARING ON PROPOSAL TO REZONE ONE LOT LOCATED ON OHRT STREET FROM R-1 TO R-2 RESIDENTIAL DISTRICT.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the Planning and Zoning Commission of the City of West Branch in the Council Chambers at 110 N. Poplar Street, at 7:00 o'clock P.M., on **Tuesday, September 27, 2022.**

Said public hearing shall be to consider the proposal of rezoning of the following parcel: Lot 54, Pedersen Valley, Part Four, West Branch, Iowa, more commonly known as 154 Ohrt Street. Rezoning parcel #0500-13-06-386-002-0 from R-1 to R-2 District.

YOU ARE FURTHER NOTIFIED that a public hearing will be held by the City Council of the City of West Branch, Cedar County, in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 p.m. on **Monday, October 3, 2022.**

The public hearing will discuss the proposed rezoning of the following described parcel: Lot 54, Pedersen Valley, Part Four, West Branch, Iowa, more commonly known as 154 Ohrt Street. Rezoning parcel #0500-13-06-386-002-0 from R-1 to R-2 District.

All interested persons are invited to attend these meetings and be heard on the aforementioned proposed adoption of the amendment. Further information regarding same may be obtained by contacting the West Branch City Clerk.

## REQUEST FOR COUNCIL CONSIDERATION

**MEETING DATE:** September 6, 2022

**AGENDA ITEM:** Setting a Public Hearing date for October 3, 2022 to consider a request for rezoning 222 N. 4<sup>th</sup> Street from R-3 to PUD and a triangle parcel along the east side of Wapsi Creek owned by the City of West Branch from P-1 to PUD

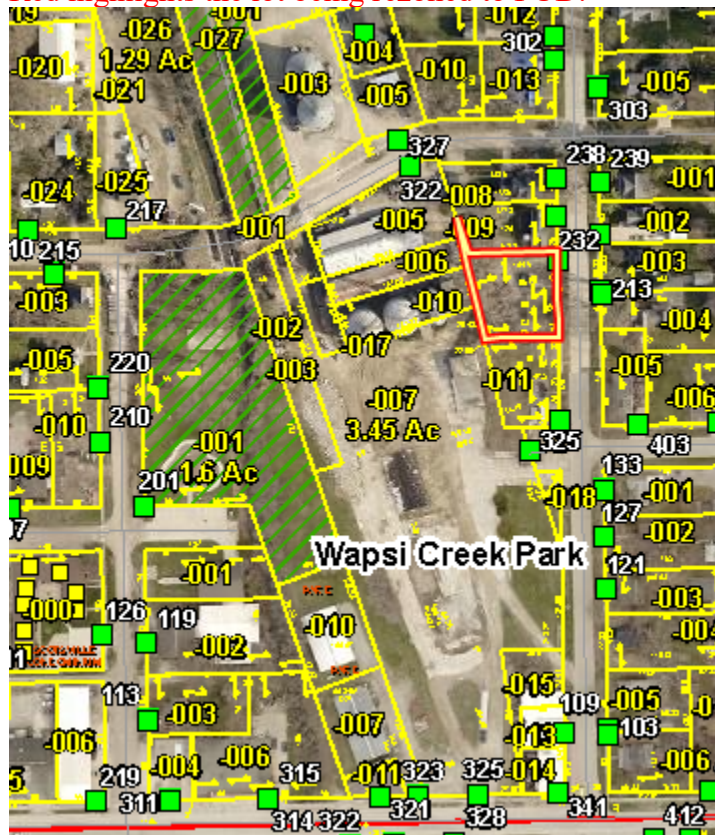
**PREPARED BY:** Adam Kofoed, City Administrator

**DATE:** August 29, 2021

### BACKGROUND:

Blaine Thomas from BBCO is looking to rezone the Clark property from R-3 to PUD. The Clark property was never rezoned as staff/mayor didn't know what properties would get purchased.

Red highlights the lot being rezoned to PUD.



### RECOMMENDATION

Approval for hearing as lots north are all zoned PUD. Staff has received written approval from the owners as BBCO LLC does not officially own them yet.





## NOTICE OF PUBLIC HEARING

### NOTICE OF PUBLIC HEARING ON PROPOSAL TO REZONE VARIOUS PARCELS IN THE AREA BOUNDED BY N. 2<sup>ND</sup> STREET; E. COLLEGE STREET; E. MAIN STREET AND N. 4<sup>TH</sup> STREET.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the Planning and Zoning Commission of the City of West Branch in the Council Chambers at 110 N. Poplar Street, at 7:00 o'clock P.M., on **Tuesday, September 27, 2022**. Said public hearing shall be to consider the proposal of rezoning of the following parcels:

All that portion of former Depot Street as shown in the 1901 Replat of West Branch, Iowa, as shown in Book S, pages 351-353, Recorder's Office, Cedar County, Iowa, and more particularly described as follows: Beginning at the NW corner of Lot Five (5), Block Thirteen (13) in the Town of West Branch, Cedar County, Iowa; thence westerly 20.48 feet along the northerly line of said Lot Five (5) produced westerly to a point; thence northerly along a straight line to the NW corner of Lot Ten (1), said Block Thirteen (13), thence southeasterly along the westerly line of said Block Thirteen (13) to a point of beginning; and also

Lots Six (6), Seven (7) and Eight (8) in Block Thirteen (13) in the Original Town of Cameron, now West Branch, Cedar County, Iowa; also beginning at the NE corner of Lot Seven (7) of Block Thirteen (13) of the plat of the Original Town of Cameron as recorded in Book E at pages 436-438 of the Town Lot Deed Records of Cedar County, Iowa; thence north to the SE corner of Lot Eight (8) in said Block Thirteen (13); thence west along the south line of said Lot Eight (8) to the SW corner of Lot Eight (8); thence south to the NW corner of Lot Seven (7) of said Block Thirteen (13); thence east along the north line of Lot Seven (7) to the place of beginning; and also

Beginning at the NW corner of Lot 5 in Block 13, 1901 Replat of West Branch, Cedar County, Iowa, as shown in Book S, pages 351-353, Recorder's Office of Cedar County, Iowa; thence northerly to the SW corner of Lot 6 in Block 13; thence westerly along the southerly border of said Lot 6 to the SW corner thereof; thence southeasterly along the northern lot line of said Lot 5 to the point of beginning; and also

Lot 9, Block 13 in the Original Town of Cameron, now West Branch, Cedar County, Iowa; and also

That portion of Wapsi Creek Park shown on that certain preliminary plat of Heritage Hill Subdivision, West Branch, Iowa.

From R-3 and P-1 to Planned Unit Development District.

YOU ARE FURTHER NOTIFIED that a public hearing on the same subject will be held by the City Council of the City of West Branch, Cedar County, in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 p.m. on **Monday, October 3, 2022**.

All interested persons make appear at this meeting to make comment on the proposed rezoning application in the City of West Branch, Iowa.

Leslie Brick, City Clerk,  
by Direction of the Planning and Zoning Commission



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	September 6, 2022
<b>AGENDA ITEM:</b>	Setting a Public Hearing date for October 3, 2022 on amending the Historic Preservation Commission Ordinance – Chapter 25 of the West Branch Code of Ordinances
<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
<b>DATE:</b>	August 29, 2022

### BACKGROUND:

In January 2022, the city and its contractor completed a process known as “recodification” which adopts all amendments to the West Branch Code of Ordinances. Re-codifying makes it easier for the public and city officials to read through the city’s laws which are ever changing.

Somewhere in the process, the Historic Preservation chapter omitted our Historic Preservation District section. This finding kick-started improvements to the historic preservation chapter.

### SUMMARY OF CHANGES

1. Re-establishes the hold historic preservation district.
2. Re-establishes nonvoting advisory members from the NPS, Hoover Foundation, and Presidential Museum.
3. Establishes an Underground Railroad Historic District to preserve James Townsend’s Traveler’s Rest.
4. Establishes administrative review rights for historic signage. Authority given to City Administrator and Chairperson of Historic Preservation Commission. If a disagreement occurs or they deem the signs to be controversial, commission will vote on signage at the next scheduled quarterly meeting.

### SCHEDULE OF HEARINGS

- Wed. Sep. 14, 6:30pm City Hall, for Historic Preservation Commission hearing.
- Tue. Sep. 27, 7:00pm City Hall, for Planning and Zoning public hearing.
- Mon. Oct. 3, 7:00pm City Hall, for City Council public hearing.
- Mon. Oct. 17, 7:00pm City Hall, for City Council public hearing.
- Mon. Nov. 7, 7:00pm City Hall, for City Council public hearing.

## NOTICE OF PUBLIC HEARING

### NOTICE OF PUBLIC HEARING ON AMENDING THE HISTORIC PRESERVATION COMMISSION ORDINANCE – CHAPTER 25 OF THE WEST BRANCH CODE OF ORDINANCES.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the **Historic Preservation Commission** of the City of West Branch in the Council Chambers at 110 N. Poplar Street, at 6:30 o'clock P.M., on **Wednesday, September 14, 2022**.

Said public hearing shall be to consider the proposal of re-instating the Historic Districts of West Branch, Iowa and establishing a new district for the Townsends Traveler's Rest.

YOU ARE FURTHER NOTIFIED that a public hearing will be held by **the Planning & Zoning Commission** of the City of West Branch, Cedar County, in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 p.m. on **Tuesday, September 27, 2022**.

Said public hearing shall be to consider the proposal of re-instating the Historic Districts of West Branch, Iowa and establishing a new district for the Townsends Traveler's Rest.

YOU ARE FURTHER NOTIFIED that a public hearing will be held by the **City Council** of the City of West Branch, Cedar County, in the Council Chambers at the City Office, located at 110 N. Poplar Street in West Branch, IA at 7:00 p.m. on **Monday, October 3, 2022**.

Said public hearing shall be to consider the proposal of re-instating the Historic Districts of West Branch, Iowa and establishing a new district for the Townsends Traveler's Rest.

All interested persons are invited to attend these meetings and be heard on the aforementioned proposed adoption of the amendment. Further information regarding same may be obtained by contacting the West Branch City Clerk.





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
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<b>AGENDA ITEM:</b> Resolution 2022-78 – Approving a Temporary Use Agreement with Bedrock, LLC for a Temporary Brush Pile Location
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 29, 2022
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### BACKGROUND:

Following up on previous council discussions, staff is asking for a temporary agreement to store brush since our permanent brush site is under construction. Residents will be allowed to drop brush at the South Water tower and city staff will need to move brush to the temporary site as a part of the agreement.

1. Property owner is allowing access to property by City staff only (no public access).
2. City must install a temporary drive to the property, along with gate and fence.
3. Property owner allows storage of trees, brush, and yard waste on the property.
4. City and property owner must update insurance policies to reflect the service.
5. Agreement ends November 30, 2023 or at the time the City's wastewater project is accepted by the city.

### RECOMMENDATION

Approve

**RESOLUTION 2022-78**

**RESOLUTION APPROVING A TEMPORARY USE AGREEMENT WITH BEDROCK, LLC FOR A TEMPORARY BRUSH PILE LOCATION.**

WHEREAS, because of the Wastewater Treatment Plant improvements, the current location of the City's brush pile is closed; and

WHEREAS, the City Administration has negotiated a temporary location for the brush pile on property owned by Bedrock, LLC at 1001 S. Downey Street (the "Property"); and

WHEREAS, to that end, the City Attorney has drafted a Temporary Use Agreement which to locate the city's brush pile at the Property on a temporary basis; and

WHEREAS, it is now necessary for the City Council to approve said agreement.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council of the City of West Branch that the aforementioned Temporary Use Agreement is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute the agreement on behalf of the City.

Passed and approved this 6th day of September, 2022.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

## TEMPORARY USE AGREEMENT

THIS TEMPORARY USE AGREEMENT is entered into by and between the City of West Branch, Iowa (hereinafter referred to as “City”) and Bedrock, LLC (hereinafter referred to as “Owner”).

WHEREAS, Owner is the owner of real property legally described as Lot 1, Procter & Gamble Second Addition to West Branch, Iowa and generally referred to as 1001 S. Downey Street, West Branch, Iowa (the “Property”); and

WHEREAS, the City is in the process of upgrading its sanitary sewer treatment facility and in doing so had to temporarily remove its brush pile from that area; and

WHEREAS, the City has contacted Owner about the temporary relocation of the City’s brush pile to the Property; and

WHEREAS, Owner has agreed to the temporary relocation of the City’s brush pile to the Property subject to the terms and conditions below.

NOW, THEREFORE, for the party’s mutual consideration, the sufficiency of such is hereby acknowledged, the parties agree as follows:

1. Access. The Owner hereby grants the City access to the Property for the relocation of its brush pile, subject to the following conditions:
  - a. The City, at its sole cost and expense, shall install a temporary drive to the Property by installing a culvert, along with a gate and fence at a location agreeable to the Owner. City shall be responsible for ensuring that access to the temporary drive is locked at all times when not in use by the City.
  - b. The temporary drive location shall be delineated by posts and rope.
  - c. Only City employees and agents shall have access to the Property, the general public is not allowed to access the Property.
  - d. City shall keep the trees/brush and yard waste separated on the Property.
  - e. City shall, at its sole cost and expense, engage the services of a contractor to grind the trees/brush on the Property.
  - f. All waste shall remain on the Property after the termination of this Agreement.
  - g. That Owner shall provide grinding services at the fee of \$600 per hour.

2. Indemnification. The City shall indemnify and hold harmless the Owner, its employees and agents, from any and all liability for loss, cost, damage and expenses (including reasonable attorneys' fees and costs) resulting or incurred by the negligent acts or omissions of the City by virtue of use of the Property by the City.
  
3. Insurance. The City shall provide a certificate of insurance naming the Owner as an additional insurance on its general liability, auto liability and umbrella policies. In addition, the City provides a waiver of subrogation on its general liability and auto liability policies. Said certificate shall provide at least 30 days' notice of cancellation to the Owner.
  
4. Term of Agreement. This Agreement shall be in full force and effect upon execution of this Agreement by the parties and shall terminate on the later of November 30, 2023, or at the time that the City's Wastewater Treatment Plant project is accepted by the City.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

BEDROCK, LLC:

CITY:

By: \_\_\_\_\_

By: \_\_\_\_\_

Roger Laughlin, Mayor

\_\_\_\_\_  
Print name and title

ATTEST:

By: \_\_\_\_\_

Leslie Brick, City Clerk

**RESOLUTION 2022-79**

**RESOLUTION DIRECTING THE CITY ATTORNEY TO FILE AN ACTION  
PURSUANT TO SECTION 657A.10B OF THE CODE OF IOWA FOR 203 E. GREEN  
STREET.**

WHEREAS, the City Administrator of the City of West Branch previously gave numerous notices to the owner of 203 E. Green Street (the “Property”) to bring the Property into compliance with applicable city ordinances; and

WHEREAS, after the property owner failed to comply with said notices, the City Attorney filed a Municipal Infraction Citation requesting that the Court enter an order to remediate the Property; and

WHEREAS, the property owner failed to appear and judgment was entered against the property owner and the court ordered that all violations be corrected no later than September 10, 2022; and

WHEREAS, Section 657A.10B of the Code of Iowa allows the City to ask the court to transfer title of abandoned properties to a city; and

WHEREAS, if the property owner fails to comply with the Court’s deadline to remediate the code violations at the Property, the City Attorney has recommended that the City file an action with the Iowa District Court to declare the Property abandoned and to ask the Court to award title to the City for remediation of the Property.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that if the property owner does not correct all violations at the Property by end of the day on September 10, 2022, that the City Attorney is directed to file an action with the Iowa District Court to declare the Property abandoned and obtain title to the Property.

Passed and approved this 6<sup>th</sup> day of September, 2022.

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
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<b>AGENDA ITEM:</b> Resolution 2022-80 – Approving a Permanent Easement Agreement with Roger & Connie Laughlin for the relocation of an emergency siren
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 29, 2022
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### BACKGROUND:

Sometime in late summer/early fall of 2021 the city entered an easement agreement with Roger and Connie Laughlin to place a tornado/emergency siren on their property.

While the siren was in the air, city staff hit a gas line. The Laughlin's were on vacation and a quick decision was essential due to time and safety. In the heat of the moment, Public Works Director Matt Goodale and Councilperson Tom Dean directed be placed 10 feet closer to the Laughlin's property. In addition to all this, there was no acting city administrator to help navigate the city through this emergency.

### INVESTIGATION

Mayor Laughlin approached CA Adam Kofoed in spring of 22 to explain Roger and Connie's dissatisfaction with the placement of the siren. Upon investigation, Councilperson Dean and Mr. Goodale believe they had separate conversations with Mayor Laughlin and Laughlin gave his approval to "go ahead and do what needs to be done." CA Kofoed found no physical evidence that a conversation did or did not happen as Mayor Laughlin refuted he gave approval.

CA Kofoed found the city breached its agreement that any changes should be in writing. Regardless if conversations took place, the city still violated the "takings clause" in the 5<sup>th</sup> Amendment of the US Constitution of taking land without just compensation.

City of West Branch will get future negotiations in writing going forward.

### CLOSED SESSION

On August 15, city council held a closed session in accordance with Iowa Code 21.5(j). Roger and Connie Laughlin were not allowed to attend as they were the opposing party to the city for private land negotiations. Mayor Pro Tem Colton Miller led the council in absence of the mayor.

2022 land value for 25 Greenview Circle is \$47,080. The easement is roughly 0.03 acres and his lot is 0.74 acres, roughly 2.22% of his property.  $\$47,080 * 2.22\% = \$1,045.18$



The City Council agreed to pay the Laughlin's \$1,000 plus the cost of an appraisal, as an appraisal would be required in eminent domain court. City Council gave Mayor Pro Tem. Colton Miller, CA Adam Kofoed, and City Attorney Kevin Olson the authority to negotiate on behalf of the City Council. Their maximum authority given was \$2,500.

The following week Laughlin's sat down and were given a \$2,500 offer. Mayor Laughlin requested he get reimbursed \$500 for a fully-grown black cherry tree which came out for a watermain in the Greenview connection project. Negotiating team agreed with the reasonings but the additional \$500 is subject to council approval.

**RECOMMENDATION**

Approve a \$3,000 payment to Roger and Connie Laughlin for placing a tornado siren outside of the original easement agreement.

**RESOLUTION 2022-80**

**RESOLUTION APPROVING A PERMANENT EASEMENT AGREEMENT WITH ROGER AND CONNIE LAUGHLIN FOR THE RELOCATION OF AN EMERGENCY SIREN.**

WHEREAS, the City recently extended Greenview Drive to the north, thereby necessitating the need for the relocation of an emergency siren; and

WHEREAS, the City subsequently moved said emergency siren onto property owned by Roger and Connie Laughlin (collectively “Laughlin”) on Greenview Drive; and

WHEREAS, the city needs to pay just compensation to Laughlin for the permanent easement and removal of a mature tree on the Laughlin property; and

WHEREAS, the City administration has determined that just compensation for the permanent easement and removal of a mature tree on the Laughlin property is \$3,000.00; and

WHEREAS, to that end, the City Attorney has drafted an easement that requires approval of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WEST BRANCH CITY COUNCIL that the aforementioned easement agreement and payment of \$3,000 for just compensation is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor Pro Tem and City Clerk are directed to execute this Agreement on behalf of the City and cause said easement to be recorded in the Office of the Cedar County Recorder.

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Passed and approved this 6<sup>th</sup> day of September, 2022.

\_\_\_\_\_  
Colton Miller, Mayor Pro Tem

ATTEST:

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



Prepared by:

Kevin D. Olson  
West Branch City Attorney

1400 5<sup>th</sup> Street, P.O. Box 5640  
Coralville, Iowa

(319) 351-2277  
facsimile (319) 351-2279

Return to: City of West Branch, Iowa 110 N. Poplar Street, West Branch, Iowa 52358

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### PERMANENT EASEMENT AGREEMENT

THIS AGREEMENT, made and entered into by and between the **City of West Branch, Iowa**, a municipal corporation, 110 N. Poplar Street, West Branch, Iowa 52358, hereinafter referred to as "GRANTEE," and **Roger R. Laughlin and Connie L. Laughlin**, husband and wife, West Branch, Iowa 52358, hereinafter collectively referred to as "GRANTOR."

FOR THE PARTIES' JOINT AND MUTUAL CONSIDERATION IT IS HEREBY AGREED AS FOLLOWS:

1. THAT UNDERSIGNED GRANTOR states that the GRANTOR is the lawful owner of certain real estate generally described in Exhibit "A" attached to this easement and by this reference made a part hereof, said ownership is not subject to any other third-party possessory or proprietary interests (e.g., tenant, easement-holder, contract-purchaser, etc.).
2. That the GRANTOR hereby covenants that the GRANTOR is lawfully seized and possessed of the real estate described above, and that the GRANTOR has a good and lawful right to grant the temporary easement described herein.
3. Upon the payment of \$3,000.00 by the GRANTEE to GRANTOR, GRANTOR hereby grants and conveys to the GRANTEE a nonexclusive easement in the area as shown on Exhibit "A" attached hereto (the "Utility Easement") for the installation, access and maintenance of an emergency siren.
4. GRANTEE shall repair any damage to the Easement Area caused by it during the construction, access and maintenance in the Utility Easement.
5. GRANTOR reserves the right to use Easement Area for purposes which will not interfere with GRANTEE'S full enjoyment of the rights hereby granted, provided that the GRANTOR shall not erect or construct any building, fence, retaining walls, or other structure, drill or operate any well, or construct any reservoir or other obstruction which will in any way interfere with GRANTEE'S construction of the Project.
6. That the GRANTEE shall indemnify GRANTOR against (i) any loss, damage or injury to GRANTOR or the Easement Area, and (ii) any loss, damage, injury, claim or other liability to any third party which

may occur as a result of the GRANTEE'S, or its representatives', agents', or contractors' exercise of the easement rights granted hereunder by the GRANTOR, except for loss which may be occasioned by a diminution in business or personal use; and (iii) against any property damage caused by the falling of the emergency siren on the GRANTOR's property.

7. In the event that a natural disaster causes the emergency siren to be destroyed, the GRANTEE agrees that its rights under this easement agreement shall cease and that the GRANTEE shall move the emergency siren to a different location.
8. That the GRANTOR acknowledges that possession of the Easement Area is the essence of this Agreement and the GRANTOR does hereby grant the GRANTEE immediate possession of said Easement Area.
9. That the GRANTOR states and warrants that there is no known well, solid waste disposal site, hazardous substances, or underground storage tanks on the Easement Area.
10. That provisions hereof shall inure to the benefit of and bind the heirs, successors, personal representatives and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.
11. That this written Permanent Easement Agreement shall be fully binding upon the parties hereto. No waiver, change, modification or amendment of this Agreement shall be binding upon the GRANTOR or the GRANTEE unless in writing and signed by both parties. The waiver by either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement.
12. That this written Temporary Construction Easement Agreement is intended to set forth all of the commitments, responsibilities and obligations as between the GRANTOR and the GRANTEE in connection with the easement rights granted herein. Accordingly, the terms of this Agreement supersede and replace all prior oral negotiations and written documentation provided to facilitate negotiation of the easement rights granted herein.

Dated this 31<sup>ST</sup> day of AUGUST, 2022.

GRANTOR:

By: Roger Laughlin  
Roger R. Laughlin

By: Connie L. Laughlin  
Connie L. Laughlin

GRANTEE:

**City of West Branch, Iowa**

By: \_\_\_\_\_  
Colton Miller, Mayor Pro-Tem

ATTEST:

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

**STATE OF IOWA, COUNTY OF CEDAR, ss:**

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2022, by Colton Miller and Leslie Brick, as Mayor Pro Tem and City Clerk of the City of West Branch, Iowa.

\_\_\_\_\_  
A Notary Public in and for the State of Iowa

**STATE OF IOWA, COUNTY OF CEDAR, ss:**

This instrument was acknowledged before me on this 31<sup>st</sup> day of August, 2022, by Roger R. Laughlin and Connie L. Laughlin, as husband and wife.

Leslie Brick  
\_\_\_\_\_  
A Notary Public in and for the State of Iowa





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	September 6, 2022
<b>AGENDA ITEM:</b>	Resolution 2022-81 – Approving Pay Estimate Number 2 in the amount of \$511,380.70 to Boomerang Corp for the Wastewater Treatment Facility Improvements Project.
<b>PREPARED BY:</b>	Leslie Brick, City Clerk
<b>DATE:</b>	September 1, 2022

### BACKGROUND:

Boomerang Corp. of Anamosa, Iowa was awarded the construction contract for the Wastewater Treatment Facility Improvements Project on March 7, 2022 in the amount of \$8,837,000.00.

City Council approved Pay Estimate Number 1 in the amount of \$756,667.50 to Boomerang Corp. of Anamosa, IA by passage of Resolution 2022-73 on August 1, 2022.

We are now in receipt of Pay Estimate Number 2 in the amount of \$511,380.70 which has been approved by Veenstra & Kimm.

**RESOLUTION 2022-81**

**A RESOLUTION APPROVING PAY ESTIMATE NUMBER 2 IN THE AMOUNT OF \$511,380.70 TO BOOMERANG CORP. FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT.**

**WHEREAS**, Boomerang Corp. of Anamosa, Iowa was awarded the construction contract for the Wastewater Treatment Facility Improvements Project for West Branch, Iowa (the “Project”) by the West Branch City Council through the passage of Resolution 2022-19 on March 7, 2022 in the amount of \$8,837,000.00; and

**WHEREAS**, Boomerang Corp. has declared that said project has started and work has been rendered in accordance with drawings and specifications on the Project and based on observations by project managers of Veenstra & Kimm who are contracted with the City of West Branch to oversee the construction process.

**WHEREAS**, the City Council of West Branch, previously approved Pay Estimate Number 1 in the amount of \$756,667.50 to Boomerang Corp. of Anamosa, IA to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 2 in the amount of \$511,380.70.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Pay Estimate Number 2 in the amount of \$511,380.70 to Boomerang Corp. of Anamosa, IA is approved.

Passed and approved this 6th day of September, 2022.

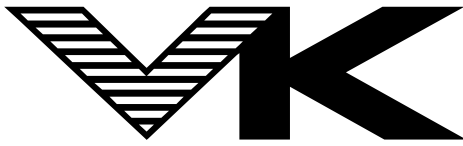
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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



**VEENSTRA & KIMM INC.**

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

August 30, 2022

**PAY ESTIMATE NO. 2**  
**WASTEWATER TREATMENT FACILITY IMPROVEMENTS**  
**WEST BRANCH, IOWA**

Boomerang Corp.  
P.O. Box 227  
Anamosa, Iowa 52205

Contract Amount \$8,837,000.00  
Contract Date March 7, 2022  
Pay Period July 21, 2022 - August 17, 2022

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Bonds/Permits/Insurance	LS	xxxxx	xxxxx	\$ 155,000.00	100%	\$ 155,000.00
1.2	Adminstration/Project Management	LS	xxxxx	xxxxx	\$ 100,000.00	35%	\$ 35,000.00
1.3	Mobilization	LS	xxxxx	xxxxx	\$ 230,000.00	50%	\$ 115,000.00
1.4	Toilets/Dumpster/Etc	LS	xxxxx	xxxxx	\$ 5,200.00	38%	\$ 2,000.00
1.5	Testing	LS	xxxxx	xxxxx	\$ 15,000.00	21%	\$ 3,200.00
1.6	Survey	LS	xxxxx	xxxxx	\$ 40,000.00	50%	\$ 20,000.00
1.7	SWPPP Prep./Maint./Inspection	LS	xxxxx	xxxxx	\$ 20,000.00	100%	\$ 20,000.00
2.1	Fence Removal	LS	xxxxx	xxxxx	\$ 2,500.00	80%	\$ 2,000.00
2.2	Silt Fence	LS	xxxxx	xxxxx	\$ 12,500.00	100%	\$ 12,500.00
2.3	Clear & Grub	LS	xxxxx	xxxxx	\$ 45,000.00	100%	\$ 45,000.00
2.4	Demo Piping/ Aeration/ Manholes	LS	xxxxx	xxxxx	\$ 25,000.00		
2.5	Sludge Removal Cell #2	LS	xxxxx	xxxxx	\$ 170,000.00		
2.6	Sludge Removal Cell #3	LS	xxxxx	xxxxx	\$ 95,000.00		
2.7	Synthetic Lining System Cell #1A, 1B	LS	xxxxx	xxxxx	\$ 75,000.00		
2.8	Synthetic Lining system Cell #2A, 2B	LS	xxxxx	xxxxx	\$ 75,000.00		
2.9	Buried Piping Materials	LS	xxxxx	xxxxx	\$ 950,000.00	4%	\$ 40,500.00
2.10	Buried Piping Labor	LS	xxxxx	xxxxx	\$ 475,000.00		
2.11	Wire Fence	LS	xxxxx	xxxxx	\$ 35,000.00		
2.12	Seeding/ Matting	LS	xxxxx	xxxxx	\$ 45,000.00		
2.13	Lagoon Construction Labor & Equip.	LS	xxxxx	xxxxx	\$ 625,000.00	59%	\$ 370,000.00
2.14	Strip/Respread Topsoil	LS	xxxxx	xxxxx	\$ 60,000.00	83%	\$ 50,000.00
3.1	Reinforcing Materials	LS	xxxxx	xxxxx	\$ 180,000.00		
3.2	Reinforcing Submittals	LS	xxxxx	xxxxx	\$ 3,000.00	100%	\$ 3,000.00
3.3	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	80%	\$ 4,000.00
3.4	Sampler Building Labor	LS	xxxxx	xxxxx	\$ 40,000.00		
3.5	Sampler Building Concrete Mat'ls	LS	xxxxx	xxxxx	\$ 10,000.00		
3.6	UV Building Labor	LS	xxxxx	xxxxx	\$ 125,000.00		
3.7	UV Building Materials	LS	xxxxx	xxxxx	\$ 45,000.00		
3.8	Effluent Flume Labor	LS	xxxxx	xxxxx	\$ 35,000.00		
3.9	Effluent Flume Materials	LS	xxxxx	xxxxx	\$ 10,000.00		
3.10	SAGR Control #1 Labor	LS	xxxxx	xxxxx	\$ 60,000.00		
3.11	SAGR Control #1 Materials	LS	xxxxx	xxxxx	\$ 30,000.00		
3.12	SAGR Control #2 Labor	LS	xxxxx	xxxxx	\$ 40,000.00		
3.13	SAGR Control #2 Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
3.14	SAGR Control #3 Labor	LS	xxxxx	xxxxx	\$ 60,000.00		
3.15	SAGR Control #3 Materials	LS	xxxxx	xxxxx	\$ 30,000.00		
3.16	SAGR control #4 Labor	LS	xxxxx	xxxxx	\$ 40,000.00		
3.17	SAGR control #4 Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
3.18	UV Building Labor	LS	xxxxx	xxxxx	\$ 90,000.00	22%	\$ 20,000.00
3.19	UV Materials	LS	xxxxx	xxxxx	\$ 45,000.00		
3.20	Gen. Pad/Misc. Concrete/Pads L&M	LS	xxxxx	xxxxx	\$ 15,000.00		

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
4.1	Masonry Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
4.2	Masonry Labor	LS	xxxxx	xxxxx	\$ 100,000.00		
4.3	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	50%	\$ 2,500.00
5.1	Structure Embeds Materials	LS	xxxxx	xxxxx	\$ 65,000.00		
5.2	Grating Materials & Labor	LS	xxxxx	xxxxx	\$ 50,000.00		
5.3	Handrail Labor & Materials	LS	xxxxx	xxxxx	\$ 45,000.00		
5.4	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
6.1	UV Building Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
6.2	UV Building Labor	LS	xxxxx	xxxxx	\$ 50,000.00		
6.3	Sampler Building Materials	LS	xxxxx	xxxxx	\$ 15,000.00		
6.4	Sampler Building Labor	LS	xxxxx	xxxxx	\$ 20,000.00		
6.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	40%	\$ 2,000.00
7.1	UV Building Insulation	LS	xxxxx	xxxxx	\$ 5,000.00		
7.2	Sampler Building Insulation	LS	xxxxx	xxxxx	\$ 2,000.00		
7.3	UV Building Metal Roof Panels L&M	LS	xxxxx	xxxxx	\$ 20,000.00		
7.4	Samp. Bldg Metal Roof Panels L&M	LS	xxxxx	xxxxx	\$ 10,000.00		
7.5	UV Building Metal Wall Panels L&M	LS	xxxxx	xxxxx	\$ 10,000.00		
7.6	Samp. Bldg Metal Wall Panels L&M	LS	xxxxx	xxxxx	\$ 7,500.00		
7.7	Gutters & Downspouts L&M	LS	xxxxx	xxxxx	\$ 3,000.00		
7.8	Joint Sealants Labor & Materials	LS	xxxxx	xxxxx	\$ 7,500.00		
7.9	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	30%	\$ 1,500.00
8.1	Steel Doors, Frames & Hdwe Mat'ls	LS	xxxxx	xxxxx	\$ 20,000.00		
8.2	Steel Doors Frames & Hdwe Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
8.3	Coiling /Overhead Door L&M	LS	xxxxx	xxxxx	\$ 25,000.00		
8.4	Access Hatches Labor & Materials	LS	xxxxx	xxxxx	\$ 2,500.00		
8.5	Glazing	LS	xxxxx	xxxxx	\$ 5,000.00		
8.6	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
9.1	Painting Labor & Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
9.2	Gypsum Board Labor & Materials	LS	xxxxx	xxxxx	\$ 35,000.00		
9.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
10.1	Fire Extinguisher	LS	xxxxx	xxxxx	\$ 300.00		
11.1	Sluice Gates Installation	LS	xxxxx	xxxxx	\$ 80,000.00		
11.2	Sluice Gates Materials	LS	xxxxx	xxxxx	\$ 200,000.00		
11.3	Primary SAGR Sac. Walls Mat'ls	LS	xxxxx	xxxxx	\$ 50,000.00		
11.4	Secondary SAGR Sac. Wall Mat'ls	LS	xxxxx	xxxxx	\$ 50,000.00		
11.5	Primary SAGR Walls Labor	LS	xxxxx	xxxxx	\$ 75,000.00		
11.6	Secondary SAGR Walls Labor	LS	xxxxx	xxxxx	\$ 75,000.00		
11.7	Primary SAGR Aggregate L&M	LS	xxxxx	xxxxx	\$ 400,000.00		
11.8	Secondary SAGR Aggregate L&M	LS	xxxxx	xxxxx	\$ 400,000.00		
11.9	Mulch Labor & Materials	LS	xxxxx	xxxxx	\$ 60,000.00		
11.10	Fine grade for Liners L&M	LS	xxxxx	xxxxx	\$ 60,000.00		
11.11	Inter SAGR piping Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
11.12	Inter SAGR Piping Labor	LS	xxxxx	xxxxx	\$ 100,000.00		
11.13	Nexom Blower/Aeration Equip. Mat'ls	LS	xxxxx	xxxxx	\$ 738,000.00		
11.14	Blower/Aeration Equipment Labor	LS	xxxxx	xxxxx	\$ 250,000.00		
11.15	Nexom Blower/Aeration Downpaym't	LS	xxxxx	xxxxx	\$ 82,000.00	100%	\$ 82,000.00
11.16	Sampler Labor & Materials	LS	xxxxx	xxxxx	\$ 12,000.00		
11.17	UV Equipment Materials	LS	xxxxx	xxxxx	\$ 225,000.00		
11.18	UV Equipment Labor	LS	xxxxx	xxxxx	\$ 92,000.00		
11.19	UV Equipment Down payment	LS	xxxxx	xxxxx	\$ 25,000.00		
11.20	Sanitary Pump Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
11.21	Pumps Labor	LS	xxxxx	xxxxx	\$ 10,000.00		
11.22	Submittals UV/NEXOM/ sampler	LS	xxxxx	xxxxx	\$ 15,000.00	100%	\$ 15,000.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
12.1	Laboratory Casework Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
12.2	Laboratory Casework Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
12.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
13.1	Process Piping Labor & Materials	LS	xxxxx	xxxxx	\$ 275,000.00		
13.2	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00		
14.1	Hoists Equipment Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
14.2	Hoists Equipment Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
14.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
15.1	HVAC Materials	LS	xxxxx	xxxxx	\$ 75,000.00		
15.2	HVAC Labor	LS	xxxxx	xxxxx	\$ 9,000.00		
15.3	Plumbing Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
15.4	Plumbing Labor	LS	xxxxx	xxxxx	\$ 15,000.00		
15.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
16.1	Generator & Transfer Switch Material	LS	xxxxx	xxxxx	\$ 65,000.00		
16.2	Generator & Transfer Switch Labor	LS	xxxxx	xxxxx	\$ 45,000.00		
16.3	Electrical Materials	LS	xxxxx	xxxxx	\$ 115,000.00		
16.4	Electrical Labor	LS	xxxxx	xxxxx	\$ 65,000.00		
16.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	60%	\$ 3,000.00
17.1	Process Control & Instrument L&M	LS	xxxxx	xxxxx	\$ 160,000.00		
17.2	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00		
<b>Contract Price:</b>					<b>\$ 8,837,000.00</b>		<b>\$ 1,018,200.00</b>

<b>MATERIALS STORED SUMMARY</b>				
	Description	# of Units	Unit Price	Extended Cost
2.9	Buried Pipe		\$ 158,395.48	\$ 158,395.48
3.1	Reinforcing Materials		\$ 35,192.10	\$ 35,192.10
3.9	Parshall Flume		\$ 10,000.00	\$ 10,000.00
11.13	Nexom Blower & Aeration Equipment Materials		\$ 113,000.00	\$ 113,000.00
<b>Total</b>				<b>\$ 316,587.58</b>



<b>SUMMARY</b>			
		<b>Total Approved</b>	<b>Total Completed</b>
Contract Price		\$ 8,837,000.00	\$ 1,018,200.00
Approved Change Order (list each)			
	Revised Contract Price	\$ 8,837,000.00	\$ 1,018,200.00

Stored \$ 316,587.58  
 Total Earned \$ 1,334,787.58  
 Retainage (5%) \$ 66,739.38  
**Total Earned Less Retainage \$ 1,268,048.20**

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 756,667.50		

Total Previously Approved \$ 756,667.50

Percent Complete 12%

**Amount Due This Request \$ 511,380.70**

The amount \$511,380.70 is recommended for approval for payment in accordance with the terms of the contract.

**Prepared By:**  
Boomerang Corp.

**Recommended By:**  
Veenstra & Kimm, Inc.

**Approved By:**  
West Branch, Iowa

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: Emily Linebaugh  
 Name: Emily Linebaugh  
 Title: Engineer  
 Date: August 30, 2022

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
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<b>AGENDA ITEM:</b> Resolution 2022-82 Approving the West Branch Police Policy Manual
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<b>PREPARED BY:</b> John K. Hanna, Chief of Police
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<b>DATE:</b> August 31, 2022
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### **BACKGROUND:**

I have been in the process of updating the old policy manual to more modern version with content that is legally sound, and meets requirements under Federal, State laws as well as best practices for law enforcement operations.

The policy manual is not complete but is in transition from the old policy to the newest version.

I am updating policy regularly, and those updates are as Department Directives until they are approved by Council.

There will be additional versions of the Policy Manual submitted to the City Council for approval at later dates as more policies are updated.

**\*\*The Police Policy will be sent to the City Council as a separate attachment. The policy can be available for public inspection at the City Office.**

**RESOLUTION NO. 2022-82**

**A RESOLUTION APPROVING THE WEST BRANCH POLICE DEPARTMENT POLICY MANUAL**

WHEREAS, the City Council of the City of West Branch, IA is committed to providing the employees of the West Branch Police Department with a better understanding of the operations of the Police Department and its role in the City of West Branch; and

WHEREAS, the City Council previously approved Resolution 2022-69, approving an agreement with Lexipol LLC for police policy management and training on July 5, 2022; and

WHEREAS, the City Council recognizes the importance of maintaining the previous “West Branch Police Department Policies and Procedures Manual” as approved in Resolution 1526, during the transition to a fully completed “West Branch Police Department Policy Manual;” and

WHEREAS, the Chief of Police is recommending the City Council approve the attached version of the “West Branch Police Department Policy Manual”; and

WHEREAS, it is now necessary for the City Council to approve said policy manual.

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

Section 1. The City Council hereby approves the attached policy manual entitled, “West Branch Police Department Policy Manual.”

Section 2. All existing police contained within the “West Branch Police Department Policies and Procedures Manual” as approved in Resolution 1526 remain in effect unless specifically replaced by a policy contained within the attached “West Branch Police Department Policy Manual.”

Section 3. All Resolutions or parts of Resolutions in conflict with the provisions of the resolution are hereby repealed.

PASSED AND APPROVED, this 6<sup>th</sup> day of September, 2022.

---

Roger Laughlin, Mayor

Attest:

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Leslie Brick, City Clerk

**RESOLUTION 2022-83**

**RESOLUTION ACCEPTING PAYMENT OF \$300.00 and \$1500.00 CIVIL PENALTIES FROM KUM & GO #254.**

WHEREAS, on January 29, 2022, an employee/agent of Kum & Go #254, 620 S. Downey Street, West Branch, Iowa, violated Iowa Code § 453A.2(1) by selling or providing tobacco to a minor; and

WHEREAS, on April 23, 2022, an employee/agent of Kum & Go #254, 620 S. Downey Street, West Branch, Iowa, violated Iowa Code Section 453A.2(1) by selling or providing tobacco to a minor; and

WHEREAS, at the time of these violations, Kum & Go #254. was operating under a retail cigarette permit issued by the City of West Branch; and

WHEREAS, pursuant to Iowa Code § 453A.22(2), an establishment which holds a retail cigarette permit is subject to a civil penalty of \$300.00 fine for a first violation and a \$1500.00 fine or 30-day permit suspension for a second violation as a result of its employee violating Iowa Code § 453A.2(1), in three (3) years, after a hearing and proper notice; and

WHEREAS, Kum & Go #254, has waived its right to the hearing required by Iowa Code § 453A.22(2) and accepted responsibility for its employee's violation of Iowa Code § 453A.2(1), by paying a \$300.00 civil penalty for the January 29, 2022 violation, and \$1500.00 civil penalty for the April 23, 2022 violation, to the City Clerk of the City of West Branch; and

WHEREAS, the violation underlying the above civil penalties represent the first and second violation by an employee of Kum & Go #254 within a three-year period.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WEST BRANCH CITY COUNCIL that the City Council should accept the waiver of right to hearing and payment of \$300.00 civil penalty for the January 29, 2022 violation and the \$1500.00 civil penalty for the April 23, 2022 violation, on behalf of Kum & Go #254.

BE IT FURTHER RESOLVED, that the City Clerk will forward a copy of this Resolution to the Iowa Attorney General's Office.

Passed and approved this 6<sup>th</sup> day of September, 2022.

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

ATTEST:

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

**BEFORE THE WEST BRANCH CITY COUNCIL**

**In re Cigarette Permit of  
KUM & GO #254**


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**ACKNOWLEDGEMENT/SETTLEMENT AGREEMENT**

1. The undersigned hereby knowingly and voluntarily acknowledges the following:
  - a. The Retailer/Cigarette Permit Holder (collectively the "Permit Holder" has been notified that a violation of Section 453A.2 occurred at the Retailer on January 29, 2022.
  - b. That Permit Holder has the right to a hearing and voluntarily waives the same and submits to the statutory penalties prescribed by Iowa law.
  - c. That employee Alyssa Collins, sold tobacco products to a minor on January 29, 2022, in violation of Section 453A.2 of the Code of Iowa.
  - d. That the violation outlined in subparagraph (c) above will count at the 1<sup>st</sup> violation of Iowa Code Section 453A.2, the previous violations occurring as outlined in subparagraph (b) above.
  - e. To settle the above-referenced matter, enclosed with this executed Acknowledgement/Settlement Agreement is a check in the amount of \$300.00 made payable to the City of West Branch, Iowa.
  - f. That Permit Holder acknowledges that in order to conclude this matter, the City Council must approve this Acknowledgment/Settlement Agreement.

Dated this 31 day of August, 2022.

PERMIT HOLDER:

By: 

Sara Siedsma, Legal Counsel  
Print name and title

**NOTE:** This must be executed by the individual of the business entity that has authority to bind the business entity.

If you decide to execute and date this Acknowledgement/Settlement Agreement and waive your appearance at a hearing, this document, property executed, and dated, as well as a check in the amount of \$300.00 made payable to the City of West Branch, Iowa, must be returned to the following:

City of West Branch, Iowa  
110 N. Poplar Street  
West Branch, Iowa 52358  
ATTN: City Clerk

**BEFORE THE WEST BRANCH CITY COUNCIL**

**In re Cigarette Permit of  
KUM & GO #254**

---

**ACKNOWLEDGEMENT/SETTLEMENT AGREEMENT**

1. The undersigned hereby knowingly and voluntarily acknowledges the following:
  - a. The Retailer/Cigarette Permit Holder (collectively the "Permit Holder" has been notified that a violation of Section 453A.2 occurred at the Retailer on April 23, 2022.
  - b. That Permit Holder has the right to a hearing and voluntarily waives the same and submits to the statutory penalties prescribed by Iowa law.
  - c. That employee Jeffrey Tunnell, Jr., sold tobacco products to a minor on April 23, 2022, in violation of Section 453A.2 of the Code of Iowa.
  - d. That the violation outlined in subparagraph (c) above will count at the 2<sup>nd</sup> violation of Iowa Code Section 453A.2, the previous violation occurring on January 29, 2022.
  - e. To settle the above-referenced matter, enclosed with this executed Acknowledgement/Settlement Agreement is a check in the amount of \$1,500.00 made payable to the City of West Branch, Iowa.

OR

Accept a 30-day suspension of your permit.

**(Please strike through the option you are not choosing)**

- f. That Permit Holder acknowledges that in order to conclude this matter, the City Council must approve this Acknowledgment/Settlement Agreement.

Dated this 31 day of August, 2022.

PERMIT HOLDER:

By: 

Sara Siedsma

Print name and title

NOTE: This must be executed by the individual of the business entity that has authority to bind the business entity.

If you decide to execute and date this Acknowledgement/Settlement Agreement and waive your appearance at a hearing, this document, property executed, and dated, as well as a check in the amount of \$1,500.00 made payable to the City of West Branch, Iowa, must be returned to the following:

City of West Branch, Iowa  
110 N. Poplar Street  
West Branch, Iowa 52358  
ATTN: City Clerk

OR

In lieu of payment of the \$1,500.00 fine, accept the 30-day suspension of your retail permit. If you choose that action, please present your permit to the City Clerk to start the 30-day suspension.





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
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<b>AGENDA ITEM:</b> Discussion - Allowing the City Administrator to post a permanent part-time Public Works position for FY23 (budgeted expense)
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 29, 2022
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### **BACKGROUND:**

This a budgeted item, but CA Kofoed wants council aware that permanent employees are entitled to benefits such as IPERS and that is not only affects a department budget, but it also effects our employee benefits budget.

### **POSTING INTERNALLY FIRST**

Whenever a vacancy occurs in a regular full-time or part time job within a department, the opening will be posted at the City Office for 10 days. Current employees may indicate their interest in being considered for the vacancy by applying for the position in writing to the Department Head within the stated posting period. The Department Head will make the recommendation on who is to fill the opening depending on the nature and responsibilities of the position. West Branch reserves the right to use other recruiting sources to fill open positions at their discretion.

### **RECOMMENDATION**

Approval to allow posting.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 6, 2022
--

<b>AGENDA ITEM:</b> Discussion - City Administrator update on police officer recruitment and retention bonus for current officers
---

<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 29, 2022
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### **BACKGROUND:**

Staff is seeking approval to move forward in further researching this policy. We are not asking for a vote, just seeking if council wants us to pursue forward with an eventual formal vote, as it will take time to research retainment agreements.

Police Officer #3 has verbally agreed to the city's offer to hire them. Their resolution will be on the next council packet.

In the two months of having the police position opened, we received six full applications with only one able to pass all testing. With that said, Mayor Laughlin, CA Kofoed, and Chief Hanna have reservations being able to find a quality candidate in a reasonable time if another officer leaves.

All three of us do not agree to raising their rates as we don't have it in this year's budget. However, there is left over money from Officer Holmes to use as a possible retainment bonus. The goal would be to retain our two other full-time officers, the next two years as we continue to train Police Officer #3.

Contract would go something like this: **THIS AN EXAMPLE**

Cathy Steen: 1-year agreement \$2,500 2-year agreement \$6,000 bonus. Must remain full time, must receive and retain National School Resource Officer certifications.

Zach Murdock: 1-year agreement \$2,500 2-year agreement \$6,000 bonus. Must remain full time, must receive and retain Field Officer Training certifications.

### **RECOMMENDATION**

None, just your input.