



**CITY COUNCIL MEETING
MONDAY, JULY 3, 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 June 19, 2023 City Council meeting
 - b. Approve a Special Event permit for Hoover's Hometown Days 2023
 - c. Approve a premise update for Cedar's Edge Golf Course, 3 Ember Lane (effective 5/27/2023)
 - d. Appoint Seth Goodspeed to the West Branch Library Board, term expires June 30, 2026
 - e. Reappoint Lizabeth Osborne to the West Branch Library Board, term expires June 30, 2026
 - f. Reappoint Annika Pettitt to the West Branch Library Board, term expires June 30, 2026
 - g. Approve LL Pelling Project costs for 2023
 - h. Claims for 7/3/2023
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **First Reading Ordinance 804** – Amending title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”. / Move to action.
 - b. **Resolution 2023-66** – Approving Change Order Number 1 in the amount of \$8,000 for the I-80 Utility Relocation, West Branch, Iowa Project. / Move to action.
 - c. **Resolution 2023-67** – Approving Pay Estimate Number 2 (Final) in the amount of \$335,907.71 for the I-80 Utility Relocation, West Branch, Iowa Project. /Move to action.
 - d. **Resolution 2023-68** – Approving the Workers’ Compensation Proposal with Iowa Municipalities Workers’ Compensation Association (IWMCA). /Move to action.
 - e. **Resolution 2023-69** – Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP). / Move to action.
 - f. **Resolution 2023-70** – Allowing event signage in the public right-of-way for Hoover’s Hometown Days 2023. / Move to action.
 - g. **Resolution 2023-71** – Setting the date for sale of General Obligation Corporate Purpose Bonds, Series 2023 and authorizing the use of a Preliminary Official Statement in connection therewith. / Move to action.
 - h. **Resolution 2023-72** – Authorizing an Amendment of the Transfer of Funds. / Move to action.
 - i. **Resolution 2023-73** – Amending the City of West Branch, IA Employee Handbook. / Move to action.
9. City Administrator Report
10. City Attorney Report
11. City Engineer Report
12. City Staff Reports
13. Comments from Mayor and Council Members
14. 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**

**June 19, 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, Tom Dean and Jodee Stoolman. Absent: Nick Goodweiler. City Staff present: City Administrator Kofoed, City Clerk Brick, Police Chief Hanna, Public Works Director Goodale, City Attorney Olson and City Engineer Schechinger. Staff attending via Zoom: Finance Officer Heidi Van Auken.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the June 5, 2023 City Council meeting
 Appoint Rich Stout to the Park & Recreation Commission, term expiration 12/31/2023
 Approve LL Pelling Sealcoat pricing for 2023
 Approve the April Monthly Financial Report
 Claims for 6/19/2023

EXPENDITURES	6/19/2023	
AMAZON.COM	OFFICE SUPPLIES-LIBRARY	124.12
BAKER & TAYLOR	BOOKS	993.95
BOWERS CUSTOM SERVICES	HAULING ROCK TO CITY SHED	375.00
BRICK, LESLIE	MILEAGE REIMB COUNTY COURT	48.48
BROWN'S WEST BRANCH	VEHICLE REPAIR-POLICE	1,603.89
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	56.53
CASEYS GENERAL STORES	CASEY'S TIF REBATE #8	12,975.00
CEDAR COUNTY ENGINEER	ROAD ROCK	4,395.77
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
CY'S TREE SERVICE	TREE REMOVAL	12,955.00
DATA443 RISK MITIGATION	RANSOMWARE RECOVERY SUBSCRIPT	178.75
EMV HOLDINGS	EMV HOLDINGS TIF REBATE #4	5,505.00
GRIEBAHN INDUSTRIES	NAME PLATE-P&R COMMISSION	16.00
HAWKINS INC	CHEMICALS	2,812.61
KANOPI	ON DEMAND VIDEO SERVICE	29.00
KNOCHE, REBECCA	FLOWERS FOR LIBRARY PLANTERS	127.27
LIBRARICA LLC	LICENSE RENEWAL	328.20
LRH HOLDINGS	TRASH & RECYCLING MAY 2023	17,399.50
MEADOWS DEVELOPMENT INC	MEADOWS TIF REBATE #2	26,333.00
MOPPY MO'S	CLEANING SERVICES-TH, CITY, PARKS	892.50
MPEC	SHOP SUPPLIES/VEHICLE MAINT	33.76
OLSON, KEVIN D	LEGAL SERVICES JUNE 2023	1,500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-TH, CITY	105.90
PYRAMID SERVICES	PARTS-PW	58.54
RUSHTON, AMANDA	TH ALCOHOL DEPOSIT REFUND	100.00
SCHIMBERG CO	SHOP SUPPLIES	331.20
STATE HYGIENIC LAB	LAB ANALYSIS	67.50
THE HOME DEPOT PRO	BLDG SUPPLIES-LIBRARY	478.68
U.S. POSTAL SERVICE	PO BOX ANNUAL RENTAL	70.00
VEENSTRA & KIMM	180 WIDENING COORDINATION	41,269.06
WEST BRANCH TIMES	LEGAL PUBLICATIONS	517.29
TOTAL		131,695.50
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS: REG & FIRE	6/9/2023	86,207.76
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 6/12/2023	941.04
SISCO	HEALTH CLAIMS 6/5/2023	111.59

BOOMERANG	WW TREATMENT PAY ESTIMATE 9	468,052.07
LYNCH'S EXCAVATING	EASTSIDE WATER MAINS PAY EST 1	41,325.00
UMB BANK	GO BOND PAYMENTS	845,878.75
IOWA FINANCE AUTHORITY	SRF LOANS: WATER, SEWER	387,900.68
VARIOUS VENDORS	UB REFUNDS	173.70
GLOBAL PAYMENTS	MAY CREDIT CARD FEES	1,016.12
AMAZON.COM	EQUIP YOUTH SPORTS	90.04
AT&T MOBILITY	WIRELESS SERVICE	364.52
BARRON MOTOR SUPPLY	SUPPLIES	132.40
KOENIG, SASHA	UMPIRE-2 GAMES	60.00
KOENIG, TATUM	UMPIRE-6 GAMES	180.00
LINN COUNTY REC	STREET LIGHTS	231.75
MOORE'S WELDING	MOWER REPAIR	45.00
PARKSIDE SERVICE	TIRE REPAIRS	94.38
WEX BANK	VEHICLE FUEL	1,337.20
FIDELITY BANK & TRUST	ACCIONA LOAN PAYMENT	100,699.58
SISCO	HEALTH CLAIMS 5/30/2023	2,813.66
TOTAL		1,851,447.48
GRAND TOTAL EXPENDITURES		2,069,350.74

FUND TOTALS		
001 GENERAL FUND		94,936.19
022 CIVIC CENTER		345.45
031 LIBRARY		6,960.94
110 ROAD USE TAX		11,390.75
112 TRUST AND AGENCY		15,665.80
125 T I F		44,813.00
226 DEBT SERVICE		946,578.33
302 ARPA WW TREATMT FACILITY		372,611.19
324 WW TREATMT FACILITY		95,440.88
319 RELOCATING WATER & SEWER		11,823.29
321 WIDENING WAPSI CREEK		1,198.50
324 WW TREATMT FACILITY		17,106.88
326 ROUNDABOUT MAIN & CEDAR		2,188.02
329 EASTSIDE WATER MAINS		49,195.33
600 WATER FUND		7,062.10
603 WATER SINKING FUND		58,768.75
610 SEWER FUND		4,133.41
611 SEWER FUNDS SPECIAL		329,131.93
GRAND FUND TOTAL		2,069,350.74

REVENUE-FISCAL YEAR 2023
FUND APRIL

001 GENERAL FUND		528,703.35
022 CIVIC CENTER		8,353.25
031 LIBRARY		13,296.69
036 TORT LIABILITY		27,824.44
110 ROAD USE TAX		28,106.14
112 TRUST & AGENCY		128,856.55
119 EMERGENCY TAX FUND		15,966.17
121 LOCAL OPTION SALES TAX		16,262.61
125 TIF		234,043.66
126 TIF LMI MEADOWS PT 4		10,363.92
226 DEBT SERVICE		112,225.85
300 CAPITAL IMPROVEMENT RESERVE		23,186.52
600 WATER FUND		46,130.80
610 SEWER FUND		69,184.97
740 STORM WATER UTILITY		5,667.60
TOTAL		1,268,172.52

Miller asked if the payment to Fidelity Bank was the last payment for the lawsuit with Acciona and Kofod confirmed that it was. Miller shared his excitement over the final payment.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading of Ordinance 803 – Amending Chapter 92 Titled “Water Rates” of the Code of Ordinances of the City of West Branch, Iowa. / Move to action.

ORDINANCE 803

AN ORDINANCE AMENDING CHAPTER 92 TITLED “WATER RATES” OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH IOWA

WHEREAS, the City Council of the City of West Branch had heretofore deemed it necessary to raise water rates in preparation of water infrastructure projects.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Amendment. Section 92.02(1) of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting the section in its entirety and replacing it with the following:

“Rate effective August 1, 2023:	\$9.74 per 1000 gallons with 1,700 gallon minimum.
Rate effective August 1, 2024:	\$9.93 per 1000 gallons with 1,700 gallon minimum.
Rate effective August 1, 2025:	\$10.13 per 1000 gallons with 1,700 gallon minimum.
Rate effective August 1, 2026:	\$10.33 per 1000 gallons with 1,700 gallon minimum.
Rate effective August 1, 2027:	\$10.54 per 1000 gallons with 1,700 gallon minimum.”

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

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

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

Passed and approved this 19th day of June, 2023.

First Reading: May 15, 2023
 Second Reading: June 5, 2023
 Third Reading: June 19, 2023

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

I certify that the foregoing was published as Ordinance 803 on the ____ day of _____, 20__.

Leslie Brick, City Clerk

There were no comments.

Motion by Sexton, second by Miller to approve third reading of Ordinance 803. AYES: Sexton, Miller, Dean, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-64 – Approving the West Branch Police Department Policy Manual. / Move to action.

Hanna said the policy manual review encompassed a years-worth of work to review and implement. Hanna said that going forward, he would present the department manual to the Council annually to officially adopt it and make it policy.

Motion by Miller, second by Sexton to approve Resolution 2023-64. AYES: Miller, Sexton, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-65 –Amending the City of West Branch, IA Employee Handbook (dated October 2016). /Move to action.

Sexton wanted to confirm that the change in number of hours affected when over-time compensation would start. Kofoed confirmed that over-time pay would still be after forty hours and that this just changed the definition of number of hours worked to be considered full-time for employee benefits.

Motion by Miller, second by Dean to approve Resolution 2023-65. AYES: Miller, Dean, Stoolman, Sexton. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Motion to approve and forward the proposal to close a portion of alley between North Fourth and North Fifth Street to the Planning & Zoning Commission. / Move to action.

Sexton asked the other members to consider what their response would be to residents who questioned the closing of the alley. Miller suggested that if the residents weren't happy with a partial closure, the city would vacate the whole alley and the affected property owners could maintain it through a homeowner's association. Sexton said visited the site and noted that most of the property owners who live along N. 4th Street have poured concrete approaches up to the alley way from their garages and that the alley seemed in pretty good shape until you get toward the south end where it starts to slope. Schechinger said he had looked into the cost of adding dirt and seeding the proposed area to be vacated and estimated the cost to be around ten thousand dollars. The Council decided it was time to move this subject onto the Planning & Zoning Commission for their comments before moving forward with any additional expense.

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

Motion to approve Chief Hanna's Recruitment/Retention Plans. / Move to action.

Hanna summarized comments made at the last Council meeting on ideas he had been discussing with Kofoed for recruiting (and retaining) certified officers to the City. Hanna presented a few options that would cost the City the least amount, acknowledging that West Branch cannot compete with other surrounding communities' salaries. Hanna suggested that the City could offer one hundred percent employer paid health and dental benefits for family coverage for all current and new officers, which is something the City is able to levy for. Hanna noted that this change would require an FY24 budget amendment should the Council decide go with this option. Hanna also suggested extending the residency requirement from eight miles to twenty miles (which would have no effect on the budget) and still provide a twenty-minute response time. And lastly, allowing the officer to take their assigned squad car home with them. Stoolman and Sexton raised their concerns over the residency requirement and Hanna explained his reasoning. Hanna said he hoped that it would attract a certified officer from a surrounding community who already has a family established in another town and may not want to uproot them for a potentially lower paying position. He used the example of a twenty-minute response time as being as near as the Coral Ridge Mall area, driving the speed limit from Coralville to West Branch. Sexton asked Hanna if he had looked to see what other communities were offering as incentive packages to see what potential candidates are looking for. Hanna said a few were offering sign on bonuses, but most cities are facing the same challenges. Stoolman said she would not support the extended residency requirement and felt that twenty minutes is too long in an emergency. After more discussion, the Council directed Hanna to draft language for a better health and dental offering, but asked him to table the other two items for the time being to see what this change would attract.

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

Recognition of Hoover's Hometown Days 2023 sponsors.

Mayor Laughlin publicly thanked this year's event sponsors for their generous donations ranging from one hundred dollars to five thousand dollars. Those businesses and individuals sponsoring this year's event are: Title Sponsors- Parkside Petroleum/Advantage Development, US AutoForce and Heritage Hill. Fire Department Stage – West Branch Animal Clinic. Main Street Stage – Veenstra & Kimm and Altorfer. Family Fun Activities – Barnhart's Custom Services, Chris & Lisa Kofoed, Croell Inc., Fidelity Bank & Trust, Hills Bank & Trust, KLM Investments LLC., Plastic Products and Rummells Farms. Festival Supporters – The Family Pet and Rindy Inc.

Discussion – Amending Chapter 65 “Stop or Yield Required” (Chief Hanna)

Hanna said his office has received several complaints over the past few years over a three-way stop at the corner of Serenity Circle, Cedar-Johnson Rd and 350th Street. Hanna said there have some “close calls” due to north bound traffic not being required to stop. Hanna went on to say that there is more out of town traffic now who are not familiar with the area and that a four-way stop would help with the confusion. Sexton said he would prefer to have the north and south bound traffic have the right of way and only east and west bound traffic stop. Dean said there is a large tree on the southeast corner of the intersection that does pose a sight issue when not kept trimmed. The Council decided to table this item for the time being.

Discussion – Ballot language for future LOSST

The Council discussed Kofoed’s proposed ballot language on how to use LOSST dollars if voters decided to extend to the measure after June 30, 2025. The Council felt that voters want to know exactly how those dollars are spent rather than being “too broad”. The Council directed Kofoed and Olson to update the language to City of West Branch park debt (Cubby Park), public safety and infrastructure.

Discussion – FY24 Strategic Plan

Laughlin reminded the Council of the FY23 strategic goals and priorities approved via passage of Resolution 2023-02.

Discussion – Hoover’s Hometown Days Committee transition direction

Laughlin stated the Hoover’s Hometown Days committee has been in discussions in recent months regarding transitioning the City out of the lead committee role. This would allow another group to coordinate future events, while the City steps back. Laughlin said he would like to see the City still donate to the event and suggested an initial ten thousand-dollar start up donation from the FY24 budget. Kofoed, who has led the event coordination this past year, said that City could entertain being a sponsor of the event each year, but it would depend on the budget each year. When asked how much the City budgeted for the FY24 event, Kofoed didn’t have those numbers readily available. Sexton said he would feel more comfortable not committing to an annual donation until the new organizers take over and the residents “could see” what the event will look like. The Council was in agreement that the City should take a step back from the event with fundraising, organizing and using staff hours to coordinate and execute the event.

CITY ADMINISTRATOR REPORT – No report

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT

Schechinger reported on several City projects underway and reported that both lanes on the Johnson County side of the round about have been poured and that Streb Construction was making good progress on the project. He also reported that the Eastside Water Main project has started on N. 6th St. Schechinger also gave brief updates on the Wastewater Treatment Facility Project, Wapsi Creek Widening and progress on The Meadows Part 3 (private development).

STAFF REPORTS – No reports

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Sexton raised his concern over recent nuisance letters delivered to residents and lot owners in the new subdivisions. Sexton asked that consideration be given to the undeveloped lots and suggested a Code update. He stated that he didn’t think it was reasonable to have builders or future builders mow grass every week to stay under the current six-inch requirement. With no one living on the property, it may be burdensome to have to haul a mower to mow the grass each week. The Council agreed that a Code update would be considered and City Attorney Olsen said he could provide some language options. Sexton also expressed his frustration on right-of-way mowing and that realtors need to do a better job explaining to homeowners their responsibility to maintain those whether there is a sidewalk or not.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:30 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Approve a Special Event Permit for Hoover's Hometown Days 2023.

PREPARED BY: Leslie Brick, City Clerk – HHTD Committee

DATE: June 26, 2023

BACKGROUND:

Hoover's Hometown Days 2023 will be held August 4th and 5th, 2023. Temporary street closures are requested for the event as follows:

Event Street Closures:

- **South 2nd:** From E. Main St. to the Water St. parking lot (in front of the Fire Station)
Date/Time: August 4th - 3:00 p.m. to 1:00 a.m. on Sunday, August 6th.
- **East Main:** At the intersection of E. Main St and N. 1st St (one block east) to S. 2nd St.
Date/Time: August 5th - 3:00 a.m. to 6:00 p.m.
- **East / West Main:** N. First Street to N. Poplar Street - (parade route and vendors)
Date/Time: August 5th - 3:00 a.m. to 6:00 p.m.
- **South Downey**:** Between Wetherell and Main St.
Date/Time: August 5th - 3:00 a.m. to 6:00 p.m.
- **North Downey:** Main St. to East Green St. from
Date/Time: August 5th - 3:00 a.m. to 6:00 p.m.

*****Residents who reside on Wetherell Street will exit (temporarily) left on S. Poplar St. to West Main St. Access to Wetherell Street will be via the Enlow parking lot. The Enlow parking lot will have parking available throughout the event.***

Parade line-up staging area:

- **Pedersen Street:** West Orange St. to Hilltop Dr. on Saturday, August 5th from 8:15 a.m. to 10:15 a.m.
- **W. Orange St.:** N. Oliphant St. to Ridge View Dr. on Saturday, August 5th from 8:15 a.m. to 10:15 a.m.



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. Will the event 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. Will the event interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area?
3. Is the proposed location adequate for the size and nature of the event?
4. Will the event interfere with the intended use of the area?
5. Does the applicant(s) have the ability to execute the event?
6. Does the applicant(s) have the financial ability to obtain the appropriate insurance (if applicable)?
7. Does the event conflict with other scheduled special events in the community?
8. Have approvals by other governing agencies been obtained (if applicable)?
9. Have all permit requirements 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.

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

WB Administration Brixell WB Fire Department Kevin S. WB Police Department Kory H

WB Public Library Becky K. WB Public Works Matt B. WB Parks & Recreation Matt C.

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Hoover's Hometown Days 2023

Event Organization: City of West Branch, Hoover Foundation, Main Street West Branch, & National Park Service Phone: 319-643-5888

Organization Address: PO Box 218 Tax ID #: 42-6005357

City: West Branch State: IA Zip Code: 52358

Event Website: http://www.hooverdays.org Event Email: _____

Event Coordinator Name and Title: Adam Kofoed, City Administrator- City of West Branch

Event Coordinator Email: Adam@westbranchiowa.org

Event Coordinator Cell Number: 319-643-5888

Event Coordinator Address: PO Box 218

City: West Branch State: IA Zip Code: 52358

Description of Event: This is the annual celebration of Herbert Hoover's birthday with
a parade, music, street vendors, inflatables, children's activities, Hooverball, bags tournament, bingo, beer tent and fun for the whole family.

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.

Event map attached

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)
8/4/2023 Friday, 9am	8/4/2023 Friday, 4pm	8/5/2023, midnight, Saturday	8/5/2023 6 pm (Main Street will be open)

Maximum Number of Participants: 5000 Maximum Number of Vehicles: 500

Will there be an admission fee? No What is the admission fee? n/a

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

Will alcohol be permitted or sold? Yes 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. Yes

Traffic Control Plan (please attach diagram): Map attached. Public works will be responsible for setting up and taking down the detours. Public works and West Branch PD will open/close Main Street.



Public Notification Plan: Event maps will be placed in the West Branch Times, on the event website and social media accounts.

Amplified Sound/Noise Plan: The bands (downtown) will be finished performing by 4:00 p.m.
The bands at the fire station will finish around midnight on Friday and Saturday.

Site Plan/Race Course Map (please attach diagram): Race will be held in the Hoover Prairie and within the confines of the Herbert Hoover National Park.

Security Plan: The West Branch Police Department and the National Park Service are coordinating on a disaster plan.

The West Branch Police department, West Branch Fire Department, and West Branch Public works will all assist with the parade and the set-up of the event.

Restoration Plan: Public works will perform any remaining clean up after the event on Monday August 7th.

Main Street stage and tents will be removed on Saturday August 5th by 6:00 pm

Trash Management Plan: Trash cans will be placed throughout downtown by the Public Works Department

Trash will be monitored throughout the event by event coordinators. Trash bags will be replaced and placed in the city dumpsters.

Restroom Plan: Port o potties will be located at Town Hall, on Downey Street, on 2nd street and near the Presidential Library.

They will arrive Friday 8/4/23 and be removed on Monday 8/7/23.

Signs/Banner Plan: Signs will be made and placed to recognize the event and its sponsors. They will be placed on the stages, Town Hall, Fire Station and at Heritage Square.

Insurance policy: Event will be covered under the City of West Branch's insurance with ICAP

Signature:  Date: 6-27-2023

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

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM:	Approve a premise update of the Class C Retail Alcohol (12-month) liquor license with Outdoor Service privileges for Cedar's Edge Golf Course Inc., 3 Ember Lance, West Branch.
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PREPARED BY:	City Clerk, Leslie Brick
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DATE:	June 28, 2023
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BACKGROUND:

Cedar's Edge Golf Course has requested a premise update to unlicense the upper level of Cedar's Edge Golf Course as they will now be renting the restaurant/bar space to another entity.

A premise update is required by Iowa Alcohol Beverage Division (ABD). There will be no other changes at this time.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Approve Appoints/Reappointments for the West Branch Library Board

PREPARED BY: Becky Knoche, Library Director
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DATE: June 28, 2023

Appoint Seth Goodspeed to the West Branch Library Board, term expiration 6/30/2026
Reappoint Lizabeth Osborne to the West Branch Library Board, term expiration 6/30/2026
Reappoint Annika Pettitt to the West Branch Library Board, term expiration 6/30/2026



Advisory Board/Commission
Application Form

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

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

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

Board or Commission Public Library Board Today's Date 6/27/2023

(Please print)

Name: Seth Goodspeed Address: 310 Cedar St., West Branch, IA 52358

Phone: (home) _____

Phone: (cell) [REDACTED]

Email: sgdspl@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? I've lived in the WB area almost 10 years

Occupation: Law Enforcement Park Ranger Employer: National Park Service

Optional Questions (use the back if necessary)

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

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

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Approve LL Pelling Project costs for 2023.
--

PREPARED BY: Matt Goodale, Public Works Director

DATE: June 27, 2023

SUMMARY:

2023 sealcoat projects are listed for 2023. Timeline is to be determined.

PROPOSAL

City of West Branch
City Clerk
P.O. Box 218
West Branch, IA 52358



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 1

RE: 2023 Sealcoat Work

Description of Work:

Type A Work

- A. Base repair and single seal coat consisting of:
 - Scarify and pulverize existing street surface
 - Furnish water as required for compaction, reshape and recompact.
 - Furnish and apply single seal coat of MC-3000 asphalt
 - Furnish, spread and roll pea gravel.

Type B Work

- B. Single seal coat consisting of:
 - Power broom streets
 - Furnish and apply single seal coat of MC-3000 asphalt
 - Furnish, spread and roll pea gravel.

NOTES:

1. Billing on final units completed.
2. Cold Mix Patching amount is an *estimated* quantity. Invoice will be on actual tons placed.

*Is this project tax exempt? Yes No . If you checked yes, please send the Iowa Construction Sales Tax Form with your signed proposal.

Authorized
Signature _____

Darin Tippie

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

“Committed to Excellence since 1948”

PROPOSAL

City of West Branch
 City Clerk
 P.O. Box 218
 West Branch, IA 52358

Matt

319-325-8213



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 2

Street	From	To	L (ft)	W (ft)	TYPE OF WORK (SY)		Total
					Type A	Type B	
S Fifth St		Water St	A			-	\$ -
			B	368	22		900
Water St	Dead End	Dead End	A			-	\$ -
			B	540	24		1,440
Green St	North Fifth St	North Sixth St	A			-	\$ -
			B	330	20		733
Lemon St	North Sixth St	Dead End	A			-	\$ -
			B	180	15		300
North Fifth St	Orange St Intersection		A			-	\$ -
			B	20	36		80
N Fourth St	Cement	Top Hill	A			-	\$ -
			B	770	24		2,053
280th St	N Fourth St	Cement	A			-	\$ -
			B	815	24		2,173
E College St	N Downey St	N First St	A			-	\$ -
			B	375	24		1,000
Greenview Cir	#28	Cul de sac	A			-	\$ -
			B	110	24		293
Summary of Work			Unit of Measure	Quantity	Unit Cost	Total	

Date: 4/19/2023

Authorized Signature

Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 30 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

“Committed to Excellence since 1948”

PROPOSAL

City of West Branch
City Clerk
P.O. Box 218
West Branch, IA 52358



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

(319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

Page 3

Street	From	To	L (ft)	W (ft)	TYPE OF WORK (SY)		Total	
					Type A	Type B		
Greenview Cir	Cul de sac		A	160	80	1,422		\$ 6,043.50
			B	160	80		1,422	\$ 4,408.20
#15 Driveway Approach	Area		A			-		\$ -
			B	4	28		12	\$ 37.20
#48 Driveway Approach	Area		A	20	22	49		\$ 208.25
			B	20	22		49	\$ 151.90
#14 Driveway Approach	Area		A	12	30	40		\$ 170.00
			B	12	30		40	\$ 124.00
Greenview Dr	#13	Up Hill	A			-		\$ -
			B	230	22		562	\$ 1,742.20
Serenity Cir	Greenview Dr	Intersection	A			-		\$ -
			B	55	28		171	\$ 530.10
Cedar Johnson Rd	Greenview Dr	Intersection	A			-		\$ -
			B	160	28		498	\$ 1,543.80
	#707	Prairie View Dr	A			-		\$ -
			B	400	24		1,067	\$ 3,307.70
			A			-		\$ -
			B				-	

Summary of Work	Unit of Measure	Quantity	Unit Cost	Total
Type A Work	Square Yd	1,511	\$ 4.25	\$ 6,421.75
Type B Work	Square Yd	12,793	\$ 3.10	\$ 39,658.30
Cold Mix Patching	per ton	50.00	\$ 300.00	\$ 15,000.00
3/4" Road Stone Base Material	per ton	200.00	\$ 25.00	\$ 5,000.00
				\$ 66,080.05

NOTES: Billing on final units completed.

Date: 4/19/2023

Authorized Signature

Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 3 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

"Committed to Excellence since 1948"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Claims for 7/3/2023

PREPARED BY: Heidi Van Auken, Finance Officer
--

DATE: June 28, 2023

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**7/3/2023**

CEDAR COUNTY EMA	2023-2024 EMA ASSESSMENT	11,917.75
EAST CENT INTERGOVT ASN.	DUES 7-1-23 TO 6-30-24	1,856.66
IOWA DEP OF PUBLIC SAFETY	WARRANTS & ARTICLES SYSTEM	1,200.00
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES FY24	1,821.00
JOHNSON COUNTY EMA	FY24 HAZMAT TEAM 28E AGREE	50.00
LEXIPOL	POLICY MANUAL & TRAINING FY24	3,546.88
MAINSTAY SYSTEMS OF IOWA	IT SUPPORT	11,840.00
MUNICIPAL SUPPLY INC.	METER SUPPLIES	2,143.42
SHIELD TECHNOLOGY	SOFTWARE MAINTENANCE	2,245.50
SINCLAIR TRACTOR	2023 DEERE Z950M MOWER	5,220.00
TUCKER, JAMIE	CONCESSION FOOD REIMBURSEMENT	33.98
TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINTENANCE	11,425.30
VEENSTRA & KIMM	VARIOUS PROJECTS	39,999.10
TOTAL		93,299.59

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS: REG & FIRE****6/23/2023****54,395.08****PAID BETWEEN MEETINGS**

UMB BANK	BOND FEES	1,250.00
AMAZON.COM	BOOKS, TECH - LIBRARY	2,432.42
HALL, SAILOR	UMPIRE - 3 GAMES	90.00
JOHN DEERE FINANCIAL	SUPPLIES - PW, P&R	354.24
KOENIG, COOPER	UMPIRE - 2 GAMES	60.00
KOENIG, NIKKI	UMPIRE - 2 GAMES	60.00
KOENIG, TATUM	UMPIRE - 4 GAMES	120.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,545.83
LYNCH'S PLUMBING	IRRIGATION PARTS FOR CUBBY	71.20
MAIN STREET WEST BRANCH	2023 HHTD BANNERS	322.22
OVERDRIVE	DIGITAL & AUDIO BOOKS	79.99
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
UNITED VOLLEYBALL SUPPLY	VB POLE PADS FOR PARK	861.08
SISCO	HEALTH CLAIMS 6/20/2023	81.90
BAKER & TAYLOR	BOOKS - LIBRARY	220.99
BEAVER HEATING & AC	AC SERVICE CALL - LIBRARY	345.00
CEDAR CONTY COOP	FUEL - PW	1,875.99
FALLER, KINCHELOE & CO	AUDIT FY22 SERVICES	18,000.00
HI-LINE	SHOP SUPPLIES	198.35
HY-VEE ACCT RECEIVABLE	CONCESSION SUPPLIES	2,665.94
IOWA CITY PRESS CITIZEN	COLLECTIONS - LIBRARY	227.02
IOWA ONE CALL	UTILITY LOCATION SERVICES	127.80
JOHNSON CONTROLS	FIRE ALARM SERVICE CALL -LIBRARY	1,175.48
KOENIG, COOPER	UMPIRE - 4 GAMES	120.00

KOENIG, TATUM	UMPIRE - 6 GAMES	180.00
MEDIACOM	CABLE SERVICE	41.90
OVERDRIVE	DIGITAL & AUDIO BOOKS	560.71
PTINEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	77.37
PTINEY BOWES INC.	POSTAGE METER LEASE-CITY	180.00
QC ANALYTICAL SERVICES	LAB ANALYSIS	777.75
VERIZON WIRELESS	VERIZON WIRELESS	411.71
METLIFE	INSURANCE	1,463.02
SISCO	INSURANCE	12,350.53
AE OUTDOOR POWER	MOWER PARTS	190.21
ALLIANT ENERGY	ALLIANT ENERGY	12,421.90
AMAZON.COM	VARIOUS ITEMS - LIBRARY	2,807.05
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	64.48
FELD FIRE EQUIP	FIRE HELMET	410.00
HEIMAN FIRE EQUIP	BATTERIES, HELMET - FIRE	4,767.76
JT INTERNATIONAL	HHTD INFLATABLES DEPOSIT	5,000.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
NAEMT	TRAINING COURSE FEES-FIRE	30.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	1,005.00
PYRAMID SERVICES	VEHICLE MAINTENANCE	417.76
RIVER PRODUCTS	ROCK FOR STOCK PILE	316.66
SCHIMBERG	VALVE BOX EXT SEWER	184.00
US BANK CORP CARD	CREDIT CARD PURCHASES	1,557.56

TOTAL **77,885.92**

GRAND TOTAL EXPENDITURES **225,580.59**

FUND TOTALS

001 GENERAL FUND	111,065.82
022 CIVIC CENTER	589.38
031 LIBRARY	15,196.40
110 ROAD USE TAX	22,907.95
112 TRUST AND AGENCY	11,341.91
226 DEBT SERVICE	1,250.00
319 RELOCATING WATER & SEWER	7,926.73
321 WIDENING WAPSI CREEK	5,180.00
324 WW TREATMT FACILITY	19,412.75
326 ROUNDABOUT MAIN & CEDAR	1,306.26
329 EASTSIDE WATER MAINS	5,149.04
600 WATER FUND	14,904.13
610 SEWER FUND	9,350.22

GRAND FUND TOTAL **225,580.59**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA DEPARTMENT OF PUBLIC SAFETY SHIELD TECHNOLOGY CORPORATION CEDAR COUNTY EMERGENCY MANAGEMENT LEXIPOL, LLC	WARRANTS & ARTICLES SYSTEM	1,200.00
			SOFTWARE MAINTENANCE	2,245.50
			2023-2024 EMA ASSESSMENT	5,958.88
			POLICY MANUAL & TRAINING F	3,546.88
			TOTAL:	12,951.26
FIRE OPERATION	GENERAL FUND	JOHNSON COUNTY EMERGENCY MANAGEMENT AG CEDAR COUNTY EMERGENCY MANAGEMENT	FY24 HAZMAT TEAM 28E AGREE	50.00
			2023-2024 EMA ASSESSMENT	5,958.87
			TOTAL:	6,008.87
PARK & RECREATION	GENERAL FUND	TUCKER, JAMIE	CONCESSION FOOD REIMBURSME	33.98
			TOTAL:	33.98
CEMETERY	GENERAL FUND	TYLER TECHNOLOGIES SINCLAIR TRACTOR	ANNUAL SOFTWARE MAINTENANC	2,742.07
			2023 DEERE Z950M MOWER	3,445.20
			TOTAL:	6,187.27
CLERK & TREASURER	GENERAL FUND	EAST CENT INTERGOVT ASN. IOWA LEAGUE OF CITIES TYLER TECHNOLOGIES	DUES 7-1-23 TO 6-30-24	1,856.66
			MEMBERSHIP DUES FY24	1,821.00
			ANNUAL SOFTWARE MAINTENANC	5,141.39
			TOTAL:	8,819.05
LOCAL CABLE ACCESS	GENERAL FUND	MAINSTAY SYSTEMS OF IOWA LLC	IT SUPPORT 4/23 - 7/24	7,280.00
			IT SUPPORT LIB 7/23 - 6/24	4,560.00
			TOTAL:	11,840.00
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	110.00
			MEADOWS PT 5 REVIEW	272.05
			WB HERITAGE HILL SITE REVI	242.27
			TOTAL:	624.32
ROADS & STREETS	ROAD USE TAX	VEENSTRA & KIMM INC.	BRIDGE INSPECTION	400.00
			TOTAL:	400.00
CAPITAL PROJECT	RELOCATING WATER & VEENSTRA & KIMM INC.		I80 WIDENING COORDINATION	3,520.00
			I80 WIDENING COORDINATION	4,406.73
			TOTAL:	7,926.73
CAPITAL PROJECT	WIDENING WAPSI CRE VEENSTRA & KIMM INC.		CHANNEL WIDENING FLOOD IMP	5,180.00
			TOTAL:	5,180.00
CAPITAL PROJECT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENT FACILITY	6,840.00
			WW TREATMENT FACILITY	12,092.75
			WW TREATMENT FACILITY	480.00
			TOTAL:	19,412.75
INVALID DEPARTMENT	ROUNABOUT MAIN & VEENSTRA & KIMM INC.		HHH & CEDAR JOHNSON INTERS	1,306.26
			TOTAL:	1,306.26
CAPITAL PROJECTS	EASTSIDE WATER MAI VEENSTRA & KIMM INC.		EAST SIDE WATER MAINS	4,751.50
			EAST SIDE WATER MAINS	97.00
			EAST SIDE WATER MAINS	300.54
			TOTAL:	5,149.04
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC. TYLER TECHNOLOGIES	METER SUPPLIES	2,143.42
			ANNUAL SOFTWARE MAINTENANC	2,742.07

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SINCLAIR TRACTOR	2023 DEERE Z950M MOWER	887.40
			TOTAL:	5,772.89
SEWER OPERATING	SEWER FUND	TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINTENANC	799.77
		SINCLAIR TRACTOR	2023 DEERE Z950M MOWER	887.40
			TOTAL:	1,687.17

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===== FUND TOTALS =====
001 GENERAL FUND                46,464.75
110 ROAD USE TAX                 400.00
319 RELOCATING WATER & SEWER    7,926.73
321 WIDENING WAPSI CREEK @ BE   5,180.00
324 WW TREATMT FAC IMP 2021    19,412.75
326 ROUNDABOUT MAIN & CEDAR-J  1,306.26
329 EASTSIDE WATER MAINS       5,149.04
600 WATER FUND                  5,772.89
610 SEWER FUND                  1,687.17
-----
GRAND TOTAL:                    93,299.59
-----

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TOTAL PAGES: 2



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: First Reading Ordinance 804 - Amending Chapter 65 “Stop or Yield Required”
--

PREPARED BY: John K. Hanna, Chief of Police
--

DATE: June 22, 2023

BACKGROUND:

With the completion of Prairie View Dr. between Ridge View Dr. and Greenview Dr. it now is necessary to amend the current Ordinance and control the intersection of Ridge View Dr. and Prairie View Dr.

I recommend requiring Ridge View Dr. to stop at its intersection with Prairie View Dr. as shown below.



ORDINANCE 804

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

WHEREAS, the West Branch City Council finds it in the best interest of the residents of West Branch to have a stop sign installed on Ridge View Dr. at its intersection with Prairie View Dr., in order to provide for the safety of the West Branch Community.

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

Section 1: Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

(Insert after current subsection)

Ridge View Drive at its intersection with Prairie View Drive.

Renumber all remaining subsections after these changes.

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

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

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

Passed and approved this ___ day of _____, 2023

First Reading: July 3, 2023

Second Reading:

Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2023.

City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 3, 2023
AGENDA ITEM:	Resolution 2023-66 - Approving Change Order Number 1 in the amount of \$8000.00 for the I-80 Utility Relocation Project.
PREPARED BY:	Leslie Brick, City Clerk
DATE:	June 20, 2023

SUMMARY:

Central Excavating, Inc., of Bettendorf, Iowa was awarded the construction contract for the I-80 Utility Relocation, West Branch, Iowa Project by the West Branch City Council through the passage of Resolution 2023-17 on March 6, 2023 in the amount of \$747,982.00.

The City has received and paid the following Pay Estimates for the project to date:

Pay Estimate Number	Amount	Resolution #	Date
1	\$392,074.29	2023-50	May 15, 2023

This change order is for replacing San Sewer Force Main DIP 16" DR-42 with San Sewer Force Main HDPE 20" DR-11 due to scheduling issues.

RESOLUTION 2023-66

RESOLUTION APPROVING CHANGE ORDER NUMBER 1 IN THE AMOUNT OF \$8000.00 FOR THE I-80 UTILITY RELOCATION, WEST BRANCH, IOWA PROJECT.

WHEREAS, Central Excavating, Inc., of Bettendorf, Iowa was awarded the construction contract for the I-80 Utility Relocation, West Branch, Iowa Project (the “Project”) by the West Branch City Council through the passage of Resolution 2023-17 on March 6, 2023 in the amount of \$747,982.00; and

WHEREAS, Central Excavating, Inc. 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, Change Order number 1 is for replacing San Sewer Force Main; and

WHEREAS, it is now necessary for the City Council to accept Change Order #1 in the amount of \$8,000.00 for the I-80 Utility Relocation Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Change Order Number 1 in the amount of \$8000.00 for the I-80 Utility Relocation Project is hereby accepted and approved.

* * * * *

PASSED AND APPROVED this 3rd day of July 2023.

Roger Laughlin, Mayor

ATTEST:

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

May 5, 2023

CHANGE ORDER NO. 1

I-80 UTILITY RELOCATION
WEST BRANCH, IOWA

Change Order No. 1 is for the following modifications to the project:

- 1. Replace San Sewer Force Main DIP 16" DR-52 with San Sewer Force Main HDPE 20" DR-11 due to scheduling issues. LS \$ (8000.00)

Total: \$ (8,000.00)

Change Order No. 1 decreases the contract amount by \$ (8,000.00).

CENTRAL EXCAVATION INC.

By
 Title Operations Manager
 Date 6/19/2023

CITY OF WEST BRANCH, IOWA

By _____
 Title _____
 Date _____

VEENSTRA & KIMM, INC.

By
 Title Project Engineer
 Date 5/4/2023

ATTEST:

By _____
 Title _____
 Date _____

V&K No. 368269

Addendum No. U-2020-21139A

IMN-080-7(126)254-0E-16 (ROW)

IM-NHS-080-7(114)248-03-52 (CONST)



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Resolution 2023-67 - Approving Pay Estimate Number 2 in the amount of \$335,907.71 to Central Excavating for the I-80 Utility Relocation Project.

PREPARED BY: Leslie Brick, City Clerk
--

DATE: June 20, 2023

SUMMARY:

Central Excavating, Inc., of Bettendorf, Iowa was awarded the construction contract for the I-80 Utility Relocation, West Branch, Iowa Project by the West Branch City Council through the passage of Resolution 2023-17 on March 6, 2023 in the amount of \$747,982.00.

The City has received and paid the following Pay Estimates for the project to date:

Pay Estimate Number	Amount	Resolution #	Date
1	\$392,074.29	2023-50	May 15, 2023

Pay Estimate Number 2 (final) in the amount of \$335,907.71 has been reviewed and approved by Veenstra & Kimm, Project Manager for the City and recommends approval.

RESOLUTION 2023-67

RESOLUTION APPROVING PAY ESTIMATE NUMBER 2 (FINAL) IN THE AMOUNT OF \$335,907.71 FOR THE I-80 UTILITY RELOCATION, WEST BRANCH, IOWA PROJECT.

WHEREAS, Central Excavating, Inc., of Bettendorf, Iowa was awarded the construction contract for the I-80 Utility Relocation, West Branch, Iowa Project (the “Project”) by the West Branch City Council through the passage of Resolution 2023-17 on March 6, 2023 in the amount of \$747,982.00; and

WHEREAS, Central Excavating, Inc. 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 \$392,074.29 to Central Excavating Inc. of Bettendorf, IA to date; and

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 2 in the amount of \$335,907.71 to Central Excavating, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 2 (final) in the amount of \$335,907.71 to Central Excavating, Inc. is approved.

* * * * *

PASSED AND APPROVED this 3rd day of July 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



PAY ESTIMATE NO. 2 (final)

I-80 UTILITY RELOCATION
WEST BRANCH, IOWA

June 14, 2023

Central Excavating Inc.
PO Box 1378
Bettendorf, IA 52722

Contract Amount \$747,982.00
Contract Date March 6, 2023
Pay Period April 10, 2023 - June 12, 2023

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Pipe Removal	LF	1,762	\$ 10.00	\$ 17,620.00	1,762	\$ 17,620.00
1.2	Water Main/Cas 24", Trnch, DIP 12"	LF	550	\$ 350.00	\$ 192,500.00	550	\$ 192,500.00
1.3	Water Main, Trenched, DIP 12"	LF	62	\$ 210.00	\$ 13,020.00	62	\$ 13,020.00
1.4	San Sewer/Cas 24", Trnch, DIP 10"	LF	549	\$ 333.00	\$ 182,817.00	549	\$ 182,817.00
1.5	San Sewer FMain, Trnch, DIP 10"	LF	76	\$ 150.00	\$ 11,400.00	76	\$ 11,400.00
1.6	San Sewer/Cas 30", Trnch, DIP 16"	LF	543	\$ 492.00	\$ 267,156.00	543	\$ 267,156.00
1.7	San Sewer FMain, Trnch, DIP 16"	LF	38	\$ 275.00	\$ 10,450.00	38	\$ 10,450.00
1.8	Connection to Existing System	Ea.	6	\$ 4,000.00	\$ 24,000.00	6	\$ 24,000.00
1.9	Rural Seeding	Acre	2	\$ 6,000.00	\$ 12,000.00		\$ -
1.10	Mobilization	LS	1	\$ 13,019.00	\$ 13,019.00	1	\$ 13,019.00
1.11	Construction Staking	LS	1	\$ 4,000.00	\$ 4,000.00	1	\$ 4,000.00
Contract Price:					\$ 747,982.00		\$ 735,982.00

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
1.2	Water Main/Cas 24", Trenched, DIP 12"			
1.4	San Sewer/Cas 24", Trenched, DIP 10"			
1.5	San Sewer Force Main, Trenched, 10" DIP			
1.6	San Sewer/ Cas 30", Trenched, DIP 16"			
1.7	San Sewer Force Main, Trenched, 20" HDPE			
1.8	Connection to Existing System			
Total				\$ -

SUMMARY

		Total Approved	Total Completed
Contract Price		\$ 747,982.00	\$ 735,982.00
Approved Change Order (list each)	Change Order No. 1	\$ (8,000.00)	\$ (8,000.00)
Revised Contract Price		\$ 739,982.00	\$ 727,982.00

Stored \$ -
 Total Earned \$ 727,982.00
 Retainage (5%)
 Total Earned Less Retainage \$ 727,982.00

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 392,074.29	

Total Previously Approved \$ 392,074.29

Percent Complete 100%


Amount Due This Request \$ 335,907.71


The amount \$335,907.71 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Central Excavating Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: 
 Name: Clint Albrecht
 Title: operations manager
 Date: 6-19-2023

Signature: 
 Name: Eric Gould
 Title: Engineer
 Date: June 14, 2023

Signature: _____
 Name: _____
 Title: _____
 Date: _____



Form 517112wd (07-19)

CERTIFICATE of COMPLETION and ACKNOWLEDGEMENT of UTILITY WORK

COMPANY: West Branch COUNTY: Cedar
 ADDRESS: 110 N Poplar St P.O Box 218 Addendum No. U-2020-21139A
 CITY/ST/ZIP: West Branch, IA 52358 PROJECT NO.: IMN-080-7(126)254--0E-16 (ROW)
 TELEPHONE: _____ NHS-080-7(114)248--03-52 (CONST)
 KIND OF WORK: UTILITY RELOCATION

FIELD COMPLETION DATE: 6/12/2023

Is this work covered by an executed reimbursement agreement? YES (complete this section)
 NO (skip to signature)

AGREEMENT DATE: 2/1/2022 AGREEMENT NO.: U-2020-21139A

This is to certify that the work covered by the accepted work plan has been completed in accordance with said plan and is hereby accepted, and if applicable, subject to final audit of costs.

SIGNATURE: _____ DATE: _____, _____
 Utility Representative Year

- Return this completed form to the appropriate District Utility Coordinator. -

Acknowledgement of utility completion by the Iowa Department of Transportation.

SIGNATURE: _____ DATE: _____, _____
 Iowa Department of Transportation Year

On Projects where there is an Executed Utility Agreement, the District should forward the ORIGINAL certificate to the Right-of-Way Bureau.

DO NOT WRITE IN THIS BOX. IA DOT OFFICE USE ONLY.
(Check or Initial Appropriate Box)

- District
- ROW/Utilities Section
- Copy to Audits



ADDENDUM TO AGREEMENT
No. U-2019-21139


Addendum No. U-2020-21139A

IT IS AGREED, by and between the State of Iowa, Iowa Department of Transportation, Highway Division (hereafter DOT), and City of West Branch, a corporation, with offices in West Branch, Iowa, (hereafter Company) as follows:

1. The DOT shall proceed with proposed reconstruction on I-80 approximately 1.5 miles east of Iowa 1 to 0.5 mile east of County Road X30 in accord with its plans and specifications, which the DOT has designated as Project **IMN-080-7(126)254--0E-16 (ROW) IM-NHS-080-7(114)248--03-52 (CONST)**. The plans and specifications are made a part of this agreement.
2. The DOT and the Company previously entered into a utility relocation reimbursement agreement signed by the DOT on May 3, 2019 in the amount of \$452,300.00 (100% DOT share), for the relocation of 10" sanitary sewer force main, a 16" sanitary force main, and a 12" potable water line owned and operated by the Company located on its own easements upon privately owned land affected by the project. This relocation was located east of the I-80 and County Road X30 interchange.
3. The agreement in effect between the Company and the DOT, for the performances of certain work on the above project shall be changed in the following particulars. The acceptance of this addendum by the Company and its approval by the DOT shall constitute a mutual agreement as a part of the original agreement binding upon both parties in the same manner as though the essence of the addendum had originally been in the agreement.
4. **Subsequent to the execution of the aforementioned agreement the DOT purchased additional required right of way on the south side of I-80 west of the X-30 interchange for additional work related to the project. It was determined that the existing water line casing pipe needed to be extended to the new proposed right of way limits. Therefore, approximately 2000 linial feet of 12-inch water line had to be relocated outside of new right of way limits. The cost for the additional water line relocation was \$241,981.14 (100% DOT share).**
5. **The revised total amount for the agreement is \$694,281.14 (100% DOT share).**
6. All other clauses of the original agreement shall remain in full effect. If any clause in this addendum is declared invalid, it shall not void the entire agreement.
7. This addendum may be executed and delivered in two or more counterparts, each of which so executed and delivered shall be deemed to be an original.

IN WITNESS WHEREOF the Parties hereto have caused this addendum to be executed by their duly authorized officers on the dates below indicated.

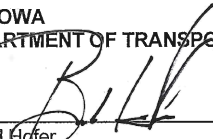
City of West Branch

By  Date 2-2-2022
 Name: Adam Kolbe
 Title: City Administrator

ATTEST:

By  Date 2-8-2022
 Name: Heidi Van Auken
 Title: Finance Officer

**STATE OF IOWA
IOWA DEPARTMENT OF TRANSPORTATION**

By  Date 2/11/2022
 Name: Brad Hofer
 Title: Right of Way Bureau Director

ATTEST:

By  Date/Staff Action 2/11/2022 | S-2022-0269
 Name: Deanne Popp
 Title: Utility Program Administrator



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Resolution 2023-68 - Approving the Workers' Compensation proposal with Iowa Municipalities Workers' Compensation Association (IMWCA).

PREPARED BY: Heidi Van Auken, Finance Officer
--

DATE: June 26, 2023

SUMMARY:

This is the City's insurance company for Worker's Compensation. The estimated coverage premium is \$26,477 for FY24 (July 1, 2023 to June 30, 2024).

RESOLUTION 2023-68

**A RESOLUTION APPROVING THE WORKERS' COMPENSATION PROPOSAL
WITH IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION
(IMWCA).**

WHEREAS, the City of West Branch, Iowa received an insurance renewal quote from the Iowa Municipalities Workers' Compensation Association (IMWCA); and

WHEREAS, after reviewing the insurance renewal quote, the City Council has decided to accept the quote of IMWCA, effective July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance renewal with IMWCA is hereby approved.

PASSED AND APPROVED this 3rd day of July, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

West Branch (0851)
Estimated Premium Schedule as of 5/11/2023
Policy Period: 7/1/2023-7/1/2024

Workers' Compensation Coverage

Class Code	Description	Rate	Payroll	Premium	Modified Premium	Discounted Premium
5506	Street or Road Paving	6.4%	98,312	6,292	5,097	2,842
7520	Waterworks Operations & Driver	2.78%	68,323	1,899	1,538	858
7580	Sewage Disposal Plant Operation	2.35%	62,006	1,457	1,180	658
7711	Volunteer Firefighters & Drivers	44.98%	70,000	31,486	25,504	14,221
7720	Police Officers & Drivers	3.08%	270,088	8,319	6,738	3,757
8810	Clerical Office Employees - NO	0.19%	404,802	769	623	347
8810V	Elected or Appointed Officials	0.19%	15,249	29	23	13
9102	Parks NOC - All Employees	3.08%	121,483	3,742	3,031	1,690
9220	Cemetery Operations & Drivers	5.07%	36,903	1,871	1,516	845
9402	Street Cleaning & Drivers	4.4%	16,004	704	570	318
9410	Municipal Employees	2.26%	43,920	993	804	448
Totals:			1,207,090	57,561	46,624	25,997

Your IMWCA Discount for Workers' Compensation Coverage:

Longevity Credit:	\$ 2,331	5%
Loss Experience Credit:	\$ 7,460	16%
Large Premium Discount:	\$ 5,129	11%
Total Discount:	\$ 14,920	32%

Workers' Compensation Premium Calculation

Pure Premium:	\$ 57,561
Experience Modification Factor: X	.81
Modified Premium:	\$ 46,624
IMWCA Discount Amount: -	\$ 14,920
Discounted Premium:	\$ 31,704
Good Experience Bonus: X	.82
Expense Constant: +	\$ 160
Annual Premium:	\$ 26,157
Total Premium:	\$ 26,157

Other Coverage

Non-Statutory Medical Coverage

Rate: \$10/Volunteer, Minimum Premium \$100
 Estimated Number of Volunteers 32 Rate: 10 Premium: 320

Non-Stat. Vol. Premium: 320
 Minimum Premium: 320

Total Estimated Coverage Premium: \$ 26,477

This is not an invoice.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	July 3, 2023
AGENDA ITEM:	Resolution 2023-69 - Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP).
PREPARED BY:	Heidi Van Auken, Finance Officer
DATE:	June 26, 2023

SUMMARY:

This is the City's insurance company for liability insurance. The premium is \$59,929.00 for FY24 (July 1, 2023 to June 30, 2024).

RESOLUTION 2023-69

RESOLUTION APPROVING A LIABILITY INSURANCE PROPOSAL WITH ICAP

WHEREAS, the City of West Branch, Iowa received an insurance renewal quote from the Iowa Communities Assurance Pool (ICAP); and

WHEREAS, after reviewing the insurance renewal quote, the City Council has decided to accept it and continue membership with ICAP, effective July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the insurance renewal with ICAP is hereby approved.

Passed and approved this 3rd day of July, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Iowa Communities Assurance Pool

Commitment to Continue Membership

I, City of West Branch, do hereby affix my signature to this form and promise to submit the contribution of \$59,929.00 (less attached vouchers if applicable) by 7/31/2023. In order to fulfill this commitment, our payment will be received by the Iowa Communities Assurance Pool, at the address on this form, no later than 7/31/2023.

Printed Name Heidi Van Auker
Signature Heidi Van Auker
Date 6/23/2023

Iowa Communities Assurance Pool
12951 University Ave, Ste 120
Clive, IA 50325



Anniversary Information Acknowledgement

The undersigned representative of the City of West Branch acknowledges that he/she:

- Reviewed the information provided on all Iowa Communities Assurance Pool applications and all applicable supplemental applications.
- Reviewed all applicable property and vehicle schedules.
- Confirms, to the best of his/her knowledge, that all information provided is complete and accurate.
- Reviewed the optional coverage(s) offered by the Iowa Communities Assurance Pool for increased limits. After consideration of the coverage(s) offered and the contribution for same, City of West Branch has elected to:
 - Waive any and all coverage(s) and any applicable contribution charges. City of West Branch understands that to add increased limits coverage in the future, it will be subject to Iowa Communities Assurance Pool's approval and underwriting guidelines at the time of the request and that such request must be made in writing. In addition, City of West Branch will not hold the Iowa Communities Assurance Pool responsible for this decision to waive optional coverage(s).

Accept the increased limits: _____
(Limit of Liability Accepted)

Executed on the 23rd day of June, in the year 2023, by the undersigned duly authorized officer of the Governmental Subdivision City of West Branch indicated below:

By: AK

Title: City Administrator

Member: City of West Branch

Member Number: 0883

Anniversary Date: 07/01/2023



Member Proxy

Be it known, that the undersigned representative of the Governmental Sub-Division (hereafter referred to as MEMBER) by resolution of the governing body, a copy of which is attached hereto, hereby nominates and appoints the following individual and alternate to represent the MEMBER with the Iowa Communities Assurance Pool (hereinafter referred to as the POOL). The individual and alternate shall act as liaison between MEMBER and the POOL for the purposes of relating risk reduction and loss control information, and any other loss information or instructions concerning the obligations of the MEMBER imposed by signing the Iowa Risk Management Agreement and the rules and regulations established thereunder, to the same extent and with like effect as the undersigned thereunder, to the same extent as the undersigned could do if personally present and the undersigned does hereby ratify and confirm and adopt all action done or taken by the individual or alternate.

Primary Contact:	<u>Heidi Van Auken</u>	Alternate Contact:	<u>Adam Kofoed</u>
Title:	<u>Finance Officer</u>	Title:	<u>City Administrator</u>
Address:	<u>101 N. Poplar St., PO Box 218</u>	Address:	<u>101 N. Poplar St., PO Box 218</u>
Address:	<u></u>	Address:	<u></u>
City, State, Zip:	<u>West Branch, IA 52358-0218</u>	City, State, Zip:	<u>West Branch, IA 52358-0218</u>
Email:	<u>heidi@westbranchiowa.org</u>	Email:	<u>adam@westbranchiowa.org</u>
Telephone:	<u>319-643-5888</u>	Telephone:	<u>319-643-5888</u>

In witness whereof, this proxy was executed on the 23rd day of July, in the year 2023, by the undersigned duly authorized officers of the Governmental Sub-Division indicated below:

Governmental Subdivision: City of West Branch

Member ICAP #: 0883

By: Leslie Brick
 Title: City Clerk
 By: Leslie Brick

(City Clerk/County Auditor/Board Secretary)



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Resolution 2023-70 – Allowing event signage in the public right-of-way for Hoover’s Hometown Days 2023.
--

PREPARED BY: Leslie Brick, City Clerk – HHTD Committee

DATE: June 28, 2023

BACKGROUND:

In 2022, the Hoover’s Hometown Day planning committee designed and purchased signage to encourage and solicit donations for the event. The signs were placed in the right-of-way during the event. The committee would like to make use of them again this year.

RESOLUTION 2023-70

A RESOLUTION ALLOWING EVENT SIGNAGE IN THE PUBLIC RIGHT OF WAY FOR HOOVER'S HOMETOWN DAYS 2023.

WHEREAS, the Hoover's Hometown Days planning committee has requested the allowance of event signage to be placed in public right of ways for advertising the event; and

WHEREAS, Section 165.42 (Signs) of the Code of Ordinances of the City of West Branch, Iowa prohibits signage in the public right of way; and

WHEREAS, the planning committee feels that advertising the event and soliciting potential future donors will help keep Hoover's Hometown Days a free event; and

WHEREAS, the planning committee will place signs no earlier than August 4, 2023 and will promptly remove them after the event; and

WHEREAS, it is now necessary for the City Council to approve the planning committees request.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of West Branch, Iowa that the aforementioned allowance of signage in the public right of way from August 4, 2023 to August 7, 2023 is hereby approved.

Passed and approved this 3rd day of July 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Resolution 2023-71 - Setting the date for sale of General Obligation Corporate Purpose Bonds, Series 2023 and authorizing the use of a Preliminary Official Statement in connection therewith.
--

PREPARED BY: City Clerk, Leslie Brick
--

DATE: June 28, 2023

SUMMARY:

See cover letter from John Danos, Dorsey & Whitney Bond Counsel for next steps in the process for approval of the preliminary official statement.

June 28, 2023

Via Email

Adam Kofoed
City Administrator/City Hall
West Branch, Iowa

Re: General Obligation Corporate Purpose Bonds, Series 2023
Our File No. 439235-14

Dear Adam:

We have prepared and attach the necessary proceedings setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2023 (the “Bonds”) and authorizing the use of a preliminary official statement (the “P.O.S.”) in connection therewith.

The proceedings attached include the following items:

1. Minutes of the July 3rd meeting providing for the authorization of the P.O.S. and sets the date for the sale of the Bonds.
2. Attestation Certificate with respect to the validity of the transcript.

On July 3rd the City Council should meet as scheduled and adopt the attached resolution. The minutes as drafted assume that no objections will be filed.

Prior to the adoption of the resolution, you and the City Council should review the proposed P.O.S., which Speer Financial, Inc. is preparing, carefully for accuracy and to ensure that there are no important facts being left out of the document that might bear on potential risks to bond holders. It should be noted that, while we will review and comment on the portions of the document that are pertinent to our role as bond counsel, we have not been engaged as disclosure counsel and we will not engage in a full due diligence process to investigate the accuracy of financial data or any bond holder risks that are unknown to us, nor will we be providing any legal opinions with respect to the documents offering the Bonds for sale. **We are available to do this additional work as the City’s disclosure counsel if requested.**

As soon as possible after the City Council meeting, please return one fully executed copy of all of the completed pages in these proceedings. If you have any questions, please contact Erin Regan, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Leslie Brick
Heidi Van Auken
Kevin Olson
Speer Financial, Inc.
Diana VanVleet

MINUTES TO SET DATE FOR SALE OF BONDS AND AUTHORIZE OFFICIAL STATEMENT

439235-14

West Branch, Iowa

July 3, 2023

The City Council of the City of West Branch, Iowa, met on July 3, 2023, at _____ p.m., at the _____, West Branch, Iowa.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____.

This being the time and place specified for taking action to set a sale date and approve a preliminary official statement for General Obligation Corporate Purpose Bonds, Series 2023, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

••••

At the conclusion of the meeting and, upon motion and vote, the City Council adjourned.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

RESOLUTION 2023-71

RESOLUTION SETTING THE DATE FOR SALE OF GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2023 AND AUTHORIZING THE USE OF A PRELIMINARY OFFICIAL STATEMENT IN CONNECTION THEREWITH

WHEREAS, the City of West Branch (the “City”), in Cedar and Johnson Counties, State of Iowa, heretofore proposed to enter into a General Obligation Loan Agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$3,040,000 for the purpose of paying the costs, to that extent, of (a) constructing street, sanitary sewer system, storm water drainage, water system and sidewalk improvements; and (b) acquiring and installing street lighting, signage and signalization improvements and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on May 15, 2023; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of the General Obligation Corporate Purpose Bonds, Series 2023 (the “Bonds”) in evidence of the obligation of the City under the Loan Agreement; and

WHEREAS, it is now necessary to make provision for the approval of the P.O.S. for the Bonds and to authorize its use by Speer Financial, Inc., as municipal advisor (the “Municipal Advisor”) to the City; and

WHEREAS, it is now necessary to set the date for the sale of the Bonds and to authorize the Municipal Advisor to carry out such sale;

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Branch, Iowa, as follows:

Section 1. The City staff are hereby authorized to take such action as shall be deemed necessary and appropriate, with the assistance of the Municipal Advisor, to prepare the P.O.S. describing the Bonds and providing for the terms and conditions of its sale, and all action heretofore taken in this regard is hereby ratified and approved.

Section 2. The use by the Municipal Advisor of the P.O.S. relating to the Bonds in substantially the form as has been presented to and considered by the City is hereby approved, and the Municipal Advisor is hereby authorized to prepare and use a final Official Statement for the Bonds substantially in the form of the P.O.S. but with such changes therein as are required to conform the same to the terms of the Bonds and the resolution, when adopted, providing for the sale and issuance of the Bonds. The City Administrator and/or City Finance Officer and the Mayor are hereby authorized and directed to execute a final Official Statement for the Bonds, if requested. The P.O.S. as of its date is deemed final by the City within the meaning of Rule 15(c)(2)-12 of the Securities and Exchange Commission.

Section 3. Sealed bids for the purchase of the Bonds shall be received and canvassed on behalf of the City until 11:00 a.m. on July 17, 2023, at City Hall, 110 N. Poplar Street, in the City, and the City Council shall meet on the same date at the City Hall, for the purpose of considering such bids received and considering and passing a resolution providing for the award of the Bonds. The Municipal Advisor is hereby authorized and directed to disseminate the notice of said sale, in compliance with the Internal Revenue Service regulations governing “Issue Price” determinations, such notice to minimally contain information regarding Establishment of Issue Price set forth in the “Terms of Offering” attached to the P.O.S. and to be in such form as the Municipal Advisor may deem to be appropriate.

Section 4. Pursuant to Section 75.14 of the Code of Iowa, the City Council hereby authorizes the Municipal Advisor to use electronic bidding procedures for the sale of the Bonds through Speer Auction®, and hereby finds and determines that the Speer Auction® competitive bidding system will provide reasonable security and maintain the integrity of the competitive bidding process and will facilitate the delivery of bids by interested parties under the circumstances of this bond sale.

Section 5. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved July 3, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTIES OF CEDAR AND JOHNSON SS:
CITY OF WEST BRANCH

I, the undersigned, City Clerk of the City of West Branch, do hereby certify that attached hereto is a true and correct copy of all of the proceedings of the City Council relating to fixing a date for the sale of the General Obligation Corporate Purpose Bonds, Series 2023 and approving a preliminary official statement for the sale of the Bonds, as referred to therein.

WITNESS MY HAND this _____ day of _____, 2023.

Leslie, Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Resolution 2023-72 - Authorizing the Transfer of Funds Amendment
PREPARED BY: Heidi Van Auken
DATE: June 27, 2023

SUMMARY:

Transfer of funds can be performed to transfer funds from one fund, account, or program to a different fund, account, or program. There must be an available fund balance or budget in the fund, account, or program being transferred from. The ending balance in both the ‘from’ fund, account, or program; and the ‘to’ fund, account, or program must be positive.

This FY23 transfer resolution is to correct erroneous amounts given in Resolution 2023-49 for the Debt Service transfer of the 2013 Bond.

T/O	TIF	125	\$ 61,350	Transfer from TIF to Debt Service-Budgeted
	T/I Debt Service	226	\$ 61,350	2013 Bond
Correct amount should be 37,987.				

T/O	Water Fund	600	\$ 67,351	Transfer from Water Fund to Debt Service-Budgeted
	T/I Debt Service	226	\$ 67,351	2013 Bond
Correct amount should be 61,350.				

T/O	Sewer Fund	610	\$ 45,000	Transfer from Sewer Fund to Debt Service-Budgeted
	T/I Debt Service	226	\$ 45,000	2013 Bond
Correct amount should be 67,351.				

RESOLUTION 2023-72

A RESOLUTION AUTHORIZING AN AMENDMENT OF THE TRANSFER OF FUNDS

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the Finance Officer is hereby authorized to transfer funds as follows:

T/O	TIF	125	\$ 37,987	Transfer from TIF to Debt Service- Budgeted
T/I	Debt Service	226	\$ 37,987	2013 Bond
T/O	Water Fund	600	\$ 61,350	Transfer from Water Fund to Debt Service – Budgeted
T/I	Debt Service	226	\$ 61,350	2013 Bond
T/O	Sewer Fund	610	\$ 67,351	Transfer from Sewer Fund to Debt Service – Budgeted
T/I	Debt Service	226	\$ 67,351	2013 Bond

* * * * *

PASSED AND APPROVED this 3rd day of July, 2023

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 3, 2023

AGENDA ITEM: Resolution 2023-73 - Amending the City of West Branch, IA Employee Handbook

PREPARED BY: John K. Hanna, Chief of Police
--

DATE: June 22, 2023

BACKGROUND:

At the June 19, 2023 City Council meeting, the City Council directed the Police Chief to return with a resolution that updated the Employee Handbook, that provided Family Health & Dental coverage to Regular full-time Police Officers that are employed with the Police Department at no cost to the employee for that policy premium.

This added benefit for Police Department staff is intended to aid the recruitment and retention of Police Officers for the West Branch Police Department.

The attached resolution adds the following language to the Benefits section, under Health Insurance and should read *“For regular, full-time Police Officers of the West Branch Police Department the City offers health coverage for themselves, their spouse and dependents, the City will cover 100% of the policy premium.”*

As well as adds language to the Benefits section under Dental Insurance and should read *“For regular, full-time Police Officers of the West Branch Police Department the City offers dental coverage for themselves, their spouse and dependents, the City will cover 100% of the policy premium.”*

RESOLUTION 2023-73

A RESOLUTION AMENDING THE CITY OF WEST BRANCH, IA EMPLOYEE HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and again on October 17, 2016; and

WHEREAS, the same handbook has had several amendments added to it over the course of ten years; and

WHEREAS, the Employee Handbook is in process of being reviewed and amended again and several sections are in need of updates; and

WHEREAS, the City Council directed the Chief of Police bring forward recommendations to improve recruiting and retention of police officers; and

WHEREAS, the following language should be added to the Benefits section for Health Insurance and should read *“For regular, full-time Police Officers of the West Branch Police Department the City offers health coverage for themselves, their spouse and dependents, the City will cover 100% of the policy premium.”*; and

WHEREAS, the following language should be added to the Benefits section for Dental Insurance and should read *“For regular, full-time Police Officers of the West Branch Police Department the City offers dental coverage for themselves, their spouse and dependents, the City will cover 100% of the policy premium.”*; and

WHEREAS, the City Council would like to update this language to the Benefit section of the West Branch, IA Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve the amended language to the Benefit section of the City of West Branch Employee Handbook dated October 2016.

PASSED AND APPROVED, this 3rd day of July, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk