



**CITY COUNCIL MEETING  
MONDAY, AUGUST 5, 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 minutes from the July 15, 2024 City Council meeting.
  - b. Approve a Special Event Permit for the West Branch Dog Fair at Beranek Park on Saturday, September 21, 2024 from 11:00 a.m. to 3:00 p.m.
  - c. Approve a Special Event Permit for the West Branch Highschool Homecoming Parade on Wednesday, September 25, 2024 starting at 6:30 p.m.
  - d. Approve a Class C Retail Alcohol license for ELDR Bar LLC dba The Lively, 3 Ember Lane, Suite 1, West Branch, Iowa. – **Pending fire inspection**
  - e. Approve Claims for August 5, 2024.
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
  - a. **Resolution 2024-80** – Accepting the resignation of Councilperson Nicholas Goodweiler from the City Council of the City of West Branch, Iowa. / Move to action.
  - b. **Resolution 2024-81** - Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP). / Move to action.
  - c. **Resolution 2024-82** – Approving the Workers’ Compensation (Revised) Proposal with Iowa Municipalities Workers’ Compensation Association (IMWCA) for Fiscal Year 2025. / Move to action.
  - d. **Resolution 2024-83** - Approving the West Branch Fire Department to solicit bids for the sale of a 2000 Freightliner Fire Truck. / Move to action.
  - e. **Resolution 2024-84** – Approving the City of West Branch (Revised) Fiscal Management Policies date July 2024. / Move to action.
  - f. **Resolution 2024-85** – Approving the West Branch Parks & Recreation Master Plan. / Move to action.
  - g. **Resolution 2024-86** – Approving the West Branch Parks & Recreation Grievance Policy. / Move to action.
  - h. **Resolution 2024-87** – Approving the West Branch Parks & Recreation Rules of Behavior Policy. / Move to action.
  - i. **Resolution 2024-88** – Approving Change Order Number 4 in the amount of (\$24,761.26) for the Wastewater Treatment Facility Improvements Project. / Move to action.
  - j. **Resolution 2024-89** - Approving Pay Estimate Number 3 in the amount of \$82,852.75 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.
9. Discussion – Consider adding a traffic stop the intersection of West Orange and Greenview Drive.
10. Discussion – Consider handicap parking on the 100 block of North Downey Street.
11. Discussion – Provide City Administrator direction regarding recent requests to implement smart growth strategies.
12. City Administrator Report
13. City Attorney Report
14. City Engineer Report
15. City Staff Reports
16. Comments from Mayor and Council Members
17. Motion to adjourn.

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**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**

**July 15, 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: Tom Dean, Mike Horihan, Jodee Stoolman, Nick Goodweiler and Jerry Sexton.

City Staff present: City Administrator Adam Kofoed.

City Staff attending via Zoom: Public Works Director Matt Goodale, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Parks & Recreation Director Erin Laughlin and Library Director Jessie Shaffer.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the July 1, 2024 City Council meeting.

Approve a 5-day Class C Retail Alcohol license for Hazelhasky LLC (dba Herb & Lou’s) with outdoor service for August 9 & 10, 2024 (in conjunction with Hoover’s Hometown Days).

Approve a Class C Retail Alcohol License for Mexico Lindo, 711 S. Downey St., West Branch.

Approve Claims for July 15, 2024.

EXPENDITURES	7/15/2024	
ALL AMERICAN CONCRETE	PATCHES 4TH, OLIPHANT, ROUNDABOUT	13,296.00
AMAZON.COM	VARIOUS ITEMS	320.52
BAKER & TAYLOR	BOOKS	396.67
BROWN'S WEST BRANCH	VEHICLE BULB-PD	82.24
CAPITAL ONE	TEEN SUMMER PROG SUPPLIES	41.84
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	15,555.32
CEDAR COUNTY RECORDER	RECORDING FEES	32.00
CURTIS L CASPER	LAWN MOWING-NUISANCE	110.00
DIAMOND VOGEL	STREET PAINT	3,745.00
E O JOHNSON BUSINESS TECH	COPIER MAINTENANCE-LIBRARY. CITY	436.88
FRED'S FEED & SUPPLY	FIELD CHALK-P&R	432.00
HAWKINS	CHEMICALS	3,918.38
IMWCA	IMWCA FY25 DEPOSIT, INSTALLMENT 1	9,157.00
IOWA CODIFICATION	JUNE 2024 SUPPLEMENT	91.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	87.30
LINN COUNTY R.E.C.	STREET LIGHTS	303.65
LRS HOLDINGS	TRASH & RECYCLING JUNE 2024	18,410.00
LYNCH'S PLUMBING	WATER HEATER REPLACE-CITY	1,043.20
MCDERMOTT, LINDSAY	REPTILE PROGRAM FEE-LIBRARY	279.20
MOPPY MO'S	CLEANING SERVICES-CITY,TH, P&R, LIB	857.50
OLSON, KEVIN D	LEGAL SERVICES JULY 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	144.99
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-CITY, P&R	76.75
SHAW, BLAKE	STORYTIME MUSIC PERFORMANCE	75.00
STOREY KENWORTHY	PRINT LASER CHECKS	176.11
THOMAS HEATING & AIR	AC SERVICE-TH	420.00
UTILITY SERVICE CO.	S & N WATER TOWERS MAINT PAYMENT	73,335.00
VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	176.88
TOTAL		144,500.43
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	7/5/2024	54,178.02
PAID BETWEEN MEETINGS		
AT & T MOBILITY	WIRELESS SERVICE	284.06
GUY, WILLIE	UMPIRE-1 GAME	20.00
QUILL	OFFICE SUPPLIES-POLICE	165.73

THE HOME DEPOT PRO	PARK BATHROOM SUPPLIES	122.54
WEX BANK	VEHICLE FUEL	1,377.70
DEPT OF TREASURY	PCORI FEE 2024	20.25
VARIOUS VENDORS	UB REFUNDS	106.10
TOTAL		2,096.38
GRAND TOTAL EXPENDITURES		200,774.83
FUND TOTALS		
001 GENERAL FUND	63,298.13	
022 CIVIC CENTER	525.00	
031 LIBRARY	6,385.68	
110 ROAD USE TAX	9,150.30	
112 TRUST AND AGENCY	16,826.70	
326 ROUNDABOUT MAIN & CEDAR	4,320.00	
600 WATER FUND	93,285.51	
610 SEWER FUND	6,512.30	
740 STORM WATER UTILITY	471.21	
GRAND FUND TOTAL	200,774.83	

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 - NONE**

## **PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 2024-74 – Hiring Daniel Cotterill as a Full-Time Police Officer for the City of West Branch and setting the salary for Fiscal Year 2025. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-74. AYES: Dean, Sexton, Horihan, Stoolman, Goodweiler. NAYS: None. Motion carried.

Oath of Office – Police Officer Daniel Cotterill

Resolution 2024-75 - Approving a 36-month service contract with Stericycle dba Shred-it for shredding services. / Move to action.

Kofoed explained the contract and that City Hall will be the hub for shredding services for all department Administrator Kofoed noted it is a three-year contract with monthly pickup.

Motion by Sexton, second by Dean to approve Resolution 2024-75. AYES: Sexton, Dean, Goodweiler, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-76 - Accepting quotes and awarding the construction contract for the City Office expansion not-to-exceed \$8,500.00. / Move to action.

Mayor Pro Tem Tom Dean acted as the council chair from 7:08-7:10 p.m. due to a Mayor conflict of interest. The mayor's company was the lowest quote received by staff.

Motion by Sexton second by Horihan to approve Resolution 2024-76. AYES: Sexton, Horihan, Goodweiler, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2024-77 – Approving a FEMA Technical Review Fee for the Wapsi Creek Widening Project. / Move to action.

Motion by Stoolman, second by Dean to approve Resolution 2024-77. AYES: Stoolman, Dean, Sexton, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-78 – Approving Change Order Number 3 in the amount of (\$22,539.20) for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-78. AYES: Dean, Sexton, Horihan, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-79 - Approving Pay Estimate Number 20 in the amount of \$68,266.92 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-79. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Discussion – Direction on implementing Franchise Fees on gas & electric service

After some debate, the council ultimately decided to pursue a 1% franchise fee as it would replace the local option sales tax on energy bill. Therefore, it would not be an increase to residents. Council is not interested in pursuing a rate beyond 1% at this time. Sexton suggested funds be used to help fund projects in the capital improvement plan. Horihan expressed his support for additional public safety funding. Stoolman suggested the voters approved the Local Options Sales tax referendum inferring the franchise fee revenue purpose statement reflect the lost referendum language.

Next steps are for council to discuss a revenue purpose statement.

**CITY ADMINISTRATOR REPORT**

Expressed positive support the city has received from business after the KCRTV9 Our Town Series which highlighted West Branch.

**CITY ATTORNEY REPORT - None**

**CITY ENGINEER REPORT**

Updated the council on the eastside watermain phase II project.

**STAFF REPORTS - None**

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin and council discussed their interest in the upcoming Hoover's Hometown Days August 9-10.

**ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:42 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Adam Kofoed, City Administrator



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> Approve a Special Event Permit for the West Branch Dog Fair at Beranek Park on Saturday, September 21, 2024 starting from 11:00 a.m. to 3:00 p.m.
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<b>PREPARED BY:</b> Leslie Brick, City Clerk
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<b>DATE:</b> July 23, 2024
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### BACKGROUND:

The permit has been submitted by Two Sisters Kennels. All proceeds from this event will be donated to the Safely Sheltered Animal Rescue. The event is open to the public.

Staff has reviewed the application and recommends approval on the following conditions:

- 1) All vendors will need to apply for a Peddler/Solicitor/Transient Merchant permit in order to participate in the event. Vendors must apply for a permit by September 1, 2024.
- 2) Alcohol sales are not permitted.
- 3) Alcohol consumption is allowed (no liquor and no glass containers.)
- 4) Trash – event organizers are responsible for disposing of all trash (and any dog waste) in the park dumpsters. Trash can liners will be provided.
- 5) Emergency services - Any incidents needing a police officer will need to be reported to Cedar County Non-emergency number (563)886-2121 or by calling 911.
- 6) Insurance will be at the sole expense of the event organizer. A Certificate of Liability Insurance will be submitted to the City Office two weeks prior to the event date.



**Special Event Permit Application**

Event Title/Name: West Branch Dog Fair  
 Event Organization: Two Sisters Kennels Phone: 319-371-3200  
 Organization Address: 52 280<sup>th</sup> St Tax ID #: 82-4564000  
 City: West Branch State: IA Zip Code: 52358  
 Event Website: facebook.com/TSKWBRDOGFAIR Event Email: Admin@twosisterskennels.com  
 Event Coordinator Name and Title: Lauren Rose / owner  
 Event Coordinator Email: Admin@twosisterskennels.com  
 Event Coordinator Cell Number: 608-698-3466  
 Event Coordinator Address: 15 Bradley Ln  
 City: West Branch State: IA Zip Code: 52358  
 Description of Event: Fundraizing event w/pet industry vendors, dog and kid activities

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.

Beranek Park West Branch

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)
<u>9/21/24 7am</u>	<u>9/21/24 11am</u>	<u>9/21/24 3pm</u>	<u>9/21/24 4pm</u>

Maximum Number of Participants: 200-300 Maximum Number of Vehicles: 100

Will there be an admission fee? At will donation What is the admission fee? \_\_\_\_\_

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

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

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? \_\_\_\_\_  
 Please list other agencies involved. N/A

Traffic Control Plan (please attach diagram): parking @ St Bethany Church



Public Notification Plan: Social media

Amplified Sound/Noise Plan: N/A

Site Plan/Race Course Map (please attach diagram): \_\_\_\_\_

Security Plan: Volunteers will be monitoring the event

Restoration Plan: There will be re-checks of the park after clean up and again the following morning

Trash Management Plan: Trash cans on site

Restroom Plan: bathrooms on site

Signs/Banner Plan: small ground stakes / attached to tables

Insurance policy: State Farm

Signature: [Handwritten Signature] Date: 9/20/24

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

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

**Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org).**

radar  
run

bathtub

DOG  
wash

Kids  
games

Kids  
crafts

Play  
grounds

Admission

vendors

vendors

vendors

covered area

dog games + contests

Food truck

Parking lot

Food truck





### Special Event Permit Application

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

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

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

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

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**FOR CITY OFFICE USE:**

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

West Branch Administration AL West Branch Fire Department KS West Branch Police Department GH

West Branch Public Library JS West Branch Public Works MG West Branch Parks and Recreation EL

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> Approve a Special Event Permit for the West Branch Highschool Homecoming Parade on Wednesday, September 25, 2024 starting at 6:30 p.m.
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<b>PREPARED BY:</b> Leslie Brick, City Clerk
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<b>DATE:</b> July 23, 2024
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### BACKGROUND:

The permit has been submitted by Abby Noelck, Student Government Advisor with the West Branch High School for their annual homecoming parade.

The parade route is the same as in years past and all City departments have reviewed and approved their request.



**Special Event Permit Application**

Event Title/Name: West Branch High School Homecoming Parade  
 Event Organization: WBHS Student Government Phone: 319-643-7216 ext. 327  
 Organization Address: 900 W. Main St. Tax ID #: \_\_\_\_\_  
 City: West Branch State: IA Zip Code: 52358  
 Event Website: N/A Event Email: anoelck@west-branch.k12.ia.us  
 Event Coordinator Name and Title: Abby Noelck, Student Government Adviser  
 Event Coordinator Email: anoelck@west-branch.k12.ia.us  
 Event Coordinator Cell Number: 515-230-5551  
 Event Coordinator Address: 1300 23rd Avenue Apt. 1  
 City: Coralville State: IA Zip Code: 52241  
 Description of Event: Homecoming parade involving school clubs and community organizations.

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

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)
Wednesday, Sept. 25, 6:00 p.m.	Wednesday, Sept. 25, 6:30 p.m.	Wednesday, Sept. 25, 7:15 p.m.	Wednesday, Sept. 25, 8:00 p.m.

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

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

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

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

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

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



Public Notification Plan: Social media, flyers in schools, WB Times

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

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

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

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

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

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

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

Insurance policy: with West Branch Community School District

Signature: *Amy L. Spelch* Date: 7/11/24

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

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

**Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org).**

West Branch High School Homecoming Parade, Wednesday, September 25, 2024 – 6:30 p.m.

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





### Special Event Permit Application

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

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

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

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

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**FOR CITY OFFICE USE:**

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

West Branch Administration ML West Branch Fire Department KS West Branch Police Department GA

West Branch Public Library JS West Branch Public Works MG West Branch Parks and Recreation EL

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> Approve a Class C Retail Alcohol license for ELDR Bar LLC dba The Lively, 3 Ember Lane, Suite 1, West Branch, Iowa.
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<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> July 23, 2024
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### BACKGROUND:

Class C Retail Alcohol license is effective August 23, 2024 through August 22, 2025.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> Claims for August 5, 2024
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> July 31, 2024
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### SUMMARY:

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



**EXPENDITURES****8/5/2024**

AMAZON.COM	SUMMER PROG PRIZES-LIBRARY	281.54
BAKER & TAYLOR	BOOKS	274.17
BIBLIONIX	CIRCULATION/CATALOG SOFTWARE	1,870.00
CEDAR COUNTY COOP	FUEL-MOWERS PW	1,646.60
DIAMOND VOGEL	TOWN HALL PAINT	732.46
DIRK WIENEKE	LAWN CARE SERVICE-CUBBY	1,870.00
E O JOHNSON BUSINESS	COPIER MAINTENANCE - CITY	157.60
GRIEBAHN INDUSTRIES	NAME PLATES-VARIOUS DEPTS	127.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	950.00
IA DEPT OF NATURAL RESOURCES	FY25 WATER SUPPLY FEE	275.28
MENARDS	PAINT SUPPLIES-TH	176.37
PARKSIDE SERVICE	CHARGER TIRES-POLICE	1,208.52
PLUNKETT'S PEST CONTROL	PEST CONTROL - TH, LIB, CITY	160.14
SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	719.80
UNIFORM DEN	UNIFORM-POLICE	681.18
US GEOLOGICAL SURVEY	STREAM GAGE MAINT & OPERATION	9,740.00
VEENSTRA & KIMM	VARIOUS PROJECTS	27,221.92
WEST BRANCH REPAIRS	OIL - POLICE	17.00
<b>TOTAL</b>		<b>48,109.58</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****7/19/2024 & 8/2/2024****126,241.14****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 7/30/24	2,575.20
BOOMERANG	WW TREATMENT PAY EST 20	68,266.92
IOWA ONE CALL	UTILITY LOCATION SERVICE	155.70
JOHN DEERE FINANCIAL	UNIFORM, SAFETY, & GEN SUPPLIES	491.51
QUILL	PAINT TAPE-POLICE	8.54
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
METLIFE	INSURANCE	2,191.50
SISCO	INSURANCE	12,579.23
SISCO	FLEX CLAIMS 7/8/24	1,287.75
ALLIANT ENERGY	ALLIANT ENERGY	14,164.92
ALATORRE	WINDOW CLEANING-CITY	81.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
QUILL	OFFICE SUPPLIES	119.27
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,166.71
AMAZON.COM	BOOKS	64.64
AMERICAN WATER WORKS ASSOC	DUES GOODALE 5-1-24 TO 4-30-25	90.00
BAKER & TAYLOR	BOOKS	349.52
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	4,445.00
CEDAR CO TRANSFER STATION	TRASH DISPOSAL	34.00

CROELL	DAVE WELD CONCRETE REPLACE	780.00
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49
DINGES FIRE COMPANY	SERVICE PUMPS-FIRE	1,216.25
EVER-GREEN LANDSCAPE NURSERY	CUBBY, WAPSI MULCH	2,220.00
IOWA CO ATTORNEYS ASSOC	IA ACTS OF INTEREST REG	150.00
IA LAW ENFORCEMENT ACADEMY	MMPI-TRANSFER AGENCY	20.00
LINDE GAS & EQUIPMENT	OXYGEN REGILL TANKS-FIRE	70.44
MEDIACOM	CABLE SERVICE	41.90
MUNICIPAL SUPPLY	WATER METERS & RADIOS	5,999.03
OVERDRIVE	DIGITAL & AUDIO BOOKS	902.16
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	144.52
PYRAMID SERVICES	MOWER PARTS-PW	1,030.38
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
SHIELD TECHNOLOGY	SOFTWARE MAINTENANCE	2,265.50
STATE HYGIENIC LAB	LAB ANALYSIS	87.00
STOREY KENWORTHY	PRINT LASER CHECKS	267.13
TENNIS SURFACES OF IOWA	BERANEK PICKBALL COURT PAINT	3,880.00
UNIFORM DEN	UNIFORMS-DORSEY	1,390.74
UNIVERSITY OF IOWA HEALTH	PHYSICALS, DRUG TEST-PD, PW	488.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,562.98
VEENSTRA & KIMM	CHANNEL WIDENING LOMC APP	37,056.72
VERIZON WIRELESS	VERIZON WIRELESS	467.58
WEST BRANCH REPAIRS	HEAD LIGHT/BATTERY-FIRE	634.55
<b>TOTAL</b>		<b>173,971.18</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>348,321.90</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		84,720.11
022 CIVIC CENTER		1,586.09
031 LIBRARY		13,779.15
110 ROAD USE TAX		12,957.08
112 TRUST AND AGENCY		38,615.16
321 WIDENING WAPSI CREEK		7,809.00
324 WW TREATMENT FACILITY		80,203.76
330 EASTSIDE WATER MAIN PH2		12,497.02
331 CEDAR JOHNSON RD RECON		31,103.08
600 WATER FUND		28,886.04
610 SEWER FUND		25,219.67
740 STORM WATER UTILITY		10,945.74
<b>GRAND FUND TOTAL</b>		<b>348,321.90</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	PARKSIDE SERVICE	CHARGER TIRES-POLICE	1,208.52
		WEST BRANCH REPAIRS	OIL - POLICE	17.00
		SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	89.98
		UNIFORM DEN INC.	UNIFORM-POLICE	681.18
		AMAZON.COM.CA., INC.	OFFICE SUPPLIES-POLICE	45.86
			TOTAL:	2,042.54
FIRE OPERATION	GENERAL FUND	SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	89.97
			TOTAL:	89.97
PARK & RECREATION	GENERAL FUND	DIRK WIENEKE GRIEBAHN INDUSTRIES INC	LAWN CARE SERVICE-CUBBY	1,870.00
			NAME PLATES-VARIOUS DEPTS	20.00
			TOTAL:	1,890.00
CEMETERY	GENERAL FUND	CEDAR COUNTY COOPERATIVE	FUEL-MOWERS PW	806.60
			TOTAL:	806.60
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC SUMMIT FIRE PROTECTION GRIEBAHN INDUSTRIES INC  E O JOHNSON BUSINESS TECHNOLOGIES	PEST CONTROL - CITY OFFICE	55.07
			ANNUAL FIRE EXT SERVICE	89.97
			NAME PLATES-VARIOUS DEPTS	40.00
			NAME PLATES SHIPPING	7.00
			COPIER MAINTENANCE - CITY	157.60
			TOTAL:	349.64
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.  GRIEBAHN INDUSTRIES INC	LOT SITE PLAN REVIEW	118.50
			WB HERITAGE HILL SITE PLAN	237.00
			HISTORIC DISTRICT MAP UPDA	317.42
			NORDEX SITE PLAN REVIEW	259.78
			NAME PLATES-VARIOUS DEPTS	40.00
			NAME PLATES-VARIOUS DEPTS	20.00
			TOTAL:	992.70
TOWN HALL	CIVIC CENTER	DIAMOND VOGEL, INC. MENARDS PLUNKETT'S PEST CONTROL INC SUMMIT FIRE PROTECTION	TOWN HALL PAINT	732.46
			PAINT SUPPLIES-TH	176.37
			PEST CONTROL - TOWN HALL	55.07
			ANNUAL FIRE EXT SERVICE	89.97
			TOTAL:	1,053.87
LIBRARY	LIBRARY	PLUNKETT'S PEST CONTROL INC BAKER & TAYLOR INC. SUMMIT FIRE PROTECTION BIBLIONIX AMAZON.COM.CA., INC.	PEST CONTROL-LIBRARY	50.00
			BOOKS	274.17
			ANNUAL FIRE EXT SERVICE	89.97
			CIRCULATION/CATALOG SOFTWA	1,870.00
			SUMMER PROG PRIZES-LIBRARY	9.79
			BOOKS, DVDS, GAMES-LIBRARY	177.88
			SUMMER PROG PRIZES, SUPP-L	48.01
			TOTAL:	2,519.82
ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY COOPERATIVE SUMMIT FIRE PROTECTION	FUEL-PW	840.00
			ANNUAL FIRE EXT SERVICE	89.98
			TOTAL:	929.98
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	1,309.00
			TOTAL:	1,309.00
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY	11,400.00
			WW TREATMENT FACILITY	358.84

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			WW TREATMENT FACILITY	178.00
			TOTAL:	11,936.84
CAPITAL PROJECT	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS PH2	369.00
			EAST SIDE WATER MAINS PH2	12,128.02
			TOTAL:	12,497.02
CAPITAL PROJECT	CEDAR JOHNSON RD R	VEENSTRA & KIMM INC.	CEDAR JOHNSON RD RECON	546.36
			TOTAL:	546.36
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	FY25 WATER SUPPLY FEE	275.28
		SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	89.98
			TOTAL:	365.26
SEWER OPERATING	SEWER FUND	IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING	950.00
		SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	89.98
			TOTAL:	1,039.98
STORM WATER UTILITY	STORM WATER UTILIT	UNITED STATES GEOLOGICAL SURVEY	STREAM GAGE MAINT & OPERAT	9,740.00
			TOTAL:	9,740.00

===== FUND TOTALS =====		
001	GENERAL FUND	6,171.45
022	CIVIC CENTER	1,053.87
031	LIBRARY	2,519.82
110	ROAD USE TAX	929.98
321	WIDENING WAPSI CREEK @ BE	1,309.00
324	WW TREATMT FAC IMP 2021	11,936.84
330	EASTSIDE WATER MAIN PH2	12,497.02
331	CEDAR JOHNSON RD RECONS	546.36
600	WATER FUND	365.26
610	SEWER FUND	1,039.98
740	STORM WATER UTILITY	9,740.00
-----		
	GRAND TOTAL:	48,109.58
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> Resolution 2024-80 – Accepting the resignation of Councilperson Nicholas Goodweiler from the City Council of the City of West Branch, Iowa.
---

<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> July 24, 2024
----------------------------

### SUMMARY

The purpose of this staff sheet is to provide a formal expression of support for Councilperson Goodweiler's resignation and to outline the contributions he has made to the City of West Branch.

#### Acceptance of Resignation:

Councilperson Nicholas Goodweiler has submitted his resignation, which is set to take effect on August 6, 2024. The resignation is accepted by the City Council, with an understanding of the reasons for his departure.

#### Recognition of Service:

Councilperson Goodweiler has served the City of West Branch with distinction since 2018. His efforts have contributed to various initiatives and projects that have benefited the community.

##### *Cubby Park Creation*

- Councilperson Goodweiler played a pivotal role in the grassroots movement to establish Cubby Park, serving both as a Park & Recreation Commission Member and as a City Council member. His efforts ensured the creation of a vibrant community space that will be enjoyed by generations to come.

##### *Infrastructure Advocacy*

- Recognizing the urgent need to address the city's aging infrastructure, he was an early and vocal advocate for improvements. His leadership led to two critical eastside watermain improvement projects, significantly enhancing the reliability and safety of our water supply.

##### *Engineering Expertise and Zoning Innovations*

- Leveraging his engineering background, Councilperson Goodweiler helped the council navigate and understand flexible zoning changes. His work on the new Planned Unit Development ordinance paved the way for the successful development of Heritage Hill and Parkside BP, setting a standard for future projects.

##### *Support for Law Enforcement in Schools*

- Demonstrating foresight and commitment to community safety, he was an early supporter of adding a School Resource Officer position to the West Branch Police Department, strengthening the bond between law enforcement and our schools.

##### *Balanced Leadership on Hiring Committees*

- During a period of significant changes in the labor market, Councilperson Goodweiler provided balanced and insightful leadership while serving on the Parks and Recreation and Public Works hiring committees. His contributions were instrumental in ensuring that the city hired skilled and dedicated personnel.

**Expressing Gratitude:**

The City Council extends its sincere gratitude to Councilperson Goodweiler for his service and commitment to the community and wishes Councilperson Goodweiler success in his future endeavors and acknowledges the positive impact of his work and hopes for his continued engagement in community activities.

**Record of Appreciation:**

A formal resolution has been prepared to document the City Council's support and appreciation. The City Clerk will ensure that a copy of the resolution is provided to Councilperson Goodweiler and that it is entered into the official records of the City of West Branch.

**Action Requested:**

Review and approve the attached resolution in support of Councilperson Nicholas Goodweiler's resignation. Direct the City Clerk to provide notice to the public regarding the City Council vacancy per Section 372.13 of the Code of Iowa that the Council will appoint a new Council member at the August 19, 2024 City Council meeting and to provide a copy of the resolution to Councilperson Goodweiler and to make it part of the official records.

**RESOLUTION 2024-80**

**A RESOLUTION ACCEPTING THE RESIGNATION OF COUNCILPERSON  
NICHOLAS GOODWEILER FROM THE CITY COUNCIL  
OF THE CITY OF WEST BRANCH, IOWA**

**WHEREAS**, Nicholas Goodweiler has served as a Councilperson for the City of West Branch, Iowa, with dedication and commitment to the community; and

**WHEREAS**, Councilperson Goodweiler has submitted his resignation from the City Council effective August 6, 2024; and

**WHEREAS**, the City Council acknowledges and respects Councilperson Goodweiler's decision to step down from his position and recognizes the contributions he has made during his tenure; and

**WHEREAS**, the City Council wishes to formally express its support for Councilperson Goodweiler's resignation and extend its gratitude for his service;

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

Section 1: The City Council hereby accepts the resignation of Nicholas Goodweiler from his position as Councilperson for the City of West Branch, Iowa, effective August 6, 2024.

Section 2: The City Council extends its sincere appreciation to Nicholas Goodweiler for his dedicated service and contributions to the City of West Branch during his time in office.

Section 3: The City Council wishes Nicholas Goodweiler success in his future endeavors and continued fulfillment in his personal and professional life.

**BE IT FURTHER RESOLVED**, that the City Clerk is directed to publish and post a public notice of appointment in the West Branch Times no later than 14 days prior to August 19, 2024.

**Passed and approved this 5<sup>th</sup> day of August, 2024.**

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	August 5, 2024
<b>AGENDA ITEM:</b>	<b>Resolution 2024-81</b> - Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP).
<b>PREPARED BY:</b>	Heidi Van Auken, Finance Officer
<b>DATE:</b>	July 25, 2024

### SUMMARY:

This is the City's insurance company for liability insurance. The premium is \$80,531.00 for FY25 (July 1, 2024 to June 30, 2025).



**RESOLUTION 2024-81**

**RESOLUTION APPROVING A LIABILITY INSURANCE PROPOSAL WITH IOWA COMMUNITIES ASSURANCE POOL (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, 2024.

**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 5th day of August, 2024.**

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



**INVOICE**

FOR

**City of West Branch**

Anniversary Date: 07/01/2024

12951 University Ave, Ste 120  
Clive, IA 50325  
[www.icapiowa.com](http://www.icapiowa.com)



## Member Invoice

Member Name: City of West Branch

Policy Number: R0883PC2024-2

Anniversary Date: 07/01/2024

<b>Coverage</b>	<b>Limit of Coverage</b>	<b>Contribution</b>
General Liability	\$2,000,000	\$10,795
Auto Liability	\$2,000,000	\$4,698
Law Enforcement Liability	\$2,000,000	\$2,286
Public Officials Liability	\$2,000,000	\$2,885
Excess Liability	\$4,000,000	\$6,956
Vehicles	\$762,056	\$3,617
Property	\$15,968,380	\$47,058
Equipment Breakdown	Included	Included
Crime	\$100,000	\$86
Bond		\$150
Marketing and Administration Fees		\$2,000
<b>TOTAL CONTRIBUTION</b>		<b>\$80,531</b>

**MAKE CHECKS PAYABLE TO IOWA COMMUNITIES ASSURANCE POOL ON OR BEFORE:**  
07/01/2024

**Payment for this invoice can be submitted electronically via the ICAP website.** Please visit [www.icapiowa.com](http://www.icapiowa.com) and click "Member Pay" at the top right of the page to pay via ACH transfer. There is no fee for utilizing this service. If you require assistance or prefer to pay via check, please contact the ICAP office via 1-(800) 383-0116.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
-------------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2024-82</b> - Approving the Workers' Compensation (revised) proposal with Iowa Municipalities Workers' Compensation Association (IMWCA).
--

<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
--

<b>DATE:</b> July 25, 2024
----------------------------

### SUMMARY:

There was a premium cost reduction from a previous invoice submitted at the June 17, 2024 Council Meeting. The FY25 premium amount decrease of \$8,927 was due to the loss experience credit being incorrectly removed from the original renewal.

**RESOLUTION 2024-82**

**A RESOLUTION APPROVING THE WORKERS' COMPENSATION (REVISED)  
PROPOSAL WITH IOWA MUNICIPALITIES WORKERS' COMPENSATION  
ASSOCIATION (IMWCA) FOR FISCAL YEAR 2025.**

**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, 2024.

**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 5th day of August, 2024.**

---

Roger Laughlin, Mayor

Attest:

---

Leslie Brick, City Clerk

**West Branch (0851)**  
**Estimated Premium Schedule as of 6/24/2024**  
**Policy Period: 7/1/2024-7/1/2025**

**Workers' Compensation Coverage**

Class Code	Description	Rate	Payroll	Premium	Modified Premium	Discounted Premium
5506	Street or Road Paving	5.6%	133,000	7,448	5,586	3,463
7520	Waterworks Operations & Driver	2.31%	63,000	1,455	1,091	676
7580	Sewage Disposal Plant Operation	2.11%	20,765	438	328	203
7705V	Ambulance Service Companies, Volunteer EMS providers & drivers.	4.12%	6,494	268	201	125
7711	Volunteer Firefighters & Drivers	42.51%	65,260	27,742	20,806	12,900
7720	Police Officers & Drivers	2.55%	437,067	11,145	8,359	5,183
8380	Automobile - All Others	2.38%	46,201	1,100	825	512
8810	Clerical Office Employees - NO	0.17%	457,151	777	583	361
8810V	Elected or Appointed Officials	0.17%	15,980	27	20	12
9015	Building Maintenance - Operation	2.39%	22,135	529	397	246
9101	Public Library/Museums - Maint	3.9%	834	33	25	16
9102	Parks NOC - All Employees	2.6%	60,000	1,560	1,170	725
9220	Cemetery Operations & Drivers	4.44%	20,256	899	674	418
9402	Street Cleaning & Drivers	3.63%	7,963	289	217	135
9410	Municipal Employees	1.97%	20,025	394	296	184
<b>Totals:</b>			<b>1,376,131</b>	<b>54,104</b>	<b>40,578</b>	<b>25,159</b>

**Your IMWCA Discount for Workers' Compensation Coverage:**

Longevity Credit:	\$ 2,029	5%
Loss Experience Credit:	\$ 8,927	22%
Large Premium Discount:	\$ 4,464	11%
<b>Total Discount:</b>	<b>\$ 15,420</b>	<b>38%</b>

**Workers' Compensation Premium Calculation**

Pure Premium:	\$ 54,104
Experience Modification Factor: X	.75
Modified Premium:	\$ 40,578
IMWCA Discount Amount: -	\$ 15,420
Discounted Premium:	\$ 25,158
Expense Constant: +	\$ 160
Annual Premium:	\$ 25,319
Total Premium:	\$ 25,319

**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: \$ 25,639**

**This is not an invoice.**



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
-------------------------------------

<b>AGENDA ITEM:</b> Resolution 2024-83 - Approving the West Branch Fire Department to solicit bids for the sale of a 2000 Freightliner Fire Truck.
--

<b>PREPARED BY:</b> Leslie Brick, City Clerk
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<b>DATE:</b> July 30, 2024
----------------------------

### SUMMARY:

Fire Chief Kevin Stoolman has requested approval to sell a 200 Freightliner Fire Truck (aka #192).

Per the City of West Branch Surplus Property Policy, adopted via Resolution 1304 on May 4, 2015, any city-owned property with an estimated value of \$25,000 or more requires City Council approval.

Stoolman has requested that the fire truck be advertised on GovDeals.com (an online auction site).

**RESOLUTION 2024-83**

**A RESOLUTION APPROVING THE WEST BRANCH FIRE DEPARTMENT TO SOLICIT BIDS FOR THE SALE OF A 2000 FREIGHTLINER FIRE TRUCK.**

**WHEREAS**, the West Branch Fire Department would like to solicit bids to sell a 2000 Freightliner fire truck; and

**WHEREAS**, per the City of West Branch Surplus Property Policy adopted via Resolution 1304, dated May 4, 2015, states that any property valued in excess of \$25,000 must have City Council approval; and

**WHEREAS**, the Fire Chief has requested approval to solicit bids for said vehicle.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa, that the request to solicit bids for the sale of the fire truck. Further, the City Administrator and Finance Officer are directed to pursue bids on behalf of the City.

**Passed and approved this 5th day of August, 2024.**

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

ATTEST:

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





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
-------------------------------------

<b>AGENDA ITEM:</b> Resolution 2024-84 – Approving the (Revised) City of West Branch Fiscal Management Policies.
--

<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> July 25, 2024
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### BACKGROUND:

The City of West Branch has a fiscal responsibility to its tax payers and because of this, the City Council adopted Financial Management, Investment and Credit Card policies in recent years.

Administration staff reviews those policies from time to time to ensure that they are being followed and to see if any changes are needed.

The following changes are requested:

Financial Management Policies: Section 2 – Effective Cash Management

(remove) Income Offset through Department of Administrative Services

(add) Iowa Department of Revenue

Financial Management Policies: Section 4 – Control of Municipal Bank Accounts

(add) The Deputy Clerk will have “view” only access for purposes of performing specific job duties.

Financial Management Policies: Section 6 – Cash Management & Investments

(change) Fidelity Bank & Trust, West Branch depository limit from \$7,000,000 to \$8,000,000

Credit Card Policy: Section 1 – Purpose

(add) City Clerk to be issued a credit card with a limit of \$2,000

**RESOLUTION 2024-84**

**A RESOLUTION APPROVING THE CITY OF WEST BRANCH  
(REVISED) FISCAL MANAGEMENT POLICIES DATED JULY 2024.**

**WHEREAS**, the City Council of the City of West Branch would like to provide guidance on the City’s fiscal management system; and

**WHEREAS**, the Council’s intent is to support a sound and efficient financial management, investment and credit card systems which best utilizes resources and provides acceptable service levels to the citizens of West Branch; and

**WHEREAS**, Fiscal Management Policy should be reviewed at least annually to ensure all policies are relevant and being adhered to; and

**WHEREAS**, the Council now wishes to officially approve the updated Fiscal Management Policies which include the City’s financial management, investment and credit card policies.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the West Branch, Iowa, that the City of West Branch Iowa Fiscal Management Polices, attached as “Exhibit A” is approved.

**Passed and approved this 5th day of August, 2024.**

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

EXHIBT A



# FISCAL MANAGEMENT

Financial Management Policies

JULY 2024

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# Financial Management Policies

The following financial policies have been developed to provide guidance to the City's financial management system. The City's intent is to support a sound and efficient financial management system which best utilizes resources and provides an acceptable service level to the citizens of West Branch. The following statements are not intended to restrict the City Council's authority in determining service needs and /or activities of the City. These financial policies do not limit the City Council's ability and responsibility to respond to service delivery needs above or beyond these policies. The City Council as a policy making group is still accountable for the efficient and responsive operation of the City.

## **SECTION 1: OBJECTIVE OF CASH MANAGEMENT POLICY**

The City Council of the City of West Branch is the trustee of the public revenues which it collects, and it therefore has an obligation to the community to ensure that the City's cash resources are managed effectively, efficiently, and as economically as possible. This policy represents principles and practices that follow generally accepted accounting principles which should be used to help the City maintain financial stability.

The support of and commitment to the City's credit control policy, by the City Council and the city's officials, is an integral part of proper cash management, and by approving this policy the City Council pledges itself to such support and commitment.

## **SECTION 2: EFFECTIVE CASH MANAGEMENT**

### **1. Cash Collections**

All monies due to the City must be collected as soon as possible, either on or immediately after due date, and deposited on a daily basis. Any delinquent amounts should be pursued vigorously in any legal manner to include:

- Utility shutoffs as provided by local ordinance and state law
- ~~Income Offset through the Department of Administrative Services~~
- Iowa Department of Administrative Services
- Certification to taxes through the County Treasurer
- Third party collection agencies

The respective responsibilities of the City Administrator, Finance Officer, City Clerk and Deputy Clerk and other Department Directors are defined in this document. Where practical, all receipts should be handled by City Clerk's office. Off sight collections shall be promptly delivered to the City Office and deposited into City approved accounts. Each off-sight collection point will be insured/bonded as necessary.

### **2. Payments to Creditors**

The City Administrator or Finance Officer shall ensure that all bids and quotations invited by and contracts entered into by the City stipulate payment terms favorable to the City, for example, payment should fall due no sooner than at the conclusion of the month following

the month in which a particular service is rendered to or goods are received by the City and approved by the City Council. This rule shall be departed from only where there are financial incentives for the City to effect earlier payment, and preauthorized by resolution of the City Council, such as payroll, or payroll taxes. Any early payment shall be approved by the City Council at the next council meeting.

Notwithstanding the foregoing policy directives, the City Administrator or Finance Officer shall make full use of any extended terms of payment offered by suppliers and not settle any accounts earlier than such extended due date, except if it is determined that there are financial incentives for the City to do so.

Special payments to creditors shall only be made with the express prior approval of the City Council, who shall be satisfied that there are compelling reasons for making such payments prior to the normal monthly processing.

### 3. Management of Inventory

Each Department Director shall ensure that the inventory in their department does not exceed what is normally required in those cases where items which are not readily available from suppliers, and emergency requirements in the case of items which are readily available from suppliers.

Each Department Director shall periodically (annually by June 30) review the levels of inventory held, and shall ensure that any surplus items be made available for sale at a public auction or by other means of disposal, as provided in the City's policies.

### 4. Cash Management Program

An annual estimate will be prepared of the City's cash flows divided into calendar months. The estimate shall indicate when and for what periods and amounts idle revenues may be invested, when and for what amounts investments will have to be liquidated, and when (if applicable) either long-term or short-term debt must be incurred. Department Directors shall furnish the City Administrator all cash flow information as is required for large dollar items. The threshold for this notification shall be \$7,500.00.

## **SECTION 3: OPENING OF BANK ACCOUNTS**

City of West Branch shall maintain bank accounts. Each bank account must be in the name of the City, and all monies received by the City must be paid into this bank account or accounts, promptly and in accordance with any requirements that may be prescribed.

A bank account may not be opened:

- other than in the name of the City of West Branch;
- abroad; or
- with an institution not recognized as a bank in the State of Iowa.

**SECTION 4: CONTROL OF MUNICIPAL BANK ACCOUNTS**

The City Administrator, Finance Officer or City Clerk of the City must administer all of the City’s bank accounts, is accountable to the City Council for the City’s bank accounts, and must enforce compliance with City’s purchasing policies. **The Deputy Clerk will have “view” only access for purposes of performing specific job duties.**

**SECTION 5: WITHDRAWALS FROM CITY BANK ACCOUNTS**

Only the City Administrator, Finance Officer or City Clerk of the City, or other city official of the City acting on the written authority of the City Council, may withdraw money or authorize the withdrawal of money from any of the City’s bank accounts. All money will be withdrawn by pre-numbered checks, cashier’s check or electronic transfers from the City’s bank account only with approval of the City Council.

Such withdrawals may be made only to:

- transfer money from checking account to money market or savings account or vice versa.
- to defray expenditures appropriated in terms of an approved budget.
- pay to another government agency money received by the City on behalf of the agency, including money collected by the City on behalf of the agency by agreement, or any insurance or other payments received by the City for the agency (sales tax, or sub-recipients for grants, payroll taxes, IPERS, sales tax, debt payments, for example).
- refund money incorrectly paid to the City or consumer deposits with the city for utilities, in accordance with City policy.
- refund guarantees, sureties and security deposits.
- make investments for cash management purposes in accordance with the City’s investment policy.

**SECTION 6: CASH MANAGEMENT & INVESTMENTS**

The City Council of West Branch, Iowa does hereby name the following as official depositories for City funds and sets the maximum amount of deposit opposite the name of each institution:

<u>DEPOSITORY NAME</u>	<u>MAXIMUM DEPOSIT</u>
Fidelity Bank & Trust, West Branch IA	<b>\$8,000,000</b>
Green State Credit Union, Iowa City, IA	\$250,000
Hills Bank & Trust Company, Iowa City, IA	\$250,000
Liberty Trust & Savings Bank, Durant, IA	\$250,000

An investment policy was established and approved by City Council Resolution 964 in 2011. A monthly report describing the activity of investment purchases will be submitted to the City Council at the end of each month.

**SECTION 7: REVENUE MANAGEMENT**

**REVENUE POLICY**

The Finance Officer or City Clerk of the City is responsible for the management of the revenue

of the City. The Finance Officer, City Clerk or Deputy Clerk, must among other things, take all reasonable steps to ensure that all money received is promptly deposited in accordance with the requirements of this policy into the City's primary and other bank accounts with oversight by the City Administrator. The City Clerk or Finance Officer must also ensure that all revenues received by the City, including revenue received by any collecting agent on its behalf, is reconciled on a monthly basis. The City Clerk or Finance Officer must take all reasonable steps to ensure that any funds collected by the City on behalf of another governmental agency are transferred to that agency as prescribed by the agreement or grant contract but at least on a quarterly basis, and that such funds are not used for purposes of the City.

1. The City will initiate efforts to maintain a diversified and stable revenue system in an attempt to avoid short run fluctuations in any one revenue source.
2. Annual revenues will be estimated by an objective, and whenever possible analytical process.
3. Existing revenue sources will be re-examined annually with new revenue sources investigated during the annual budget preparation process.
4. Revenues will be estimated at a level to fund estimated expenditures on an annual basis. Revenues may exceed expenditures if the fund balances of any fund need to be increased to meet minimum balance requirements. Additionally, surplus fund balances may supplement revenues in order to fund estimated expenditure levels.
5. Property tax revenue collections will be established through a tax levy rate for general operations which will not exceed limits stated by the Iowa Code. This increase will not include levy collections due to natural growth of the City but will include any state mandated equalization orders.
6. In relation to enterprise funds which have been established to support expenditure levels, user fees and charges will be established to fund direct and indirect costs of the activity whenever feasible.
7. Licenses, fees and charges: The City will review licenses, fees and charges during the 4<sup>th</sup> quarter of each year (prior to budget) to determine if the revenues support the cost of providing the service. Adjustments will be made in the same manner as the enabling legislation.
8. User fees in other governmental areas such as recreational services will be established at a level which will not inhibit participation by all. The City will attempt to establish all user charges and fees at levels sufficient to cover the full cost (operating, direct and indirect) of providing proprietary services. Rate adjustments will be done by ordinance if state or locally legislated, or by resolution if not legislated by state or local code.
9. All user fees and charges will be re-evaluated on an annual basis during the budget preparation process.
10. One-time or special purpose revenues such as grant funds will be utilized to fund capital expenditures or expenditures required by that revenue. Such revenues will not be used to subsidize reoccurring personnel, operating, and maintenance costs.
11. The City will on a continuous basis seek methods to reduce the City's reliance on the



property tax through seeking legislative support for local option taxes, investigating additional non-property tax revenue sources, and encouraging the expansion and diversification of the City tax base with residential, commercial and industrial development.

### **SECTION 8: RECEIPT MANAGEMENT & INTERNAL CONTROLS**

Proper control of cash and receivables is very important to the City. This is especially difficult (particularly with a limited staff) because a true segregation of duties and establishment of internal controls requires a clear-cut separation of activities. This is very challenging when responsibilities are shared. Without proper controls and policies, cash can be easily misappropriated; therefore, in accordance with good internal control, the following procedures need to be monitored and control must be established.

1. RECEIPT NUMBERING - All receipts must be pre-numbered, out of the control of those receiving cash or cash equivalents.
2. RETURNED CHECKS - from customer payments: Customers are mailed a letter notifying them of the NSF check, amount of the bill due and the \$30.00 service charge by the City of West Branch for NSF checks. A service charge in the amount of \$30.00 shall be assessed to any customer whose payment is not honored by the customer's financial institution for any reason when presented. The service charge shall be in addition to the late payment penalty. If two or more payments are dishonored within a twelve-month period, the City may require future payments in cash, credit card, cashier's check or money order. Such cash, credit card, cashier's check or money order payments shall be maintained until account has not been delinquent for twelve (12) consecutive months. (Ord. 640)
3. CASH DEPOSITS - Not less than daily, the City Clerk or Deputy Clerk, shall deposit all receipts of the City in accounts designated for such purpose in legal depositories, authorized by the City Council.
4. DIRECT DEPOSITS - ACH REMITTANCES. THIS IS A FORM OF ELECTRONIC FUNDS TRANSFER (EFT) - Revenues due to the City such as property taxes, Road Use Tax Allocations, LOST, alcohol license fees, credit card payments, grant programs, etc., may be deposited directly into the accounts of the City with authorization of the Finance Officer or City Clerk and the respective agency. This method of fund transfer can be initiated by either the payer or the City. This transaction may incur some expense from the bank and bookkeeping departments.
5. SEPARATION FROM DUTIES. With limited staff the City Clerk, Deputy Clerk or Finance Officer handles cash or has the ability to process payroll, accounts receivable or accounts payable. This is part of cross training. Internal controls that are in place: The

Finance Officer reconciles all financial transactions and investments of the City. The City Clerk or Deputy Clerk reconciles utility billing records (monthly), reviews account payable claims and payroll entries (bi-weekly). The City Administrator reviews the monthly financial reconciliations and payroll time sheets for each pay period.

### **SECTION 9: DISBURSEMENTS & CHECK MANAGEMENT**

1. Checks should pre-number and are printed in batch format. To prevent the removing of checks, checks should be delivered in sealed boxes where strict control is exercised over the numerical sequence of checks on the expenditure system (a check register).
2. Delegation/Rights for Disbursement (paper and electronic) execution:
  - a. The incumbents of the following positions are authorized to sign checks on behalf of City Council:
    - i. A-Signatory: City Administrator, Finance Officer, City Clerk and/or Mayor.
    - ii. Each payment needs to be signed by two signatures.
    - iii. Blank checks are never to be signed in advance.
    - iv. All invoices and other documentation should accompany the paper checks for payment so verifications of amount and appropriateness of purchase can be done.
    - v. Authorization should be done by two individuals, same as for checks above.

### **SECTION 10: FINANCIAL REPORTING**

1. Monthly banking reports
2. Each account of the City shall be reconciled on a monthly basis.
3. Monthly financial reports to the City Council must include (at a minimum):
  - (a) Each investment to include the ownership of the investment by fund.
  - (b) Any changes to the investment portfolio during the reporting period.
  - (c) Summary of all receipts and disbursements made during the month by fund.
  - (d) Amounts of outstanding checks.
  - (e) Bank balances for each account in the City's name.
4. The Finance Office or City Clerk shall report to the City Council, the actual cash received and disbursed for the month, the cumulative to date, as well as the budgeted estimates or revised estimates of the anticipated revenue and expenditures for the remaining months of the fiscal year.
4. The City Administrator, Finance Officer or City Clerk shall also prepare all annual reports as required by federal, state or local requirements with presentation to or approval by the City Council as appropriate.
5. Audits shall be done in accordance with Iowa Code requirements by an external CPA firm versed in municipal audit requirements or State Auditor's office.

## **SECTION 11: CASH RESERVE POLICIES**

The City Administrator and/or Finance Officer must report on the projected reserve requirements each fiscal year during budget season.

1. All general obligation debt will be paid from the Debt Service Fund. All enterprise revenues pledged to abate general obligation issues will be a budgeted transfer to the Debt Service Fund.
2. All reserves required by bond covenant or other external agreements shall be allocated to the fund required (not comingled with the general fund reserve).

Operating cash balances at fiscal year-end will be maintained at a level to ensure sufficient cash flow throughout the fiscal year as follows: Per Resolution 2022-11 (February 7, 2022)

- General Fund: 25% or 3 months of operating expenses.
- Hotel Motel: 100% or one-year's receipts.
- Tort and Liability: 25% or 3 months of operating expenses.
- Employee Benefits: 25% or 3 months of operating expenses.
- Local Option Sales Tax: 100% or one-year's receipts, unless the referendum changes the intent of local option sales tax.
- Road Use Tax: 50% of Expected Operating Expenses.
- Storm Sewer: 50% of Expected Operating Expenses.
- Capital Reserve: 100% or one-year's receipts.

## **SECTION 12: STATE REVOLVING FUND PROGRAMS**

As required by state sponsored State Revolving Fund programs the City must maintain a minimum account balance: Per Resolution 2022-11 (February 7, 2022)

- Water Funds: 50% of Operating Expenses & 100% Annual Debt Payments
- Sewer Funds: 50% of Operating Expenses & 100% Annual Debt Payments

## **SECTION 13: OPERATING BUDGET & EXPENDITURE POLICY**

1. The City Administrator and Finance Officer will compile and submit to the City Council a balanced budget by the first Monday in March of each year.
2. The balanced budget will reflect expenditures which will not exceed estimated resources and revenues.
3. The operating budget for the City will be developed and established on a service level basis. Any additions, deletions, and/or alterations in the operating budget will be related to services to be provided to the general public.
4. The operating budget will emphasize productivity of human resources in providing services, efficient use of available revenue sources, and quality of services.
5. New service levels will be considered when additional revenues or offsetting reductions of expenditures are identified, the new services fall within the broad framework of the

City operation, or when such services are mandated by the State of Iowa or the federal government.

6. The City will avoid the postponement of current expenditures to future years, accruing future year's revenues, or utilization of short-term debt to fund operating expenditures.
7. The operating budget will provide funding for the on-going maintenance and replacement of fixed assets and equipment. These expenditures will be funded from current revenues and, in the case of replacement of equipment, surplus fund balances in excess of the minimum working balance reserve.
8. The budget will provide adequate funding for all retirement systems as prescribed by state law.
9. A working fund balance for general operations will be maintained in order to support expenditures prior to the collection of taxes.
10. Each year the City will revise current year expenditure projections during the succeeding year's budget preparation process. Costs of operating future capital improvements included in the capital projects budget will be included in the operating budget.
11. The City will participate in a risk management program to minimize losses and reduce costs. This program will also protect the City against catastrophic losses through the combination of insurance, self-insurance, and various federal and state programs.
12. The City will maintain a budgetary control system to monitor its adherence to the approved operating budget.
13. Budget amendments may be made throughout the year with approval of the City Administrator and Finance Officer. The City Council will publish notice of the public hearing as required by law before taking action. The City Council will then formally review and approve all amendments via resolution.
14. The City administration will prepare monthly expense and revenue reports comparing actual revenues and expenditures to budgeted amounts.
15. Department Directors shall furnish the City Administrator and Finance Officer all information as is required for large dollar items. The threshold for this notification shall be \$7,500.00. City Administrator or Finance Officer shall have authority to authorize purchases, repairs or replacement equipment for water and sewer plants as requested by the Public Works Director, without City Council approval, up to \$15,000.00 in an emergency situation, to keep the infrastructure operational for the citizens.
16. The purpose of Tax Increment Financing (TIF) is to provide business friendly tax incentives while balancing the demands of City services. Developers must attend a pre-application meeting with two (rotating) City Council members, Mayor, City Administrator and /or Finance Officer before a request is presented to the City Council for consideration. If applicable, pre-application meetings must have a conceptual site plan, proposed zoning classification, estimated property value, description of the business, additions to City infrastructure, and number of jobs created. Staff or the City's financial advisor must run a cost analysis before a City Council vote to ensure the elected

body has a holistic picture of future development agreements.

#### **SECTION 14: DEBT ADMINISTRATION POLICY**

1. The City will limit its long-term borrowing to capital improvements or projects which cannot be financed from current revenues or for which current revenues are not adequate.
2. Long-term borrowing will only be utilized to fund capital improvements and not operating expenditures.
3. The payback period of the bonds issued to fund a particular capital project will not exceed the expected useful life of the project.
4. The City will attempt to keep the average maturity of general obligation bonds at or below 20 years.
5. The City will maintain its debt limitation at 5 percent or less of actual property valuation as mandated by the State of Iowa.
6. Whenever possible, special assessment, revenue and/or general obligation bonds abated by enterprise revenues will be issued instead of general obligation bonds funded by property tax.
7. For those general obligation bonds issued and funded by property taxes, debt service and interest payment schedules shall be established whenever possible in such a manner to provide equalization of debt and interest payments each year for the life of the total outstanding general obligation bonds.
8. The City shall encourage and maintain good relations with the financial and bond rating agencies and prepare any reports so requested by these agencies. Full and open disclosure on every financial report and bond prospectus will be maintained.

#### **SECTION 15: ANNUAL REVIEW POLICY**

This Financial Management Policy will be reviewed annually or earlier if so desired by the City Council. Any changes to the policy must be adopted by City Council and be consistent with the Code of Iowa.

# INVESTMENT POLICY

## **SECTION 1: SCOPE OF INVESTMENT POLICY**

The Investment Policy of the City of West Branch shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of West Branch. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The City Council of the City to which the Investment Policy appears.
2. All depository institutions or fiduciaries for public funds of the City.
3. The auditor engaged to audit any fund of the City.
4. Any fiduciary or third party assisting with or facilitating investment of the funds of the City.

## **SECTION 2: DELEGATION OF AUTHORITY**

In accordance with Section 12B.10(1), the responsibility for conducting investment transactions resides with the Finance Officer and/or City Clerk of the City. Only the Finance Officer and/or City Clerk and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City shall require the outside person to notify in writing the City Administrator and/or Finance Officer within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City by the outside person.

The records of investment transactions made by or on behalf of the City are public records and are the property of the City whether in the custody of the Finance Officer and/or City Clerk or in the custody of a fiduciary or other third party.

The City Administrator and/or Finance Officer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City responsible for elements of the investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body:

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

A Bank Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

### **SECTION 3: OBJECTIVES OF INVESTMENT POLICY**

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

### **SECTION 4: PRUDENCE**

The City Administrator and/or Finance Officer, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the City Administrator and/or Finance Officer shall consider the role the investment or deposit plays within the portfolio of assets of the City and the investment objectives stated in Section 3.

### **SECTION 5: INSTRUMENTS ELIGIBLE FOR INVESTMENT**

Assets of the City may be invested in the following:

- A. Interest bearing savings accounts, interest bearing money market accounts and interest-bearing checking accounts at any bank, savings and loan association or credit union in the

State of Iowa. However, primary consideration will be given to any bank, savings and loan association or credit union with an operating office located within the city limit of West Branch. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the City. Deposits in any financial institution shall not exceed the maximum amount approved by the City Council of West Branch.

- B. Obligations of the United States government, its agencies and instrumentalities.
- C. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12C.

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 7 investment maturity limitations and Section 8 diversification requirements.

## **SECTION 6: PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES**

Assets of the City shall not be invested in the following:

- 1. Reverse repurchase agreements.
- 2. Futures and options contracts.

Assets of the City shall not be invested pursuant to the following investment practices:

- 1. Trading of securities for speculation or the realization of short-term trading gains.
- 2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
- 3. If a fiduciary or other third party with custody of public investment transaction records of the City fails to produce requested records when requested by this public body within a reasonable time, the City shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

## **SECTION 7: INVESTMENT MATURITY LIMITATIONS**

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

- 1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.



2. The City Administrator and/or Finance Officer may invest funds of the City that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the City shall have maturities that are consistent with the needs and use of the City.

### **SECTION 8: DIVERSIFICATION**

Investments of the City are subject to the following diversification requirements:

Prime banker's acceptances:

1. At the times of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be invested in prime bankers' acceptances, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be in commercial paper or other short-term corporate debt,
2. At the time of purchase, no more than five (5%) of the investment portfolio of the City shall be invested in the securities of a single issuer, and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second-highest classification.

When possible, it is the policy of the City to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
3. Risks of market prices volatility shall be controlled through maturity diversification so that aggregate price losses in instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

### **SECTION 9: SAFEKEEPING AND CUSTODY**

All invested assets of the City involving the use of a public fund's custodial agreement, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in

writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

#### **SECTION 10: ETHICS AND CONFLICT OF INTEREST**

The City Administrator, Finance Officer, City Clerk and all other officers and employees of the City involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### **SECTION 11: REPORTING**

The Finance Officer and /or City Administrator shall submit an annual investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

#### **SECTION 12: INVESTMENT POLICY REVIEW AND AMENDMENT**

This Investment Policy shall be reviewed every two years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

# CREDIT CARD POLICY

The following credit card use policy has been developed to provide guidance to the City's financial management system. The City's intent is to support a sound and efficient financial management system which best utilizes resources and provides an acceptable service level to the citizens of West Branch.

## **SECTION 1: PURPOSE**

To allow City personnel access to efficient and alternative means of payment for approved purchases of goods or services for official business of the City of West Branch.

The City Administrator shall be issued a credit card of up to \$5,000 for their use in the course of City business. Additional credit cards shall be issued to the Finance Officer \$3,000 limit, **City Clerk**, Park & Recreation Department, Public Works, Library, and the Police Department with a \$2,000 limit.

## **SECTION 2: USE OF CREDIT CARDS**

City authorized credit cards may be used while an employee is on official City business, including but not limited to the following uses:

- Travel / Lodging
- Meal expenses when on City business. (Subject to the provisions of the City of West Branch Employee Handbook).
- On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
- Purchases requiring immediate payment if the City is unable to issue a check for the purchase. Prior approval is required.
- Emergency City vehicle maintenance
- Gasoline for City vehicles

## **SECTION 3: REQUIRED DOCUMENTATION**

The employee using the credit card must submit detailed receipts, documentation listing the goods or services purchased, cost, date of the purchase and the official business explanation. All receipts from credit card use must be turned into the City Office within 14 days of the charge. If receipts are not turned in within 14 days after the expense was incurred, the employee will be responsible for such expense. The credit card may not be used for cash advances or personal use under any circumstance.

## **SECTION 4: INTERNAL CONTROL PROCEDURES**

- a) The City Administrator or Designee is the administrator of this policy and responsible for overseeing compliance. The City Administrator or Designee is hereby authorized to enter into an agreement with a financial institution to provide for the issuance of a credit card account.
- b) The Finance Officer or Designee shall be responsible for the accounting and payment of expenses and ensuring accuracy of the statement and that activity and account information is noted on the credit card statement. The Finance Officer or Designee shall be responsible for compliance with the State of Iowa records retention requirements for safekeeping of statements and receipts for five years.

**SECTION 5: MISUSE OF CREDIT CARDS**

Misuse of City Credit Cards, failure to secure or report stolen or missing credit cards immediately upon discovering, could result in disciplinary action toward the employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on the card while in their possession. The City may revoke the credit card privileges of any employee at any time. Employees must immediately surrender the credit card upon termination of employment.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> <b>Resolution 2024-85</b> - Approving the West Branch Parks & Recreation Master Plan.
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<b>PREPARED BY:</b> Parks & Recreation Director, Erin Laughlin
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<b>DATE:</b> July 31, 2024
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### BACKGROUND:

The Park and Recreation Master Plan has been put together with input from ECIA, the Park and Recreation Commission, and from results of the 2023 community Park and Recreation survey. It establishes the improvements of the city parks since the 2013 Master Plan as well as provides focus points for the duration of the 2024 Master Plan. The focus points will help all departments of the city coordinate funding, infrastructure, and grassroots efforts for the city parks over the next five years.

**RESOLUTION 2024-85**

**A RESOLUTION APPROVING THE WEST BRANCH  
PARK & RECREATION MASTER PLAN**

**WHEREAS**, the Parks & Recreation Commission's mission is to enrich the lives of the residents of West Branch by providing safe, welcoming parks and recreation facilities and strives to provide affordable, diverse recreation and human service activities for people of all ages to play, learn, contemplate, build community and be good citizens of our environment.

**WHEREAS**, the Parks & Recreation Commission recommends and reviews policies, rules, regulations, ordinances and budgets relating to parks, playgrounds and amenities of the City; and

**WHEREAS**, the Parks & Recreation Commission, in conjunction with the Park & Recreation Director, City Administrator and ECIA collaborated to develop the West Branch Park Master Plan; and

**WHEREAS**, the West Branch Park Master Plan's purpose is to develop a plan that will guide the City as it maintains and develops its park systems; and

**WHEREAS**, it is now necessary to approve said West Branch Park & Recreation Master Plan for Fiscal Year 2025 - 2029.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned West Branch Park & Recreation Master Plan is hereby approved. Further, the Mayor is directed to execute the plan on behalf of the City.

**Passed and approved this 5<sup>th</sup> day of August, 2024.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



**City of West Branch, Iowa**  
**Park & Recreation**  
**Master Plan**  
**Fiscal Years 2025 - 2029**

## Acknowledgements

The City of West Branch would like to acknowledge and thank all the people that contributed to the development of this plan.

### *West Branch Mayor and City Council*

Roger Laughlin, Mayor  
Tom Dean, Mayor Pro Tem  
Mike Horihan, Councilperson  
Nick Goodweiler, Councilperson  
Jodee Stoolman, Councilperson  
Jerry Sexton, Councilperson

### *City of West Branch Staff*

Adam Kofoed, City Administrator  
Leslie Brick, City Clerk

### *City of West Branch Park and Recreation*

Erin Laughlin, Park & Recreation Director

### *Consultant*

East Central Intergovernmental Association (ECIA)  
7600 Commerce Park  
Dubuque, Iowa 52002  
[www.ecia.org](http://www.ecia.org)

### *ECIA Staff*

Dan Fox, Senior Planner  
Jennifer Walker, Director of Special Programs

### *The Residents of West Branch, Iowa*

Date Approved & Adopted: \_\_\_\_\_



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# Introduction

## *Purpose & Need*

The purpose of the West Branch Parks Plan is to develop a plan that will guide the City of West Branch as it maintains and develops its park systems. Since the previous plan was completed in 2013, many park improvements and even additional parks have been added to the City's inventory. In the past ten years, some objectives remain while new ones have been added. West Branch saw the need for a new plan that will set the course for the next five to ten years.

## *Community Overview*

West Branch is a growing community located in Cedar County, Iowa and is the hometown of Herbert Hoover, the 31st president of the United States and is home to one of only 13 presidential libraries in the nation. West Branch is primarily a residential community, with many residents working in the Iowa City metro area. The community's surrounding landscape is characterized by hills, bluffs, limestone outcroppings, with the Cedar River a few miles east of West Branch. Downtown has many historic buildings, a pocket park, and is adjacent to greenspace that provides visitors with a wide range of amenities. The downtown area is compact, walkable, and provides visitors access to restaurants, museums, and a unique shopping experience. West Branch's 2020 census population was 2,509 up from 2,332 in 2010.

## *City of West Branch Park and Recreation Commission*

The Park and Recreation Commission was created to make recommendations to the West Branch City Council concerning plans for and oversight of City parks and recreation activities. The Park and Recreation Commission serves as the steering committee for the development of the West Branch Parks Master Plan. The Commission consists of seven members appointed by the West Branch City Council. The Park and Recreation Commission members at the time the plan was developed were:

- Adrienne Howard
- Jenna Maxson
- Kristin Rood
- Shane Staker
- Rich Stout
- Evie White

## Plan Objectives

The process of establishing the objectives of the West Branch Parks Master Plan began with a review of the City's existing plans. The review included the *City of West Branch Comprehensive Plan (2019)*, the *City of West Branch Strategic Plan for Parks & Recreation Capital Improvements (2013)* and a community wide *City of West Branch Community Park & Recreation Survey (2023)*. Through these documents the City has established its vision for the future and identified goals and objectives that will help the community realize that vision. The objectives established in the *City of West Branch Parks & Recreation Master Plan 2024* will provide a more specific focus on parks and their amenities while helping move the City closer to achieving the broader goals outlined in its existing plans.

### ***City of West Branch Comprehensive Plan***

The City of West Branch's comprehensive plan provides a guide for the future of the city over a 20-year period. The 2019 comprehensive plan updates the 2013 plan for the city. The update identifies issues and opportunities on such topics as land use, infrastructure, parks and recreation, economic development, and the use of environmental resources.

---

#### City of West Branch 2019 Vision Statement:

To maintain and enhance the City of West Branch as an historically significant community with a safe, small-town, family atmosphere, whose financial and physical resources are managed wisely through policies and programs which assure the long-term health and vitality of the community.

---

### **GOALS AND OBJECTIVES**

Park and recreation related goals and objectives from Chapter 11 from the comprehensive plan include:

1. Provide and maintain an adequate supply and variety of parkland and recreational facilities to serve the city's current and future population, based on identified standards and community needs.
2. Improve parks, recreation facilities, natural areas, and greenspace through strategies that reflect user needs, development priorities, development and maintenance costs, program opportunities, financing strategies, and community input.
3. Establish, improve, and maintain a complete and connected system of public trails that provides recreational opportunities and that can serve transportation functions.

The following section provides a summary of the park-related objectives contained in the previous Parks and Recreation Strategic Plan.

### ***City of West Branch Strategic Plan for Parks & Recreation Capital Improvements Final Report***

The *City of West Branch Strategic Plan for Parks & Recreation Capital Improvements Final Report*, adopted in 2013, evaluated the needs of each of the six parks that existed at that time, and developed a phased approach to the overall park development system including, proposed schedules for implementing improvements, funding recommendations, and cost estimates for the respective phases. Based on Project Stakeholder input, the public survey results, and design charrette process, the following phasing was recommended for the plan:

Table 1: Status of Capital Improvements from 2013 Strategic Plan		
Park	Project	Status
<b>Phase 1</b>		
Beranek Park	Add sand volleyball courts and lighting upgrades.	Complete in 2016
Lions Field	Add public restroom, ADA access from parking to field, and soccer field renovation.	Complete in 2016
Wapsi Park	Trailhead parking lot, public restroom, future playground.	Playground and parking lot complete in 2016. Restroom not started.
Cubby Park (The name of this park was changed from Pedersen Park. All references in this plan to Cubby Park and Pedersen Park are the same location.)	Softball/baseball complex, concession stand, batting cage, Pickleball court, playground and walking trail.	Complete in 2020
<b>Phase 2</b>		
Wapsi Park	Create bridge and trail.	Not started
Cubby Park	Build new recreation center.	Not started
<b>Phase 3</b>		
Beranek Park	Add water feature	Not started
Lions Park	Install terraced, sloped seating	Not started
Wapsi Park	Tennis courts	Not started
Cubby Park	Build a new library	Not started
<b>Phase 4</b>		
Meadows Trail	PCC Trail, restrooms	Not started
Lions Field	Trail expansion with bridge crossing	Not started
Wapsi Park	Amphitheater	Not started— location will not work, but remains goal of interest.
Cubby Park	Indoor/outdoor swimming pool(s)	Not started
Dog Park	Water line, public restrooms	Not started
<b>Phase 5</b>		
Cubby Park	Construct a new City Hall	Not started
Cubby Park	Construct a multi-directional access to Pedersen Park (Scott Drive and Gilbert Drive).	Not started

**OTHER Park facility updates since 2013 not in previous plan:**

Park	Improvement
Beranek Park	Permanent horseshoe pitches. Completed by Eagle Scout Jeremy Budreau
Beranek Park	Cement trail. (50% complete.) Complete in 2020
Beranek Park	Resurfaced parking lot, installed shelter railing and re-poured shelter floor. Complete in 2020
Lions Park	Small open-air pavilion constructed- Completed by Eagle Scout Tyler Dean
Wapsi Park	New playground – Complete in 2016
Wapsi Park	Permanent corn hole sets – Completed by Eagle Scout Jeremy Budreau
Cubby Park	Three baseball/softball fields added with a centralized, multi-use concession facility. One pickleball court, trail, and pond.
West Branch Mural Park	A new pocket park was created in a vacant lot, mural was installed in 2022.



**New play equipment at Beranek Park and  
Sand volleyball courts at Beranek Park**

## **Public Survey 2023**

### **Development & Content**

The Public Input Survey was developed by ECIA with the assistance of the West Branch Parks & Recreation Commission and City staff. Questions were developed based on past project experience, existing park features and amenities, and other planning surveys. Each survey included brief demographic information, and questions regarding satisfaction with current features and amenities at each of the six parks. Questions regarding funding support were also included. There was a public meeting of the Parks & Recreation Commission to discuss the outcomes of the survey and to gain further input for the Master Park Plan 2024.

### **Distribution**

Both paper and digital copies were made available to the community. Electronic links were provided on the City's websites, and various other social media outlets. Hard copy surveys were available at City offices and QR codes on posters were placed at high traffic locations throughout the city.

### **Analysis & Results**

The public survey was closed on April 27, 2023, with 91 surveys completed. Analysis of the surveys was completed through SurveyMonkey©. Each question's results were compiled into graphs or charts depending on their format to display the public response. The full survey can be found in Appendix A.

## *Parks Plan Objectives*

The City Park and Recreation Commission conducted a citywide survey to update a list of objectives for the park plan. From the survey, the Commission developed an initial list of objectives early in the plan development process and continued to review and revise the list based on the information collected through the planning process and input from the community.

The objectives guided the development of this plan and will continue to guide the community's future park and trail activities. The final Parks Plan Objectives are listed below.

### **Parks & Recreation Objectives**

Provide recreational opportunities for all ages and abilities.

Conserve the community's open spaces and natural resources.

Acquire land for future parks to meet the community's needs.

Maintain high standards for the city's existing recreation facilities and ensure that new facilities are built to last.



## Existing Conditions

This section provides an overview of the City of West Branch's existing parks.

### *Parks*

#### **BERANEK PARK**

Beranek Park is located at 320 Beranek Drive which is on the east side of town. The West Branch Wapsinonic Creek is nearby. Beranek Park has a shelter with tables, four sand volleyball courts, horseshoe pitches, a playground, and a basketball court, all of which are lighted. The shelter at Beranek Park can be reserved and has ADA-accessible restrooms.





## CUBBY PARK

Cubby Park is located at 301 Scott Drive on the north side of West Branch. At over 19 acres, it is West Branch's largest park. Park amenities include three baseball/softball fields with concessions, restrooms, playground, ½ mile walking trail, pickleball court, and batting cage.



## LIONS FIELD

Lion's Field is located at 221 Pedersen Street on the west side of town. Nestled in a residential area, Lion's Field is a 3.4 acre space that has restroom facilities, soccer fields and a small shelter with a picnic table.



**WAPSI CREEK PARK**

Wapsi Creek Park is a small park located at 201 N. 2<sup>nd</sup> Street. This park features a playground, corn hole, picnic tables and parking for the 3.5-mile limestone Hoover Trail.



## HERITAGE SQUARE – DOWNTOWN

Heritage Square is located at the intersection of Main and North Downey Street, in the heart of historic downtown West Branch. You can also access the Herbert Hoover National Park and Museum also known as the Downey Trace from Heritage Square. The park is used for the local farmers market, festivals and other City events.



*Heritage Square Park showing link to Hoover Presidential Library and the West Branch Farmer's Market.*

**WEST BRANCH DOG PARK**

The dog park is located at Baker Avenue on the north end of town along Herbert Hoover Nature Trail.



## MURAL POCKET PARK

The Mural Project started as an idea developed in a Cedar County Great Places Grant application and was popular with several Cedar County communities to promote tourism, improve aesthetics and increase business traffic. Mural Park was established in 2021 at the former Casey's General Store site. Currently, the park is green space and a quiet place to reflect and have your picture taken with the mural.



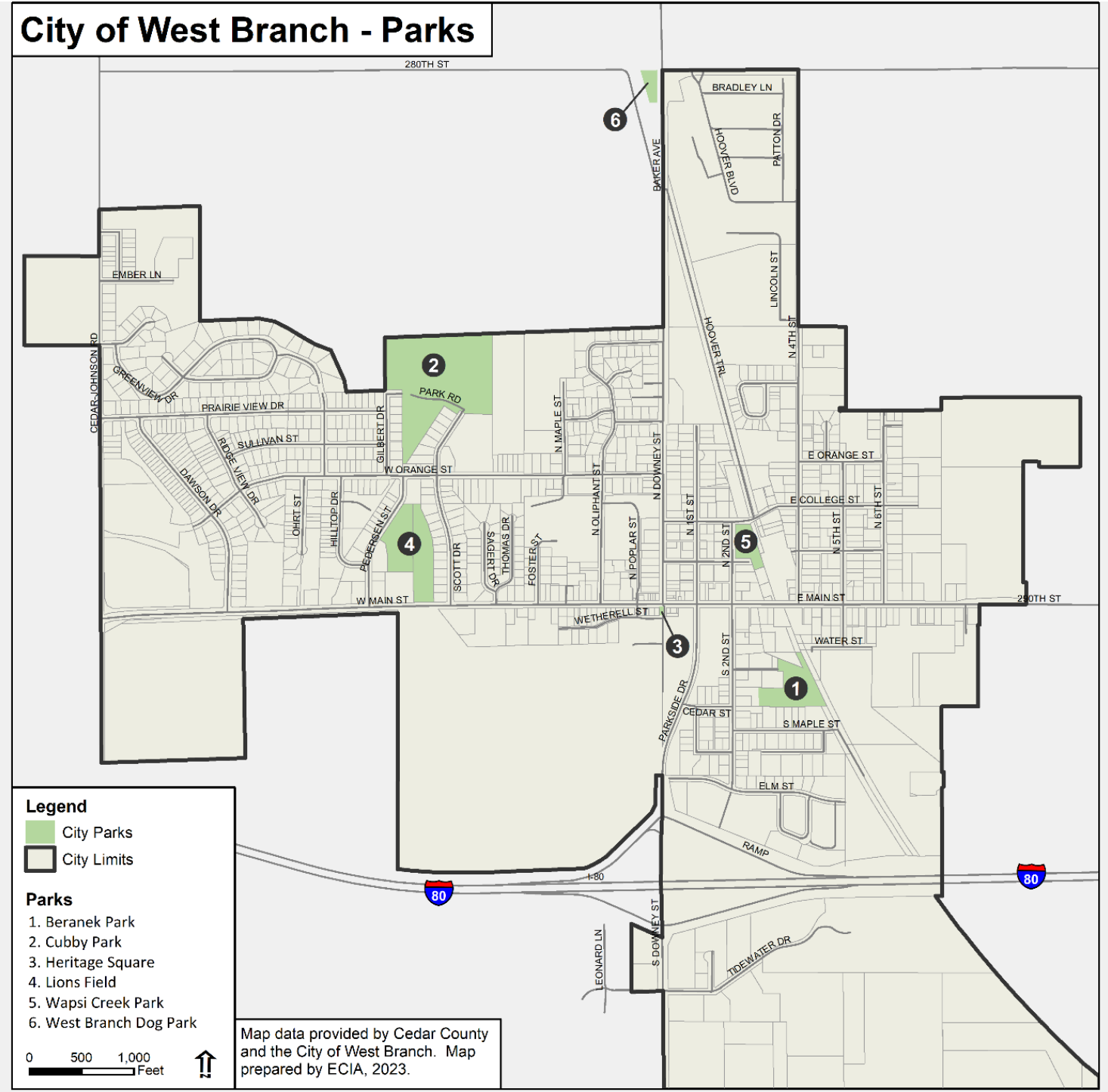
## PARK AMENITIES

The City of West Branch’s parks offer a wide range of recreational amenities. The below graphic provides a summary of West Branch’s current park amenities. All municipal parks are open daily from 7am to 10pm.

Park Amenities	Beranek Park	Cubby Park	Lion's Field	Wapsi Creek Park	Heritage Square - Downtown	West Branch Dog Park	Mural Pocket Park
Baseball / Softball Fields		X					
Basketball Court	X						
Batting Cage		X					
Concessions		X					
Dog Friendly						X	
Fishing							
Grills	X			X			
Mountain Bike Trail							
Multi-Use Trail, Paved	X	X					
Multi-Use Trail, Unpaved	X			X			
Natural Areas		X					
Parking		X	X	X			
Pavilions	X		X				
Pickleball		X					
Picnic Areas	X	X		X	X	X	
Playground	X	X		X			
Pond		X					
Restrooms	X	X	X				
Soccer Fields			X				
Splash Pad							
Tennis Court							
Volleyball, Hard Surface							
Volleyball, Sand	X						
Other/Horseshoe/ETC	X					X	

**PARK MAPS**

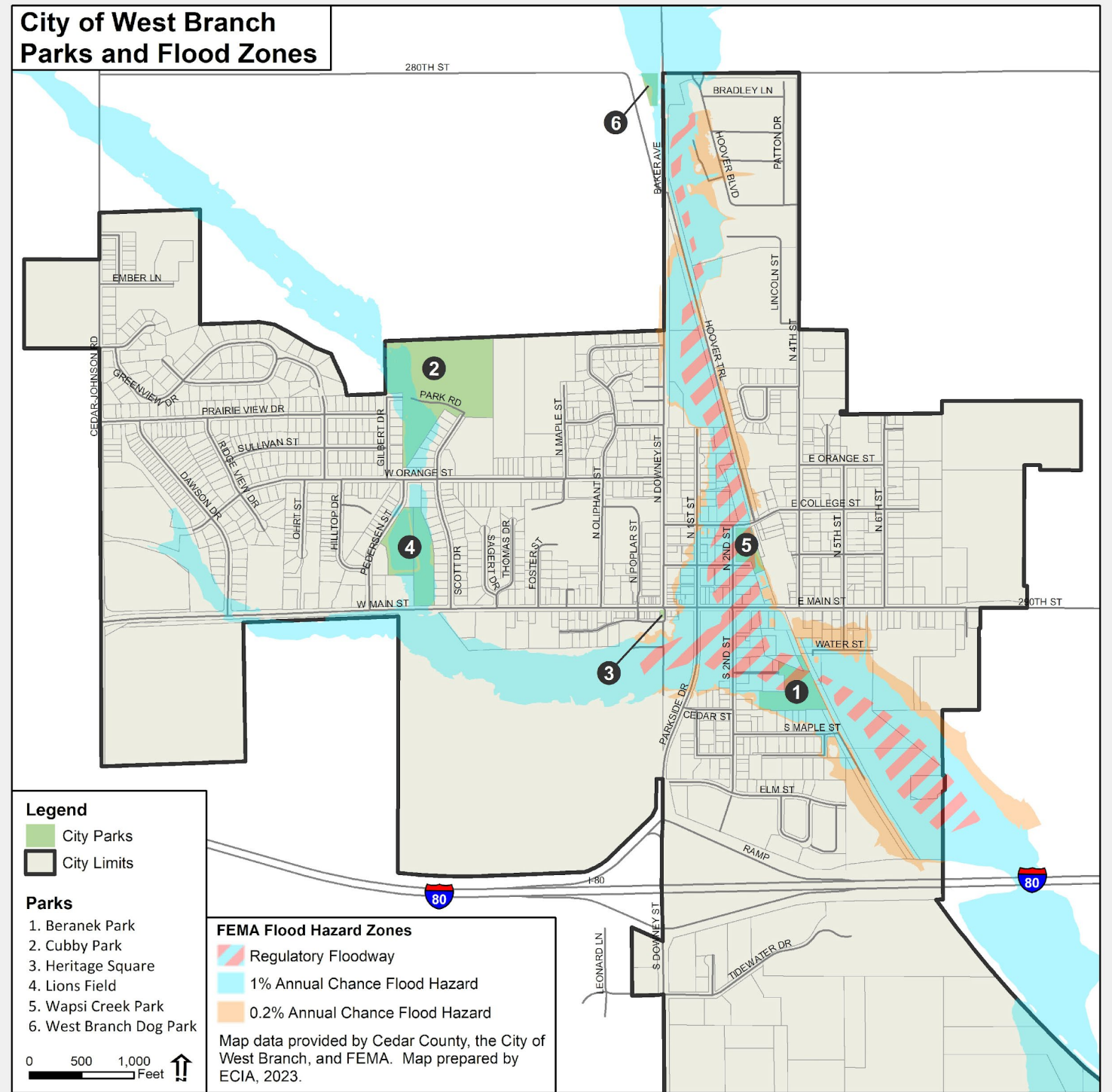
Figure 1 maps the City of West Branch's current parks.





**ONGOING RESTRICTIONS & CONFLICTS**  
**Floodplain Encroachment**

All seven parks associated with this plan are impacted in some way by floodplain encroachment. The Wapsinoc Creek runs through, or adjacent to, six of the parks, with some floodplains creating restrictions on what and where features and amenities can be located. Below are flood plain maps that show an overview of the flooding limits in these locations.



## Gas Pipeline Easement

In addition to the floodplain impacts, the Enterprise Gas Pipeline runs at an angle through Cubby Park. This pipeline exists within a 60' easement and intersects the Cubby Park parcel at an angle from northeast to southwest. See Appendix B for a plat of the existing pipeline easement.

Notes from previous Park Plan:

- Depth of pipeline was evaluated in 2014. See Appendix B.
- Allowable fill over the pipeline is a maximum of eight feet.
- Ball field fencing can be installed within the pipeline easement, with spacing at a 5' minimum from the outside wall of the pipeline. Fences may not parallel the pipeline within the easement.
- Pipe relocation will be needed for any future structural crossings that invite loading over the pipeline (i.e., streets, parking lot).
- Pipe relocation costs are the responsibility of the City of West Branch.
- Enterprise may trim or remove vegetation as necessary to maintain rights-of-way.

## City of West Branch Park & Recreation Issues and Needs

The planning process identified the following needs for the community's parks and recreation system.

Through the plan development process, the West Branch Parks and Recreation Board compiled a list of the community's park needs. This section of the plan lists the needs along with some discussion of potential methods for addressing them.

## Projects

Survey results indicated that the community is much more "big goal" focused, rather than simply small improvement park projects. 82% of respondents indicated that they would be willing to pay more taxes (in the range of \$30/month or \$360/year) to support of proposed park projects.

Supporting this response, more than 57% of surveys indicated support for a new combined Recreation/Community center, while more than 25% indicated the desire for an Outdoor Aquatic Center.

The City of West Branch also identified a list of smaller, key projects to balance the large, more costly investments that will help the community achieve the objectives established in this plan. This section of the plan provides a project description, a project location map, and prioritizes the project list.

### *Project Priorities*

Through the planning process, the City of West Branch evaluated the existing conditions of the City's park facilities, collected input from members of the community, and identified gaps and needs. The city used the information collected to develop a list of improvement projects designed to fill the gaps and elevate the quality of the community's parks overall.

After compiling the project list, the community's final task was project prioritization. West Branch organized its projects into two groups: Top Priority Projects and Opportunity Projects.

### **TOP PRIORITY PROJECTS**

The projects in the top priority group are the most important projects for the future development of the park and trail systems and are projects that should be implemented first. Projects in the top priority category should also be ready to implement soon. Top priority projects should be considered short to medium term objectives that should be targeted for implementation over the next ten years. Table 1 lists the City of West Branch's top priority projects.

## OPPORTUNITY PROJECTS

The projects in the opportunity group are projects that will help move the community closer to its long-term goals, but are not considered immediate needs. The City does not expect to be able to implement this quickly. Opportunity projects are to be considered long-term objectives, that would be implemented between ten and twenty years down the road.

However, with opportunity projects the implementation timeline can be moved up if an opportunity presents itself. For example, a road reconstruction project could provide an opportunity to add a new bike lane or trail. Table 2 Lists the City of West Branch's opportunity projects.

*Table 1. Top Priority Projects*

Project	Description
Pickleball/multi-use court	
Park amenities	
Programming for all demographics	
Bike Repair/air station	
Clearing trails in the winter	

*Table 2. Opportunity Projects*

Project	Description
Recreation Center with pool or splash pad	
Additional trails	
Connect Cubby Park to Gilbert via a pedestrian bridge	
Amphitheater	

### Large Projects

1. Recreation Center with pool or splash pad
2. Additional trails
3. Connect Cubby Park to Gilbert via a pedestrian bridge

### Medium Projects

1. Pickleball/multi-use court
2. Park amenities: shade awnings at Cubby Park, shelters, bike racks, lighting, benches, tables, landscaping, trees, water fountains, bathrooms, playgrounds
3. Amphitheater

### Small Projects

1. Programming for all demographics
2. Bike repair/air station
3. Clearing trails in the winter



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
-------------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2024-86</b> - Approving the West Branch Parks & Recreation Grievance Policy.
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<b>PREPARED BY:</b> Parks & Recreation Director, Erin Laughlin
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<b>DATE:</b> July 31, 2024
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### BACKGROUND:

The Grievance Policy aims to establish a process for individuals with questions, concerns, or complaints that are not resolved with initial efforts. This can be referenced by both city staff and the individual with the grievance for consistent responses and proper escalation methods.

**RESOLUTION 2024-86**

**A RESOLUTION APPROVING THE WEST BRANCH PARK & RECREATION  
GRIEVANCE POLICY**

**WHEREAS**, it is the policy of the West Branch Parks and Recreation Department to control the use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority; and

**WHEREAS**, it the intent of the City of West Branch to promote wellness, recreation, and positive participation and sportsmanship in all Park & Recreation activities; and

**WHEREAS**, the City Council and staff desires to be supportive of such policies and to help facilitate any grievance filed with the Parks & Recreation Department; and

**WHEREAS**, it is now necessary to approve said policy and resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned Grievance Policy is hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

**Passed and approved this 5<sup>th</sup> day of August, 2024.**

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



# Grievance Policy

The West Branch Parks and Recreation (P&R) Department strives to take the time to answer and address any questions/concerns/complaints parents or participants might have. However, we expect the proper ladder of communication to be followed.

## **Ladder of Communication**

1. The parent or participant will address their concern with the coach (if a youth activity) or with a member of the team (if an adult activity). A separate meeting time outside the activity needs to be scheduled.
2. If the issue does not feel to be resolved after the meeting, the concern will be brought to the attention of the P&R Director and a time to be discussed will be scheduled. It is the Director's discretion on whether a second meeting between those involved is needed to help resolve the issue.
3. If still not satisfied with the resolution, a written complaint must be filed to the P&R Commission chairperson who is then responsible for informing the other commission members of the issue. The issue will be addressed at the next scheduled P&R Commission meeting. The individual filing the grievance will be informed of the meeting date/time and is welcome to attend as well be provided the opportunity to make a brief statement and provide additional facts. The statement is not to exceed five minutes and after which time the Commission will discuss the issue and determine the best possible solution.
  - The written grievance must include the following:
    - i. Name of person submitting the grievance
    - ii. Name of person on whose behalf the grievance is submitted (could be yourself)
    - iii. Grievant contact information including address, phone number, email address
    - iv. Notification date
    - v. Date(s) and location(s) associated with the grievance
    - vi. Grievance description including the name of the person(s) related to/causing the grievance
    - vii. Description of the actions taken thus far to attempt to resolve the grievance
4. If not satisfied with the Commission's decision, a written grievance may be taken to the City Administrator who will then decide whether he/she needs to meet with the individual or if the issue needs to be addressed by the City Council at the next scheduled meeting.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> Resolution 2024-87 – Approving the West Branch Parks & Recreation Rules of Behavior Policy.
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<b>PREPARED BY:</b> Parks & Recreation Director, Erin Laughlin
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<b>DATE:</b> July 31, 2024
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### BACKGROUND:

The purpose of the Rules of Behavior is to have an established expectation for all park visitors, volunteers, spectators, and program participants. If there should ever be a behavior issue, this can be referenced to avoid feelings of being targeted or unfairly treated. It also guides city staff on appropriate responses to behavior concerns.

**RESOLUTION 2024-87**

**A RESOLUTION APPROVING THE WEST BRANCH  
PARK & RECREATION RULES OF BEHAVIOR POLICY**

**WHEREAS**, it is the policy of the West Branch Parks & Recreation Department to control the use of recreation facilities, parks and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority; and

**WHEREAS**, it the intent of the City of West Branch to promote wellness, recreation, and positive participation and sportsmanship in all Park & Recreation activities; and

**WHEREAS**, the City Council and staff desires to be supportive and continue providing recreation activities to its residents and provide a safe and welcoming experience for all participants, volunteers and staff; and

**WHEREAS**, it is now necessary to approve said policy and resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned Rules of Behavior Policy is hereby approved. Further, the Mayor is directed to execute the policy on behalf of the City.

**Passed and approved this 5<sup>th</sup> day of August, 2024.**

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

ATTEST:

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





# Rules of Behavior

The purpose of the West Branch Parks & Recreation (P&R) Rules of Behavior is to maintain a safe and pleasant environment for all those participating in and observing P&R activities. It also ensures access to P&R facilities, the safety of users and staff, and the protection of P&R equipment and facilities.

Behavior expected of all P&R volunteers and registrants includes but is not limited to:

- Respect for other registrants, volunteers, and observers
- Appropriate use of P&R equipment and facilities

Prohibited conduct includes any illegal activity and may include, but is not limited to:

- Verbally abusing staff, volunteers, other registrants, or observers
- Cursing
- Repeated failure to follow directions
- Putting other's safety at risk
- Improper use of equipment
- Violence of any kind
- Vandalism
- Theft of property
- Using any electronic device in an inappropriate manner
- Failing to exit an activity or facility as directed by P&R staff or volunteers in charge

Any patron purposely causing a disturbance and/or engaging in illegal activities will be asked to leave the event or facility. If a patron does not leave and continues to disrupt others, local law enforcement officers will be called. Failure to comply with the West Branch Park & Recreation Rules of Behavior may result in loss of privileges to participate in future P&R activities or use facilities and equipment. The decision and terms of the loss of privileges will be determined by the Parks & Recreation Director.

Appeals for such decisions may be made at any regularly scheduled Parks & Recreation Commission meeting. A written letter of appeal must be received by the Parks & Recreation Commission chairperson or P&R Director at least 1 month before the scheduled meeting. A loss of privileges for a minor must be appealed by a parent or legal guardian.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
-------------------------------------

<b>AGENDA ITEM:</b> Resolution 2024-88 - Approving Change Order Number 4 in the amount of (\$24,761.26) for the Wastewater Treatment Facility Improvements Project.
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<b>PREPARED BY:</b> Leslie Brick
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<b>DATE:</b> July 30, 2024
----------------------------

### SUMMARY:

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

The City has received the following Change Orders for the project to date:

Change Order Number	Amount	Resolution #	Date Approved
1	\$6,687.10	2022-112	December 5, 2022
2	\$19,261.90	2023-63	June 5, 2023
3	(\$22,539.20)	2024-78	July 15, 2024

**RESOLUTION 2024-88**

**A RESOLUTION APPROVING CHANGE ORDER #4 IN THE AMOUNT OF (\$24,761.16) FOR THE WASTEWATER TREATMENT FACILITY PROJECT**

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

**WHEREAS**, Change Order #4 makes modifications to the project as described on Exhibit A; and

**WHEREAS**, Change Order #4 decreases the contract amount by \$24,761.26; and

**WHEREAS**, it is now necessary to approve Change Order #4 in the amount of (\$24,761.26) for the Wastewater Treatment Facility Project.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Change Order #4 in the amount of (\$24,761.26) for the Wastewater Treatment Facility Project is approved.

**Passed and approved this 5th day of August, 2024.**

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

ATTEST:

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

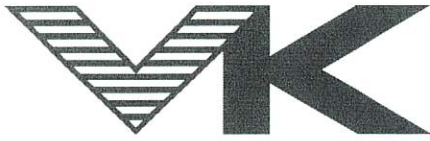


EXHIBIT A

VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

July 29, 2024

CHANGE ORDER NO. 4

WASTEWATER TREATMENT FACILITY IMPROVEMENTS  
WEST BRANCH, IOWA  
SRF PROJECT NO. CS1920982 01

Change Order No. 4 is for the following modifications to the project:

- 1. Delete 12" RCP and associated structures along west side of SAGR.  
(Boomerang RFC 11)

LS: (\$ 24,761.26)

Change Order No. 4 decreases the contract amount by \$ 24,761.16.

**BOOMERANG CORP.**

By [Signature]

Title [Signature]

Date 7/30/24

**CITY OF WEST BRANCH, IOWA**

By \_\_\_\_\_

Title Mayor

Date \_\_\_\_\_

**VEENSTRA & KIMM, INC.**

By Emily Pinebaugh

Title Project Engineer

Date 7/29/2024

**CITY OF WEST BRANCH, IOWA**

By \_\_\_\_\_

Title City Administrator

Date \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
-------------------------------------

<b>AGENDA ITEM:</b> <b>Resolution 2024-89</b> - Approving Pay Estimate Number 3 in the amount of \$82,852.75 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project.
---

<b>PREPARED BY:</b> City Clerk, Leslie Brick
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<b>DATE:</b> August 5, 2024
-----------------------------

### SUMMARY:

Midwest Underground Contractors Inc., of Walford, Iowa was awarded the construction contract for the Eastside Water Main Replacement Project by the West Branch City Council through the passage of Resolution 2024-11 on February 20, 2024 in the amount of \$840,277.00.

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

Pay Estimate Number	Amount	Resolution #	Date
1	\$151,804.97	2024-48	May 6, 2024
2	\$112,526.84	2024-62	June 17, 2024

**RESOLUTION 2024-89**

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 3 IN THE AMOUNT OF \$82,852.75 TO MIDWEST UNDERGROUND CONTRACTORS INC. FOR THE PHASE 2 EASTSIDE WATER MAIN REPLACEMENT PROJECT.**

**WHEREAS**, Midwest Underground Contractors Inc., of Walford, Iowa was awarded the construction contract for the Eastside Water Main Replacement Project (the “Project”) by the West Branch City Council through the passage of Resolution 2024-11 on February 20, 2024 in the amount of \$840,277.00; and

**WHEREAS**, Midwest Underground Contractors, 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; and

**WHEREAS**, the City Council of West Branch, previously approved Pay Estimate Number 1 and 2 in the amount of \$264,331.81 to Midwest Underground Contractors, Inc. of Walford, Iowa to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 3 in the amount of \$82,852.75 to Midwest Underground Contractors, Inc.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the West Branch, Iowa, that Pay Estimate Number 3 in the amount of \$82,852.75 to Midwest Underground Contractors, Inc. is approved.

**Passed and approved this 5th day of August, 2024.**

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

ATTEST:

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



**PAY ESTIMATE NO. 3**

**PHASE 2 EAST SIDE WATER MAIN REPLACEMENT  
WEST BRANCH, IOWA**

June 27, 2024

Midwest Underground Contractors, Inc.  
3000 Highway 151 E  
Walford, IA 52351

Contract Amount \$840,277.00  
Contract Date February 20, 2024  
Pay Period June 1, 2024 - June 27, 2024

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
2.1	Clear + Grubb	Unit	448	\$ 22.00	\$ 9,856.00		\$ -
2.2	Special Back Fill Material	CY	350	\$ 50.00	\$ 17,500.00		\$ -
2.3	Subgrd Stbl Mtrl, PlymGrid TX-160	SY	1,120	\$ 4.00	\$ 4,480.00		\$ -
2.4	Excavation, Cl 13, Rdwy + Borrow	CY	43	\$ 16.00	\$ 688.00		\$ -
2.5	Excav, Cl 10, Unstbl Mtrl, Core-Out	CY	350	\$ 16.00	\$ 5,600.00		\$ -
2.6	Topsoil, Furn + Spread	CY	100	\$ 42.00	\$ 4,200.00	20	\$ 840.00
2.7	Topsoil, Strip, Salvage + Spread	CY	100	\$ 22.00	\$ 2,200.00		\$ -
2.8	Modified Subbase	CY	178	\$ 45.00	\$ 8,010.00	62.4	\$ 2,887.00
2.9	Rmvl of Pav't	SY	648	\$ 12.00	\$ 7,776.00	418.14	\$ 5,017.68
2.10	Rmvl of Sidewalk	SY	4	\$ 12.00	\$ 48.00		\$ -
2.11	Disconnect & Rmvl of Water Main	LF	230	\$ 25.00	\$ 5,750.00	230	\$ 5,750.00
2.12	Rmvl of Water Valve	Ea	7	\$ 750.00	\$ 5,250.00	3	\$ 2,250.00
2.13	Rmv Storm SWR Pipe LE 36"	LF	97	\$ 30.00	\$ 2,910.00	28	\$ 840.00
2.14	Std/S-F PCC Pav't, Cl A Cl 3, 7"	SY	254	\$ 100.00	\$ 25,400.00		\$ -
2.15	Std/S-F PCC Pav't, Cl A Cl 3, 10"	SY	394	\$ 105.00	\$ 41,370.00	304	\$ 31,920.00
2.16	St SWR G-Main, Trnch, CMP ,15"	LF	88	\$ 58.00	\$ 5,104.00		\$ -
2.17	St SWR G-Main, Trnch, CMP, 21"	LF	8	\$ 130.00	\$ 1,040.00		\$ -
2.18	Connect to Existing Storm	Ea	1	\$ 1,200.00	\$ 1,200.00		\$ -
2.19	Driveway, PCC, 6"	SY	41	\$ 100.00	\$ 4,100.00		\$ -
2.20	Sidewalk, PCC, 6"	SY	4	\$ 120.00	\$ 480.00		\$ -
2.21	WM, Bored, Certalok, 6"	LF	2,056	\$ 60.00	\$ 123,360.00	1,660	\$ 99,600.00
2.22	WM, Trenched, DR-18 C900, 6"	LF	20	\$ 40.00	\$ 800.00	20	\$ 800.00
2.23	WM, Bored, DIP, 6", Nitrile Gaskets	LF	1,380	\$ 98.00	\$ 135,240.00	505	\$ 49,490.00
2.24	WM, Trenched, DR-18 C900, 8"	LF	73	\$ 55.00	\$ 4,015.00	227.88	\$ 12,533.40
2.25	WM, Bored, DIP, 8", Nitrile Gaskets	LF	222	\$ 150.00	\$ 33,300.00		\$ -
2.26	WM, Trenched, DR-18 C900, 12"	LF	20	\$ 85.00	\$ 1,700.00	28	\$ 2,380.00
2.27	WM, Trenched, DIP, 12", Nitrile Ga	LF	6	\$ 350.00	\$ 2,100.00	8	\$ 2,800.00
2.28	Trenched in Place Service	Ea	25	\$ 1,500.00	\$ 37,500.00	2	\$ 3,000.00
2.29	Bored in-Place Service	Ea	38	\$ 1,900.00	\$ 72,200.00		\$ -
2.30	Valve, Gate, 6"	Ea	14	\$ 2,100.00	\$ 29,400.00	10	\$ 21,000.00
2.31	Valve, Gate, 8"	Ea	2	\$ 2,800.00	\$ 5,600.00	1	\$ 2,800.00
2.32	Valve, Gate, 12"	Ea	2	\$ 4,700.00	\$ 9,400.00	1	\$ 4,700.00
2.33	Flushing Device (Blowoff), 6"	Ea	4	\$ 1,750.00	\$ 7,000.00	2	\$ 3,500.00
2.34	Fire Hydrant Assembly, WM-201	Ea	4	\$ 7,000.00	\$ 28,000.00	2	\$ 14,000.00
2.35	Construction Survey	LS	1	\$ 18,000.00	\$ 18,000.00	0.5	\$ 9,000.00
2.36	Traffic Control	LS	1	\$ 4,700.00	\$ 4,700.00	0.74	\$ 3,500.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
2.37	Mobilization	LS	1	\$ 55,000.00	\$ 55,000.00	0.5	\$ 27,500.00
2.38	Turf Reinforcement Mat (TRM)	Sq	50	\$ 90.00	\$ 4,500.00		\$ -
2.39	Seed + Fertilize (Urban)	LS	1	\$ 17,500.00	\$ 17,500.00		\$ -
2.40	Saw Cutting Dust Control	LS	1	\$ 3,000.00	\$ 3,000.00	0.5	\$ 1,500.00
2.41	Vibration Monitoring	LS	1	\$ 95,000.00	\$ 95,000.00	0.5	\$ 47,500.00
<b>Contract Price:</b>					<b>\$ 840,277.00</b>		<b>\$ 355,108.08</b>

### MATERIALS STORED SUMMARY

	Description	# of Units	Unit Price	Extended Cost
2.21	WM, Bored, Certalok, 6"	0	\$ 40.00	
2.23	WM, Bored, DIP, 6", Nitrile Gaskets	0	\$ 98.00	
2.24	WM, Trenched, DR-18 C900, 8"	0	\$ 55.00	
2.25	WM, Bored, DIP, 8", Nitrile Gaskets	69	\$ 150.00	\$ 10,349.35
2.26	WM, Trenched, DR-18 C900, 12"	0	\$ 85.00	
2.27	WM, Trenched, DIP, 12", Nitrile Gaskets	0	\$ 350.00	
2.30	Valve, Gate, 6"	0	\$ 2,100.00	
2.31	Valve, Gate, 8"	0	\$ 2,800.00	
2.32	Valve, Gate, 12"	0	\$ 4,700.00	
<b>Total</b>				<b>\$ 10,349.35</b>



<b>SUMMARY</b>			
		<b>Total Approved</b>	<b>Total Completed</b>
Contract Price		\$ 840,277.00	\$ 355,108.08
Approved Change Order (list each)	Change Order No. 1	\$ 18,500.00	
	Revised Contract Price		\$ 858,777.00

Stored \$ 10,349.35  
 Total Earned \$ 365,457.43  
 Retainage (5%) \$ 18,272.87  
**Total Earned Less Retainage \$ 347,184.56**

<b>SUMMARY</b>			
		<b>Total Approved</b>	<b>Total Completed</b>
Total Previously Approved (list each)	Pay Estimate No. 1	\$ 151,804.97	
	Pay Estimate No. 2	\$ 112,526.84	

Total Previously Approved \$ 264,331.81

Percent Complete 41%

**Amount Due This Request \$ 82,852.75**

The amount \$82,852.75 is recommended for approval for payment in accordance with the terms of the contract.

**Prepared By:**  
Midwest Underground Contractors, Inc.

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

**Approved By:**  
West Branch, Iowa

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

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

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

Name: Justin Lopata

Name: Eric Gould

Name: \_\_\_\_\_

Title: President

Title: Engineer

Title: \_\_\_\_\_

Date: 06/27/2024

Date: June 27, 2024

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> <b>Discussion</b> – Considering adding a traffic stop the intersection of West Orange and Greenview Drive.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> July 24, 2024
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### SUMMARY

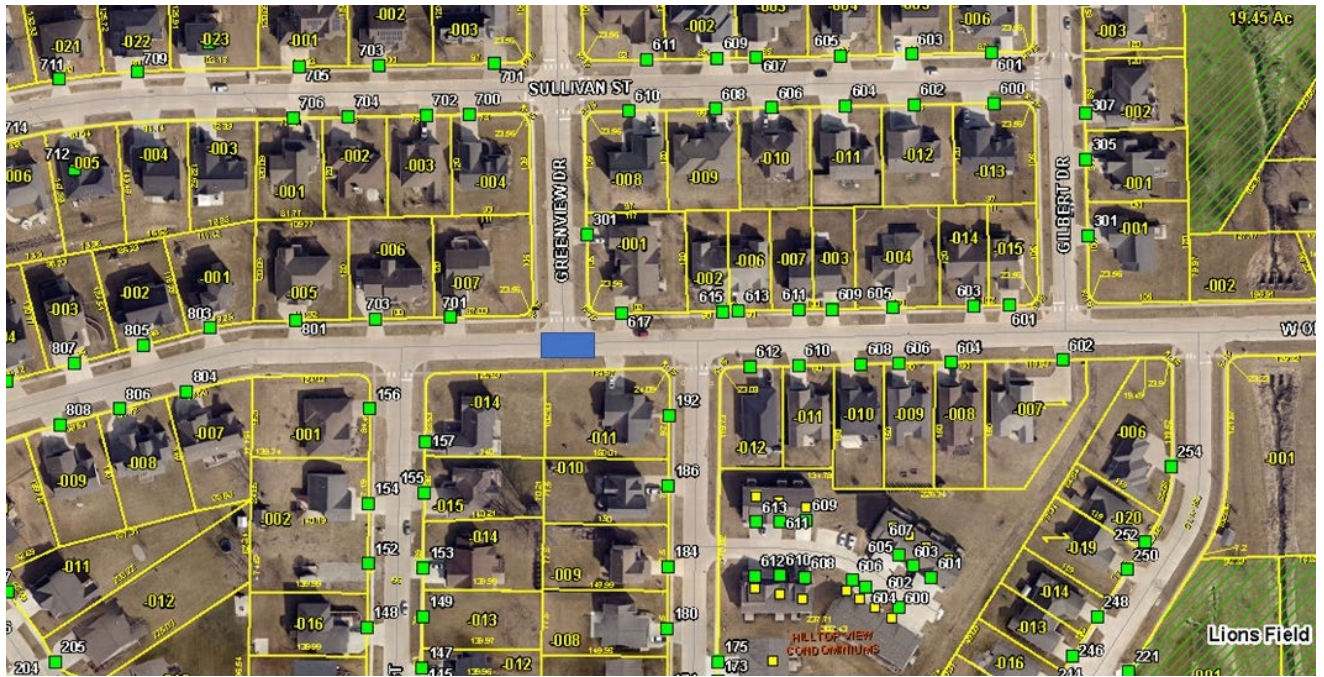
Councilperson Jodee Stoolman brought forward a suggestion for council to discuss the possibility of adding a traffic stop at the intersection of West Orange and Greenview Drive. Stoolman implied there could be safety concerns and observed vehicles speeding with increased traffic coming through Greenview Drive and Meadows neighborhoods.

### Pros:

- Improved navigation for visitors, delivery services, and emergency responders.
- May reduce accidents and promote safer driving behaviors, if the stop sign is appropriate.
- Can foster a sense of community by clearly identifying neighborhood streets and enhancing local identity.
- There is not a dedicate crosswalk on Orange Street for 1,840 feet.

### Cons:

- Are not warranted in the Manual on Uniform Traffic Control Devices as an effective measure to reduce speeding.
- If a stop sign is not appropriate. When vehicles must stop, the speed reduction is only near the stop sign, and drivers tend to speed up between stop sign controlled intersections. When not required to stop by cross street traffic, only 5 to 20% of all drivers come to a complete stop, 40 to 60% will come to a rolling stop below 5 mph, and 20 to 40% will pass through at higher speeds. Signs placed on major and collector streets for the purpose of speed reduction are the most flagrantly violated



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	August 5, 2024
<b>AGENDA ITEM:</b>	<b>Discussion</b> – Consider handicap parking on the 100 block of North Downey Street
<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
<b>DATE:</b>	July 24, 2024

**SUMMARY**

City staff have been contacted about several handicap parking concerns. Due to several tripping incidents some of the business owners are asking the city make changes. One quality suggestion was to make an ADA parking spot on the 100 Block of North Downey.

**Pros:**

- Decreased slips, trips, and falls.
- Some business owners would feel appreciated.
- The current handicap parking spot is not ADA accessible.
- We should prioritize making Main Street accessible. Customers in good shape can walk further.

**Cons:**

- Replacing the existing spot makes people undergoing rehab to walk further to River Valley Rehab.
- Customers don't always park further and walk. Sometimes, customers don't visit at all, if there is not convenient parking.
- Some business owners are not in favor of the change.



Old, or existing ADA parking spot.



New, or proposed new ADA parking spot.





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> August 5, 2024
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<b>AGENDA ITEM:</b> <b>Discussion</b> – Provide City Administrator direction regarding recent requests to implement smart growth strategies.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> July 24, 2024
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### SUMMARY

Since 2021, West Branch Main Street has been inquiring about city ordinances that can enhance the built environment. For example, the city does not have an ordinance that would protect Main Street from certain types of businesses, signage, and aesthetic requirements.

Starting on May 6<sup>th</sup> 2024, City Administrator, Adam Kofoed contacted Decorah’s City Manager on ideas for preserving and enhancing downtown districts. Since then, Kofoed has been in contact with Main Street Director Jessi Simon on design guideline ideas, signage requirements, and prime businesses Main Street would like to have in the district.

In addition, to Main Street, the 2016 Historic Preservation plan encourages the city to seek new historic properties, establish a historic neighborhood district, and the Planning and Zoning Commission has expressed a keen interest on the matter.

Main Street, Historic Preservation Commission, and Planning and Zoning Commissions are requesting the City of West Branch to protect, preserve, and enhance the Main Street district.

### PURPOSE

1. Establish a temporary overlay district for two years, as the City of West Branch seeks its partnership with the University of Iowa in 2025-2026 through the Iowa Initiative for Sustainable Communities program.
2. Study the proper size of an overlay district, solicit feedback, observe what changes could be made, and adopt a permanent district.
3. Prohibit signs, businesses, new buildings, and building expansions that are not compatible with Main Street Iowa Design Guidelines.
4. Ensure new commercial growth is visually appealing and constructed with sound materials.

### ATTACHMENTS

1. City of Marion, IA Interim Development Ordinance (Sample)
2. City of Garner, IA Marijuana Growing and Sales Ordinance (Sample)
3. Preliminary Study Area Maps
4. Available upon request: City of West Branch, IA Historic Sign Design Guidelines

## ORDINANCE NO. 16-15

### AN ORDINANCE AMENDING SECTION 176.50 OF THE MARION CODE OF ORDINANCES REGARDING CENTRAL CORRIDOR INTERIM DEVELOPMENT OVERLAY

Section 1. The Marion Code of Ordinances is amended by adding 176.50 in its entirety.

#### **176.50 Central Corridor Interim Development Overlay**

1. **Purpose:** The purpose of the Central Corridor Interim Development Overlay (IDO) is to temporarily regulate the establishment of uses, construction of new buildings and demolition or alteration of existing structure in the Central Corridor where potential development could be detrimental or have adverse impacts on current planning, land use or zoning studies underway.

2. **Applicability:** The Central Corridor IDO is adopted as an amendment to the Zoning Code and shall be illustrated on the Zoning Map and applied to the base district designation. Where inconsistencies exist between the Central Corridor IDO regulations and other provisions of the Municipal Code, the Central Corridor IDO regulations shall apply.

The Central Corridor IDO incorporates the Sub-boundaries of the Uptown Marion Main Street District and The Marion Commercial Business Historic District. Both districts will have additional review processes outlined within this ordinance and said sub-district boundaries shall be shown on the Zoning Map and applied to the base district designation.

3. **District and Sub-district boundaries:**

See Exhibit "A"

4. **Definition:**

A. *"Substantial improvement"* includes the following:

1. Any new building construction within the Central Corridor IDO or any renovation of an existing structure that involves any modification of the exterior appearance of the structure by virtue of adding or removing exterior windows or doors or altering the color or exterior materials of existing walls.

2. All facade improvements, changes, alterations, modifications or replacement of existing facade materials will be considered a substantial improvement.

3. A substantial improvement also includes any increase or decrease in existing building height and/or alteration of the existing roof pitch or appearance.

4. Routine repair or replacement of existing roof materials that do not materially change the appearance, shape or configuration of the existing roof will not be considered a "substantial improvement".

6. Owner-occupied detached single family residences will not be subject to these regulations.

7. Within the Uptown Marion Sub-District "substantial improvement" also Includes:

a. New, modified or replacement awning structures or similar material extensions over the public sidewalk area.

b. Demolition or Removal of any portion of a building otherwise not specified by these regulations.

## 5. Land Uses

**A. Permitted Uses:** Allowable new uses within the overlay district include typical commercial, professional office and service oriented businesses, uses or facilities, including hotels and lodging facilities and, all such uses currently allowed in the C-1 Neighborhood Commercial and C-2 Central Business District Commercial unless herein limited.

If the underlying zoning district is more restrictive than the C-2 Central Business Commercial district, then only those uses permitted in the more restrictive district shall be allowed.

No residential use may be established on the ground floor of any store front or shop front located within the area zoned C-2, Central Business District Commercial. Residential uses are encouraged to be established in upper levels of commercial facilities.

For the Time Frame established by the Central Corridor IDO any use or substantial improvement on property zoned, C-4, Warehouse Commercial or I-1, Restricted Industrial shall be allowed consistent with Chapter 176.33, Non-Conforming Building Uses and Structures.

**B. Conditional Uses:** Conditional Uses within the overlay district include those Conditional Uses permitted within the C-1 Neighborhood Commercial and C-2 Central Business District Commercial unless herein limited. All Conditional Use Site and Building Plans shall be reviewed by the Planning and Zoning Commission and City Council prior to proceeding to the Zoning Board of Adjustment for consideration.



**6. Site and Building Plan Review Process:** Any proposed substantially improved or new building structure or development, must submit a detailed site plan, building plan and color renderings for review as established below:

**A. Central Corridor IDO Review:** Any proposed substantial improvement or new building structure located in the Central Corridor IDO, including proposed residential facilities, must submit a detailed site plan and building plan for review and approval by the Planning and Zoning Commission and the City Council.

**B. Uptown Marion Sub-District Review:** Any proposed substantial improved or new building structure located within the Uptown Marion Sub-district, including proposed residential facilities, must submit a detailed site plan and building plan for review and approval by the Uptown Marion Street Board of Directors or their designee for consistency with the Uptown Marion Design Guidelines prior to the project being reviewed by the City Planning and Zoning Commission and City Council.

**C. Central Business Historic Sub-District:** Any proposed substantial improvement or new building structure located within the Central Business Historic Sub-district, shall be reviewed by the Historic Preservation Commission, or their designee, and a report provided to determine whether the project would be consistent with the Central Business Historic District. Any substantial improvement or new building structure located within the Central Business Historic Sub-district that is determined to detract from the Central Business Historic District shall be denied.

**7. Site and Building Design Considerations:**

Elements to be considered in this review process are proposed use, proposed building improvements or new structural elements, with particular attention to exterior building design elements, landscaping and how the proposed improvement or development will complement existing and proposed uses and building design elements.

The current planning study underway within the Central Corridor and Uptown Marion will be considered during this review process. In the event the City Council determines that the proposed project is not consistent with the direction of the planning study the project may be delayed until such time the study is complete.

Paramount in this review will include consideration of, exterior building materials on all sides, coloration of materials, building height, roof line, size and location of windows and doors, roof mounted appurtenances, and facades.

The following building design elements shall be evaluated:

**A. Proportion:** The relationship of width and height of the front elevations of adjacent buildings shall be considered in the construction or

alteration of a building. The relationship of width and height of windows and doors of adjacent buildings shall be considered in the construction or alteration of a building. Particular attention must be given to the scale of street level doors, walls and windows. Large expanses of blank wall spaces at street level are to be discouraged.

**B. Color:** Building colors should emphasize light and muted colors, with light earth tones dominant. Saturated hues and bright colors except for use in small areas is not encouraged.

**C. Architectural features:** Architectural features including but not limited to cornices, entablatures, doors, windows, shutters, fanlights and other elements prevailing in the area shall be considered in the construction or alteration of a building. It is not intended that the details of existing buildings be duplicated precisely, but those features should be suggestive of the extent, nature and scale of details that would be appropriate on new buildings or associated with building alterations.

**D. Materials and Texture:** Architectural design within this area shall recognize the importance of material strength and permanency through the selection of building materials and the principle of structural strength and permanency shall dominate the structural and exterior materials and components. The primary material shall constitute at least 75% of the wall area, excluding glass. The primary exterior material shall consist of a combination of brick, architectural concrete panels, textured concrete block, or architectural steel, or stone panels.

No wood, Masonite, asphaltic exterior wall or roof material, aluminum or steel siding, non-architectural sheet metal, non-textured concrete block, stucco, vinyl, E.I.F.S. (Exterior Insulation and Finish Systems) or other similar materials shall constitute any portion of any building, except as trim.

In the Marion Uptown and Commercial Business Historic Sub-district the Uptown Marion Design Guidelines shall regulate Material and Texture.

**8. Emergency Repairs:** In the case of emergency repairs needed as the result of unanticipated building or facade damages due to events such as fire, vandalism, or weather related damages, site plan review will not be required, provided that the needed repairs do not alter the appearance of the structure prior to the event causing the unanticipated damages.

**9. Signage:** Typical business signage shall be permitted without mandatory site plan review by the Planning and Zoning Commission and City Council. All signage shall conform to requirements of the Chapter 176.31 Signs, except as provided for below:

**A.** Electronic Message Center Signs shall not be permitted within the Central Corridor IDO.

**B.** In Uptown Marion Sub-District and the Commercial Business Historic Sub-District signage shall be reviewed by the Uptown Marion Street Board of Directors or their designee for consistency with the Uptown Marion Design Guidelines Adopted May 7, 2014 prior to approval of a sign permit.

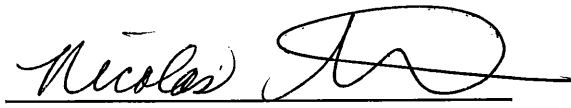
**10. Time Frame:** This Ordinance shall be of no further force or effect 6 month after adoption unless prior to that date, after a public hearing, the City Council by majority vote extends the Central Corridor IDO Overlay District.

Section 2. All ordinances and or parts of ordinances in conflict herewith are repealed.

Section 3. That the changes as provided in this Ordinance shall be made part of the replacement pages of the Code of Ordinances of the City of Marion and made a part of said Code as provided by law.

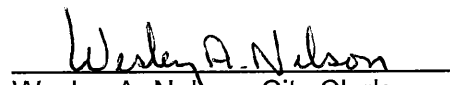
Section 4. That this Ordinance shall be in full force and effect from its passage and publication as provided by law.

Passed and approved this 17th day of November, 2016.

  
\_\_\_\_\_  
Nicolas AbouAssaly, Mayor

ATTEST:

I, Wesley A. Nelson, City Clerk of the City of Marion, hereby certify that the above and foregoing is a true copy of an ordinance passed by the City Council of said City at a meeting held on November 17, 2016, and published as provided by law in the Marion Times on February 9, 2017

  
\_\_\_\_\_  
Wesley A. Nelson, City Clerk

# Central Corridor Interim Development Ordinance



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MARIJUANA GROWING AND SALES

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126.01 Purpose	126.05 Responsibilities of Seller
126.02 Definitions	126.06 Minors
126.03 Location Restrictions	126.07 Hours of Operation
126.04 Development Design Standards	126.08 Enforcement

**126.01 PURPOSE.**

The purpose of this chapter to set forth where marijuana may be grown and/or sold in the City if its sale is legalized.

**126.02 DEFINITIONS.**

1. "Marijuana" means all parts of the plant Cannabis, its roots, stalks, leaves, flowers, and seeds, whether growing or not, and any resin, compound, cake, manufacture, salt, derivative, mixture or preparation of the plant.

2. "Marijuana products" means products that contain marijuana or marijuana extracts, have a measurable THC concentration greater than three-tens of one percent, and are intended for human consumption or application, including, but not limited to edible products, tinctures, and lotions.

**126.03 LOCATION RESTRICTIONS.**

Any person or business growing and/or selling marijuana and marijuana products in the City shall only do so from a permanent building in an I-2 Heavy Industrial District upon receipt of a site plan and approval of a special exception use permit in accordance with the procedures set forth in this Code of Ordinances, and only if it meets all of the location requirements set forth below. Distances provided hereafter shall be measured by following a straight line, without regard to intervening buildings, from the nearest point of the property parcel upon which the proposed marijuana sales business is to be located, to the nearest point of the parcel of property or zoning district boundary line from which the proposed marijuana growing and/or sales business is to be separated.

1. Marijuana growth and/or sales shall be prohibited within one thousand (1,000) feet of the road right-of-way for Highway 18 and for Highway 69 within the City limits.
2. Marijuana growth and/or sales shall be prohibited in or within one thousand (1,000) feet of the borders of a residential district.
3. Marijuana growth and/or sales shall be prohibited within one thousand (1,000) feet of any church, synagogue, mosque, temple, or other place of religious worship.
4. Marijuana growth and/or sales shall be prohibited within one thousand (1,000) feet of any public or private school offering general education for students between the years of kindergarten and twelfth grade, public library or museum.
5. Marijuana growth and/or sales shall be prohibited within one thousand (1,000) feet of any registered daycare home or registered daycare business.
6. Marijuana growth and/or sales shall be prohibited within one thousand (1,000) feet of any public park or playground. For purposes of this section, bike paths, trails, waterways, and boat launches shall not be deemed a public park.
7. Marijuana growth and/or sales shall be prohibited within one thousand (1,000) feet of any other marijuana growth and/or sales business.
8. Marijuana growth and/or sales shall be prohibited within one thousand (1,000) feet of any existing establishment selling alcoholic beverages for consumption on premises.

**126.04 DEVELOPMENT DESIGN STANDARDS.**

1. Exterior. It shall be unlawful for any person or business growing and/or selling marijuana:
  - A. To allow the merchandise or activities of the establishment to be visible from any point outside the establishment,
  - B. To allow the exterior portion of the growing and/or sales premises to have flashing lights, or any words, lettering, photographs, silhouettes, drawings, or pictorial representation of any manner of the sales product,
  - C. To allow exterior portions of the establishment to be painted other than a single color.
2. The display surfaces of the sign shall not contain any flashing lights or photographs, silhouettes, drawings, or pictorial representations of any manner, except for the name of the enterprise.

**126.05 RESPONSIBILITIES OF SELLER.**

Every act or omission by an employee constituting a violation of the provisions of this ordinance shall be deemed the act or omission of the operator if such act or omission occurs either with the authorization, knowledge, or approval of the operator, or as a result of the operator's negligent failure to supervise the employee's conduct, and the operator shall be punishable for such act or omission in the same manner as if the operator committed the act or caused the omission.

**126.06 MINORS.**

It shall be unlawful to allow a person who is younger than eighteen (18) years of age to enter or be on the premises of marijuana growth and/or sales business at any time that the establishment is open for business. The business owner/operator must ensure that an attendant is stationed at each public entrance at all times during regular business hours. The attendant shall prohibit any person under the age of eighteen (18) from entering the establishment. It shall be presumed that an attendant knew a person was under the age of eighteen (18) unless such attendant asked for and was furnished a valid drivers license issued by a state reflecting that person's age.

**126.07 HOURS OF OPERATION.**

A marijuana sales business may remain open for business no longer than the hours from between 10:00 a.m. to midnight, seven days a week.

**126.08 ENFORCEMENT.**

Any violation of this ordinance by the owner or operator shall be a criminal penalty that would be a simple misdemeanor punishable by a fine up to \$625.00 plus statutory surcharge and court costs, or a municipal infraction with a scheduled civil penalty as follows: first offense \$200.00, second offense \$500.00, third offense \$1,000.00.

Prosperity Pathway Corridor Study Area

Townsend's Gateway Study Area

New Historic District

Main Street District

