



**CITY COUNCIL MEETING
MONDAY, MARCH 18, 2024 - 7:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR ST., WEST BRANCH, IOWA**

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

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 the minutes from the March 4, 2024 City Council meeting.
 - b. Approve the Annual Service Proposal and Contract for Whelen Outdoor Warning Sirens
 - c. Approve Claims for March 18, 2024.
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **Resolution 2024-21** – Hiring Ryan Dorsey as a Full-Time Police Officer for the City of West Branch and setting the hourly wage for the position until completion of the Iowa Law Enforcement Academy. / Move to action.
 - b. **Resolution 2024-22** - Entering into an Officer Training Reimbursement Agreement with Ryan Dorsey. / Move to action.
 - c. **Oath of Office** for Police Officer Ryan Dorsey.
 - d. **Resolution 2024-23** – Approving invoice #33548 in the amount of \$807.50 to Impact7G Inc. for the Wapsi Creek Widening – SRF Sponsored Project. / Move to action.
 - e. **Resolution 2024-24** – Approving the proposed job description for the position of Utility Billing / Deputy Clerk. / Move to action.
 - f. **Resolution 2024-25** - Setting Strategic Goals & Priorities for the City of West Branch for 2024 and beyond. / 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.

Mayor: Roger Laughlin • **Council Members:** Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan
City Administrator Adam Kofoed • **City Clerk** Leslie Brick • **Finance Officer** Heidi Van Auken • **Police Chief** Greg Hall
Fire Chief Kevin Stoolman • **Public Works Director** Matt Goodale • **Library Director** Jessica Schafer
Parks & Recreation Director Erin Laughlin

(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**

**March 4, 2024
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: Mike Horihan, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Police Chief Greg Hall, Public Works Director Matt Goodale and City Attorney Kevin Olson. City Staff attending via Zoom: Finance Officer Heidi Van Auken Library Director Jessie Schafer and Sergeant Cathy Steen.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve the minutes from the February 20, 2024 City Council meeting.
Approve a Class E Retail Alcohol License for Casey’s Marketing Company #3463, 615 S. Downey St., West Branch.
Approve the December 2023 Monthly Financial Report.
Approve the January 2024 Monthly Financial Report.
Approve Claims for March 4, 2024.

EXPENDITURES	3/4/2024	
BAKER & TAYLOR	BOOKS	395.42
CEDAR COUNTY RECORDER	RECORDING FEES	42.00
HI-LINE	SHOP SUPPLIES-PW	41.00
IMPACT7G	WIDENING WAPSI CREEK	4,970.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	21.60
KIESLER POLICE SUPPLY	EQUIPMENT-POLICE	242.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,578.17
LYNCH'S EXCAVATING	EASTSIDE MAIN PAYMENT & MAIN REPAIR	44,464.00
MAINSTAY SYSTEMS OF IOWA	BACKUP SOFTWARE & LAPTOPS	2,377.00
MOORE'S WELDING	PLOW REPAIR	127.50
OVERDRIVE	DIGITAL & AUDIO BOOKS	39.99
STEEN, CATHERINE	ILEA CONF REIMBURSE-STEEN	402.48
THOMAS HEATING & AIR	FOOD PANTRY FURNACE REPAIR	85.00
UNIFORM DEN	UNIFORM-POLICE	974.90
VEENSTRA & KIMM	VARIOUS PROJECTS	23,729.80
TOTAL		79,490.86
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/1/2024	40,621.96
PAID BETWEEN MEETINGS		
AMAZON.COM	MEMBERSHIP FEES 2022, 2023	358.00
LEAF CAPITAL FUNDING	COPIER LEASE-CITY OFFICE	435.60
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	77.37
VERIZON WIRELESS	VERIZON WIRELESS	412.88
METLIFE	INSURANCE	1,084.43
SISCO	INSURANCE	9,830.02
BOOMERANG	WW TREATMENT PAY ESTIMATE 16	62,781.19
IA INSURANCE DIVISION	CEMETERY REPORT FILING FEE	171.00
SISCO	HEALTH CLAIMS 2/20/2024	1,620.00
TOTAL		76,812.39
GRAND TOTAL EXPENDITURES		196,925.21

FUND TOTALS		
001	GENERAL FUND	22,387.77
022	CIVIC CENTER	130.22
031	LIBRARY	7,010.53
110	ROAD USE TAX	4,867.86
112	TRUST AND AGENCY	13,877.33
321	WIDENING WAPSI CREEK	10,411.50
324	WW TREATMENT FACILITY	75,473.13
326	ROUNDAABOUT MAIN & CEDAR	220.00
329	EASTSIDE WATER MAIN PH1	40,240.00
330	EASTSIDE WATER MAIN PH2	3,969.04
600	WATER FUND	11,253.35
610	SEWER FUND	6,568.25
740	STORM WATER UTILITY	516.23
GRAND FUND TOTAL		196,925.21

REVENUE-FISCAL YEAR 2023
FUND DECEMBER

001	GENERAL FUND	70,129.61
022	CIVIC CENTER	880.16
026	SIGNS ACCIONA DONATION	86.77
031	LIBRARY	1,260.76
036	TORT LIABILITY	968.16
110	ROAD USE TAX	30,219.22
112	TRUST & AGENCY	6,136.02
119	EMERGENCY TAX FUND	520.31
121	LOCAL OPTION SALES TAX	27,214.58
125	TIF	2,448.39
126	TIF LMI MEADOWS PT 4	619.98
226	DEBT SERVICE	3,943.63
300	CAPITAL IMPROVEMENT RESERVE	993.02
324	WW TREATMENT FACILITY	556,055.90
500	CEMETERY PERPETUAL FUND	504.89
501	KROUTH PRINCIPAL FUND	742.95
502	KROUTH INTEREST FUND	347.32
600	WATER FUND	60,428.78
610	SEWER FUND	79,117.88
740	STORM WATER UTILITY	5,541.09
TOTAL		848,159.42

REVENUE-FISCAL YEAR 2024
FUND JANUARY

001	GENERAL FUND	35,241.36
022	CIVIC CENTER	374.68
031	LIBRARY	365.15
036	TORT LIABILITY	333.64
110	ROAD USE TAX	29,371.85
112	TRUST & AGENCY	3,244.22
119	EMERGENCY TAX FUND	179.28
121	LOCAL OPTION SALES TAX	25,650.25
125	TIF	707.57
226	DEBT SERVICE	1,521.22
300	CAPITAL IMPROVEMENT RESERVE	342.22
324	WW TREATMENT FACILITY	467,595.89
500	CEMETERY PERPETUAL FUND	172.87
600	WATER FUND	55,244.77
610	SEWER FUND	73,966.60
740	STORM WATER UTILITY	6,459.16
TOTAL		700,770.73

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Rebecca Whitaker, 406 Dawson Drive addressed the Council and expressed her disappointment with the proposed termination of the Building Incentive Program. Whitaker said the incentive was in part what attracted her to West Branch as well as others in her new neighborhood. Whitaker said affected eligible homeowners

were not notified by the Council or city staff to discuss the proposal and was disappointed in the lack of communication. Whitaker said she feels that the program was “false advertisement”.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2024-17 – Approving a contract with Willie Guy for Cubby Park concession sales and management for 2024. / Move to action.

No discussion.

Motion by Dean, second by Sexton to approve Resolution 2024-17. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-18 – Approving the termination of the West Branch Building Incentive Program. / Move to action.

Sexton said he was part of the committee who developed the program in 2015 when no growth was occurring in West Branch. The committee consisted of builders, realtors, developers, bankers, private citizens, city staff and business owners. All had a vested interest in seeing the city grow. He said no one expected to see the quick growth the program would see, but is happy with the results. Sexton said he feels the rebate portion of the program should continue for those eligible homeowners. He added that the rebate was similar to “TIF rebates given to developers, the city doesn’t take that away.” Goodweiler argued in support of ending the program and in favor of hiring a Parks & Recreation Director with those funds. He reminded the Council that Parks & Recreation has been around for over twenty years and residents expect it. Horihan added that when the program was first introduced in 2015, as a private citizen he wasn’t for it. He also felt the Council should have had a hard end date from the get go. To address why the Council proposed ending the program, Van Auken reminded them that the additional three hundred thousand dollars added to the police budget was a factor. Van Auken said that she and City Administrator Kofoed looked for other areas to cut, but this program will cut to help save another. She added that in recent months, senior residents have asked why there were no activities for the senior population as well as children programs. Kofoed added a long list of areas that have been cut starting in 2022 to current. He said he struggles with giving property owners “who can afford a new home, over kids from the mobile home village who can’t afford recreation activities” and said sacrifices have to be made somewhere. Kofoed too, said he is eligible for the program so it affects him as well.

Motion by Sexton, second by Dean to approve Resolution 2024-18. AYES: Dean, Goodweiler, Horihan. NAYS: Sexton, Stoolman. Motion carried.

Resolution 2024-19 – Approving to hire Erin Laughlin as the Full-time Parks & Recreation Director. / Move to action.

Laughlin recused himself from this portion of the meeting due to his relationship with the proposed candidate. Horihan asked Kofoed to provide some background on Miss Laughlin’s background that qualified her for the position. Kofoed responded that (Erin) was interviewed in October of 2023 when the position was vacated by the director hired in early 2023. Kofoed said that five applications were received and that Erin was in the top two and interviewed twice. Kofoed said although Erin does not have a parks and recreation background, she has volunteered and organized youth activities in the past. Kofoed described Erin as a “go-getter, and someone who is willing to take on any kind of challenge”.

Motion by Goodweiler, second by Dean to approve Resolution 2024-19. AYES: Goodweiler, Dean, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2024-20 – Approving Support for the City Administrator to apply for Cedar-Johnson Road Reconstruction Funding under Congressperson Miller-Meeks FY2025 Community Project Funding Program. / Move to action.

Kofoed said Council support will allow him to apply for the Miller-Meek’s Community Project Grant which he applied for last year, but was unsuccessful. Kofoed said there is no cost to apply for the grant and said he would apply to fund the cost of the Cedar-Johnson Road reconstruction costs.

Motion by Sexton, second by Horihan to approve Resolution 2024-20. AYES: Sexton, Horihan, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Discussion – Review tree quotes for the Wapsi Creek Widening Project

Eric Gould of Veenstra & Kimm informed the Council that his firm had received four quotes on taking down trees in the project area that needs to be complete by March 31st of this year so as to not interfere with the bat habitat that begins in April. Gould said approximately three hundred trees will need to come down and the low quote came from Barnhart Custom Services in the amount of \$7440.00. Gould said if the city uses their own funds for the tree removal, it would have no affect on the SRF Sponsored Project grant. The Council verbally accepted the low quote to keep the project moving forward to meet the March 31st deadline.

CITY ADMINISTRATOR REPORT

Kofoed reminded the Council of the many service projects the West Branch Lions Club does for the community such as helping fundraise and receive grant funds for the new mobility lift at Town Hall and offering to help the City with the annual Easter Egg Hunt. Kofoed also welcomed Chief Hall as the new police chief and recognized the qualities that made him the city’s top candidate.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT - Absent

STAFF REPORTS – No reports

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Goodweiler mentioned that the city’s new online payment system seemed to have some quirks and asked if others were experiencing issues as well.

ADJOURNMENT

Motion to adjourn by Sexton, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 8:10 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR CONSIDERATION

MEETING DATE: March 18, 2024

AGENDA ITEM: Approve the Annual Service Proposal and Contract for Whelen Outdoor Warning Sirens with Frontline Warning Systems..

PREPARED BY: City Clerk, Leslie Brick
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DATE: March 11, 2024

BACKGROUND:

This is annual service contract with Frontline Warning Systems for annual maintenance of the City's outdoor warning sirens.

Service will be performed two (2) times per year in the Spring and Fall. Any component that has failed and is necessary for operation will be replaced or repaired and billed separately.

The annual cost is \$350 per siren. The City has two sirens for a total annual cost of \$700.00. In addition, batteries are due for replacement at a cost of \$840.00. Total amount due for the annual service for 2024 is \$1,540.00.



8004 Aetna Ave NE Monticello, MN 55362

1-800-879-3177

763-295-3650 (fax)

frontlineplus@tds.net

www.frontlinewarningsystems.com

Annual Service Proposal and Contract for Whelen Outdoor Warning Sirens.

Effective January 1, 2024

Frontline Warning Systems, Inc. of Monticello, Minnesota hereby proposes the following contract for users of Whelen Mass Warning Products.

To ensure quality operation and longevity of Whelen Warning Products, it is necessary to perform inspection and maintenance of siren systems. This includes maintenance of the batteries, cabinet assembly, electronics, and other components of the siren system.

As a factory authorized Premier Level service outlet, Frontline Warning Systems proposes to perform this work prior to Severe Weather season to ensure reliable operation.

Frontline will perform maintenance duties twice during the year under this contract to the owner and/or operator of each individual siren. This contract will carry an annual fee for each Whelen Siren. The included official quotation will be the total price, including batteries and/or other parts. One Spring Service (pre-season) and one Fall Service (post-season) will be completed.

The specific dates that maintenance is to be completed upon will ultimately be under the authority and convenience of Frontline, but will be within appropriate seasons, including prior to severe weather season respectfully. Frontline will coordinate these dates with each user. If specific service dates are desired, please coordinate these with Frontline as early as possible.

In addition, Frontline will gather, record, and store records of maintenance for each individual siren site that carries a service contract. These records will be made exclusively available to the owner/operator of each site. These records will not be shared unless requested and will only be shared with personnel authorized by the siren's owner/operator. This will be a complete maintenance contract only. Frontline Warning Systems will perform maintenance duties as outlined in the Whelen operation and installation manuals by the factory. Replacement batteries, repair of individual components, component

replacement, upgrades or other expenses are not included in this contract. This contract, under no conditions, will cover damages incurred by acts of God, vandalism, misuse, abuse, or improper operation. Charges for a bucket truck (including mobilization/travel charges) are not included unless specifically allowed for under payment terms.

If non-critical components fail, Frontline will notify the end user. A separate purchase order may be issued for those repairs. Components (such as batteries or other critical components) that have failed and have taken the siren completely off-line at the time of inspection will be replaced immediately at market price unless otherwise dictated at the time of contract acceptance.

Under this contract, Frontline Warning Systems will be available for a 48 hour response time on system failures. If a siren that is under contract fails, a representative from Frontline will be on-site within 48 hours to inspect, repair, or service accordingly. Also while under contract, there will be no trip charge issued for this response. This does not apply to failures as a result of non-replacement of items suggested during pre-season inspection.

This contract applies exclusively to customers (owners and operators) of Whelen products. In a siren system that has sirens of different manufacturers, only the Whelen sirens will be maintained under this contract. A separate contract may be issued for other sirens.

The purchaser of this contract will be billed for the annual contract prior to February 1st, 2024. The amount billed will be affected upon the total number of sirens requested for maintenance. Each individual siren will carry a charge as listed above; this is a one-time charge per siren per year for year of 2024. With an authorized signature on this form, the contract will begin from date of acceptance or January 1, 2024 (whichever is earlier) and will end December 31st, 2024. The purchaser will be billed before the first maintenance service is performed. If Frontline Warning Systems fails to perform maintenance service or becomes unable to perform duties, the pro-rated amount will be refunded to the purchaser.

A copy of this document with an invoice will be provided to the purchaser of this contract. This contract will be re-invoiced prior to March 1st, 2025 when the customer can choose to renew or cancel the contract.

Authorized signature

Date

Position or title

Z. West Branch

Siren/s Location (city)

[Signature]

Frontline Plus authorized signature

3-8-24

Date

Frontline Warning Systems

Frontline Plus Fire & Rescue
 DBA/Frontline Warning Systems
 8004 Aetna Avenue NE
 Monticello, MN 55362

Phone #
 763-295-3650

frontlineplus@tds.net
 www.frontlinewarningsystems.com

Invoice

Date	Invoice #
3/8/2024	14154

Bill To
City of West Branch, IA 110 N Poplar St PO Box 218 West Branch, IA 52358

Ship To
City of West Branch, IA 110 N Poplar St PO Box 218 West Branch, IA 52358

P.O. No.	Terms	Due Date	Rep	Ship Via	FOB	FLP/PO#
Gordon E	Net 30 Days	3/31/2024	AG			

Item	Description	Qty	Rate	Amount
SIREN SERVICE CO...	This Invoice is for the Annual Preventative Maintenance and Service to the City's Outdoor Warning Sirens. Service will be performed Two (2) times per year in the spring and fall seasons respectfully. A Full Record will be maintained and given to designated City Official upon request. Any Component that has failed and is necessary to operation will be replaced or repaired and billed separately. (Chargers, Batteries, Controllers, Radios, etc)			
	Annual Siren Contract Service Agreement; To service siren/s as specified in contract between Frontline Warning Systems and City of West Branch. Please see attached service contract.	2	350.00	700.00
DCM0055	-2 Whelen Vortex series sirens (Batteries due 3/2024) Interstate Battery DCM0055, 12v 55aH	4	210.00	840.00

PLEASE PAY FROM THIS INVOICE. Thank You	Subtotal	\$1,540.00
Customer is responsible for any local and state sales tax that may apply.	Sales Tax (0.0%)	\$0.00
	Total	\$1,540.00
	Balance Due	\$1,540.00

Department Fire

Vendor # 0666

Account # _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 18, 2024

AGENDA ITEM: Claims for March 18, 2024

PREPARED BY: Heidi Van Auken, Finance Officer
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DATE: March 13, 2024

SUMMARY:

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

EXPENDITURES**3/18/2024**

ALLIANT ENERGY	SERVICE TO WW BLOWER BLDG	1,069.36
AMAZON.COM	VARIOUS ITEMS-LIBRARY, POLICE	286.28
BAKER & TAYLOR	BOOKS	236.40
BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	168.71
BROWN'S WEST BRANCH FORD	VEHICLE SERVICE-POLICE	85.83
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	3,237.50
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
CJ COOPER & ASSOCIATES	DOT/CDL QUERY-PW	30.00
HAWKINS	CHEMICALS	3,149.97
ICMA	ICMA 2024 MEMBERSHIP	530.40
INTERSTATE POWER SYSTEMS	LIFT STATION GENERATOR MAINTENANCE	2,906.84
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVALUATIONS POLICE	300.00
JOHNSON CONTROLS	FIRE MONITORING PANEL BATTERY	1,048.17
JOHNSON COUNTY AUDITOR	CONTRIBUTION-LOWER CEDAR WMA	500.00
KANOPY	ON DEMAND VIDEO SERVICE	44.00
LAUGHLIN, ROGER	GAS MILEAGE REIMBURSEMENT	89.52
LIBERTY COMMUNICATIONS	REMOTE METER READING PROJECT	1,007.87
LRS HOLDINGS	TRASH & RECYCLING FEB 2024	18,129.25
LYNCH'S PLUMBING	FAUCET REPAIR-CUBBY PARK	52.70
MACQUEEN EQUIPMENT	STREET SWEEPER PARTS	511.25
MAINSTAY SYSTEMS OF IOWA	LAPTOP, MONITORS-DEPUTY CLERK	3,743.00
MOPPY MO'S	CLEANING SERVICES-CITY, TH	910.00
NOEL AUTOMOTIVE	VEHICLE BODY REPAIR-POLICE	654.38
OLSON, KEVIN D	LEGAL SERVICES-MARCH 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	2.49
PARKSIDE SERVICE	BRAKE REPAIRS-PW	848.10
PIP PRINTING & MARKETING	WARNING PADS-POLICE	788.43
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
STANARD & ASSOCIATES	POLICE SELECTION TEST	62.00
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
THE HOME DEPOT PRO	BLDG SUPPLIES-TH, CITY, PW	210.56
TIPTON ELECTRIC MOTORS	POWERWASHER HOSE-PW	121.20
TYLER TECHNOLOGIES	AUTO METER READ PROJECT FEE	250.00
UNIFORM DEN	UNIFORMS-POLICE	169.00
WEST BRANCH TIMES	LEGAL PUB & PW JOB AD	656.54
ZIPPY'S SALT BARN	FIRE BLEND ICE MELT	9,267.76

TOTAL**53,434.01****PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS****3/15/2024****45,599.86**

PAID BETWEEN MEETINGS

LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-P&R	342.50
QUILL	OFFICE SUPPLIES-CITY OFFICE	114.74
WEX BANK	VEHICLE FUEL	766.43
AT&T MOBILITY	WIRELESS SERVICE	281.64
SISCO	HEALTH CLAIMS 3/4/2024	3,876.40
JOHN DEERE FINANCIAL	SUPPLIES & UNIFORM	509.92
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
TYLER TECHNOLOGIES	AUTO METER READ SUBSCRIPTION	2,411.25

TOTAL **8,695.28**

GRAND TOTAL EXPENDITURES **107,729.15**

FUND TOTALS

001 GENERAL FUND	48,091.33
022 CIVIC CENTER	389.24
031 LIBRARY	6,241.87
110 ROAD USE TAX	15,296.14
112 TRUST AND AGENCY	13,448.20
324 WW TREATMENT FACILITY	1,069.36
600 WATER FUND	12,334.38
610 SEWER FUND	9,900.57
740 STORM WATER UTILITY	958.06

GRAND FUND TOTAL **107,729.15**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
POLICE OPERATION	GENERAL FUND	STANARD & ASSOCIATES INC	POLICE SELECTION TEST	62.00	
		CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	3,237.50	
		PIP PRINTING & MARKETING SERVICES	WARNING PADS-POLICE	788.43	
		IOWA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL POLICE	150.00	
			MMPI-2 EVAL POLICE	150.00	
		BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	168.71	
		UNIFORM DEN INC.	UNIFORMS-POLICE	169.00	
		BROWN'S WEST BRANCH FORD LLC	VEHICLE SERVICE-POLICE	85.83	
		NOEL AUTOMOTIVE	VEHICLE BODY REPAIR-POLICE	654.38	
		AMAZON.COM.CA., INC.	EARPIECE-POLICE	94.99	
			TOTAL:	5,560.84	
		PARK & RECREATION	GENERAL FUND	LYNCH'S PLUMBING INC	FAUCET REPAIR-CUBBY PARK
TOTAL:	52.70				
MAYOR AND COUNCIL	GENERAL FUND	LAUGHLIN, ROGER	GAS MILEAGE REIMBURSEMENT	89.52	
			TOTAL:	89.52	
CLERK & TREASURER	GENERAL FUND	THE HOME DEPOT PRO	BLDG SUPPLIES-CITY OFFICE	56.74	
			ICMA	ICMA 2024 MEMBERSHIP	530.40
			MAINSTAY SYSTEMS OF IOWA LLC	LAPTOP, MONITORS-DEPUTY CL	3,743.00
			MOPPY MO'S LLC	CLEANING SERVICES-CITY	140.00
			TOTAL:	4,470.14	
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUB & PW JOB AD	567.34	
			CEDAR COUNTY RECORDER	RECORDING FEES	21.00
			OLSON, KEVIN D	LEGAL SERVICES-MARCH 2024	1,500.00
			TOTAL:	2,088.34	
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING FEB 2024	18,129.25	
			TOTAL:	18,129.25	
TOWN HALL	CIVIC CENTER	THE HOME DEPOT PRO	BLDG SUPPLIES-TH	56.74	
			MOPPY MO'S LLC	CLEANING SERVICES-TH	332.50
			TOTAL:	389.24	
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	2.49	
			BAKER & TAYLOR INC.	BOOKS	121.93
				BOOKS	114.47
		JOHNSON CONTROLS	FIRE MONITORING PANEL BATT	1,048.17	
		KANOPY	ON DEMAND VIDEO SERVICE	44.00	
		AMAZON.COM.CA., INC.	DVD RETURN-LIBRARY	4.96-	
			PROGRAM PRIZES-LIBRARY	45.47	
			BOOKS & DVDS-LIBRARY	88.01	
			BLDG SUPPLIES-LIBRARY	6.74	
			YOUTH BOOKS & GAMES-LIBRAR	56.03	
		MOPPY MO'S LLC	JANITORIAL SERVICES-LBRARY	437.50	
			TOTAL:	1,959.85	
		ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	BRAKE REPAIRS-PW
TIPTON ELECTRIC MOTORS INC	POWERWASHER HOSE-PW				121.20
CJ COOPER & ASSOCIATES	DOT/CDL QUERY-PW				30.00
ZIPPY'S SALT BARN LLC	FIRE BLEND ICE MELT				9,267.76
MACQUEEN EQUIPMENT	STREET SWEEPER FILTER				333.32
	STREET SWEEPER PARTS				177.93
TOTAL:	10,778.31				

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PROJECT	WW TREATMT FAC IMP	ALLIANT ENERGY	SERVICE TO WW BLOWER BLDG	1,069.36
			TOTAL:	1,069.36
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	43.50
		TYLER TECHNOLOGIES	AUTO METER READ PROJECT FE	250.00
		HAWKINS INC	CHEMICALS	3,149.97
		LIBERTY COMMUNICATIONS	REMOTE METER READING	1,007.87
		TOTAL:	4,451.34	
SEWER OPERATING	SEWER FUND	WEST BRANCH TIMES	LEGAL PUB & PW JOB AD	89.20
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	802.00
		INTERSTATE POWER SYSTEMS INC	LIFT STATION GENERATOR MAI	2,906.84
		THE HOME DEPOT PRO	BLDG SUPPLIES-PW	97.08
		TOTAL:	3,895.12	
STORM WATER UTILITY	STORM WATER UTILIT	JOHNSON COUNTY AUDITOR	CONTRIBUTION-LOWER CEDAR W	500.00
			TOTAL:	500.00

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

001	GENERAL FUND	30,390.79
022	CIVIC CENTER	389.24
031	LIBRARY	1,959.85
110	ROAD USE TAX	10,778.31
324	WW TREATMT FAC IMP 2021	1,069.36
600	WATER FUND	4,451.34
610	SEWER FUND	3,895.12
740	STORM WATER UTILITY	500.00

	GRAND TOTAL:	53,434.01



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 18, 2024

AGENDA ITEM: Resolution 2024-21- Hiring Ryan E. Dorsey as a Police Officer for the City of West Branch and setting the hourly wage of \$30.00/hr. until completion of the Iowa Law Enforcement Academy.
--

PREPARED BY: Cathy Steen, Sergeant

DATE: March 18, 2024

BACKGROUND:

Ryan E. Dorsey has successfully completed the following as required by the Iowa Law Enforcement Academy:

- Physical Fitness Test
- National Police Officer Selection Test (Written)
- Oral Interview
 - o Unanimously recommended to continue the process by the interview panel.
- Background investigation, including
 - o Fingerprints
- Minnesota Multiphasic Personality Inventory-2 (MMPI-2: Psychological Screening)
 - o Unanimously recommended making a conditional preliminary offer of employment, subject to Council final approval.
- Physical Examination
- Drug Screening

Mr. Dorsey has agreed to a wage of \$30.00/hr from his start date until successful completion of the Iowa Law Enforcement Basic Academy. After successful graduation from ILEA, Mr. Dorsey's wage will be increased \$2.00/hr to \$32.00/hr.

If approved, Mr. Dorsey will be sworn in at the March 18, 2024, City Council meeting, and will start his employment March 25, 2024.

Mr. Dorsey will shadow/train with full-time Officers of the Department until his academy start date of April 29, 2024.

Mr. Dorsey has signed and submitted an Officer Training Reimbursement Agreement, and Police Employment Offer approved by the City Attorney and City Administrator.

RESOLUTION 2024-21

A RESOLUTION HIRING RYAN DORSEY AS A FULL-TIME POLICE OFFICER FOR THE CITY OF WEST BRANCH, AND SETTING THE HOURLY WAGE FOR THE POSITION UNTIL COMPLETION OF THE IOWA LAW ENFORCEMENT ACADEMY.

WHEREAS, the City of West Branch is interested in hiring Ryan Dorsey as a full-time Police Officer; and

WHEREAS, the City Attorney will prepare an Officer Training Reimbursement Agreement which will also require City Council approval; and

WHEREAS, until such aforementioned agreement is approved and the completion of a Law Enforcement Academy is achieved the hourly wage within this resolution shall hold; and

Position	Name	Hourly Wage	Basic Hours
Police Officer (FT)	Ryan Dorsey	\$30.00	40 / Week

WHEREAS, upon successful graduation from ILEA, Officer Dorsey’s wage will increase to \$32.00 per hour.

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

Section 1. That the City of West Brach, Iowa will hire Ryan Dorsey as a full-time Police Officer.

Section 2 The person and position named in this resolution shall be paid the hourly wage indicated and the Finance Officer or City Clerk is authorized to issue payroll checks, less legally required or authorized deductions for the amounts set out above, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council.

Section 3. The above-named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 4. Officer Dorsey’s employment date will be March 25, 2024.

Section 5. This resolution will be effective upon final passage of the City Council.

Passed and approved this 18th day of March 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

RESOLUTION 2024-22

A RESOLUTION ENTERING INTO AN OFFICER TRAINING REIMBURSEMENT AGREEMENT WITH RYAN DORSEY

WHEREAS, the City of West Branch has hired Ryan Dorsey as a Police Officer in West Branch; and

WHEREAS, the City Attorney has prepared an Officer Training Reimbursement Agreement (Exhibit A) which requires City approval from the City Council; and

WHEREAS, based on the terms of the Officer Training Reimbursement Agreement, the aforementioned Police Officer will reimburse the City should he leave before four years of service.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa approves the authorization of the aforementioned Officer Training Reimbursement Agreement be and the same is hereby approved by City Council of the City of West Branch. Further, the Mayor and City Administrator are directed to execute said agreement on behalf of the City.

Passed and approved this 18th day of March, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

EXHIBIT A



OFFICER TRAINING REIMBURSEMENT AGREEMENT

THIS AGREEMENT, made and entered this 29 day of February, 2024, by and between the City of West Branch, Iowa, an Iowa municipal corporation, 110 N. Poplar Street, West Branch, Iowa (The "CITY") and Ryan E. Dorsey [REDACTED] (the "EMPLOYEE").

THE INTENT OF THIS AGREEMENT IS TO PROVIDE FOR THE TRAINING OF THE EMPLOYEE AS A POLICE OFFICER, AND TO SPECIFY THE CONSIDERATION THAT THE EMPLOYEE PROVIDES THE CITY IN RETURN FOR THE TRAINING. THIS AGREEMENT SHALL NOT BE CONSTRUED IN ANY WAY AS AN EMPLOYMENT AGREEMENT THAT WOULD PROFFER A PROPERTY RIGHT OR INTEREST ON THE EMPLOYEE.

NOW, THEREFORE, THE CITY AND THE EMPLOYEE, FOR CONSIDERATION HEREIN SET FORTH, DO MUTUALLY AGREE AS FOLLOWS:

1. TRAINING OF THE EMPLOYEE

A. The CITY and the EMPLOYEE hereby expressly agree that the CITY shall pay the total training expenses as defined and set forth below for the EMPLOYEE to attend the Iowa Law Enforcement Academy (The "Academy") as soon as the EMPLOYEE is accepted into the program. The CITY shall also pay for all other expenses, as detailed below, that are specifically related to the EMPLOYEE'S training. Total training expenses ("Total Training Expenses") represents the actual amounts of:

- a. Any overtime incurred by a field training officer for preparation or reporting of activities directly related to, and specifically for the EMPLOYEE'S training;
- b. The cost of travel to and from the Iowa Law Enforcement Academy;
- c. Any monies paid to the EMPLOYEE for reimbursable expenses while studying for classes at the Iowa Law Enforcement Academy;
- d. The EMPLOYEE'S mileage, food, lodging and tuition while attending the Iowa Law Enforcement Academy;
- e. All costs associated with the replacing of an officer while in training, if the replacement officer is a temporary employee hired for that purpose only, or if the replacement requires the payment of overtime; and
- f. Any other costs incurred by the CITY relating to the training of the EMPLOYEE.

2. "Total Training Expenses" do not include any time spent by the EMPLOYEE performing other services for the CITY, including dispatching, filing, patrol work, or other work assigned by the CITY.



C. In the event the EMPLOYEE is required to make reimbursement payments hereunder, one hundred per cent (100%) of the total reimbursement is due within thirty (30) days from the date of resignation, dismissal or termination, unless the EMPLOYEE contacts the City Finance Officer to make payment arrangements under the following terms:

1. The first payment shall be made within thirty (30) calendar days from the date of resignation, dismissal, or termination, as applicable, and on the same date for each successive month thereafter until the CITY has been reimbursed in full for Total Training Expenses hereunder.
2. The minimum monthly payment shall be three hundred dollars (\$300.00).
3. Interest shall commence from the date of resignation, dismissal or termination at the rate of six per cent (6%) per year, and shall be calculated on the unpaid principal balance to the date of each installment paid, with the payments being credited first to the accrued interest and then to the reduction of principal.
4. Until such time as the CITY has been reimbursed in full by the EMPLOYEE in accordance with the terms of this Agreement, the EMPLOYEE has an ongoing duty to notify the CITY of any change in the EMPLOYEE'S place of residence. Such notice shall be in writing and shall be made no later than fifteen (15) calendar days from the date of any such change in place of residence.

The EMPLOYEE does hereby expressly acknowledge and understand that, in addition to any remedies at law or in equity that the CITY may have to recover Total Training Expenses hereunder, the CITY may, at its sole election, also seek to have the EMPLOYEE decertified as an Iowa law enforcement officer.

THE EMPLOYEE DOES FURTHER HEREBY EXPRESSLY ACKNOWLEDGE AND UNDERSTAND THAT THE REIMBURSEMENT OBLIGATION SET FORTH HEREUNDER IS MANDATORY. IN OTHER WORDS, WHILE THE CITY HAS THE DISCRETION TO DETERMINE WHETHER TO SEEK DECERTIFICATION OF THE EMPLOYEE AS A LAW ENFORCEMENT OFFICER, NO SUCH AFFIRMATIVE ELECTION OF ENFORCEMENT IS REQUIRED FOR REIMBURSEMENT HEREUNDER. FAILURE ON THE PART OF THE EMPLOYEE TO SATISFY THE EMPLOYEE'S EMPLOYMENT OBLIGATION DURING THE REIMBURSEMENT PERIOD HEREUNDER SHALL AUTOMATICALLY TRIGGER MANDATORY REIMBURSEMENT OF TOTAL TRAINING EXPENSES UNDER THIS AGREEMENT.

If the EMPLOYEE is dismissed for any reason other than those set forth in Section II(B) above, such as reduction in force, the EMPLOYEE shall not be required to reimburse the CITY for any unpaid Training Expenses incurred hereunder.

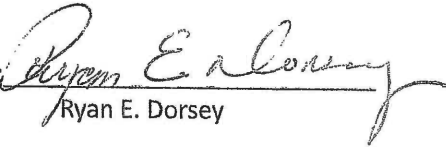
If the EMPLOYEE is killed or permanently and totally disabled, as defined under Chapter 85 and 411 of the Code of Iowa, while in the employ of the CITY, Total Training Expense reimbursement obligations hereunder shall be deemed satisfied in full.



IX. FINAL AGREEMENT

A. Both the EMPLOYEE and the CITY hereby expressly acknowledge and agree that this Agreement is intended to set forth the entire agreement between the parties regarding reimbursement of Total Training Expenses by the EMPLOYEE, that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, and that no other monies or consideration have been solicited. No waiver, change, modification or amendment of this Agreement shall be binding upon either party hereto unless in writing and signed by both the EMPLOYEE and the CITY. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement.

EMPLOYEE:

By: 
Ryan E. Dorsey

CITY:

Roger Laughlin, Mayor

ATTEST:

Adam Kofoed, City Administrator



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	March 18, 2024
AGENDA ITEM:	Resolution 2024-23 - Approve Invoice #33548 in the amount of \$807.50 to Impact7G for the Wapsi Creek Widening SRF Sponsored Project.
PREPARED BY:	City Clerk, Leslie Brick
DATE:	March 7, 2024

SUMMARY:

In October 2021, the City of West Branch was approved for Sponsored Project funds in the amount of \$719,000 associated with the Wastewater Treatment Facility Project

The City Council approved a Professional Services Agreement with Impact7G to assist Veenstra & Kimm with the design and construction of an SRF project (Wapsi Creek Widening) in an amount not to exceed \$164,300.

The City has received and paid the following invoices to Impact7G for the project to date:

Invoice	Amount	Purpose	Date
25942	\$20,782	Data collection	6/6/2022
26230	\$25,385	Data collection & planning & design	6/17/2022
25519	\$5,508	Data collection, design & funding mmgt.	6/24/2022
26665	\$9,768	Data collection & design	7/18/2022
26986	\$17,253	Data collection, design & funding mmgt.	8/19/2022
27315	\$4,802	Data collection, design & funding mmgt.	9/19/2022
27724	\$1,424	Data collection & design	11/7/2022
28474	\$6,456	Data collection, design & funding mmgt.	12/19/2022
28888	\$1,429	Funding mmgt & planning & design	2/6/2023
28265	\$1,267	Data collection, planning & design	2/21/2023
29216	\$7,056	Funding mmgt	2/21/2023
29478	\$5,210	Funding mmgt, planning & design	3/25/2023
29822	\$2,940	Funding mmgt	5/15/2023
31168	\$5,020	Funding mmgt	9/5/2023
31444	\$770.00	Funding mmgt	10/2/2023
33192	\$4970.00	Funding mmgt	2/20/2024

\$120,040.00

RESOLUTION 2024-23

A RESOLUTION APPROVING INVOICE #33548 IN THE AMOUNT OF \$807.50 TO IMPACT7G INC. FOR THE WAPSI CREEK WIDENING – SRF SPONSORED PROJECT

WHEREAS, The City of West Branch Sponsored Project application associated with Clean Water SRF project CS1920982-01 has been approved by the Iowa Environmental Protection Commission for \$719,000; and

WHEREAS, the City of West Branch is utilizing these funds to implement a water quality improvement project within the West Branch Wapsinoc Creek Watershed based on the Watershed Assessment completed by Impact7G; and

WHEREAS, the proposed plan includes implementation of a series of water quality practices with and adjacent to the Wapsinoc Creek south of East Main Street; and

WHEREAS, the project includes in-stream practices, re-meandering reaches, reconnecting the floodplain, buffer restoration and the creation of oxbows: and

WHEREAS, Impact7G has been working closely with the City Engineer on the preliminary and final design; and

WHEREAS, it is now necessary to approve said invoice number 33548 in the amount of \$807.50.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned invoice is approved.

Passed and approved this 18th day of March, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Impact7G

8951 Windsor Parkway
Johnston, IA 50131
515.473.6256

City of West Branch
110 N Poplar Street
PO Box 218
West Branch, IA 52358
Adam Kofoed

Invoice number 33548
Date 03/07/2024

Project 22003 WEST BRANCH WAPSI CREEK
SRF SPONSORED PROJECT

IMPACT7G (P) 515.473.6256 (F) 515.528.8005 WWW.IMPACT7G.COM

Email Invoice to: adam@westbranchiowa.org
accountspayable@westbranchiowa.org

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining Contract
Task 1 - Project & SRF Funding Management	29,400.00	95.48	28,025.00	46.25	1,328.75
Task 2 - Data Collection	64,400.00	100.00	64,400.00	0.00	0.00
Task 3 - Planning and Design	22,700.00	98.66	21,635.00	761.25	303.75
Task 4 - Public Outreach and Education	20,200.00	25.00	5,050.00	0.00	15,150.00
Total	136,700.00	87.72	119,110.00	807.50	16,782.50

Invoice total 807.50

Thank you for your business!



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 18, 2024

AGENDA ITEM: Resolution 2024-24 - Approving the proposed job description for the position of Utility Billing / Deputy Clerk.

PREPARED BY: City Administrator, Adam Kofoed

DATE: March 13, 2024

SUMMARY:

In preparation of the 2025 retirement of City Clerk, Leslie Brick, the City Office will require finding a replacement for the current duties that she does which includes utility billing as a primary responsibility among others.

Over the past few months, Leslie, Heidi and I met to discuss what the Utility Billing / Deputy Clerk position might look like and what work duties would be shifted between current staff to move toward a four-person office staff.

By adding a fourth person to the City Office, this will allow current staff time for cross training of duties, time to complete special projects, apply for grants, meet new reporting requirements in a timely fashion, time to thoroughly investigate, review and plan for city projects and initiatives and much more.

The salary range for the position is tentatively \$43,000 to \$49,000 per year based on experience and will be paid for by a combination of water, sewer, cemetery and clerk/treasurer funds. (Exact distributions are being finalized at this time.) The timeline for posting and hiring for the position is to be determined as well.

RESOLUTION 2024-24

A RESOLUTION APPROVING THE PROPOSED JOB DESCRIPTION FOR THE POSITION OF UTILITY BILLING / DEPUTY CLERK.

WHEREAS, the Utility Billing / Deputy Clerk, is responsible for all monthly utility billing processes and administrative duties such as; answering phones, providing customer service to office visitors, maintaining municipal cemetery records, pet registrations, ordering supplies, filing and assisting the Clerk, Finance Officer and City Administrator with a variety of projects as needed; and

WHEREAS maintaining a competent workforce relies on being competitive in salary, hiring qualified talented people and providing strong employee benefits; and

WHEREAS, the City Administrator will lead the search for the Utility Billing / Deputy Clerk; and

WHEREAS, the Utility Billing / Deputy Clerk will report directly to the City Administrator, and will have a working relationship with the senior management, department directors and city employees; and

WHEREAS, the intent is to ensure that the attached job description (Exhibit A) establishes expectations for the City as a prospective employer and any candidate interested in seeking employment as the Utility Billing / Deputy Clerk with the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned staff recommendation to approve the proposed job description for the position of Utility Billing / Deputy Clerk is hereby accepted and approved. Further, the City Administrator is directed to execute all necessary actions to proceed in filling the position.

Passed and approved this 18th day of March, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Position Title: UTILITY BILLING / DEPUTY CLERK

EXHIBIT A

Department: ADMINISTRATION
Immediate Supervisor: CITY ADMINISTRATOR
Classification: FULL-TIME, HOURLY

Job Summary

Performs a variety of administrative duties under the supervision and general direction of City Administrator and/or City Clerk.

Performs all monthly utility billing duties for water, sewer, trash, recycling, etc., cashiering and preparing bank deposits and responds to resident inquiries on billing questions.

Administrative duties include but are not limited to; answering phones, assisting customers at front counter, ordering office supplies, organize and maintain city records, sell trash tags, yard waste bags, pet licenses and dog park tags. Responsible for cemetery interment sales, burial record keeping and annual state reporting. Enters information in the work order system. Attends City Council, other night meetings and takes meeting minutes as needed. Assists with the city's social media and website content. Assists the City Administrator, City Clerk and Finance Officer with a variety of administrative duties as needed.

Primary Job Duties and Responsibilities

Responsible for monthly utility billing and all required tasks and to provide administrative clerk support for the City Office. The duties of the job would include, but are not limited to, these areas:

Utility Billing

1. Create and mail monthly utility bills.
2. Create new and update resident/business utility accounts.
3. Request & coordinate delivery of trash and recycling carts for new residents.
4. Cashiering of all utility payments.
5. Prepare monthly water service disconnect list.
6. Retrieve meter reads for monthly billing and new accounts.
7. Send late notices.
8. Create ACH file and upload to bank.
9. Monitor past due and final utility accounts and collect bad debts.
10. Reconcile utility billing monthly.
11. Change utility rates (as required).
12. Answer billing questions from residents and explain billing cycle, rates, etc.
13. Promote and encourage participation in city services (EasyPay, e-Bill, online payments etc.)

Deputy Clerk

1. Answer phones and respond to email inquiries.
2. Provide front desk support to walk-in customers and answer or direct questions.
3. Attend City Council meetings and is back-up for City Clerk when absent.
4. Maintain cemetery and burial records for the city's municipal cemetery.
5. Issue pet licenses and dog park tags.
6. Sell trash stickers and yard waste bags.
7. Miscellaneous cashiering for various city services.
8. Monitor Town Hall reservation system and issue keys to the facility.
9. Track and order office supplies.
10. Add content to the city website and social media sites (news, events, videos, etc.).
11. Provide notary services to the public and for official city business.
12. Assist in gathering information for the city's annual audit.
13. Proof reads correspondence and written materials as requested.



Position Title: UTILITY BILLING / DEPUTY CLERK (continued)

14. Assist City Administrator, City Clerk and Finance Officer with various administrative tasks or projects.
15. Attend clerk training seminars in order to obtain additional training opportunities.
16. Attend other city meetings as needed.
17. Perform other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City.

Minimum Education, Experience and Certification

A two-year AA degree in related field, or an equivalent combination of education or administrative office experience is required.

Knowledge, Skills and Abilities

General knowledge of local government and its functions or administrative background is preferred. Willing to attend regular training seminars to further knowledge of city government practices, rules and requirements. Knowledge of basic mathematical calculations and accounting functions.

Proficient in computer software applications (Word, Excel, Google, email, etc.) and other technology (website content, social media, etc.). Excellent written and verbal communication is required, with an emphasis of grammar, spelling, punctuation and formatting. Able to organize and maintain both paper and electronic files. Strong interpersonal skills with handling complaints in person and over the telephone. Self-motivated to meet deadlines on a variety of duties and utilize good time management skills and the ability to multi-task.

Able to follow oral and written directives, work cohesively with fellow employees, work independently with little supervision and work with the public under stressful conditions. Desire to attend meetings that relate to job duties and become familiar with the West Branch Code of Ordinances to properly answer questions and provide guidance to residents.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: March 18, 2024

AGENDA ITEM: Resolution 2024-25 - Setting Strategic Goals & Priorities for the City of West Branch for 2024 and beyond.
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PREPARED BY: Adam Kofoed, City Administrator

DATE: March 12, 2024

RECOMMENDATION FOR UPCOMING PROJECTS:

After working with our financial advisor, engineer, attorney, and finance officer, the best option for the upcoming projects should be to prioritize Cedar Johnson. Cedar Johnson has mostly complete designs and interstate 80 six lane projects will only impact traffic on main street. It would be best to fix main street after the Interstate-80 projects since there could be increased wear and tear.

The following finance plan is transfer reserves into a future Main Street streetscaping project as council would like to prioritize the Main Street reconstruction in the near future. In the past, the city has discussed renovation Heritage Square. However, If the city were to start on Heritage Square it could lead to future drainage problems once Main Street undergoes reconstruction.

The years are not guaranteed but a good benchmark for staff to follow:

FY 2025

- Bid, complete, and raise water rates for East Side Phase II.
- Bid and complete Wapsi Creek.
- Cedar Johnson: Bid, and first draw/payment:
- Dedicate a minimum \$325,000 to downtown renovation projects from Hotel/Motel, Sidewalk RLF reserves, Acciona donation, and capital reserves.
- Dedicate TIF money to downtown reconstruction engineering
- Apply for Great Places Designation

FY2026

- Complete Cedar Johnson Reconstruction
- Developer's Complete Meadows Trail
- Complete Downtown engineering
- Apply for various grants:
 - o Great Places Grant Application
 - o Federal Land Access Program grants
 - o T-Mobile, AARP, Wellmark grants
 - o Miller Meek's Grant
- Apply for FLAP Grant

FY 2027

- Bid downtown reconstruction project.
- Conduct comprehensive and capital improvement study.

FY 2028

- Finish downtown reconstruction project.
- Greenview Water-loop/Bickford Booster, or other Water improvement project suggested by capital improvement study.

RESOLUTION 2024-25

A RESOLUTION SETTING STRATEGIC GOALS & PRIORITIES FOR THE CITY OF WEST BRANCH FOR 2024 AND BEYOND

WHEREAS, be it resolved by the City Council of the City of West Branch, Iowa that the following projects, activities, and initiatives are the Council's priorities and goals for the specified time period, and that the City Administrator and City Staff are directed to work towards them:

Section 1. That the following projects and activities are the top priorities of the West Branch City Council for 2024-2025:

1. Complete the Phase II East Side Water Main Improvement and Wapsi Creek Widening projects.
2. Finalize the lead service line inventory.
3. Dedicate funds for a Main Street reconstruction project.
4. Support a five (5) full-time Police department.
5. Complete a City Office succession plan and increase education training for staff.
6. Fund a full-time Parks and Recreation Director.
7. Pursue adopting a 1% franchise fee for gas & electric.
8. Prioritize financial sustainability for the city and residents.

Section 2. That the following projects and activities are goals of the West Branch City Council for the next 2 to 5 years:

1. Initiate a Fire Department staffing plan.
2. Finalize engineering plans for Main Street reconstruction projects.
3. Apply for grants to fund a Main St. project.
4. Pickleball court improvements.
5. Bring back traffic camera discussions.
6. Plan for the future of Town Hall.

Section 3. The following projects and activities are supported by the West Branch City Council but will be led by appropriate commissions in 2024-2025:

1. Fund and maintain a full-time Parks and Recreation Director.
2. Complete a Parks and Rec Master Plan with Parks and Recreation Commission.
3. Strive to be a certified local government and support national registry nomination for Traveler's Rest.
4. Receive a Great Places Designation by the State of Iowa.
5. Start a new Comprehensive Plan.

PASSED AND APPROVED this 18th day of March 2024.

Attest:

Roger Laughlin, Mayor

Leslie Brick, City Clerk