



CITY COUNCIL MEETING
TUESDAY, FEBRUARY 21, 2023 – 7:00 p.m.
CITY COUNCIL CHAMBERS
110 N. POPLAR STREET, WEST BRANCH, IOWA

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

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

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
 - a. Approve minutes from the February 6, 2023 City Council meeting.
 - b. Approve a Class C Retail Alcohol License, with outdoor service for Eldr, LLC (dba Little Lights on the Lane), 2 Ember Lane, West Branch
 - c. Approve Fire Department staffing changes as of 2/9/2023
 - d. Approve Claims for 2/21/2023
7. Presentations/Communications/Open Forum
 - a. Introduction – Matt Condon, Parks & Recreation Director
8. Public Hearing/Non-Consent Agenda
 - a. **Public Hearing** –Setting the Maximum Property Tax Levy for Fiscal Year 2024.
 - b. **Resolution 2023-14** –Approving the Maximum Property Tax Levy for Fiscal Year 2024 (July 1, 2023 – June 30, 2024). / Move to action.
 - c. **Resolution 2023-15** – Approving a Park & Recreation Management Software-as-a Service (SaaS) Agreement with RecDesk LLC. / Move to action.
 - d. Discussion regarding Eastside Water Main Replacement Project and proposed timeline.
 - e. **Resolution 2023-16** – Ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids for improvements known as the East Side Water Main Replacement Project. / Move to action.
9. Discussion – Traffic cameras for Interstate 80 and giving direction for Police Chief to investigate
10. Discussion – Update on possible future annexation
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.

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 Matt Condon • **Police Chief** John Hanna • **Public Works Director** Matt Goodale

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection at westbranchiowa.org. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Special Meeting**

**February 6, 2023
6:00 p.m.**

Mayor Roger Laughlin called the West Branch Special City Council meeting to order at 6:00 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Nick Goodweiler and Tom Dean. Jodee Stoolman arrived at 6:10 p.m. City Staff present: City Administrator Adam Kofoed and City Attorney Kevin Olson.

Motion to adjourn to Executive session to discuss personnel matters per Section 21.5(i) of the Code of Iowa. / Move to action.

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

ADJOURNMENT

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 6:55 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**February 6, 2023
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Jodee Stoolman, Tom Dean and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, City Attorney Kevin Olson. Staff attending via Zoom: Heidi Van Auker. Library Director Nick Shimmin 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 January 17, 2023 City Council meeting.

Appoint Dr. Brad Heithoff as the city's Public Health Officer

Appoint Madison Conley to the Planning & Zoning Commission – term expiration 12/31/2024 (to fill a vacancy).

December 2022 Monthly Financial Report

Approve Claims for 2/6/2023

| | | |
|---------------------|--------------------------|----------|
| EXPENDITURES | 2/6/2023 | |
| AERO RENTAL INC | BOOM LIFT RENTAL-LIGHTS | 553.78 |
| BAKER & TAYLOR | BOOKS | 723.42 |
| BEAN & BEAN | GRAVE OPENINGS | 1,950.00 |
| BMI | ANNUAL MUSIC LICENSE FEE | 421.00 |
| BROWN'S WEST BRANCH | VEHICLE SERVICE-POLICE | 231.45 |
| COMPASS MINERALS | ROAD SALT | 4,525.92 |

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|---|---------------------------------|------------|
| CUTTING EDGE GRAPHICS | VINYL FOR PD FORD INTERCEPTOR | 971.25 |
| D & N FENCE COMPANY | GREENVIEW CONN FINAL PAYMENT | 2,030.00 |
| DEMCO | OFFICE SUPPLIES - LIB | 80.59 |
| HAWKINS INC | CHEMICALS | 3,102.50 |
| HI-LINE INC | SHOP SUPPLIES | 294.78 |
| IMPACT7G INC | WIDENING WAPSI CREEK | 1,429.00 |
| IOWA ONE CALL | UTILITY LOCATION SERVICE | 30.60 |
| IOWA PRISON INDUSTRIES | TRAINING UNIFORM | 230.00 |
| LINDER TIRE SERVICE | FRONT TIRES OSH KOSH | 1,567.40 |
| LYNCH'S EXCAVATING | COMPRESSOR RENTAL | 200.00 |
| LYNCH'S PLUMBING | TOILET REPAIR PARTS - TH | 21.60 |
| MENARDS | OFFICE SUPPLIES-CITY | 24.99 |
| MERCY IOWA CITY PHYSICIAN | DRUG TEST FEES - PW | 46.00 |
| MID-STATES ORGANIZED CRIME | MOCIC 2023 MEMBERSHIP FEES | 100.00 |
| MONICA TYLEE | CLEANING SERVICES-TH | 194.25 |
| MOORE'S WELDING INC | CUTTING EDGE FOR TRACTOR | 194.00 |
| OASIS ELECTRIC | ST LIGHT & WELL REPAIR | 330.00 |
| OLSON, KEVIN D | LEGAL SERVICES FEB 2023 | 1,500.00 |
| OVERDRIVE INC | DIGITAL & AUDIO BOOKS | 348.46 |
| PARKSIDE SERVICE | TIRES - PW | 1,383.24 |
| THE HOME DEPOT PRO | BLDG SUPPLIES-LIB | 369.22 |
| UNIFORM DEN | UNIFORMS-POLICE | 177.20 |
| VEENSTRA & KIMM | VARIOUS PROJECTS | 20,338.17 |
| TOTAL | | 43,368.82 |
| PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS | 2/3/2023 | 45,257.34 |
| PAID BETWEEN MEETINGS | | |
| SISCO | HEALTH CLAIMS 1/30/2023 | 81.37 |
| AMAZON.COM | SUPPLIES, TECH | 198.76 |
| STATE INDUSTRIAL PRODUCTS | CHEMICALS | 243.08 |
| USA BLUE BOOK | TESTING SUPPLIES & PARTS | 795.00 |
| SISCO | HEALTH CLAIMS 1/23/2023 | 89.46 |
| SISCO | HEALTH CLAIMS 1/17/2023 | 14.80 |
| METLIFE | INSURANCE | 1,367.73 |
| SISCO | INSURANCE | 7,976.66 |
| AMAZON.COM | VARIOUS ITEMS | 390.73 |
| D&R PEST CONTROL | PEST CONTROL-LIBRARY | 70.00 |
| JOHN DEERE FINANCIAL | SUPPLIES - PW | 446.15 |
| LEAL CAPITAL | COPIER LEASE - LIBRARY | 142.02 |
| LIBERTY COMMUNICATIONS | LIBERTY COMMUNICATIONS | 1,549.72 |
| MEDIACOM | CABLE SERVICE | 41.90 |
| QUILL CORP | BLDG & OFFICE SUPPLIES-CITY, TH | 159.75 |
| VERIZON WIRELESS | VERIZON WIRELESS | 411.98 |
| PITNEY BOWES PURCHASE | REPLENISH POSTAGE -CITY | 563.49 |
| BOOMERANG CORP | WW TREATMENT PAY ESTIMATE 6 | 510,181.34 |
| ALLIANT ENERGY | ALLIANT ENERGY | 12,687.41 |
| AMAZON | VARIOUS ITEMS - LIBRARY | 533.74 |
| AT&T MOBILITY | WIRELESS SERVICE | 364.48 |
| BAKER & TAYLOR | BOOKS | 289.98 |
| BARRON MOTOR SUPPLY | SUPPLIES | 156.54 |
| BOUND TREE MEDICAL | SUPPLIES -FIRE | 563.57 |
| CAPITAL ONE | VARIOUS ITEMS - LIBRARY | 158.80 |
| CULLIGAN WATER TECH | WATER SOFTNER SERVICE | 65.97 |
| FELD FIRE EQUIPMENT | HUD HOSE & SOCKET ASSY | 1,206.00 |
| KOCH OFFICE GROUP | COPIER MAINTENANCE | 150.99 |
| QC ANALYTICAL SERVICES | LAB ANALYSIS | 443.00 |
| US BANK CORP CARD | CREDIT CARD PURCHASES | 1,746.93 |
| TOTAL | | 543,091.35 |
| GRAND TOTAL EXPENDITURES | | 631,717.51 |
| FUND TOTALS | | |
| 001 GENERAL FUND | 40,776.12 | |
| 022 CIVIC CENTER | 1,308.08 | |
| 031 LIBRARY | 10,286.10 | |
| 110 ROAD USE TAX | 12,913.89 | |
| 112 TRUST AND AGENCY | 15,659.44 | |
| 321 WIDENING WAPSI CREEK | 3,138.00 | |

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| 324 WW TREATMT FACILITY | 523,946.51 |
| 326 ROUNDABOUT MAIN & CEDAR | 199.00 |
| 329 EASTSIDE WATER MAINS | 4,466.00 |
| 600 WATER FUND | 11,916.55 |
| 610 SEWER FUND | 7,107.82 |
| GRAND FUND TOTAL | 631,717.51 |

REVENUE-FISCAL YEAR 2023

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|---------------------------------|------------|
| FUND DECEMBER | |
| 001 GENERAL FUND | 137,380.66 |
| 022 CIVIC CENTER | 1,242.13 |
| 031 LIBRARY | 4,522.37 |
| 036 TORT LIABILITY | 1,924.66 |
| 110 ROAD USE TAX | 29,418.68 |
| 112 TRUST & AGENGY | 10,805.65 |
| 119 EMERGENCY TAX FUND | 1,104.40 |
| 121 LOCAL OPTION SALES TAX | 54,322.74 |
| 125 TIF | 11,276.74 |
| 126 TIF LMI MEADOWS PT 4 | 453.95 |
| 226 DEBT SERVICE | 7,731.81 |
| 300 CAPITAL IMPROVEMENT RESERVE | 1,603.86 |
| 324 WW TREATMENT FACILITY | 224,956.26 |
| 500 CEMETERY PERPETUAL FUND | 734.77 |
| 501 KROUTH PRINCIPAL FUND | 434.15 |
| 502 KROUTH INTEREST FUND | 202.56 |
| 600 WATER FUND | 52,675.10 |
| 610 SEWER FUND | 72,771.10 |
| 740 STORM WATER UTILITY | 5,127.00 |
| TOTAL | 618,688.59 |

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

There were no public comments.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2023-07 - Setting a public hearing date for the maximum proposed property tax levy rate for fiscal year 2024 - February 21, 2023. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-07. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-08– Promoting Henry (Max) Kober as Lead Water / Wastewater Operator and setting the salary for the position. / Move to action.

Sexton stated that Kober was a good choice for the position and recognized his interest and investment in the community.

Motion by Sexton, second by Miller to approve Resolution 2023-08. AYES: Sexton, Miller, Goodweiler, Dean Stoolman. NAYS: None. Motion carried.

Resolution 2023-09 – Hiring Matthew Condon as the Parks & Director and setting the salary for the position. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2023-09. AYES: Dean, Sexton, Goodweiler, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2023-10 – Approve the Preliminary Plat for The Meadows Part 3. / Move to action.

Schechinger informed the Council that the developer has moved the street within the parcel to accommodate a future assisted living facility. The size of the building and parking lot required lot 4 to be larger, thus pushing the street to the north. This in turn would leave a gap of Cedar-Johnson Road left unimproved with the round about project. Schechinger suggested that the city pay to have the section (approximately 180 feet) improved with the roundabout project stating that concrete prices may be better now than later down the road. He also said that if the city proceeds with improving the road to just pass Meadows Place, it will not disturb the residents/customers of The Meadows Part 3 when Cedar-Johnson Road is improved with the next phase.

Schechinger said if Council agrees improving this section of Cedar-Johnson Road, he will submit a change order to Johnson County immediately. Stoolman asked who would pay for this portion of the road and Kofoed said that this added expense would be rolled into the TIF and bond proceeds for the project. The Council discussed and approved that Schechinger should proceed with the change order. Motion by Dean, second by Miller to approve Resolution 2023-10. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-11 – Approving a one-year extension regarding the Site Plan for Lot 11, Parkside Hills, West Branch, Iowa. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-11. AYES: Miller, Sexton, Dean, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2023-12 – Ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefore for improvements known as the I-80 Utilities Relocation Project. / Move to action.

Schechinger said the timeline for the project has been condensed to allow contractors to get materials ordered and have the project completed by mid-summer.

Motion by Miller, second by Goodweiler to approve Resolution 2023-12. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2023-13 – Authorizing the Mayor and City Council to send a letter to State Representative Bobby Kauffman. / Move to action.

Kofoed said with upcoming changes regarding property tax reform, now is the time to make our voice heard to our representatives and how the proposed changes will affect small cities. Kofoed also informed the Council that Representative Bobby Kaufmann will hold a public listening session at the West Branch Fire Station on Saturday, February 11th at 8:30 a.m. and encouraged the Council to show up and speak up. Kofoed said he would be in attendance.

Motion by Miller, second by Sexton to approve Resolution 2023-13. AYES: Dean, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT - None

CITY ATTORNEY REPORT

Olson said the condemnation hearing on the Gaskill property is scheduled for this Wednesday. Olson said the condemnation board will meet, provide a dollar amount for the property and the city will then be authorized to issue a check to be delivered to the Cedar County Sheriff.

CITY ENGINEER REPORT

Schechinger confirmed that he would submit a change order to Johnson County for the additional paving on Cedar-Johnson Road. He also mentioned that trees will need to come down on the Gaskill property before April 1st due to habitat migrating (as required by law).

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said that Hills Bank was having a difficult time serving foreclosure papers to the owner of 203 E. Green Street. Olson said that he would follow up with Hills Bank to see what other options they could exercise before he takes the process back over to condemn the property. Miller suggested that the city investigate adding traffic cameras on the stretch of I-80 that is in the city limits to generate revenue.

ADJOURNMENT

Motion to adjourn by Sexton, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:35 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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| AGENDA ITEM: | Approve a Class C Retail Alcohol License, with Outdoor Service for Eldr LLC. (dba Little Lights on the Lane), 2 Ember Lane, West Branch. |
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| PREPARED BY: | City Clerk, Leslie Brick |
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| DATE: | February 3, 2023 |
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BACKGROUND:

Class C Retail Alcohol License: 12-month

For taverns, bars, restaurants, etc. Allows commercial establishments to sell alcoholic liquor, wine, and beer for on-premises consumption. Allows carry-out sales of liquor, wine, beer, and mixed drinks or cocktails.

**Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Renewal is effective March 1, 2023 – February 29, 2024.



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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| AGENDA ITEM: Approve West Branch Fire Department changes as of 2/9/2023 |
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| PREPARED BY: Leslie Brick, City Clerk |
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| DATE: February 14, 2023 |
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BACKGROUND:

Approve appointments to the West Branch Fire Department:

Baylee Piegors – probationary* member as of 11/10/2023 (from cadet)

Kyle Tisinger – probationary* member as of 2/9/2023 (from cadet)

Hunter Niles – probationary* member as of 2/9/2023 (from cadet)

*probationary members of less than 6 months, with restricted privileges

Retirements:

Mike Fair - November 9, 2022

Gerry Brick – January 4, 2023



REQUEST FOR COUNCIL CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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| AGENDA ITEM: Claims |
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| PREPARED BY: Heidi Van Auken |
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| DATE: February 15, 2023 |
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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**2/21/2023**

| | | |
|-------------------------------|----------------------------------|------------------|
| AE OUTDOOR POWER | MOWER BLADES | 94.14 |
| AMAZON.COM | SUPPLIES | 138.15 |
| BAKER & TAYLOR | BOOKS | 304.50 |
| BARRON MOTOR SUPPLY | ABSORBANT | 183.60 |
| BROWN'S WEST BRANCH FORD | 2022 FORD EXPLORER MAINT SERVICE | 121.30 |
| CAPITAL ONE | VARIOUS ITEMS-LIBRARY | 54.71 |
| CARRIE A HOURIGAN | CLEANING SERVICES-LIBRARY | 345.00 |
| CEDAR COUNTY COOP | FUEL - SHOP BARREL | 1,312.17 |
| CEDAR COUNTY RECORDER | RECORDING FEES | 31.00 |
| CEDAR COUNTY TRANSFER STATION | TRASH DISPOSAL | 51.00 |
| ELECTRIC PUMP | LIFT STATION RAILING | 777.25 |
| HAWKINS | CHEMICALS | 1,542.61 |
| HI-LINE | SAFETY GLASSES | 199.08 |
| INTERSTATE POWER SYSTEMS | GENERATOR INSPECTION-LIFT STN | 1,048.50 |
| KANOPY | ON DEMAND VIDEO SERVICE | 48.00 |
| LYNCH GARRETT H | BLDG INCENTIVE PAYMENT | 1,138.64 |
| MACQUEEN EQUIPMENT | LEAF VAC HOSE | 2,336.08 |
| MIDWEST FRAME & AXLE | STERLING REPAIRS-PW | 2,001.98 |
| MONICA TYLEE | CLEANING SERVICES-TH | 227.50 |
| MOORE'S WELDING | REPAIR OF SNOW PLOW | 75.00 |
| MPEC | STATE TRUCK PART | 175.32 |
| OVERDRIVE | DIGITAL & AUDIO BOOKS | 454.96 |
| PROTECT YOUTH SPORTS | BACKGROUND CHECK | 13.50 |
| PYRAMID SERVICES | TRIMMER, MOWER, SAW PARTS | 379.80 |
| QC ANALYTICAL SERVICES | LAB ANALYSIS | 959.75 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 40.50 |
| UNIFORM DEN | UNIFORM TAGS | 19.50 |
| VEENSTRA & KIMM | MEADOWS PT 5 REVIEW | 199.00 |
| WERLING ABSTRACT COMPANY | NEW ABSTRACT LOT S BLK 13 | 1,500.00 |
| WEST BRANCH CDG | FY23 CDG DUES | 10,000.00 |
| WEST BRANCH COMM SCHOOL | YOUTH BASKETBALL GYM RENTAL | 290.00 |
| WEST BRANCH PTO | TOWN HALL REFUND FEE | 25.00 |
| WEST BRANCH TIMES | LEGAL PUBLICATIONS | 741.63 |
| TOTAL | | 26,829.17 |

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS****2/17/2023****51,263.76****PAID BETWEEN MEETINGS**

| | | |
|-------------------------|----------------------------|-----------|
| IOWA INSURANCE DIVISION | CEMETERY REPORT FILING FEE | 191.00 |
| ALLIANT ENERGY | ALLIANT ENERGY | 12,877.37 |
| AMAZON.COM | VARIOUS ITEMS | 270.46 |
| AT&T MOBILITY | WIRELESS SERVICE | 364.72 |

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|---------------------------------|----------------------------|-------------------|
| CULLIGAN WATER TECH | WATER SOFTNER SERVICE | 13.75 |
| DAN'S OVERHEAD DOORS | DOOR REPAIR - FIRE | 2,232.69 |
| LEAF CAPITAL FUNDING | COPIER LEASE - LIBRARY | 142.02 |
| LINN COUNTY REC | STREET LIGHTS | 202.50 |
| LRS HOLDINGS | TRASH & RECYCLING JAN 2023 | 17,482.25 |
| PITNEY BOWES PURCHASE POWER | REPLENISH POSTAGE-LIBRARY | 200.00 |
| WEX BANK | VEHICLE FUEL | 1,450.70 |
| GLOBAL PAYMENTS | JANUARY CREDIT CARD FEES | 1,022.41 |
| VARIOUS VENDORS | UB REFUNDS | 37.66 |
| TOTAL | | 36,487.53 |
| GRAND TOTAL EXPENDITURES | | 114,580.46 |
| FUND TOTALS | | |
| 001 GENERAL FUND | | 61,565.82 |
| 022 CIVIC CENTER | | 1063.3 |
| 031 LIBRARY | | 9,067.84 |
| 110 ROAD USE TAX | | 11,596.95 |
| 112 TRUST AND AGENCY | | 11,857.51 |
| 312 DOWNTOWN EAST REDEVELOPME | | 1,500.00 |
| 600 WATER FUND | | 9,948.57 |
| 610 SEWER FUND | | <u>7,980.47</u> |
| GRAND FUND TOTAL | | 114,580.46 |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|----------------------|--------------------|--|----------------------------|-----------|
| POLICE OPERATION | GENERAL FUND | UNIFORM DEN INC. BROWN'S WEST BRANCH FORD LLC | UNIFORM TAGS | 19.50 |
| | | | 2022 FORD EXPLORER MAINT S | 81.34 |
| | | | TOTAL: | 100.84 |
| FIRE OPERATION | GENERAL FUND | BARRON MOTOR SUPPLY | ABSORBANT | 183.60 |
| | | | TOTAL: | 183.60 |
| PARK & RECREATION | GENERAL FUND | WEST BRANCH COMMUNITY SCHOOLS PROTECT YOUTH SPORTS | YOUTH BASKETBALL GYM RENTA | 290.00 |
| | | | BACKGROUND CHECK | 13.50 |
| | | | TOTAL: | 303.50 |
| CEMETERY | GENERAL FUND | PYRAMID SERVICES INC. AE OUTDOOR POWER | TRIMMER, MOWER, SAW PARTS | 379.80 |
| | | | MOWER BLADES | 94.14 |
| | | | TOTAL: | 473.94 |
| ECONOMIC DEVELOPMENT | GENERAL FUND | WEST BRANCH COMMUNITY DEVELOPMENT GROU LYNCH GARRETT H | FY23 CDG DUES | 10,000.00 |
| | | | BLDG INCENTIVE PAYMENT | 1,138.64 |
| | | | TOTAL: | 11,138.64 |
| LEGAL SERVICES | GENERAL FUND | WEST BRANCH TIMES CEDAR COUNTY RECORDER | LEGAL PUBLICATIONS | 741.63 |
| | | | RECORDING FEES | 31.00 |
| | | | TOTAL: | 772.63 |
| COMMISSION | GENERAL FUND | VEENSTRA & KIMM INC. | MEADOWS PT 5 REVIEW | 199.00 |
| | | | TOTAL: | 199.00 |
| TOWN HALL | CIVIC CENTER | MONICA TYLEE WEST BRANCH PTO INC | CLEANING SERVICES-TH | 227.50 |
| | | | TOWN HALL REFUND FEE | 25.00 |
| | | | TOTAL: | 252.50 |
| LIBRARY | LIBRARY | OVERDRIVE INC | DIGITAL & AUDIO BOOKS | 448.99 |
| | | | DIGITAL & AUDIO BOOKS | 5.97 |
| | | BAKER & TAYLOR INC. | BOOKS | 16.84 |
| | | | BOOKS | 287.66 |
| | | KANOPY | ON DEMAND VIDEO SERVICE | 48.00 |
| | | | SUPPLIES | 18.65 |
| | | AMAZON.COM.CA., INC. | BOOKS | 22.65 |
| | | | BLDG MAINT SUPPLIES | 9.98 |
| | | | SUPPLIES | 5.49 |
| | | | BOOKS | 81.38 |
| | | CAPITAL ONE | VARIOUS ITEMS-LIBRARY | 11.15 |
| | | | VARIOUS ITEMS-LIBRARY | 43.56 |
| | | CARRIE A HOURIGAN | CLEANING SERVICES-LIBRARY | 345.00 |
| | | | TOTAL: | 1,345.32 |
| ROADS & STREETS | ROAD USE TAX | CEDAR COUNTY COOPERATIVE MIDWEST FRAME & AXLE MACQUEEN EQUIPMENT | FUEL - SHOP BARREL | 1,312.17 |
| | | | STERLING REPAIRS-PW | 2,001.98 |
| | | | LEAF VAC HOSE | 2,336.08 |
| | | | TOTAL: | 5,650.23 |
| | | | | |
| INVALID DEPARTMENT | DOWNTOWN EAST REDE | WERLING ABSTRACT COMPANY | NEW ABSTRACT LOT S BLK 13 | 1,500.00 |
| | | | TOTAL: | 1,500.00 |
| WATER OPERATING | WATER FUND | STATE HYGIENIC LAB HAWKINS INC CEDAR COUNTY TRANSFER STATION | LAB ANALYSIS | 40.50 |
| | | | CHEMICALS | 1,542.61 |
| | | | TRASH DISPOSAL | 51.00 |
| | | | | |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|-----------------|------------|------------------------------|---------------------------|----------|
| | | MOORE'S WELDING INC | REPAIR OF SNOW PLOW | 75.00 |
| | | MPEC | STATE TRUCK PART | 175.32 |
| | | | TOTAL: | 1,884.43 |
| SEWER OPERATING | SEWER FUND | QC ANALYTICAL SERVICES LLC | LAB ANALYSIS | 959.75 |
| | | BROWN'S WEST BRANCH FORD LLC | FUEL TANK PART | 39.96 |
| | | ELECTRIC PUMP INC | LIFT STATION RAILING | 777.25 |
| | | INTERSTATE POWER SYSTEMS INC | GENERATOR INSPECTION-LIFT | 1,048.50 |
| | | HI-LINE INC | SAFETY GLASSES | 199.08 |
| | | | TOTAL: | 3,024.54 |

```

===== FUND TOTALS =====
001 GENERAL FUND          13,172.15
022 CIVIC CENTER           252.50
031 LIBRARY                1,345.32
110 ROAD USE TAX           5,650.23
312 DOWNTOWN EAST REDEVELOPME 1,500.00
600 WATER FUND             1,884.43
610 SEWER FUND             3,024.54
-----
GRAND TOTAL:              26,829.17
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REQUEST FOR CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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| AGENDA ITEM: | Public Hearing – Setting the Maximum Proposed Property Tax Levy rate for Fiscal Year 2024. |
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|---------------------|--------------------------|
| PREPARED BY: | City Clerk, Leslie Brick |
|---------------------|--------------------------|

| | |
|--------------|-------------------|
| DATE: | February 15, 2022 |
|--------------|-------------------|

BACKGROUND:

For budget years beginning on or after July 1, 2020 and prior to filing the proposed budget with the State Auditor under Senate File 364, the City Council shall adopt a resolution establishing the total maximum dollar that may be certified for levy for general city services.

The State Code requires a public hearing and notice to be given to residents of the taxing district. This notice must be published not less than 10 days and not more than 20 days in the local newspaper, city website and city social media sites. Publish date of notice will be February 9, 2023.

Said public hearing for the FY2024 Max Levy is scheduled for February 21, 2023 at 7:00 p.m., at the City Council meeting, City Council Chambers, 110 N. Poplar St. West Branch, IA.

NOTICE OF PUBLIC HEARING - CITY OF WEST BRANCH - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2023 - June 30, 2024

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/21/2023 **Meeting Time:** 07:00 PM **Meeting Location:** Council Chambers at City Office 110 N. Poplar Street West Branch, IA 52358

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
<https://westbranchiowa.org>

City Telephone Number
(319) 643-5888 ext: 23

| | Current Year Certified Property Tax 2022 - 2023 | Budget Year Effective Property Tax 2023 - 2024 | Budget Year Proposed Maximum Property Tax 2023 - 2024 | Annual % CHG |
|--|--|---|--|-------------------------|
| Regular Taxable Valuation | 153,020,406 | 158,599,171 | 158,599,171 | |
| Tax Levies: | | | | |
| Regular General | 1,239,466 | 1,239,466 | 1,284,653 | |
| Contract for Use of Bridge | 0 | 0 | 0 | |
| Opr & Maint Publicly Owned Transit | 0 | 0 | 0 | |
| Rent, Ins. Maint. Of Non-Owned Civ. Ctr. | 0 | 0 | 0 | |
| Opr & Maint of City-Owned Civic Center | 20,658 | 20,658 | 21,411 | |
| Planning a Sanitary Disposal Project | 0 | 0 | 0 | |
| Liability, Property & Self-Insurance Costs | 72,000 | 72,000 | 78,000 | |
| Support of Local Emer. Mgmt. Commission | 11,126 | 11,126 | 11,917 | |
| Emergency | 41,316 | 41,316 | 42,822 | |
| Police & Fire Retirement | 0 | 0 | 0 | |
| FICA & IPERS | 165,000 | 165,000 | 165,000 | |
| Other Employee Benefits | 163,000 | 163,000 | 165,000 | |
| Total Tax Levy | 1,712,566 | 1,712,566 | 1,768,803 | 3.28 |
| Tax Rate | 11.19175 | 10.79808 | 11.15267 | |

Explanation of significant increases in the budget:

Loss of revenue due to legislation adopted by the state in 2021 that made changes to the property tax system that impacted city revenues: 1) The state is phasing out its reimbursement to the city for property tax reductions resulting from the rollback of commercial and industrial property, and 2) The elimination of the multi-residential property class. Previously, the majority of this class of property was valued as commercial and is being rolled back to a residential valuation. Additional increases in the general fund budget are due to inflation.

If applicable, the above notice also available online at:

<https://westbranchiowa.org/city-of-west-branch/reports-information/finances/max-levy/>

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

RESOLUTION 2023-14

**A RESOLUTION APPROVING THE MAXIMUM PROPERTY TAX LEVY
FOR FISCAL YEAR 2024 (JULY 1, 2023- JUNE 30, 2024)**

WHEREAS, the City Council of the City of West Branch, Iowa, has considered the proposed Fiscal Year 2024 (July 1, 2023 to June 30, 2024), city maximum property tax dollars for the affected levy total; and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required by law and posted on city web site and/or social media accounts; and

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on February 21, 2023, at 7:00 pm at the West Branch City Hall, at 110 N. Poplar Street, West Branch, Iowa; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the maximum property tax dollars for the affected tax levies for FY24 shall not exceed the following total:

Total maximum levy for affected property tax levies - \$1,768,803.00

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for Fiscal Year 2024 represents an increase of greater than 102% from the Maximum Property Tax dollars requested for FY 23 (July 1, 2022 – June 30, 2023).

Roll Call Vote:

| | |
|-----------------|----------------------|
| Colton Miller | – AYE / NAY / ABSENT |
| Jodee Stoolman | – AYE / NAY / ABSENT |
| Nick Goodweiler | – AYE / NAY / ABSENT |
| Tom Dean | – AYE / NAY / ABSENT |
| Jerry Sexton | – AYE / NAY / ABSENT |

* * * * *

Passed and approved this 21st day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

NOTICE OF PUBLIC HEARING - CITY OF WEST BRANCH - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2023 - June 30, 2024

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/21/2023 **Meeting Time:** 07:00 PM **Meeting Location:** Council Chambers at City Office 110 N. Poplar Street West Branch, IA 52358

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
<https://westbranchiowa.org>

City Telephone Number
 (319) 643-5888 ext: 23

| | Current Year Certified Property Tax 2022 - 2023 | Budget Year Effective Property Tax 2023 - 2024 | Budget Year Proposed Maximum Property Tax 2023 - 2024 | Annual % CHG |
|--|--|---|--|-------------------------|
| Regular Taxable Valuation | 153,020,406 | 158,599,171 | 158,599,171 | |
| Tax Levies: | | | | |
| Regular General | 1,239,466 | 1,239,466 | 1,284,653 | |
| Contract for Use of Bridge | 0 | 0 | 0 | |
| Opr & Maint Publicly Owned Transit | 0 | 0 | 0 | |
| Rent, Ins. Maint. Of Non-Owned Civ. Ctr. | 0 | 0 | 0 | |
| Opr & Maint of City-Owned Civic Center | 20,658 | 20,658 | 21,411 | |
| Planning a Sanitary Disposal Project | 0 | 0 | 0 | |
| Liability, Property & Self-Insurance Costs | 72,000 | 72,000 | 78,000 | |
| Support of Local Emer. Mgmt. Commission | 11,126 | 11,126 | 11,917 | |
| Emergency | 41,316 | 41,316 | 42,822 | |
| Police & Fire Retirement | 0 | 0 | 0 | |
| FICA & IPERS | 165,000 | 165,000 | 165,000 | |
| Other Employee Benefits | 163,000 | 163,000 | 165,000 | |
| Total Tax Levy | 1,712,566 | 1,712,566 | 1,768,803 | 3.28 |
| Tax Rate | 11.19175 | 10.79808 | 11.15267 | |

Explanation of significant increases in the budget:

Loss of revenue due to legislation adopted by the state in 2021 that made changes to the property tax system that impacted city revenues: 1) The state is phasing out its reimbursement to the city for property tax reductions resulting from the rollback of commercial and industrial property, and 2) The elimination of the multi-residential property class. Previously, the majority of this class of property was valued as commercial and is being rolled back to a residential valuation. Additional increases in the general fund budget are due to inflation.

If applicable, the above notice also available online at:

<https://westbranchiowa.org/city-of-west-branch/reports-information/finances/max-levy/>

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year



REQUEST FOR CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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| AGENDA ITEM: | Resolution 2023-15 – Approving a Park & Recreation Management Software-as-a-Service (SaaS) Agreement with RecDesk LLC. |
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|---------------------|--------------------------|
| PREPARED BY: | City Clerk, Leslie Brick |
|---------------------|--------------------------|

| | |
|--------------|-------------------|
| DATE: | February 14, 2023 |
|--------------|-------------------|

BACKGROUND:

In the fall of 2022, former Parks & Recreation Director, Melissa Russell, Finance Officer Heidi Van Auken and myself reviewed three park & recreation management software systems to determine which would best fit the city's needs. RecDesk was selected as the preferred vendor.

During the director transition, P&R part-timer Jamie Tucker has been using the RecDesk software in demo mode and also feels that it will meet our needs.

Staff recommends RecDesk LLC as their vendor of choice.

RESOLUTION 2023-15

**RESOLUTION APPROVING A PARK & RECREATION MANAGEMENT
SOFTWARE-AS-A-SERVICE (SAAS) AGREEMENT WITH RECDESK LLC.**

WHEREAS, the City of West Branch, Iowa desires to utilize the RecDesk LLC software for Parks & Recreation registrations and other recreational activities; and

WHEREAS, RecDesk LLC software services (See Exhibit A) will meet the needs of the Parks & Recreation Department with program and activity management, online registration, facility scheduling and payment collection services; and

WHEREAS, the City of West Branch will pay a base subscription fee to RecDesk in the amount of five thousand eight hundred dollars (\$5800.00) per year; and

WHEREAS, the agreement term is one-year and can be renewed each year which includes online training for staff, unlimited workstation licenses, and optional data and financial system integration services at an additional cost of one thousand two hundred dollars for each service.

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

Passed and approved this 21st day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**PARKS & RECREATION MANAGEMENT SOFTWARE-AS-A-SERVICE (SaaS)
AGREEMENT BETWEEN WEST BRANCH, IA AND RECDESK LLC**

This PARKS & RECREATION MANAGEMENT SOFTWARE-AS-A-SERVICE (SaaS) AGREEMENT ("Agreement") is made as of this 3rd day of February, 2023 by and between RecDesk LLC, a Connecticut LLC ("RecDesk"), whose address is 300 Plaza Middlesex, Middletown CT 06457, and WEST BRANCH, IA ("Customer").

1. **Engagement.** Customer engages RecDesk to perform the services as specified in Exhibit "A" - Services Provided (the "Services Provided").

2. **Agreement Term.** The initial term of this agreement will be 4/1/2023 - 3/31/2024. This Agreement will terminate and without further obligation on the part of the Customer on 3/31/2024. This Agreement may be renewed by Customer for additional one-year terms with each term beginning on 04/01 and terminating on 03/31 of the following calendar year.

Customer and RecDesk hereby agree that this Agreement is terminable at will upon written notice by either party. Termination will be in written-form allowing 30-day notice. The parties agree to continue performance under the Agreement until the effective date of termination unless the parties mutually agree to an earlier termination date. Upon termination of this Agreement, the parties shall have no further liability or obligation except as explicitly provided hereunder as surviving termination of the Agreement.

3. **Fees and Payment.**

a. **Base Subscription Fee.** Customer agrees to pay RecDesk a base subscription fee of **\$5800** per year. This fee is payable at beginning of new annual term and based on estimated system utilization numbers (*i.e. Program Registrations, Reservations, Memberships, POS Transactions*) provided by The Customer in March 2022 (see attached *RecDesk Data Use Questionnaire*).

b. **Variable Transaction Fee.** The base subscription fee in (a) above covers the first \$500K worth of transactions processed through RecDesk in a given subscription year. Transactions processed through the system in excess of \$500K in a given subscription year will be assessed a .75% transaction fee. These variable transaction fees, if applicable, will be billed and payable on a quarterly basis (or on other mutually agreed upon period). If the Customer does not process more than \$500K through RecDesk in a given subscription year, the Variable Transaction Fee does not apply.

c. **Training.**

1. **Trainer-Led Online Training** – \$0 (Included)

2. Onsite Training (Optional) - \$1000/day plus \$50 per diem plus all travel and lodging expenses
3. Subsequent Annual Term Refresher Training (Online Only) – First three (3) hours per year are free then \$100 per hour thereafter

d. Data Migration and Financial System Integration (optional).

1. Migration of Customer Data to RecDesk – one-time \$1200 fee
2. Custom Financial System Extract – one-time \$1200 fee
3. GIS Address Import for Residency – one time \$1200 fee

e. Other Fees

1. Customer Support - \$0 (Included)
2. Additional Workstation Licenses - \$0 (Unlimited)
3. Software Upgrades – Automatic - \$0 (Included)
4. Initial RecDesk Community portal configuration - \$0 (Included)
5. Subsequent Community Portal Redesign/Refresh - \$0 - Every 3 years (includes - first three (3) hours -\$125 for each additional hour thereafter)

4. **Indemnification and Hold Harmless.** RecDesk agrees to defend, indemnify and hold harmless Customer, its officers, employees, representatives, and agents from and against any and all liabilities, damages, losses, claims or suits, including costs and attorneys' fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by Customer or others, in any way arising out of RecDesk's breach of the Agreement or out of services and operations performed hereunder by RecDesk, including Customer's reliance on or use of the services or products provided by RecDesk under the terms of this Agreement. RecDesk shall not be liable for any loss or damage attributable solely to the negligence of Customer.

5. **No Agency Relationship.** This Agreement shall establish no agency relationship with RecDesk and RecDesk shall be deemed an independent offeror. RecDesk shall have complete charge of the personnel engaged in the performance of the Services, and all persons employed by RecDesk shall be employees of said RecDesk and not employees of the Customer in any respect.

6. **Nondisclosure.** RecDesk agrees that it will not divulge to third parties without the written consent of Customer any information obtained from or through Customer in connection with the performance of this Agreement.

7. **Entire Agreement.** This Agreement contains the entire agreement and supersedes all prior agreements and understandings, oral or written, with respect to

the subject matter hereof. This Agreement may be changed only by an agreement in writing signed by the party against whom any waiver, change, amendment, modification or discharge is sought.

8. **Governing Law and Venue.** This agreement shall be governed by and construed in accordance with the laws of the State of Iowa and venue shall be exclusively in the Iowa.

9. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect to the maximum extent permitted by law.

10. **Notice.** Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by certified or registered mail, first class, return receipt requested to the parties at the following addresses:

To Customer:

WEST BRANCH, IA

To RecDesk

RecDesk LLC
Attn: Mike Morris
300 Plaza Middlesex
Middletown, CT 06457

11. **Waiver of Contractual Right.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

12. **Insurance.** During the term of this Agreement, RecDesk shall maintain the following insurance coverages:

Worker's Compensation – Statutory Coverage
Professional Liability - \$1MM per claim
Cyber Liability - \$1MM per occurrence /\$1MM aggregate
Comprehensive General Liability
 Bodily Injury - \$1MM per occurrence /\$2MM aggregate
 Property Damage - \$1MM per occurrence /\$2MM aggregate

13. **Ownership of Software.** Customer agrees that it has no title or ownership in, or to, the software utilized by RecDesk to provide services, or any of its components, programming code or data structures ("Software"). The Software shall remain at all times RecDesk's sole and exclusive property. The definition of "Software" shall also

include any changes, customizations, added functions, or options and any other related items requested by the Customer and implemented by RecDesk. The obligations set forth in this Paragraph shall survive the termination, cancellation, or expiration of this Agreement for any reason whatsoever.

14. **Warranty**. If the Customer determines that some functions within RecDesk are not performing up to required specifications, RecDesk will take commercially reasonable measures to remedy such a situation during the term of this Agreement at no additional charge to the Customer. RecDesk does not guarantee that it will implement all new enhancement requests but will take commercially reasonable efforts to provide features that perform as stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

CUSTOMER

Name: _____ Signature: _____

Title: _____ Date: _____

RECDESK

Name: Michael J. Morris Signature: _____

Title: President Date: _____

Exhibit "A" - Services Provided

Services provided by RecDesk to the Customer under this agreement include the following:

Access to RecDesk Director and RecDesk Community (the Software) – RecDesk grants non-exclusive license during the term of this contract for the Customer and “customers” of the Customer access to the Software.

Customer employees will have access to RecDesk Director as well as administrative access to the RecDesk Community portal. Community Members (the “Public”) will only have access to the RecDesk Community portal. Access to both RecDesk Director and RecDesk Community is via the public internet through a web browser and there are no restrictions as to how many Customer employees or community members can access the system.

RecDesk Director is Id and Password protected with Customer having control over who currently has access and what their Role is. RecDesk Community is not password protected (for viewing) but community members will have to set up a household account to register for programs.

Customer access includes, but is not limited to, the following core RecDesk features: *Program & Activity Management, Online Registration, Master Calendar, Facility Scheduling, Full Web Site (Community CMS), Online Reservations, Membership Management, Facility Check-ins, League Management and Reporting.*

Availability – RecDesk provides 24 x 7 access to the system with a guaranteed up time of 99%. For larger system upgrades or platform maintenance there may be planned down time. This is usually scheduled in the early AM hours on weekends and reasonable advanced notice is given.

Customer Support – RecDesk provides phone support from 8AM-5PM EST at 1-860-467-4325. This is included as part of this agreement and there is no additional cost. We also provide for email support 24 x 7 at support@recdesk.com. The system itself is monitored 24 x 7. Any service interruptions trigger alerts and are dealt with immediately.

Online Help and self-service documentation is available at <http://help.recdesk.com>

Credit Card Processing and Merchant Services – RecDesk will integrate with Customer’s preferred merchant account provider at no cost to the Customer via a RecDesk supported payment gateway. The Customer maintains a separate agreement with merchant and gateway provider and is responsible for any fees or transaction costs therein incurred.

Data Backups – RecDesk (via partner Amazon Web Services – AWS) performs full-backups on both the database and Customer portal data daily. Additionally, incremental database log backups are made throughout the course of the day. Our network infrastructure includes dedicated virtual servers located in AWS's northern VA facility.

Exporting of Data – If the Customer no longer wishes to utilize the services of RecDesk, their data can be exported into a CSV format. The cost for doing so is \$125 per hour and an estimate would be provided and agreed upon before commencement of extract.

Privacy Statement - The following discloses the information gathering and dissemination practices for the services offered by RecDesk LLC (the "Services") and for this Website. RecDesk LLC reserves the right to amend this Privacy Statement at any time with or without notice. Only the current Privacy Statement is deemed effective, so please review this Privacy Statement periodically.

RecDesk LLC has created this Privacy Statement in order to demonstrate our firm commitment to safeguarding the privacy of our Subscribing Organization, their Members and our Website visitors. Our Privacy Rules summarize this commitment.

1. We do not reveal any personally identifiable information that we collect about you, your use of the Services or any information that you post on your Site to anyone else.
2. Unless you choose otherwise, RecDesk LLC shares information about you only on a basis that does not personally identify you, your Organization or your Members.
3. We use industry-standard technology and other means to keep your information as secure as possible.
4. Your organization owns the data. We just act as the caretaker for it. RecDesk does not share or sell any personally identifiable information about your organization or its members



REQUEST FOR CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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|---------------------|--|
| AGENDA ITEM: | Discussion of East Side Water Main Replacement Project and Proposed timeline . |
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|---------------------|--------------------------|
| PREPARED BY: | City Clerk, Leslie Brick |
|---------------------|--------------------------|

| | |
|--------------|-------------------|
| DATE: | February 15, 2023 |
|--------------|-------------------|

BACKGROUND:

City Engineer, Dave Schechinger will present preliminary plans for the East Side Water Main Replacement Project and discuss the proposed timeline.

PLOTTED: Monday, February 13, 2023 1:49:44 PM

X-REFS: Aerial
FILE PATH: <UNSAVED DRAWING>



| DATE | REVISIONS | SCALE | AS NOTED |
|------|-----------|------------|---------------|
| | | DRAWN | HRS |
| | | CHECKED | LJB |
| | | APPROVED | EDG |
| | | DATE | 11-22-2022 |
| | | ISSUED FOR | REVIEW/CONST? |



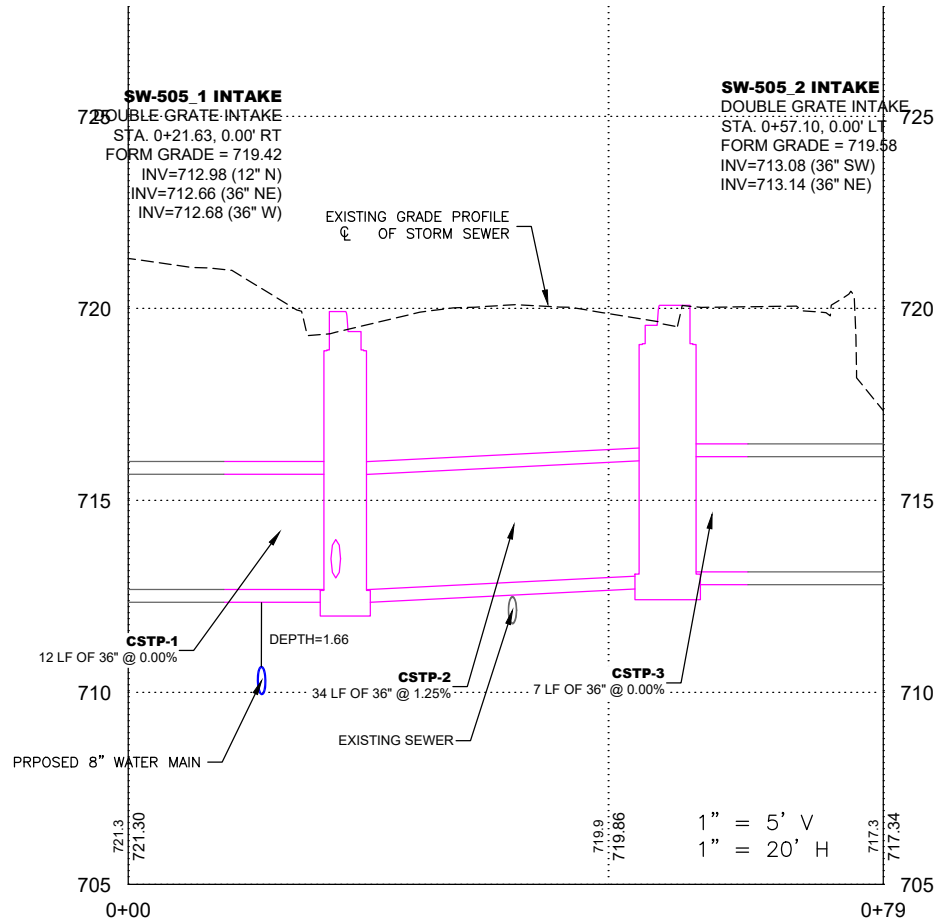
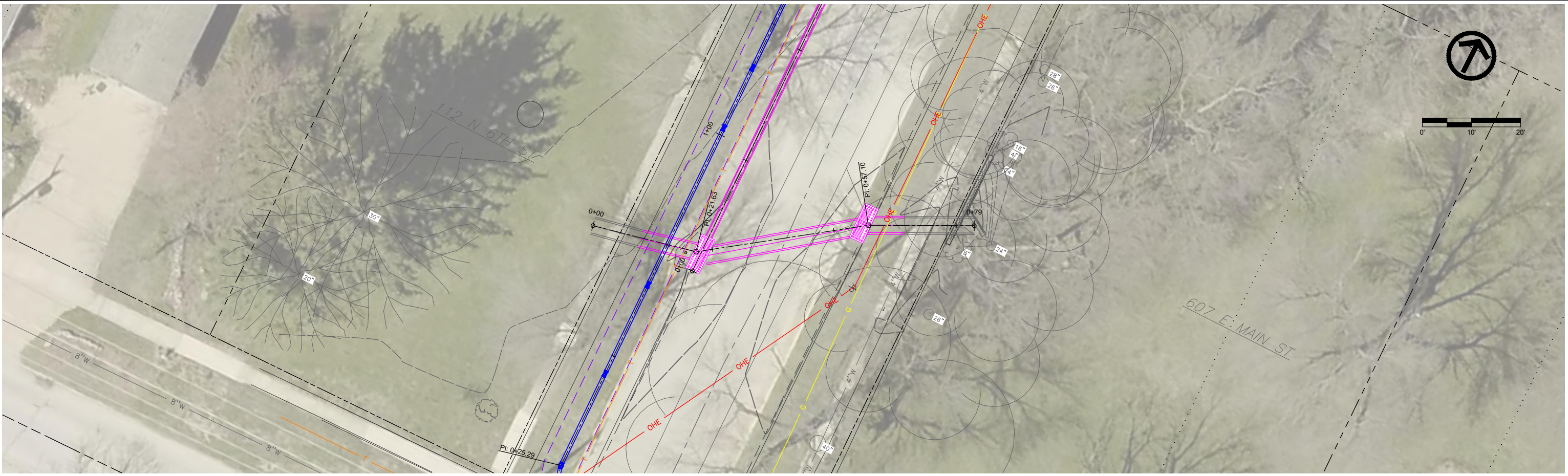
WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

OVERALL MAP

| |
|----------------|
| DWG. NO. |
| MWM.16 |
| PROJECT 368289 |

PLOTTED: Monday, February 13, 2023 1:38:49 PM

X-REFS: 368289 Topo & WB Surveyed Prop Lines & Main Street Watermain Topo & Water Main Concept_HCS & Sanitary Model Map.2022.6.1 & Water Model Map.2022.6.1 & Aerial
FILE PATH: Z:\WEST BRANCH 368289 EAST SIDE WATER MAIN REPLACEMENT\CADD\DESIGN C3D\UTILITY DWG\368289 UTILITY WATER MAIN CONFLICTS



| DATE | REVISIONS | SCALE | AS NOTED |
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| | | DRAWN | HRS |
| | | CHECKED | LJB |
| | | APPROVED | EDG |
| | | DATE | 11-22-2022 |
| | | ISSUED FOR | REVIEW/CONST? |



WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

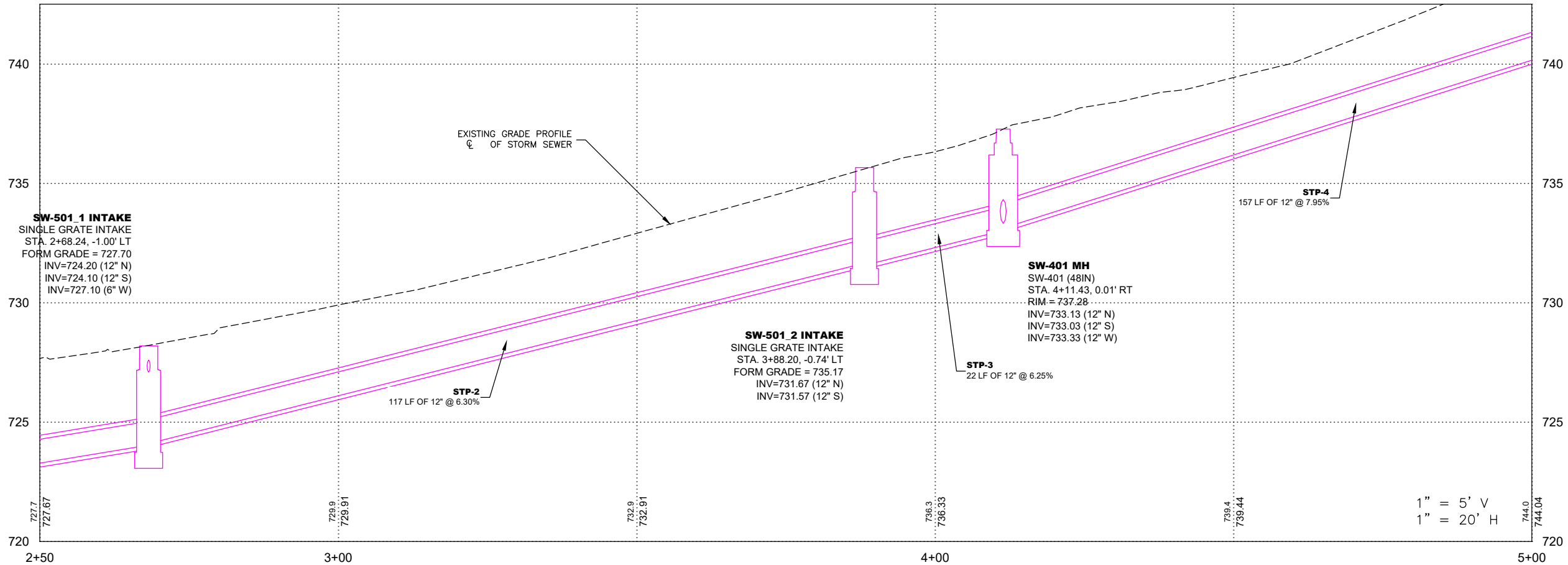
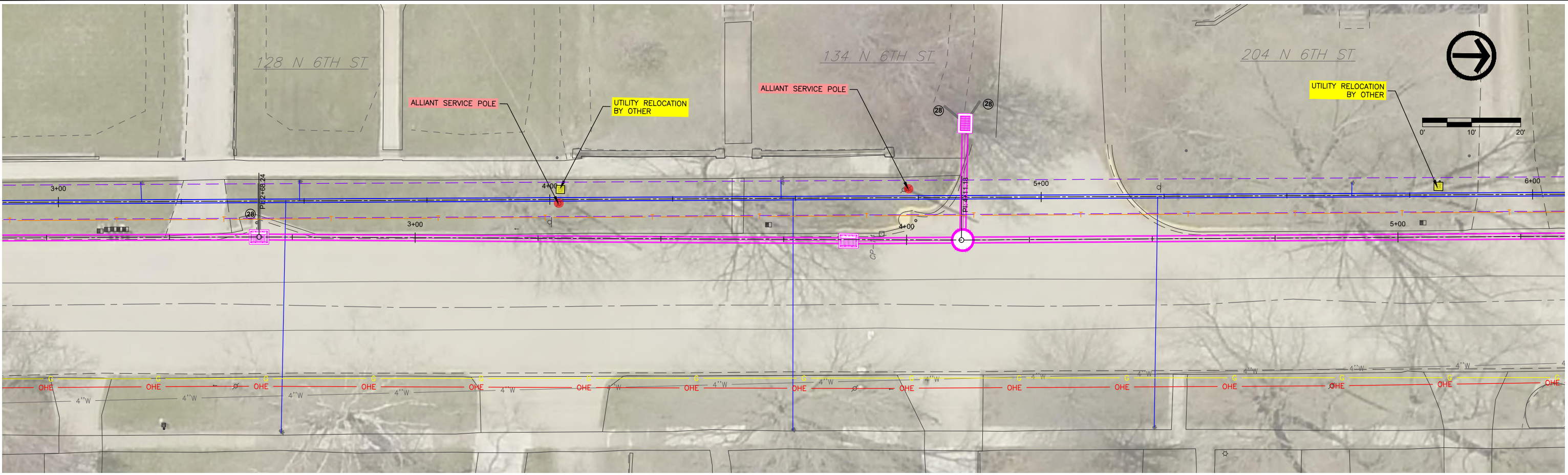
2600 University Parkway, Suite 1 • Coralville, Iowa 52241
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

PLAN & PROFILE - CROSSING

| DWG. NO. |
|----------------|
| MS.01 |
| PROJECT 368289 |

PLOTTED: Monday, February 13, 2023 1:39:05 PM

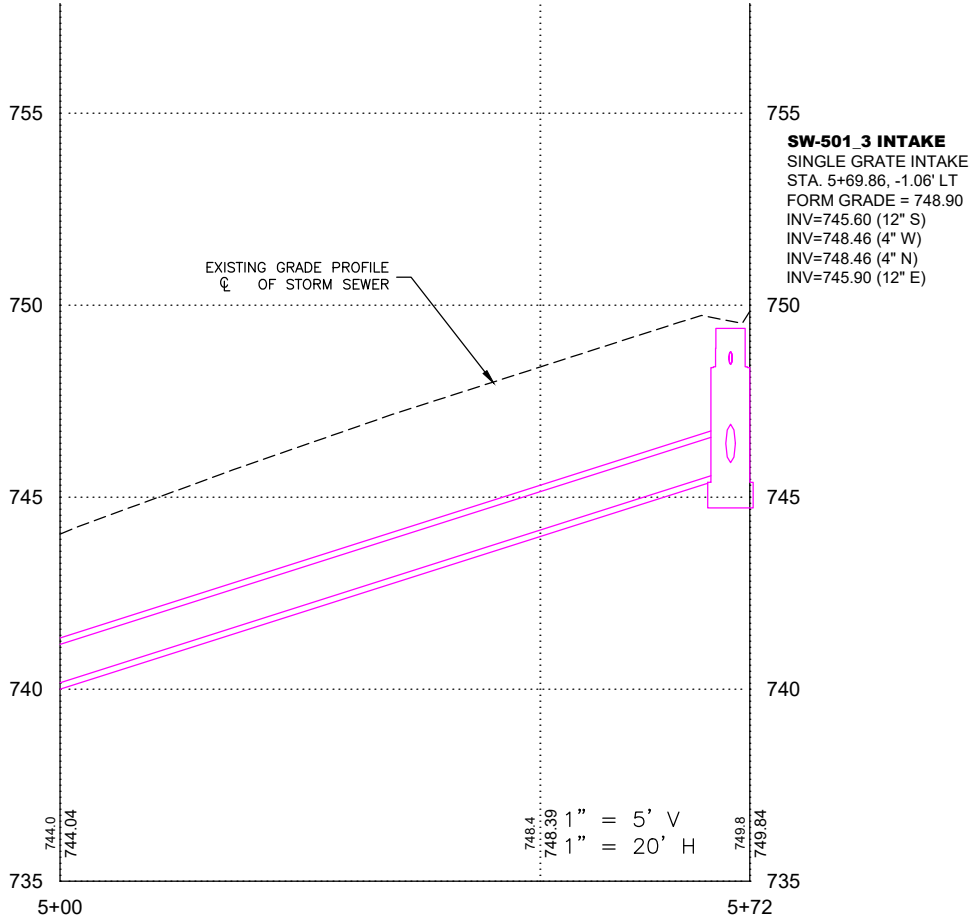
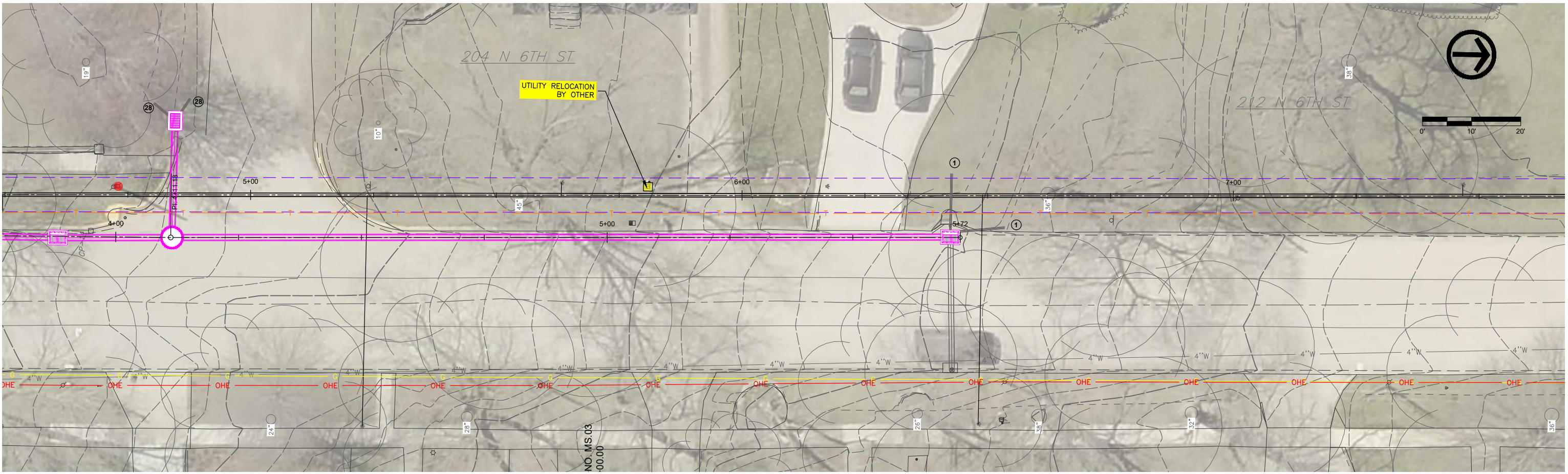
X-REFS: 368289 Topo & WB Surveyed Prop Lines & Main Street Watermain Topo & Water Main Concept_HCS & Sanitary Model Map.2022.6.1 & Water Model Map.2022.6.1 & Aerial
FILE PATH: Z:\WEST BRANCH 368289 EAST SIDE WATER MAIN REPLACEMENT\CADD\DESIGN C3\UTILITY DWG\368289 UTILITY WATER MAIN CONFLICTS



| DATE | REVISIONS | SCALE | AS NOTED | <div><div>WATER MAIN REPLACEMENT CITY OF WEST BRANCH, IOWA</div><div>2600 University Parkway, Suite 1 • Coralville, Iowa 52241 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)</div></div> | | DWG. NO. |
|------|-----------|------------|---------------|---|--|----------------|
| | | DRAWN | HRS | | | MS.03 |
| | | CHECKED | LJB | | | |
| | | APPROVED | EDG | | | |
| | | DATE | 11-22-2022 | | | |
| | | ISSUED FOR | REVIEW/CONST? | | | PROJECT 368289 |

PLOTTED: Monday, February 13, 2023 1:39:15 PM

X-REFS: 368289 Topo & WB Surveyed Prop Lines & Main Street Watermain Topo & Water Main Concept_HCS & Sanitary Model Map.2022.6.1 & Water Model Map.2022.6.1 & Aerial
FILE PATH: Z:\WEST BRANCH 368289 EAST SIDE WATER MAIN REPLACEMENT\CADD\DESIGN C3\UTILITY DWG\368289 UTILITY WATER MAIN CONFLICTS



| DATE | REVISIONS | SCALE | AS NOTED |
|------|-----------|------------|---------------|
| | | DRAWN | HRS |
| | | CHECKED | LJB |
| | | APPROVED | EDG |
| | | DATE | 11-22-2022 |
| | | ISSUED FOR | REVIEW/CONST? |



WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

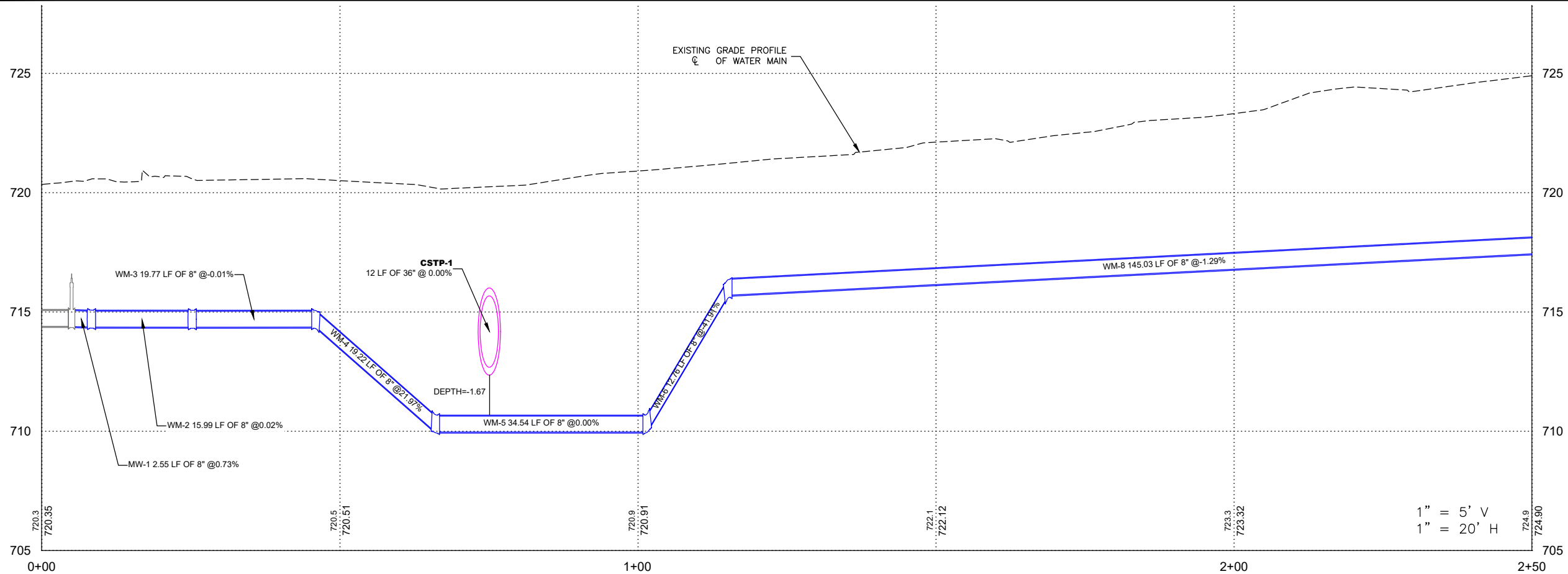
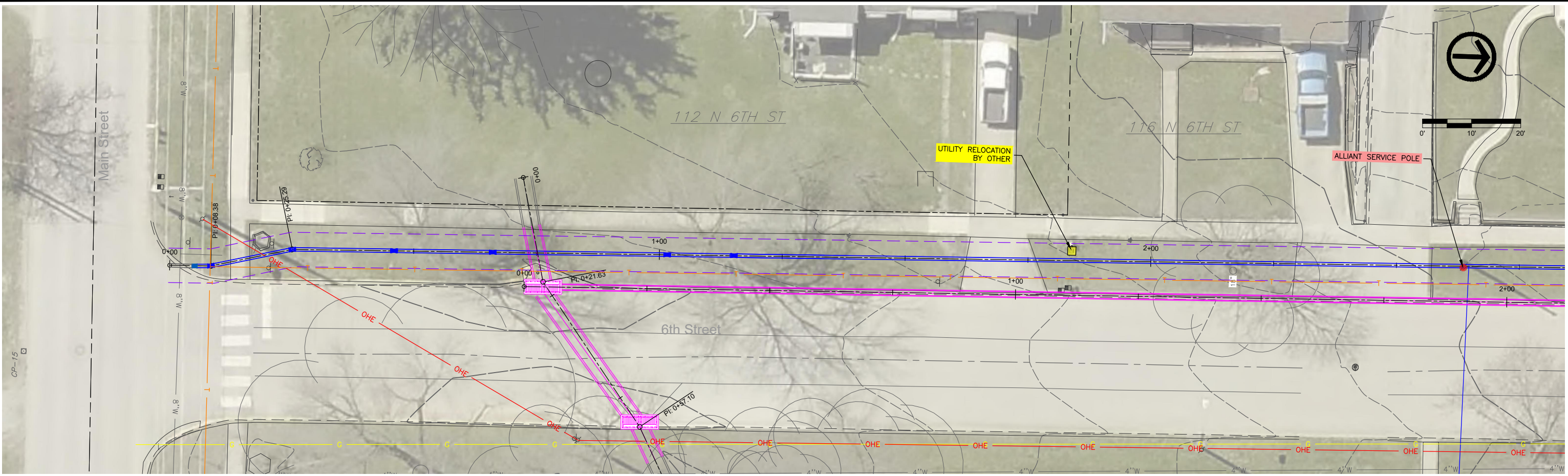
2600 University Parkway, Suite 1 • Coralville, Iowa 52241
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

PLAN & PROFILE - 6TH STREET

| |
|----------------|
| DWG. NO. |
| MS.04 |
| PROJECT 368289 |

PLOTTED: Monday, February 13, 2023 1:39:25 PM

X-REFS: 368289 Topo & WB Surveyed Prop Lines & Main Street Watermain Topo & Water Main Concept_HCS & Sanitary Model Map.2022.6.1 & Water Model Map.2022.6.1 & Aerial
FILE PATH: Z:\WEST BRANCH 368289 EAST SIDE WATER MAIN REPLACEMENT\CADD\DESIGN C3D\UTILITY DWG\368289 UTILITY WATER MAIN CONFLICTS



| DATE | REVISIONS | SCALE | AS NOTED |
|------|-----------|------------|---------------|
| | | DRAWN | HRS |
| | | CHECKED | LJB |
| | | APPROVED | EDG |
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WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

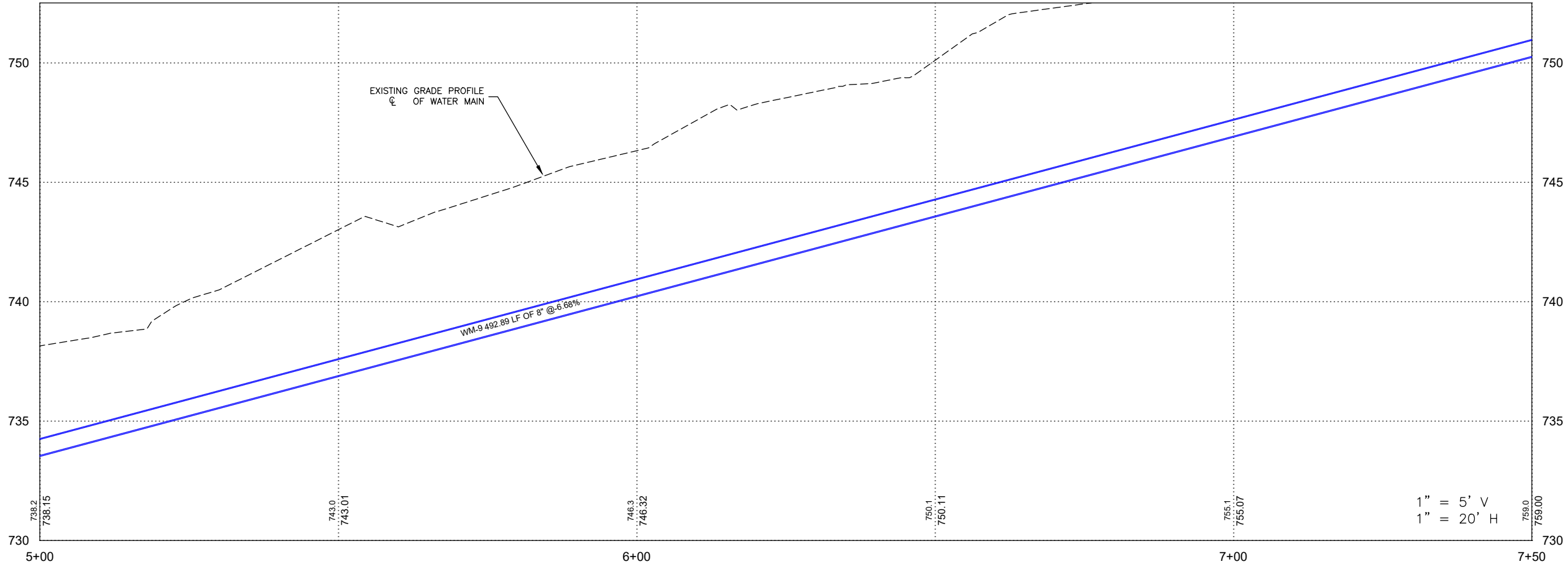
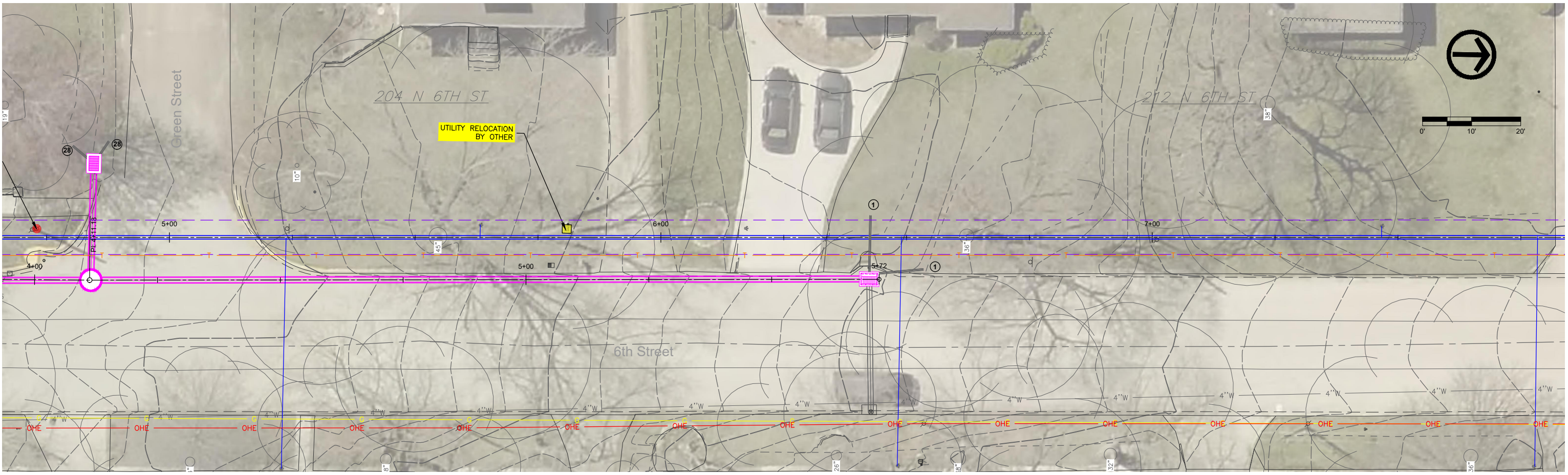
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PLAN & PROFILE - 6TH ST

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WATER MAIN REPLACEMENT
 CITY OF WEST BRANCH, IOWA

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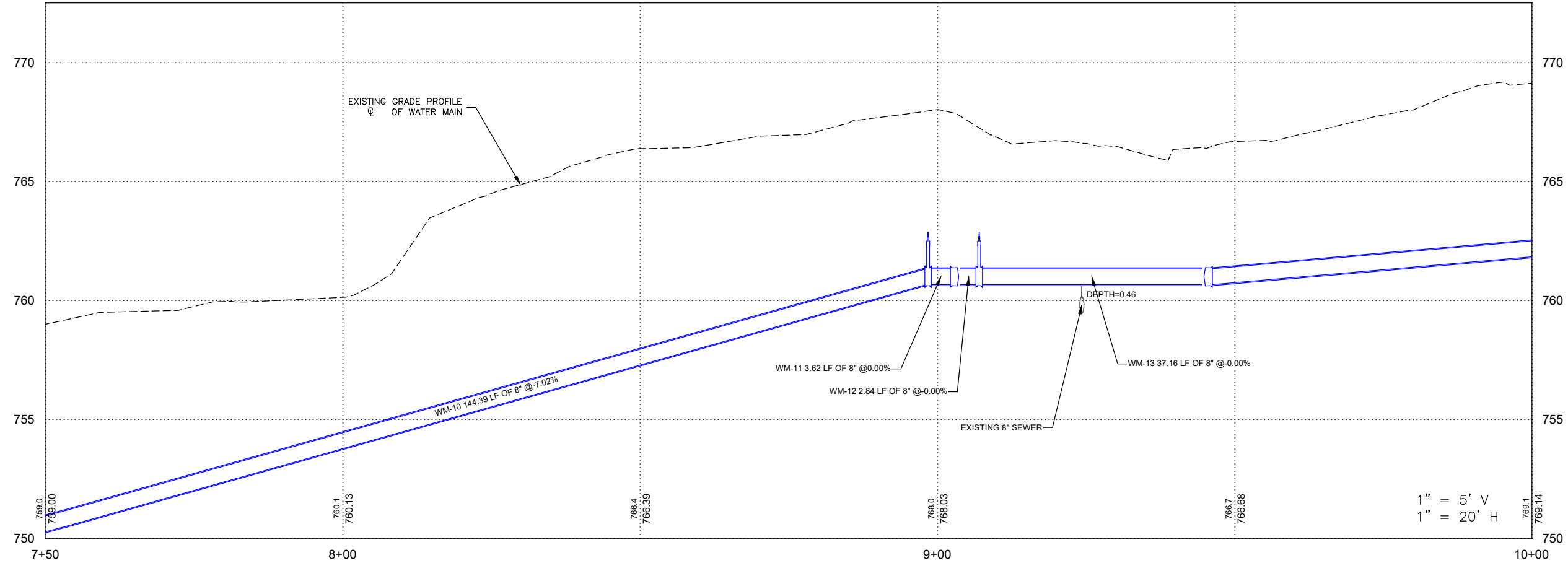
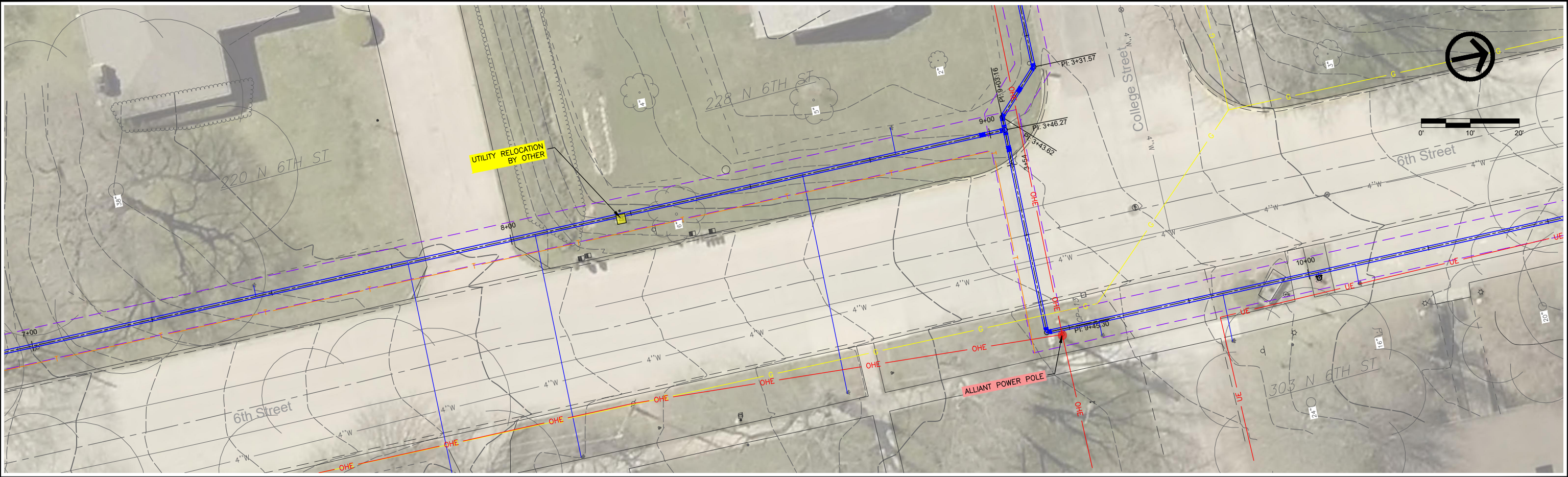
PLAN & PROFILE - 6TH ST

PROJECT 368289

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WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

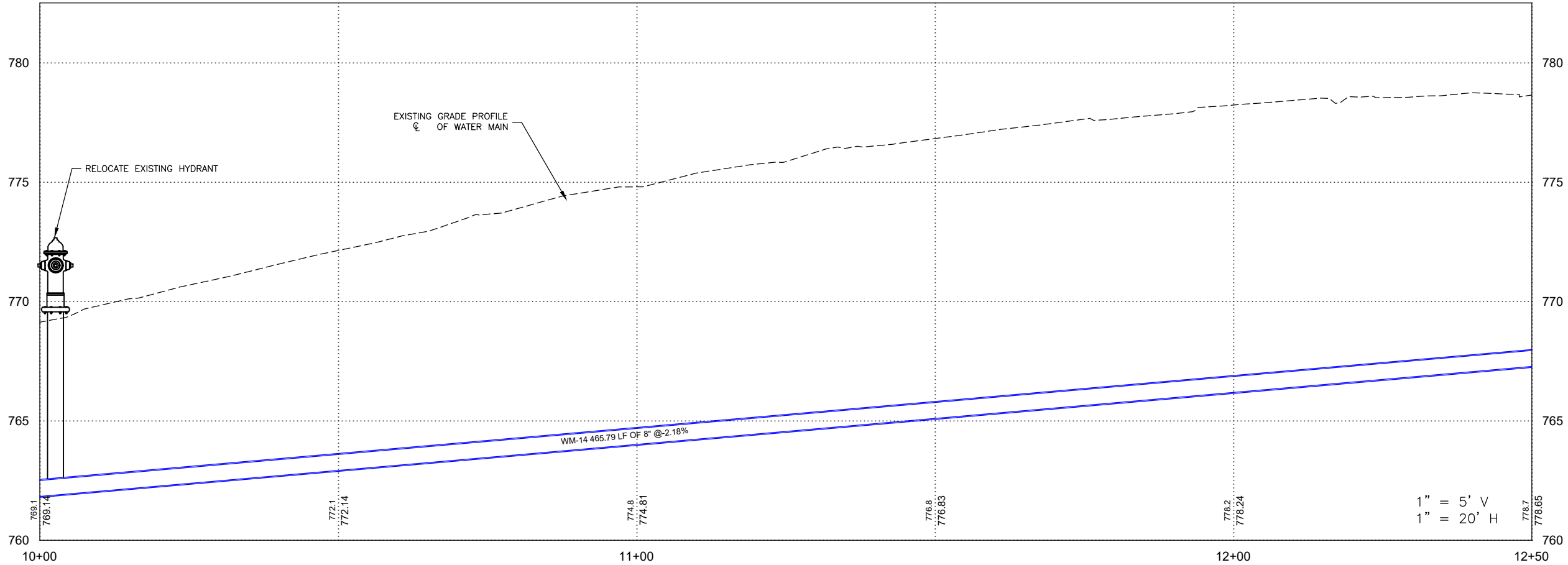
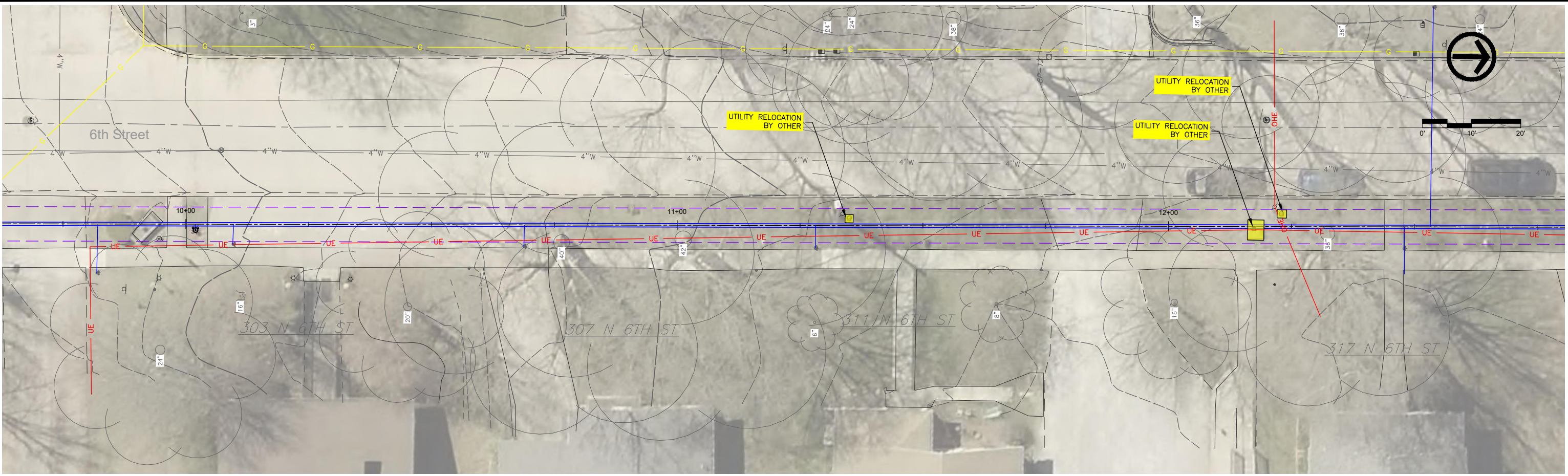
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PLAN & PROFILE - 6TH ST

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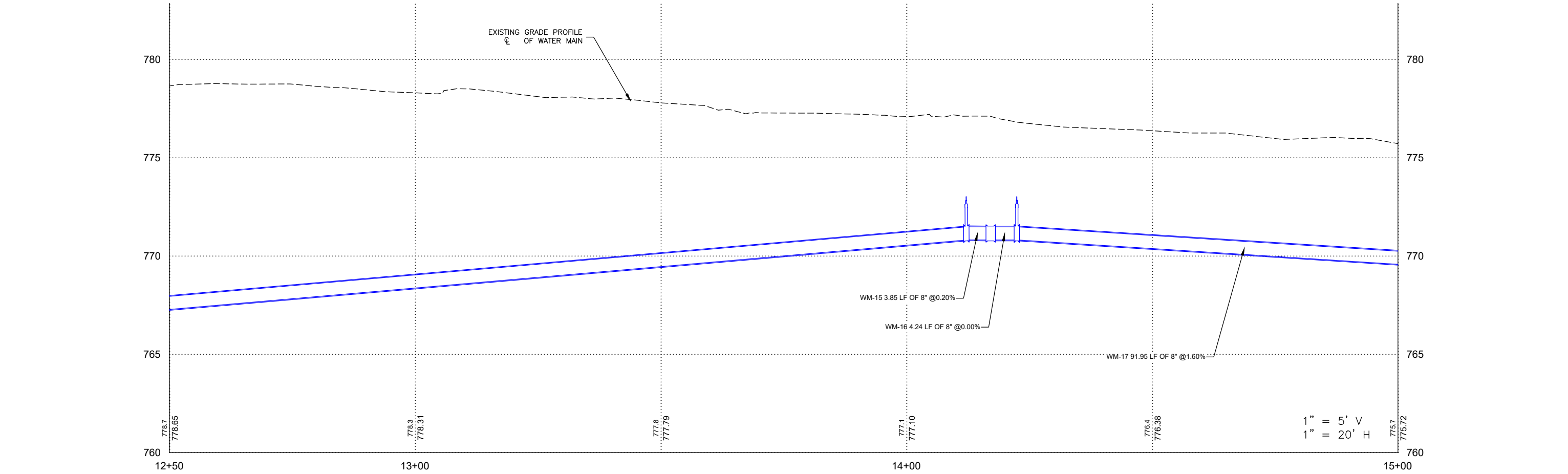
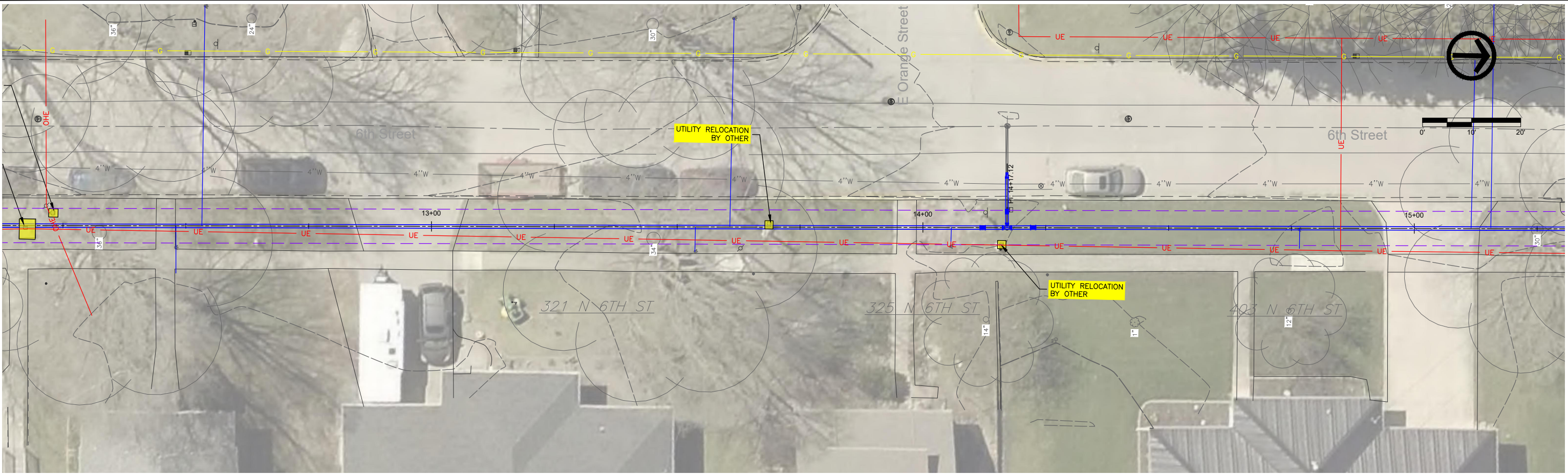
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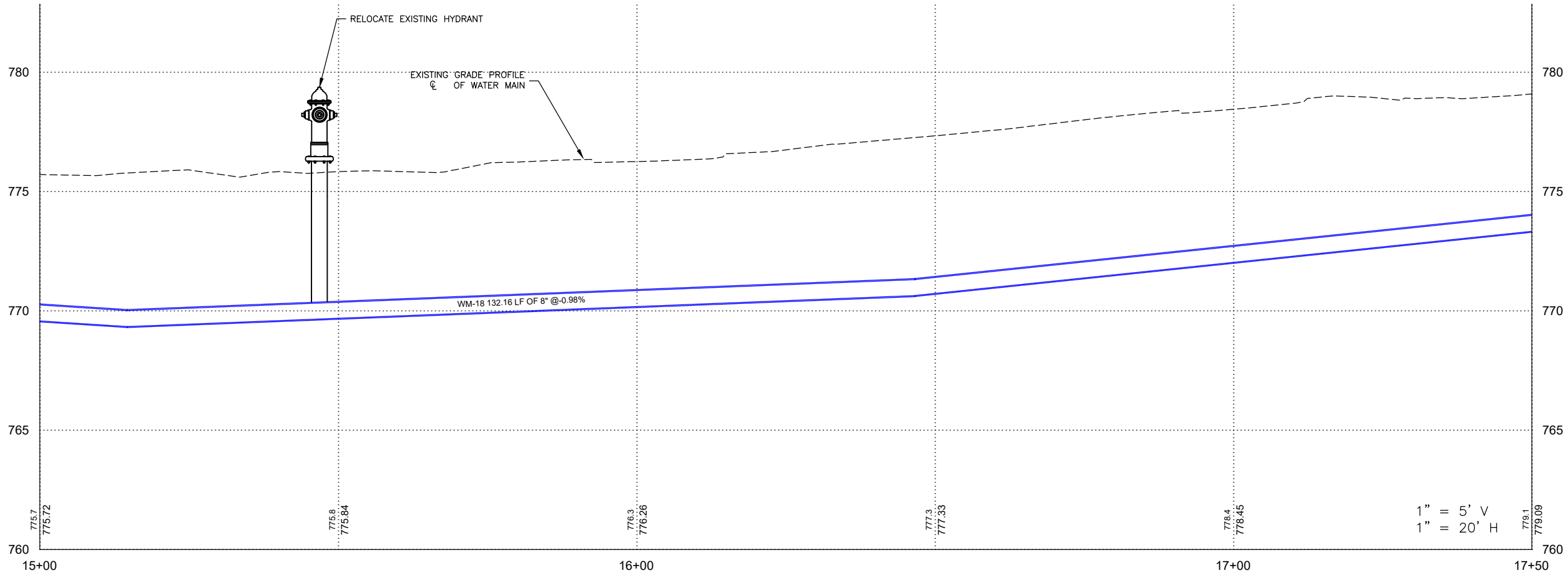
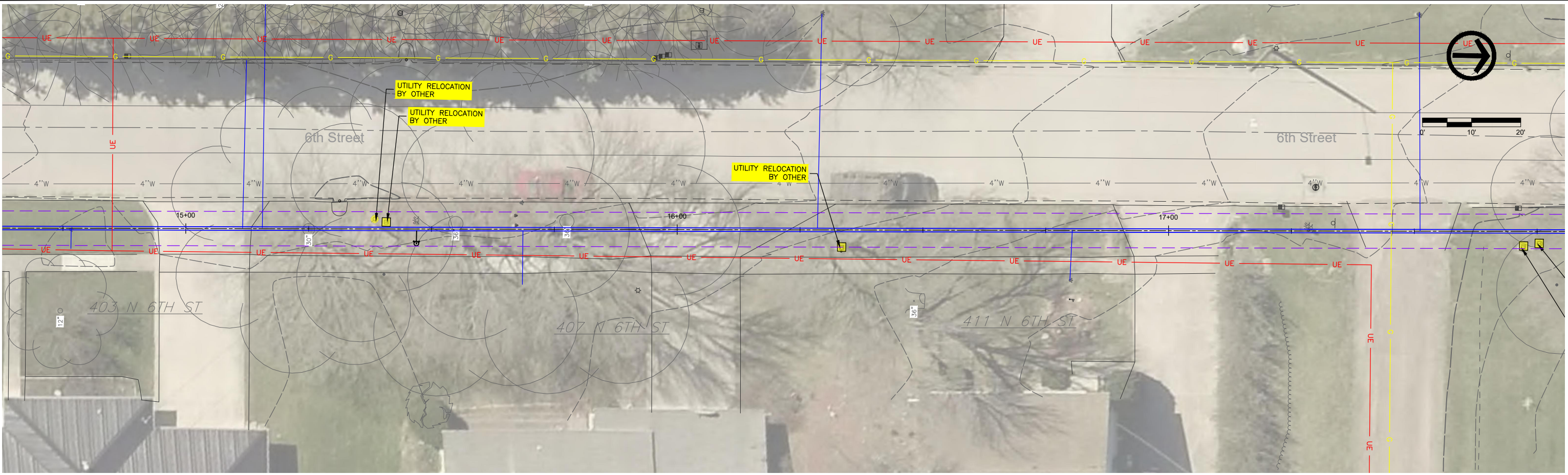
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WATER MAIN REPLACEMENT
 CITY OF WEST BRANCH, IOWA

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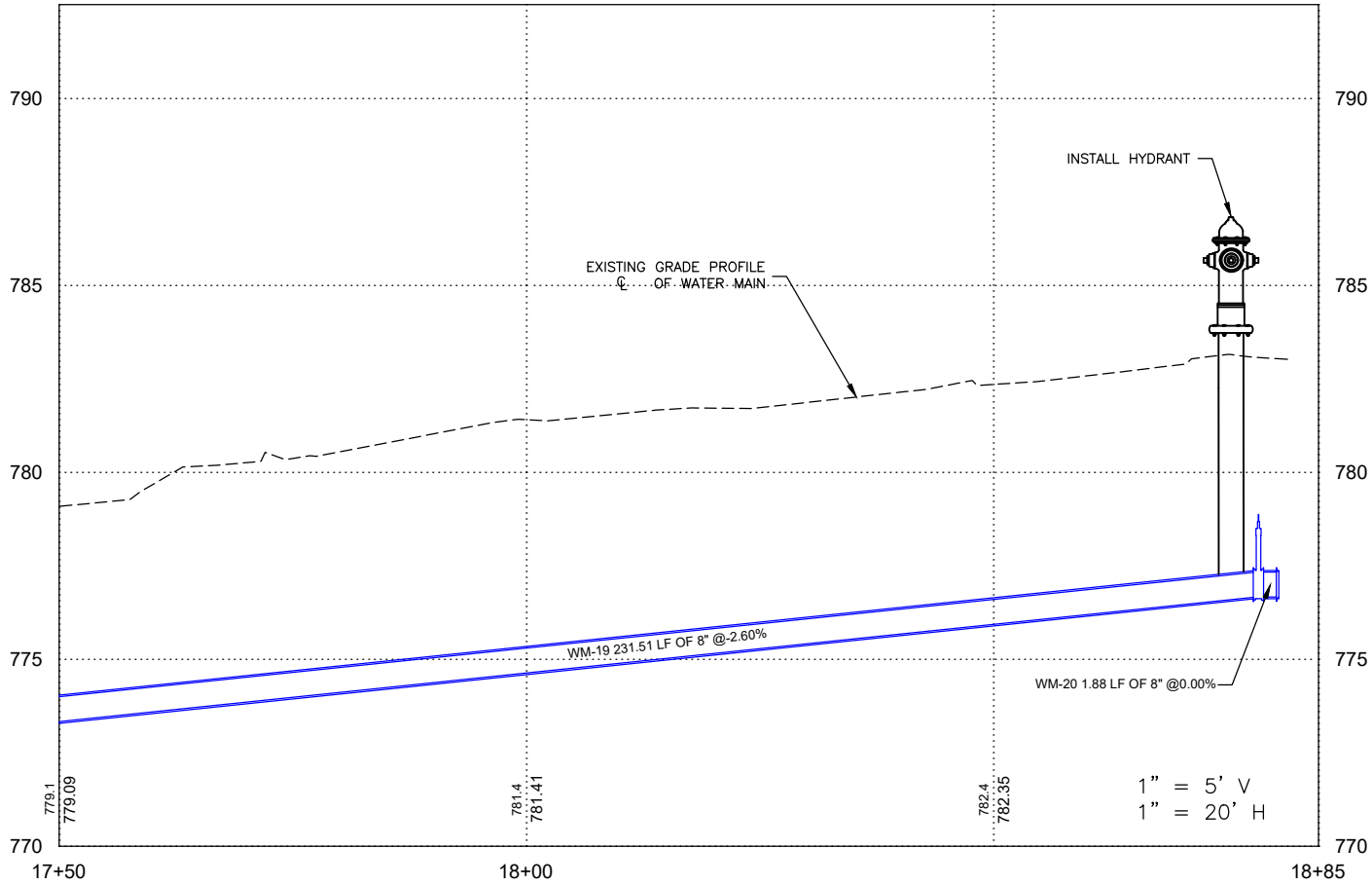
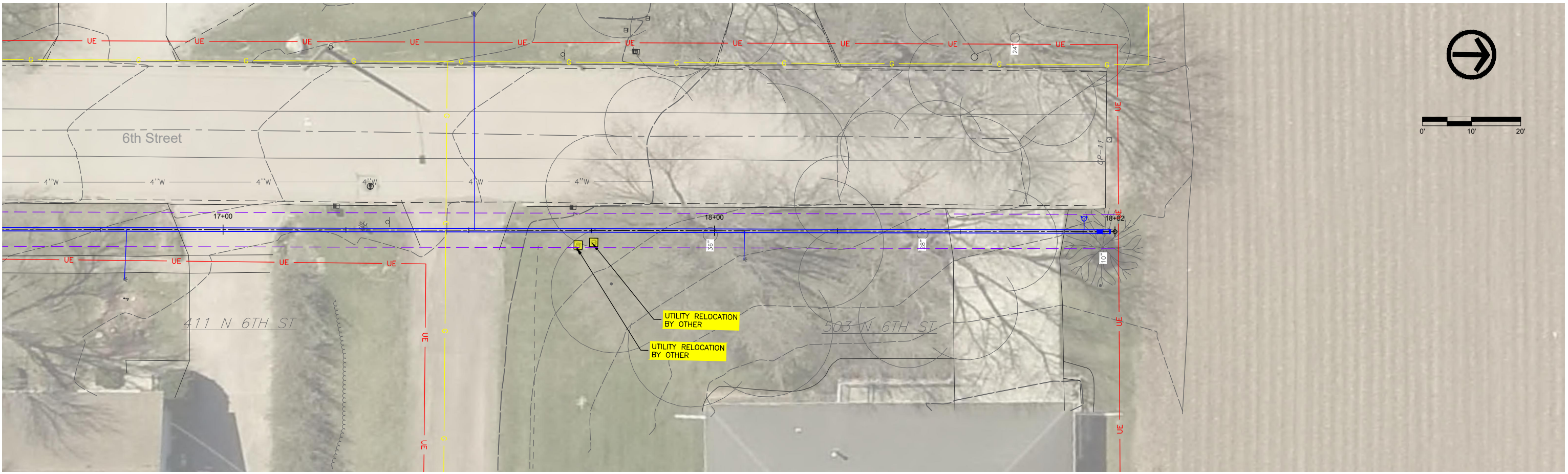
PLAN & PROFILE - 6TH ST

PROJECT 368289

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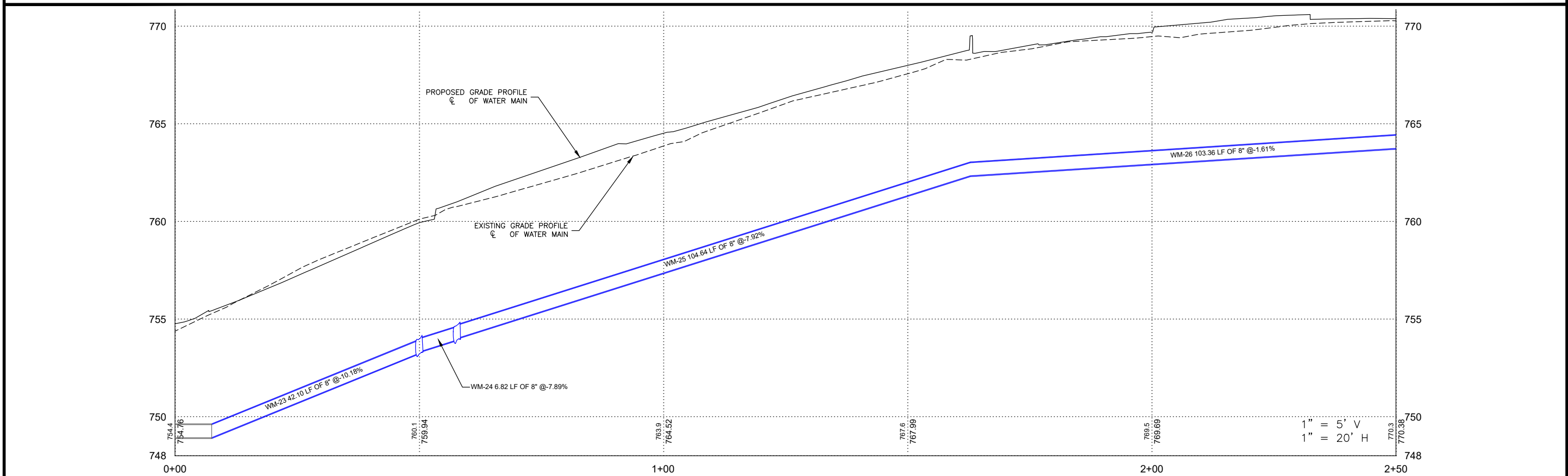
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CITY OF WEST BRANCH, IOWA

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PLAN & PROFILE - 6TH ST

PROJECT 368289

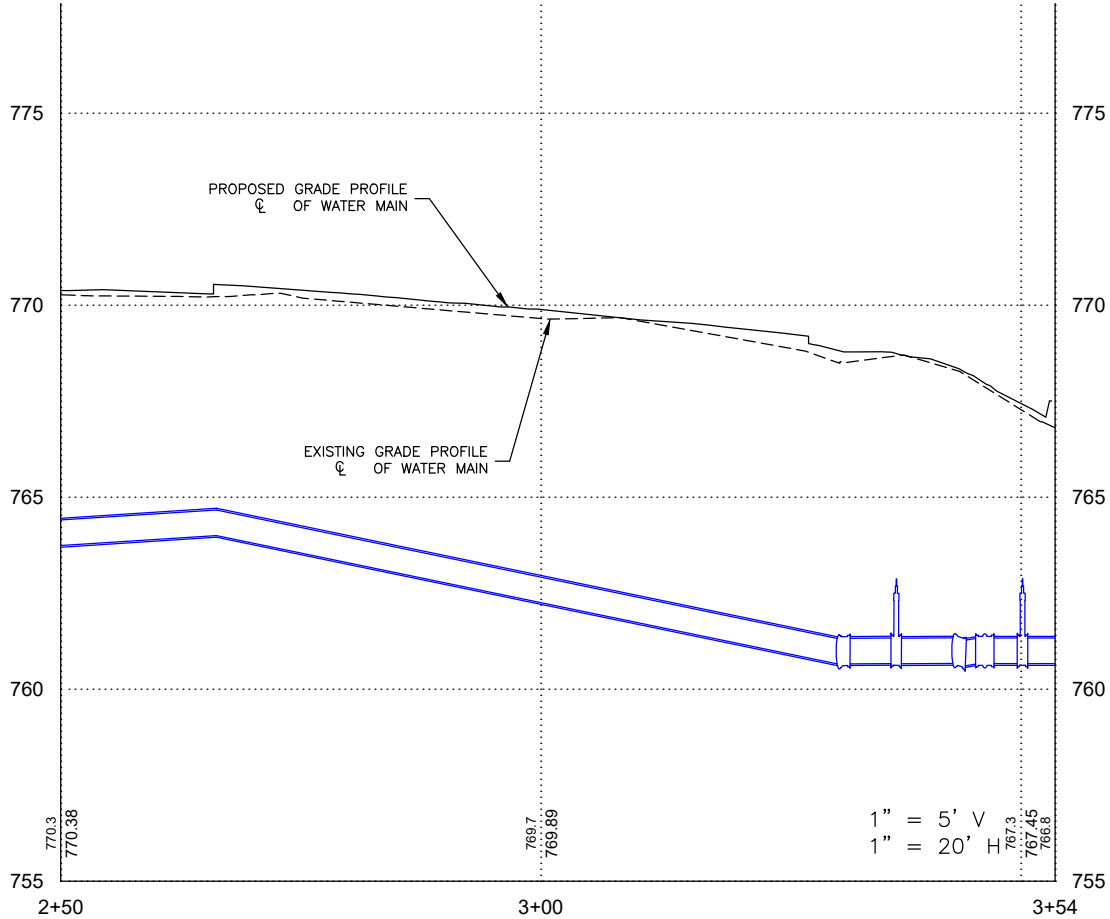
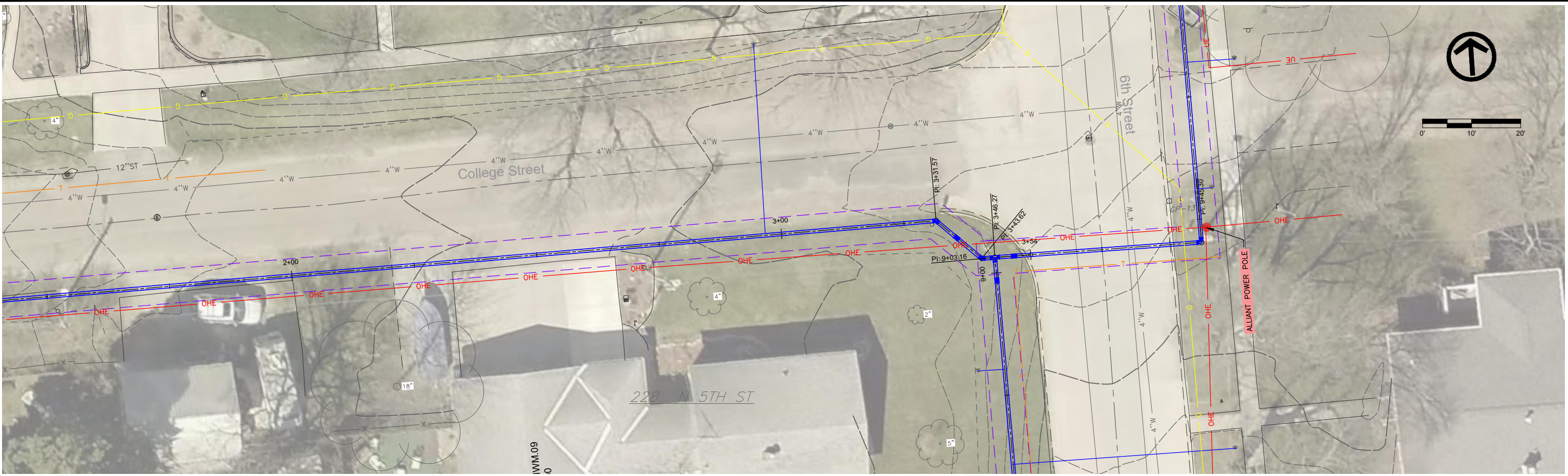
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WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

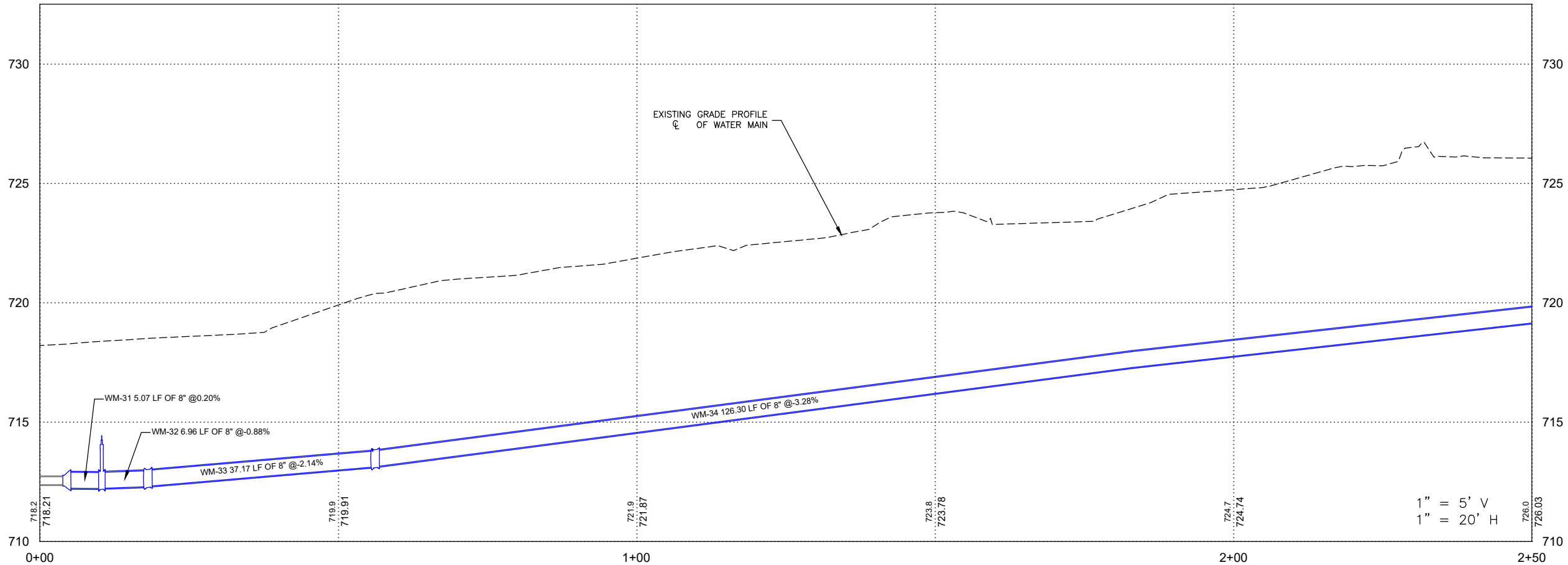
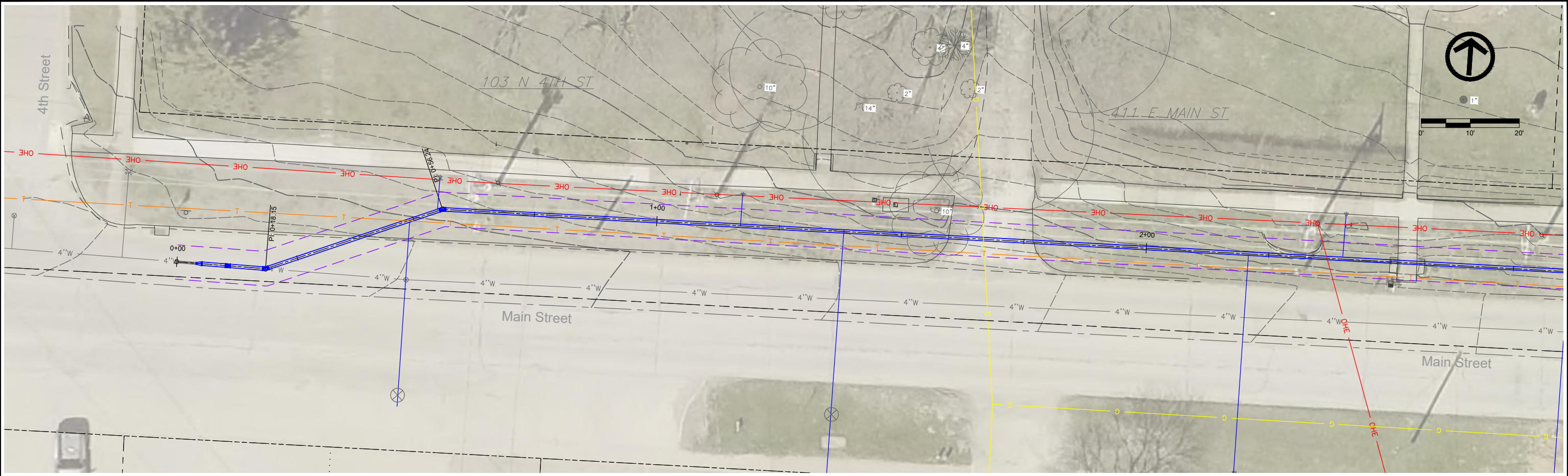
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PLAN & PROFILE - COLLEGE ST

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| MWM.10 |
| PROJECT 368289 |

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WATER MAIN REPLACEMENT
 CITY OF WEST BRANCH, IOWA

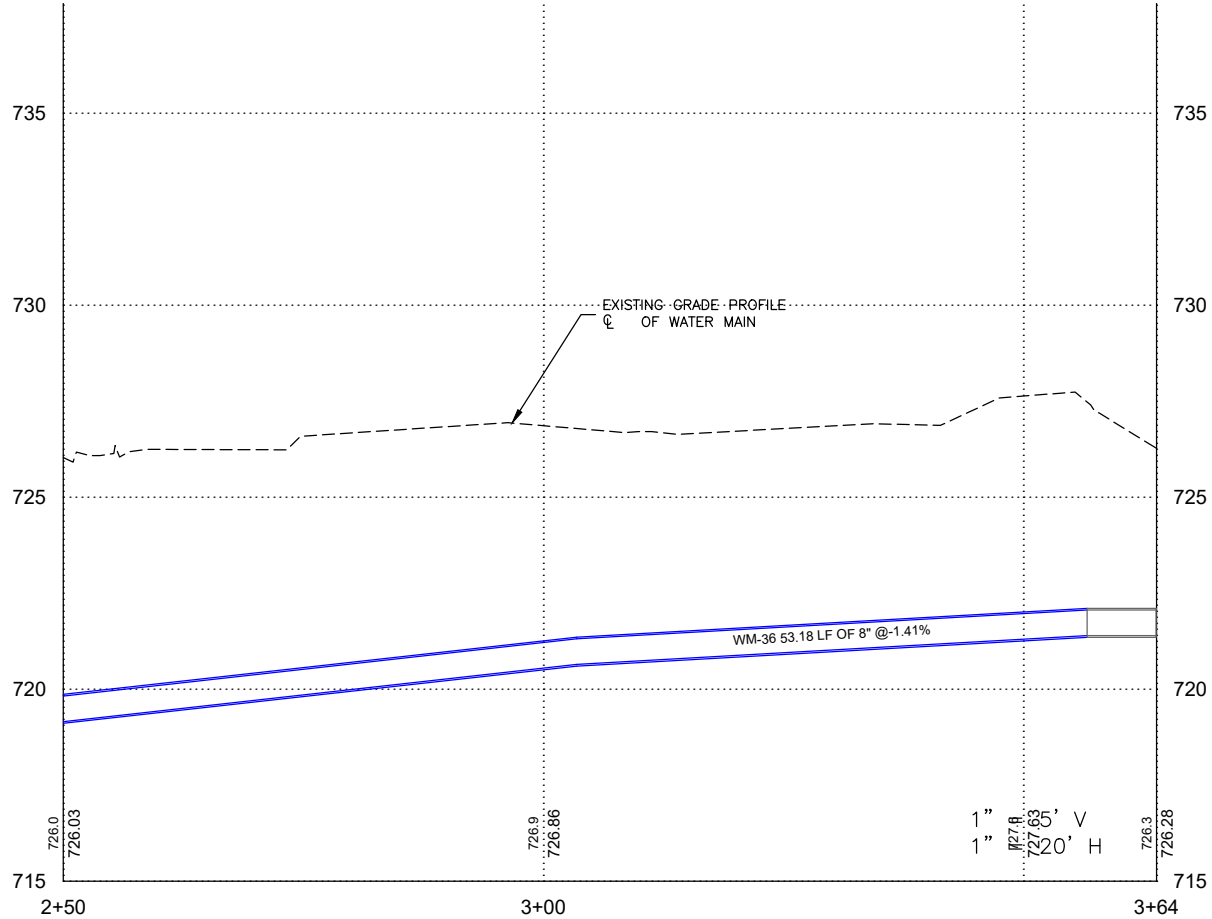
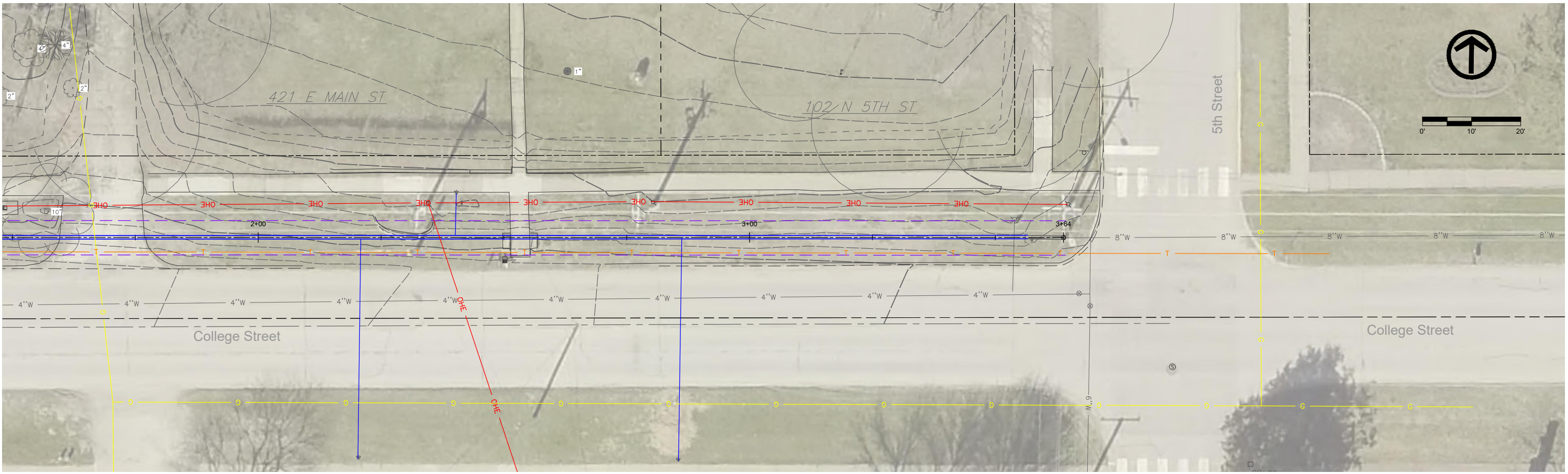
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PLAN & PROFILE - MAIN ST

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| MWM.11 |
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WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

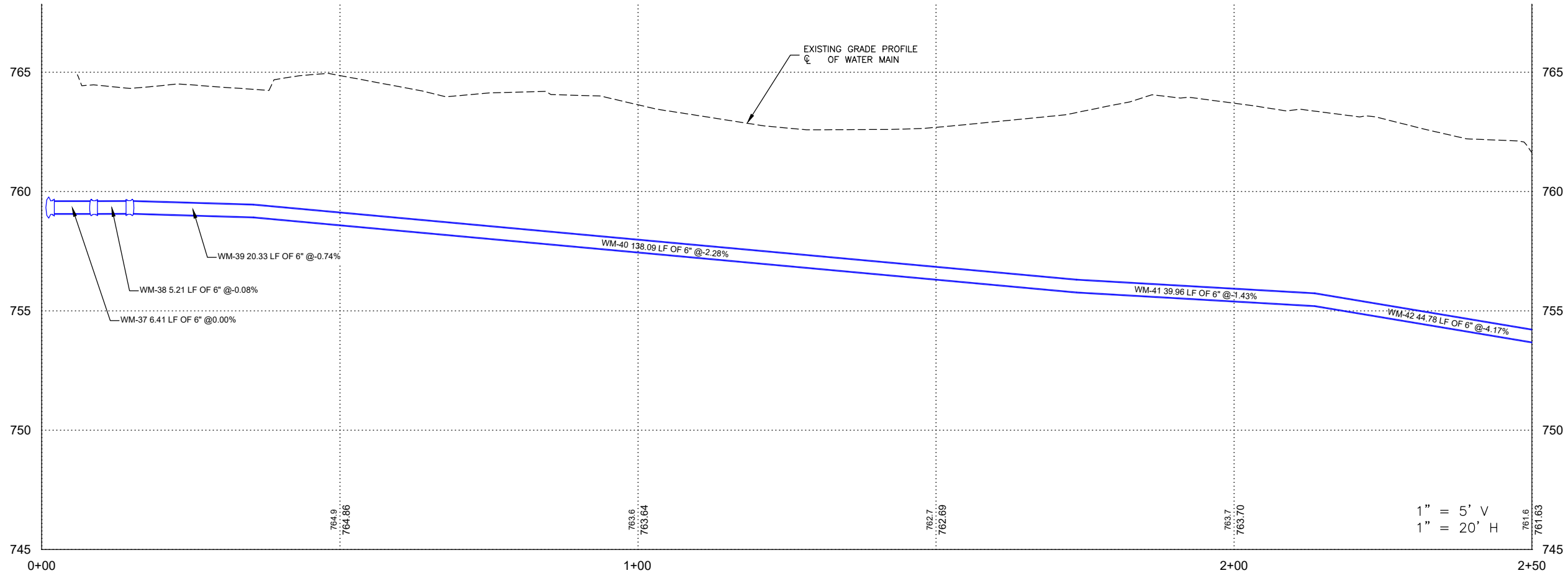
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PLAN & PROFILE - MAIN ST

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| DWG. NO. | MWM.12 |
| PROJECT | 368289 |

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WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

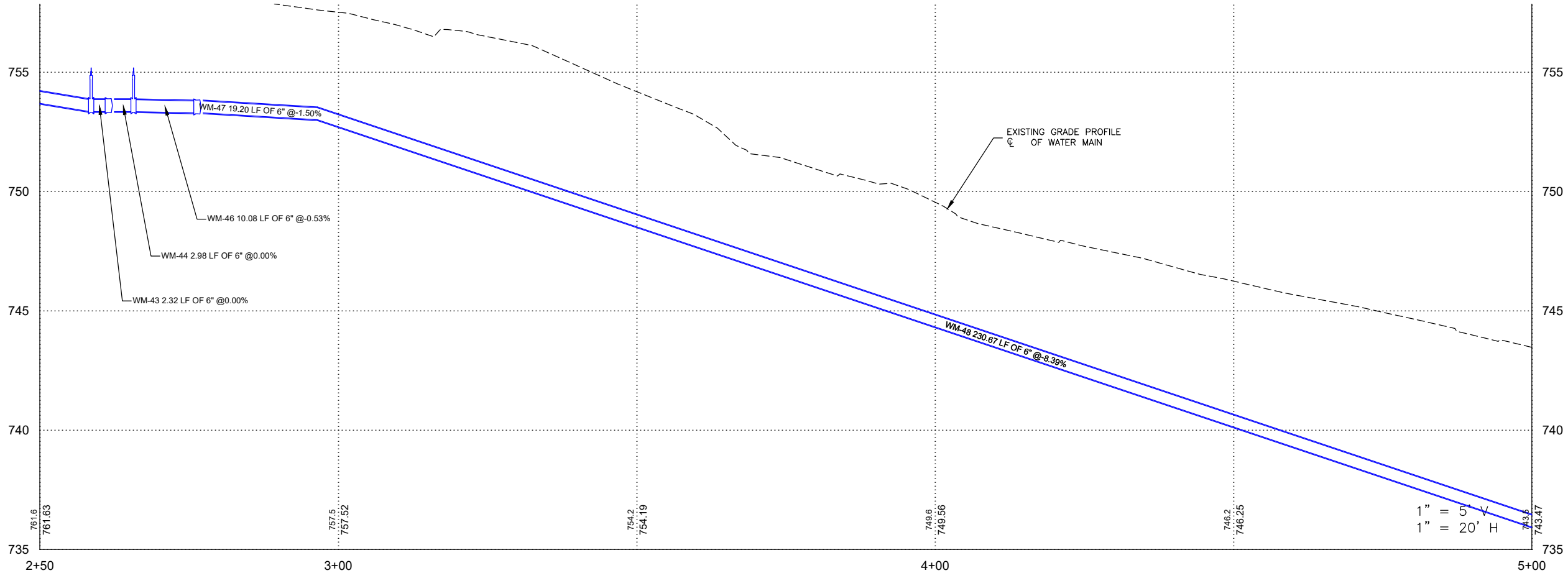
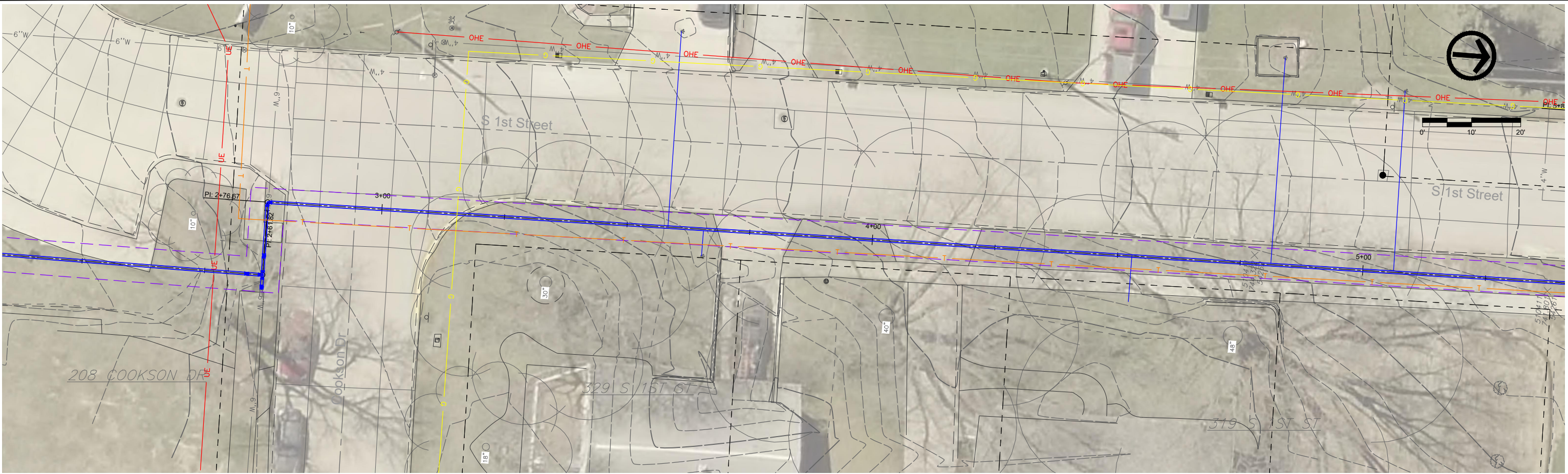
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PLAN & PROFILE - S 1ST ST

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| MWM.13 |
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WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

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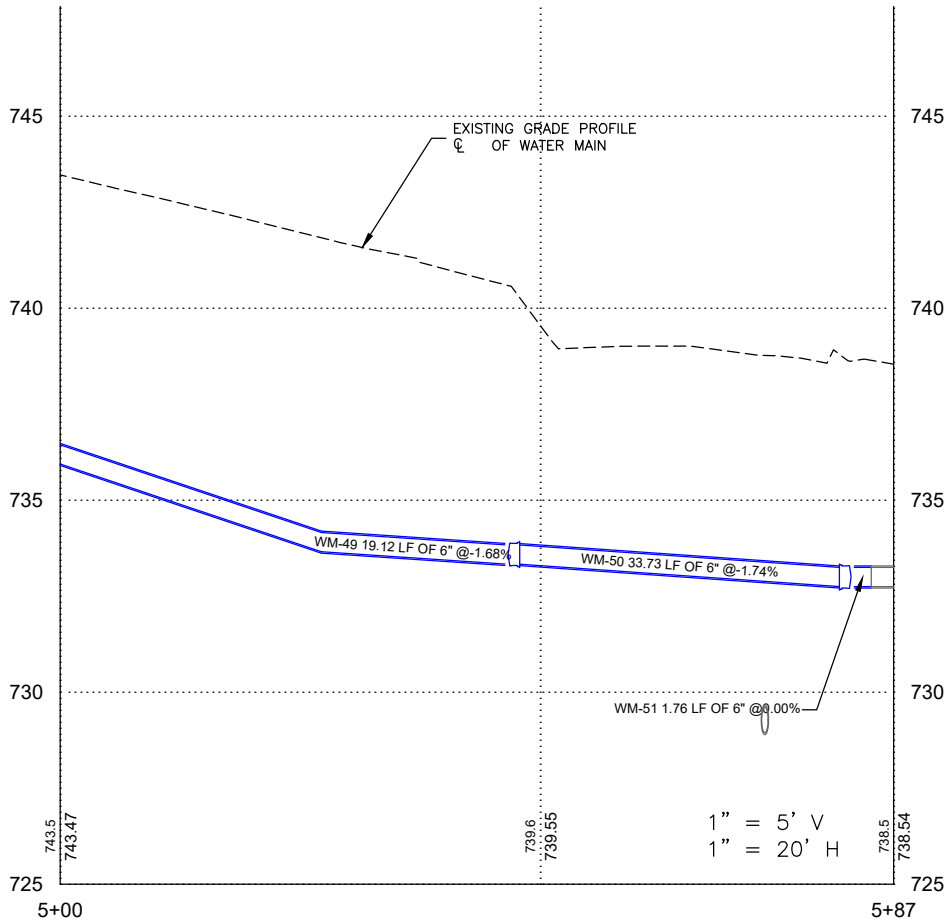
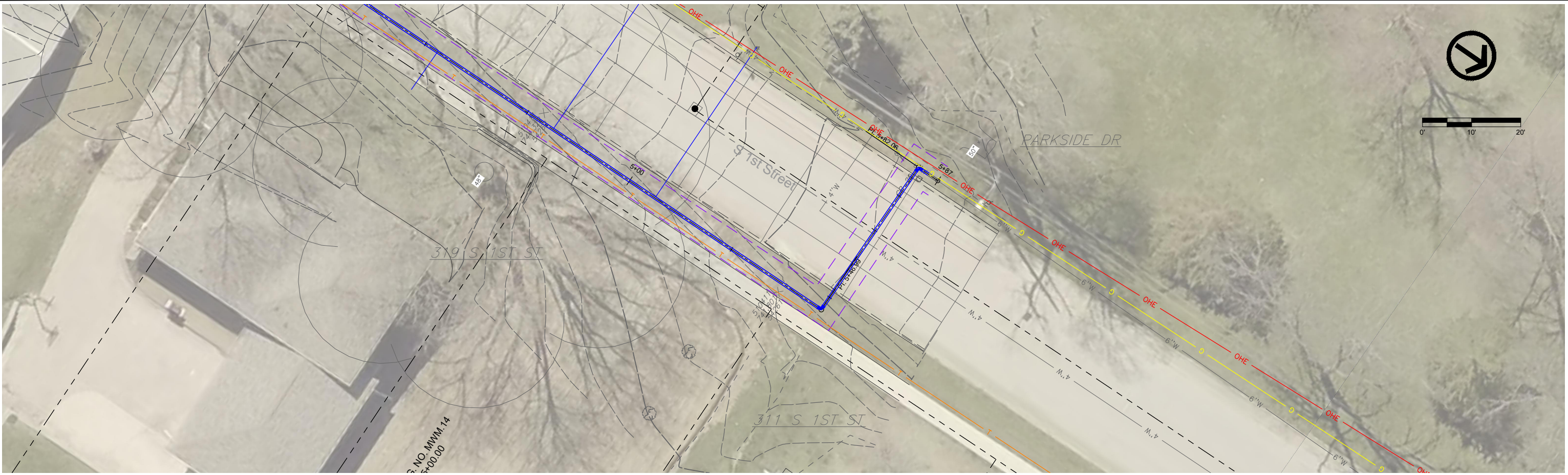
PLAN & PROFILE - S 1ST ST

PROJECT 368289

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WATER MAIN REPLACEMENT
CITY OF WEST BRANCH, IOWA

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PLAN & PROFILE - S 1ST ST

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SCHEDULE

FOR

East Side Water Main Replacement

WEST BRANCH, IOWA

| | |
|--------------------|--|
| February 21, 2023: | Set Public Hearing Date and Bid Date |
| February 22, 2023: | Plans and Specifications Available |
| February 22, 2023: | Post Notice to Bidders |
| March 20, 2023: | Publish Notice of Public Hearing (week of) |
| March 30, 2023: | Receive Bids for Project |
| April 3, 2023: | Public Hearing & Award Contract |
| April 12, 2023: | Notice to Proceed |
| Nov 17, 2023: | Final Completion |

RESOLUTION 2023-16

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS FOR IMPROVEMENTS KNOWN AS THE EAST SIDE WATER MAIN REPLACEMENT PROJECT.

WHEREAS, it is deemed necessary to construct certain public improvements described in general as the East Side Water Main Replacement Project, and that Veenstra & Kimm has caused to be prepared preliminary plans, specifications and form of contract, and estimated cost on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Division VI of Chapter 384 of the Code of Iowa, to hold a public hearing and to advertise for bids,

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the East Side Water Main Replacement Project, in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the Instructions to Bidders, said public improvements being more generally described as follows:

The work will include but is not limited to the following improvements:

EAST SIDE WATER MAIN REPLACEMENT Construct East Side Water Main Replacement including all labor, materials, and equipment necessary for installation of 2549 linear feet of 8" water main; 574 linear feet of 6" water main; valves; hydrants; 2007 square yards 7" Portland concrete pavement; 589 linear feet of 12" Storm sewer; 53 linear feet of 36" storm sewer at crossings; seeding; and miscellaneous associated work, including cleanup.

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the Notice to Bidders approved as a part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice of public hearing and notice to bidders once in the West Branch Times Newspaper, a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear

days nor more than twenty days prior to the public hearing scheduled to be held at the April 3, 2023, meeting at the West Branch City Hall (110 N. Poplar Street). The date for receiving bids is hereby fixed as March 30, 2023. Said bids are to be filed prior to 2:00 p.m. on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on April 3, 2023, at 7:00 p.m., at the West Branch City Hall (110 N Poplar Street); and,

BE IT FURTHER RESOLVED, that the City Administrator is hereby designated as the authority to receive and open said bids on behalf of the City of West Branch, Iowa.

PASSED and APPROVED this 21st day of February, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

NOTICE OF PUBLIC HEARING

EAST SIDE WATER MAIN REPLACEMENT WEST BRANCH, IOWA

Notice is hereby given that a public hearing will be held by the City of West Branch on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the East Side Water Main Replacement project at its meeting at 7:00 p.m. on the 3rd day of April, 2023, in the Council Chambers at City Hall, 110 North Poplar Street, West Branch, Iowa. At the hearing, the City will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed Form of Contract, and the Estimate of the Cost for the project.

The work will include but is not limited to the following improvements:

EAST SIDE WATER MAIN REPLACEMENT

Construct East Side Water Main Replacement including all labor, materials, and equipment necessary for installation of 2549 linear feet of 8" water main; 574 linear feet of 6" water main; valves; hydrants; 2007 square yards 7" Portland concrete pavement; 589 linear feet of 12" Storm sewer; 53 linear feet of 36" storm sewer at crossings; seeding; and miscellaneous associated work, including cleanup.

Sealed proposals will be received by the City Clerk of the City of West Branch, Iowa, at City Hall, 110 North Poplar Street, West Branch, Iowa, until 2:00 p.m. on the 30th day of March, 2023, for the construction of East Side Water Main Replacement as described in the plans and specifications therefore, now on file in the office of the City Clerk. Proposals will be opened and the amount of the bids announced by the City Clerk at the time and date specified above. Proposals will be acted upon by said City at the April 3rd City Council Meeting or at such later time and place as then may be fixed.

Published by the order of the City of West Branch, Iowa.

CITY OF WEST BRANCH, IOWA,

Roger Laughlin, Mayor

NOTICE TO BIDDERS

EAST SIDE WATER MAIN REPLACEMENT WEST BRANCH, IOWA

Sealed proposals will be received by the City Clerk of the City of West Branch, Iowa, at City Hall, 110 North Poplar Street, West Branch, Iowa, until 2:00 p.m. on the 30th day of March, 2023, for the construction of East Side Water Main Replacement as described in the plans and specifications therefore, now on file in the office of the City Clerk. Proposals will be opened and the amount of the bids announced by the City Clerk at the time and date specified above. Proposals will be acted upon by said City at the April 3rd City Council Meeting or at such later time and place as then may be fixed.

Work on the improvement shall commence within ten days of the issuance of a written Notice to Proceed. The Notice to Proceed will be issued upon approval of the contract by the Council, and be completed as stated below.

The work will include but is not limited to the following improvements:

EAST SIDE WATER MAIN REPLACEMENT

Construct East Side Water Main Replacement including all labor, materials, and equipment necessary for installation of 2549 linear feet of 8" water main; 574 linear feet of 6" water main; valves; hydrants; 2007 square yards 7" Portland concrete pavement; 589 linear feet of 12" Storm sewer; 53 linear feet of 36" storm sewer at crossings; seeding; and miscellaneous associated work, including cleanup.

Copies of said plans and specifications are now on file in the office of the City Clerk, for examination by bidders. Copies may be obtained from RAPIDS REPRODUCTIONS, 415 Highland Avenue, Suite 100, Iowa City, Iowa 52240. Contact Rapids Reproductions at 319-354-5950 or email iowacity@rapidsrepro.com. A refundable deposit of \$30 is required. Please make checks to Veenstra & Kimm, Inc. Mail said deposit checks to Rapids Reproductions, 415 Highland Avenue, Suite 100, Iowa City, Iowa 52240, Attn: Jill Chambers. Upon receiving deposit check, plans and specifications will be mailed out. When plans and specifications are returned in good condition within 14 days of the award date of the project, deposit checks will be returned.

All proposals and bids in connection therewith shall be submitted to the City Clerk of said City on or before the time herein set for receiving bids. All proposals shall be made on official bidding blanks furnished by the City, and any alternations in the official form of proposal will entitle the Council, at its option, to reject the proposal involved from consideration. Each proposal shall be sealed and plainly identified.

Each proposal shall be made out on a blank form furnished by the municipality and must be accompanied in a sealed envelope by either (1) a certified or cashier's check drawn on a solvent Iowa bank or a bank chartered under the laws of the United States or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to five percent (5%) of the bid, or (2) a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in the penal sum of five percent (5%) of the bid.

The bid security should be made payable to the CITY OF WEST BRANCH, IOWA. The bid security must not contain any conditions either in the body or as an endorsement thereon. The bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within 10 days after the award of contract and post bond satisfactory to the City insuring the faithful fulfillment of the contract and the maintenance of said work, if required, pursuant to the provisions of this notice and other contract documents. Bidders shall use the bid bond form bound in the specifications.

No bidder may withdraw a proposal within thirty (30) days after the date set for opening bids.

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City Council and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor, and shall guarantee the work against faulty workmanship and materials for a period of four (4) years after its completion and acceptance by the City Council.

All Contractor(s) and subcontractor(s) are required to obtain tax exemption certificates from the City of West Branch, Iowa for this project. These tax exemption certificates are only for use on this specific project as covered under the Contract.

The work under the contract shall commence within ten (10) days after date set forth in written Notice to Proceed. All work shall be completed by November 17, 2023, subject to any extensions of time which may be granted by the City Council.

Liquidated damages in the amount of Five Hundred Dollars (\$500.00) per consecutive calendar day will be assessed for each day that work shall remain uncompleted after the end of the contract period, with due allowance for extensions of the contract period due to conditions beyond the control of the Contractor.

Payment to the Contractor for said improvements will be made in cash derived from the proceeds of the issuance and sale of such bonds and/or from such cash funds of the City as may be legally used for said purposes. Any combination of the above methods of payment may be used at the discretion of the City Council.

Payment to the Contractor will be on the basis of monthly estimates equivalent to ninety five percent (95%) of the contract value of the work completed and payments made to material suppliers for materials ordered specifically for the project or delivered to the site during the preceding calendar month. Estimates will be prepared on the last day of each month by the Contractor, subject to the approval of the Engineer, who will certify to the City for payment each approved estimate on or before the tenth (10th) day of the following month. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work partially or totally completed. Upon completion of the work and its acceptance by the Council, the Contractor will be paid an amount which, together with previous payments, will equal ninety five percent (95%) of the contract price of the contract. Final payment of the remaining five percent (5%) will be made not less than thirty-one (31) days after completion and acceptance by resolution of the City Council of the completed contract, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa, as amended. No such partial or final payments will be due until the Contractor has certified to the City that the materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications.

The request for payment may also include an allowance for the cost of such major materials and equipment which are suitably stored either at or near the site. Proof of purchase amount and verification of insurance for stored materials must be provided with any request for payment of stored materials.

By virtue of statutory authority preference will be given to products and provisions grown and coal produced within the State of Iowa and to Iowa domestic labor.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

In accordance with the requirements of the Iowa Department of Labor all bidders must submit a fully completed Bidder Status Form. The Bidder Status Form must be included with and is considered an essential attachment to the Proposal. Any Proposal that does not include a fully completed Bidder Status Form may result in the Proposal being determined non-responsive and rejected.

If it is determined that adherence to these Iowa statutory requirements may cause denial of federal funds which would otherwise be available for a public improvement, or would otherwise be inconsistent with requirements of any federal law or regulation, the application of Iowa Code Chapters 73 and 73A shall be suspended to the extent necessary to prevent denial of the funds or to eliminate the inconsistency with federal requirements.

The City of West Branch reserves the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

Posted by the order of the City of West Branch, Iowa.



REQUEST FOR CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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| AGENDA ITEM: | Traffic cameras for Interstate 80 and giving direction for Police Chief to investigate |
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| PREPARED BY: | City Administrator, Adam Kofoed |
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| DATE: | February 14, 2023 |
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BACKGROUND:

Last meeting, Council briefly discussed traffic cameras on I-80. Mayor Pro Tem Colton Miller expressed his interest to continue the discussions. Councilperson Tom Dean also shared his interest with the Police Chief last week.

There have been many court cases and state legislative discussions over the last ten years on traffic cameras. It will take time for Police Chief Hanna to research the pros and cons of enacting a policy. Therefore, City Administrator, Adam Kofoed is requesting direction from Council.



REQUEST FOR CONSIDERATION

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| MEETING DATE: February 21, 2023 |
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| AGENDA ITEM: Update on possible future annexation |
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| PREPARED BY: City Administrator, Adam Kofoed |
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| DATE: February 14, 2023 |
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BACKGROUND:

Several development firms have approached the City and a landowner on purchasing their land and annexing it into the City of West Branch. Administrator Kofoed has included City Council in some of those discussions.

One developer is certain their sale will go through and would like to submit an annexation request by March or April. There are three types of annexation. The City will have to hold public hearings at the Planning and Zoning Commission, one consultation notice with the Cedar County Board of Supervisors, and a public hearing at a City Council meeting.

City Administrator Kofoed is seeking City Council's thoughts on comments he presented to the development firm:

1. If a new sewer line is needed, developer will pay 50%, City portion will come from sewer connection fees.
2. If a new water line or booster station is needed, developer will pay 50%, City portion will come from water connection fees.
3. When certain phases are complete, gravel or mud roads must be reconstructed to City standards. Developer will pay 50%, City portions will be through TIF rebates as street connections fees are not allowed in the State of Iowa. (See Chapter 166.15)
4. New parcels attached to existing city residential properties must have the same zoning to encourage conformity with **existing** residential neighborhoods. For example, new parcels connecting to existing R-1 must be R-1.
5. Dedicated trail space is required.
6. 10% greenspace is required by City Code.

FUTURE GROWTH DISCUSSIONS

We will want to work with the Planning Zoning Commission on a Future Land Use map and update the Comprehensive Plan.

100% VOLUNTARY ANNEXATION NOT IN AN URBANIZED AREA

The City Development Board provides this summary for general informational purposes only and is not intended to serve as a precise statement of Iowa law concerning boundary adjustments. For further information, review Iowa Code chapter 368 and the City Development Board's rules contained in the Iowa Administrative Code. Should you have legal questions concerning the boundary adjustment process, including annexations, city personnel are strongly encouraged to contact their City Attorney.

1. City receives application(s) for voluntary annexation by all the owners of land in territory adjoining the city and that territory is not within two miles of a city other than the city to which the annexation is directed. *See Iowa Code section 368.7(2).*
2. At least **14 business days** prior to any action by the city council on the application, the city shall provide a copy of the application(s) by **Certified Mail** to the board of supervisors of each county that contains a portion of the territory. *See Iowa Code section 368.7(2).*
3. At least **14 days** prior to any action by the city council on an application the City provides **published notice** of application in an official county newspaper of each county that contains a portion of the territory. *See Iowa Code section 368.7(2).*
4. If the city council approves the annexation application by resolution the city clerk:
 - a) **Files** a copy of the resolution, map and legal description of the territory with:
 - i) The Secretary of State
 - ii) The County Board of Supervisors of each county which contains a portion of the territory;
 - iii) Each affected public utility;
 - iv) The Iowa Department of Transportation.
 - b) **Records** a copy of the legal description, map and resolution with the County Recorder of each county that contains a portion of the territory. *See Iowa Code section 368.7(2).*
5. The annexation is complete upon acknowledgement by the Secretary of State that the legal description, map and resolution have been received. *See Iowa Code section 368.7(2).* An optional tool for consideration of smart planning principles is offered by Iowa State University at:
<http://blogs.extension.iastate.edu/planningBLUZ/files/2010/07/Annexation-Checklist.pdf>

PLEASE NOTE: Pursuant to Section 312.3(4) Iowa Code, the Mayor and Council are required to certify to the State Treasurer the actual population of the annexed area as determined by the last federal census of that area. The certification should be sent to: Treasurer of the State of Iowa, c/o RUT Acctg, 1st Floor Lucas State Office Building, 321 E. 12th Street, Des Moines, IA 50319.