

City of West Branch

~ A Heritage for Success ~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

CITY COUNCIL MEETING AGENDA
Monday, September 21, 2015 • 7:00 p.m.
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the September 8, 2015 City Council Meeting.
 - b. Approved revised claims from the September 8, 2015 City Council Meeting.
 - c. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. West Branch High School Student Government Adviser Abby Noelck and Student Representatives Jenna Bower and Katie Hovancik – Homecoming Parade
 - b. Approve street closures along parade route for the West Branch High School Homecoming Parade on Wednesday September 30, 2015 from 5:45 p.m.–6:45 p.m./Move to action.
 - c. West Branch Preservation Commission Member John Fuller – Update from the Commission on Designs to Improve Heritage Square
 - d. Third Reading of Ordinance 734, amending Chapter 165 “Zoning Regulations.”/Move to action.
 - e. Accept the resignation of Police Officer Alex Koch./Move to action.
 - f. Mayoral Appointment: Resolution 1384, hiring Alex Koch as a part-time police officer for the City of West Branch, Iowa, and setting the salary for the position for fiscal year 2015-2016./Move to action.
 - g. Resolution 1385, adopting the Cedar County Outdoor Warning System Activation Protocol./Move to action.
8. City Staff Reports
9. Comments from Mayor and Council Members
 - a. Mayor Roger Laughlin – Iowa League of Cities and Conference, September 23rd-25th
10. Adjournment

CITY COUNCIL WORK SESSION AGENDA
Monday, September 21, 2015
Immediately following regular City Council Meeting
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. City Council Goal Setting Session
4. Adjourn

Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**September 8, 2015
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then asked the Council, staff and members of the audience to stand and led the group in the Pledge of Allegiance.

Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Brian Pierce, Mary Beth Stevenson and Tim Shields were present.

Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Public Works Director Matt Goodale and Zoning Administrator Paul Stagg.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

- a. Approve minutes from the August 17, 2015 City Council Meeting.
- b. Approve revised claim from the August 17, 2015 City Council Meeting.
- c. Approve claims.
- d. Approve Class C liquor license with Sunday sales for Herb n' Lou's.
- e. Approve outdoor service privileges for a Class C Native Wine (WNC) liquor license on September 12, 2015 for Elmira Winery, Inc. DBA the Brick Arch Winery.
- f. Approve street closure for the 200 Block of N. 5th Street on Saturday September 12, 2015 from 5:00 p.m.to 9:00p.m. for a block party.

Date 8-17-15

City of West Branch
Claims Report –Revised

Aero Rental	GF- Park & Rec	219.00
Alliant Energy	GF/Water	143.17
Amazon	Library	328.15
Barnhart's Custom Services	Cultural – HHTD expenses	162.62
Bean & Bean	GF- Cememtery	1,100.00
Biblionix	Library	1,915.60
Blue Cross Blue Shield	Insurance	1,158.74
Calhoun Burns & Assoc.	Roads & Streets – Bridge Inspection	400.00
Capital One Commercial	GF	108.48
Cedar County Auditor	GF	7,794.50
Cedar Rapids Photo Copy Inc.	Library	110.04
Croell Redi-Mix	Stormwater	172.00
Culligan Water Technologies	Fire	34.70
Cy's Tree Service	Roads & Streets - Tree trimming	27,495.00
Diamond Vogel Paints	Road & Streets – street paint	1,790.36
EFTPS	Payroll expenses	8,133.47
Eginton, Margaret	Water refund	75.42
F&B Communications, Inc.	GF- admin	29.95
Financial Adjustment Bureau	Library – collections	17.07
Friis, Jim	Water refund	56.92
Gateway Hotel & Conference	Training	678.72
General Pest Control	Library	70.00
Herb N Lou's	GF- Park & Rec – Summer Camp	75.00
HBK Engineering	Stormwater/Park & Rec	13,741.25
IHeart Media	Cultural – HHTD Advertising	3,723.70
IMWCA	GF- workers comp	4,666.00
IACMA	GF-Membership Dues	120.00
IDNR	Water – testing	210.00
Iowa Library Services	Library	141.10
IPERS	Payroll expenses	4,985.36
John Deere Financial	Sewer – Theisen's shoes	143.97
JECC	GF- PD/Fire	47.50
Johnson County Refuse	Recycling	3709.75
Journeyed Com	Library	245.00

Kevin D. Olson	GF – legal services	1500.00
L.L. Pelling Company, Inc.	Streets – Supplies	361.76
Liberty Communications	GF/Water/Sewer/RUT	1189.30
Lowe’s Business Account	GF – cemetery	474.05
Lynch’s Excavating	Stormwater	85.00
M&M Golf Cars LLC	Cultural - HHTD	180.00
Mary Denmead	GF-Park &Rec	60.00
Metropolitan Compounds	Sewer- ground sterilant	566.43
Midwest Wireless LLC	Library – CCTV System	1,276.22
Municipal Supply, Inc.	Road & Streets – supplies	602.80
Oasis Electric LLC	Cultural – HHTD	2,203.97
Overdrive, Inc.	Library	373.78
Payroll Expense	Payroll expenses	22,526.78
Plunkett’s Pest Control, Inc.	GF/Town Hall - Pest control	95.18
Port ‘O’ Jonny	Cultural – HHTD	856.00
Quad City Safety, Inc.	GF	333.34
Quill Corporation	GF- Admin – Supplies	448.67
Republic Services of Iowa	GF- Admin	43.00
Russell, Melissa	GF – summer camp	162.74
S&S Worldwide, Inc.	GF/Park & Rec – art supplies	478.22
Shanelle M. Peden	Cable	300.00
Shimmin, Nick	Library - supplies	562.49
Simplex Grinnell	GF	888.73
The Library Store, Inc.	Library	99.28
Treat America	GF-PD- travel expenses	62.65
Treasurer State of Iowa	Payroll expenses	1,426.00
United States Treasury	Payroll expenses	1195.52
U of Iowa: State Hygienic Lab	Water testing	275.00
UPS	Sewer	93.43
US Bank Equipment Finance	GF	129.80
Veenstra & Kimm, Inc.	Water/Streets – consulting services	5,223.98
Verizon Wireless	GF/Water/Sewer/RUT- phone service	774.64
Walmart Community/GEMB	Library – supplies	257.09
Water Solutions Unlimited, Inc.	Water – supplies	2,576.06
West Branch Firefighters	Cultural – HHTD	60.00
Zephyr Copies & Design	Cultural – HHTD	955.50
	Grand Total	132,499.95

Fund Totals	
001 General Fund	56,563.25
022 Town Hall	90.68
031 Library	11,078.16
036 Tort Liability	4,666.00
110 Road Use Tax	30,484.70
112 Trust And Agency	4116.94
600 Water Fund	14,008.75
610 Sewer Fund	6,026.97
740 Stormwater	5,464.50
Grand Total	132,499.95

Date 9-08-15

City of West Branch
Claims Report

ADS	GF- Park & Rec	560.00
Aero Rental	GF- Park & Rec	143.00
Alliant Energy	GF/Water	21,580.08
Amazon	Library	250.76
Baker & Taylor	Library - Books	814.29
Barron Motor Supply	GF- PW/Fire	458.78
Best Buy	GF-PD	106.99
Big Ten Rentals	GF - Cultural	441.93
BP	GF-Fire	275.21
BoundTree Medical	GF-Fire	234.85
Brown’s West Branch	GF-PD	30,663.69
Business Radio	GF-Fire	38.50
CAJ Enterprises	GF-Park & Rec	1461.70
Capital One Commercial/COSTCO	GF-Park & Rec	533.12
Cedar County Recorder	GF-Admin	213.00
Cedar Rapids Photo Copy Inc.	Library	55.65

City Tractor Co.	GF-Public Works	1,198.00
Croell Redi-Mix	GF-Streets/Parks & Rec	1,098.26
Dearborn National	GF-Admin	60.10
DEMCO	Library	971.76
Dewey's Jack N Jill	GF-Fire/Public Works/Library	2,615.15
Diamond Vogel Paints	Road & Streets – street paint	483.50
Dorsey & Whitney	TIF- Legal Fees	16,316.64
Econo Signs	Capital Projects - Parkside	332.26
F&B Communications, Inc.	GF- admin	34.95
Feld Fire	GF-Fire	1,737.49
French-Reneker Associates	Capital Projects –West Branch Trail	6,800.00
Gierke Robinson	Water	58.73
GoerdT, Terry	GF-Public Works	525.00
Great American Business Prod.	GF- Commissions	468.00
HD Supply	GF-Parks & Rec	59.12
Hansen, Trent	GF-PD	733.59
Hawkins	Water	1624.18
IHEART Media	GF-Legal	333.00
IMWCA	GF- workers comp	4,666.00
Intoximeters	GF-PD	115.00
Iowa Bridge & Culvert	RUT-Streets	14930.00
Iowa One Call	Sewer	45.00
Iowa State Fair	GF-Parks & Rec	1,203.00
John Deere Financial	Sewer – Uniforms	43.98
Kingdom Graphics	GF- Commissions	100.00
L.L. Pelling Company, Inc.	Capital Projects – Parkside/GF-Streets	102,616.00
Lenoch & Cilek	GF-Streets	15.80
Liberty Communications	GF/Water/Sewer/RUT	1,185.85
Linn County REC	GF-Street Lighting	361.48
L-Tron Corp	GF – PD	339.00
Lynch's Excavating	Capital Projects - Parkside	2,364.00
Lynch's Plumbing	Water/Sewer	178.38
Matt Parrott	GF-Admin	471.46
Mediacom	GF-Cable	40.90
Menard's	GF-Cultural/Parks & Rec/Cemetery	472.34
Midco Diving	Water	4,325.00
Midwest Janitorial	Library/GF	646.56
Oasis Electric LLC	Cultural – HHTD/GF-Street Lighting	8,529.12
Overdrive, Inc.	Library-Books	81.94
Pitney Bowes	GF-Admin	145.32
Port 'O' Jonny	GF-Parks & Rec/Cemetery	174.00
Pyramid Services	GF-Cemetery	239.82
QCA Analytical	Sewer	1,251.00
Quality Engraved Signs	GF-Commissions	105.69
Quill Corporation	GF- Public Works/Parks & Rec	114.69
Racom	GF- Fire	121,185.38
Register Media	GF-PD	628.55
River Products	GF-Parks & Rec	1,456.75
Russell, Melissa	GF – summer camp	280.02
Shanelle M. Peden	Cable	75.00
Shimmin, Nick	Library - supplies	79.52
Speer Financial	GF-Legal	6,049.75
U of Iowa: State Hygienic Lab	Water testing	25.00
The Printing House	GF-Commissions	117.66
TruGreen	GF-Parks & Rec	145.00
United Labs	Water/GF-Streets	471.10
USGS	Stormwater	6,870.00
UPS	Sewer	27.76
US Bank Equipment Finance	GF-Admin	402.16
US Bank Corporate Card	GF-Parks & Rec/Admin	4,233.17
Verizon Wireless	GF/Water/Sewer/RUT- phone service	774.64
West Branch Family Practice	GF - Fire	128.00
West Branch Ford	GF - Streets	42.14
West Branch Repairs	GF – Streets/Fire	1,226.93
West Branch Times	GF – Legal/Fire/Cultural	3,805.60
Wex	GF- Streets/Water/Sewer/Admin	1,544.06
Wolf, Travis	GF - Fire	312.39
Wood Products of Iowa	GF - Streets	7,761.00
Zephyr	GF – Cultural HHTD	968.50
	Grand Total	396,652.69

Motion by Stevenson to approve the agenda/consent agenda, second by Ellyson. AYES: Stevenson, Ellyson, Pierce, Shields, Miller. Motion carried.

COMMUNICATIONS/OPEN FORUM

John Phillips addressed the Council and requested that they reconsider allowing the West Branch Public Library to show an R Rated movie and allow adults to bring alcohol to the Library for an adult night activity on September 21, 2015. Phillips cited that the library should be used for educational purposes and not use for a social setting of this type.

PUBLIC HEARING/NON-CONSENT AGENDA

Second Reading of Ordinance 734, amending Chapter 165 “Zoning Regulations.”/Move to action.

Motion by Shields, second by Ellyson to approve the Second Reading of Ordinance 734. AYES: Shields, Ellyson, Pierce, Stevenson, Miller. Motion carried.

Accept the resignation of Dan Stevenson from the West Branch Library Board of Trustees./Move to action.

Motion by Stevenson, second by Miller to accept resignation of Dan Stevenson from the West Branch Library Board of Trustees. AYES: Stevenson, Ellyson, Pierce, Miller, Shields. Motion carried.

Accept the resignation of Deputy City Clerk Dawn Brandt./Move to action.

Motion by Ellyson, second by Shields to accept the resignation of Deputy City Clerk Dawn Brandt. AYES: Ellyson, Shields, Pierce, Stevenson, Miller. Motion carried.

Resolution 1382, approving a draft Request for Proposal (RFP) for the consultant selection process for the City Highway Bridge Program Project Number BROS-8252(605)-8J-16 with the Iowa Department of Transportation./Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1382 with two revisions: 1) adding the following language to #10 under Scope of Services: Preliminary plan development including hydraulic analysis of potential flood impacts in compliance with the detailed flood insurance study; and 2) postponing the schedule dates Nos. 1-4 by thirty days. AYES: Stevenson, Pierce, Ellyson, Miller, Shields. Motion carried.

Resolution 1383, adopting and approving Tax Compliance Procedures Relating to Tax Exempt Bonds./Move to action.

Motion by Pierce, second by Stevenson. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. Motion carried.

CITY STAFF REPORTS

City Administrator/Clerk Matt Muckler – National League of Cities (NLC) Membership

Muckler explained the cost and benefits of NLC membership to the Council. Council members expressed support for membership.

Public Works Director Matt Goodale- NLC Insurance Program

Goodale reported on a service line program offered by the National League of Cities. This program would provide insurance to residents that would cover water and sewer lines from resident’s homes to the City’s services lines. This insurance would be offered on a direct billing method and not through the City. A few members of the Council requested additional information before willing to endorse the program for our residents.

City Administrator/Clerk Matt Muckler – Recruitments for the police officer and finance officer positions.

Muckler announced the resignation of Police Officer Alex Koch effective September 21, 2015. Muckler discussed the finance officer position and received feedback from the Council. Muckler and Horihan also discussed the efforts to recruit new police officers.

City Administrator/Clerk Matt Muckler – Liability Insurance Issue

Muckler explained some damage to a vehicle of a resident that resulted from a limb falling off a City tree. Council discussed the issue at length and concluded that the City is not responsible for “acts of God” that relate

to City trees. In these rare occurrences, Council members thought the claims should be submitted to the insurance company of the person affected.

City Administrator/Clerk Matt Muckler – 2015 City Council Goal Setting Session – Monday, September 21, 2015.

Muckler discussed the Council Packet which included Council goals for the last five years and encouraged Council Members to provide him with goals that they would like to have considered in the coming year.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Roger Laughlin

Laughlin reported on his first CCEDCO meeting.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Miller. AYES: Shields, Miller, Ellyson, Pierce, Stevenson. Motion carried. City Council meeting adjourned at 8:16 p.m.

Roger Laughlin, Mayor

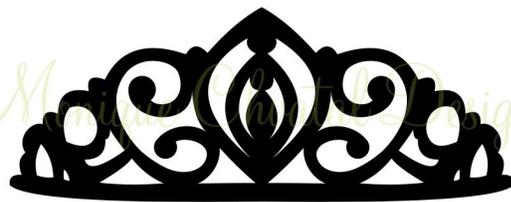
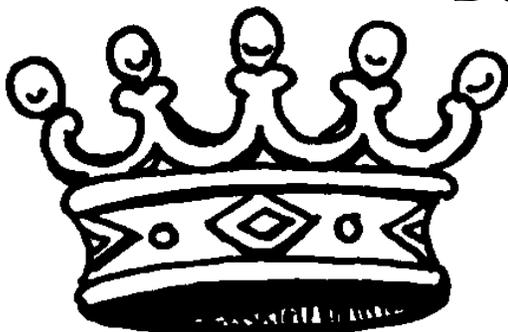
ATTEST: _____
Matt Muckler, City Administrator/Clerk



WBHS Homecoming Parade & Coronation

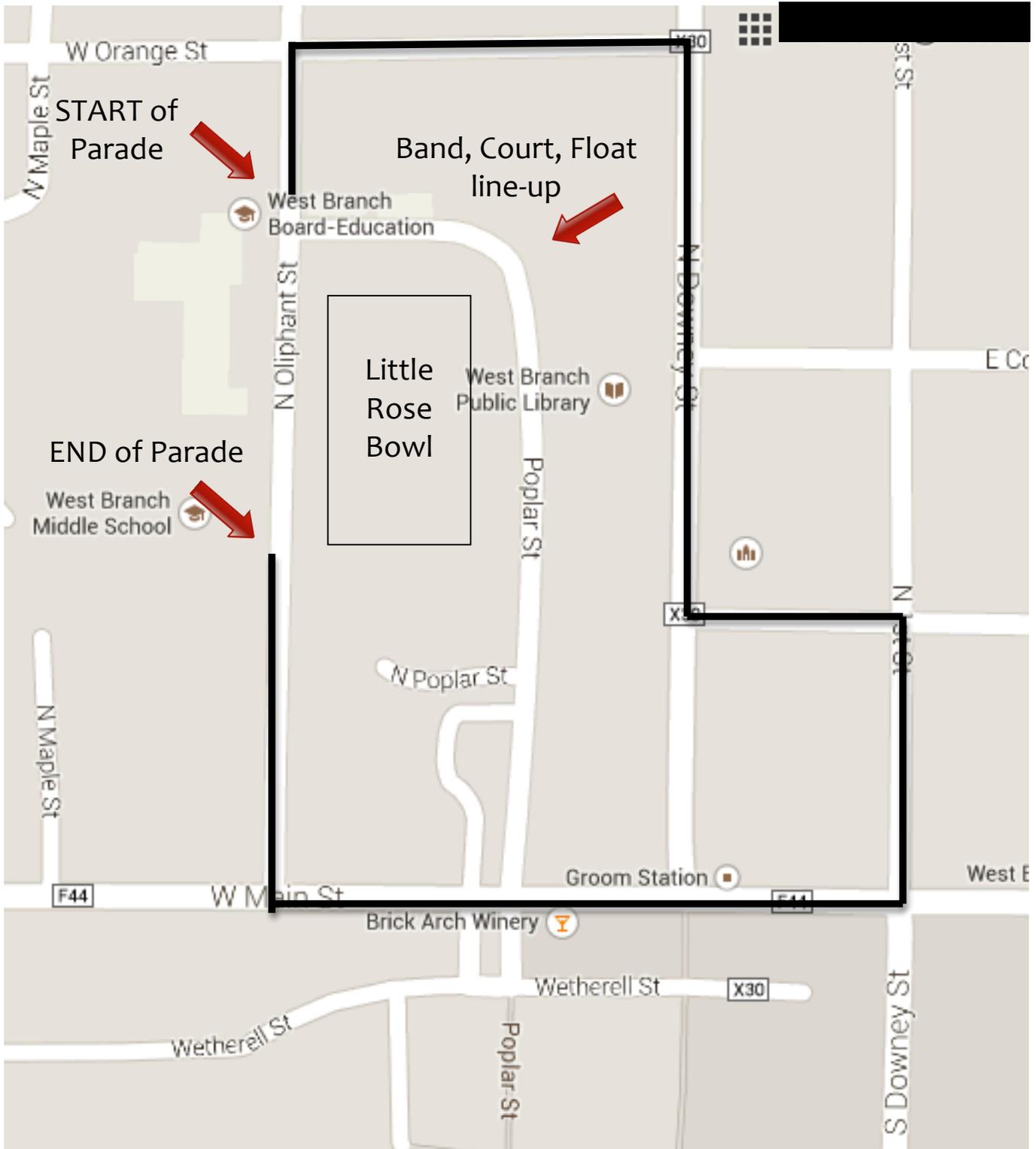
WEDNESDAY, SEPTEMBER 30TH

Float line-up begins at 5:30 p.m. and parade begins at 6:00. Coronation immediately to follow at the Little Rose Bowl.



West Branch High School Homecoming Parade, Wednesday, September 30, 2015 – 6 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. 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 (Hoover Gym: rain location).
- **Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser), 319-643-7216 ext. 327, anoelck@west-branch.k12.ia.us**



Dear West Branch Community Businesses and Organizations,

September 13, 2015

West Branch High School Student Government would like to invite all community businesses, churches, and organizations to participate in the 2015 Homecoming Parade on Wednesday, September 30 at 6 p.m. This year the Bears are taking on the Durant Wildcats. A \$5.00 donation is suggested in lieu of an entry fee for the parade. If you would like to contribute but cannot participate by entering a float, car, or walking entry, we hope that you will come out to attend the parade on Wednesday, September 30!

The schedule for Homecoming festivities is full of activities in which the school and community may participate together. We invite you take part in the following events:

Tuesday, September 29

6:00 p.m. – Freshman/Sophomore/JV Volleyball vs. Regina

7:00 p.m. – Varsity Volleyball vs. Regina

Wednesday, September 30

5:30 p.m. – Parade line-up around the bus barn/library/Little Rose Bowl field on Poplar St.

6:00 p.m. – Homecoming Parade

Following the parade – Coronation/Community Pep Rally at Little Rose Bowl field

Thursday, October 1

4:30 p.m. – Bud Williams Invitational Cross Country Meet at WBHS

Friday, October 2

7:00 p.m. – Varsity Football vs. Durant

Your participation in the Homecoming parade is greatly appreciated! Please return the entry form below by **Friday, September 25**. Please address any questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser) at 319-643-7216 ext. 327 or anoelck@west-branch.k12.ia.us.

Thanks and Go Bears!

Abby Noelck
Student Government Adviser

**Please detach this form and return to Abby Noelck at West Branch High School by Friday, September 25!
West Branch High School, 900 W Main Street, West Branch, IA 52358**

Business/Organization: _____

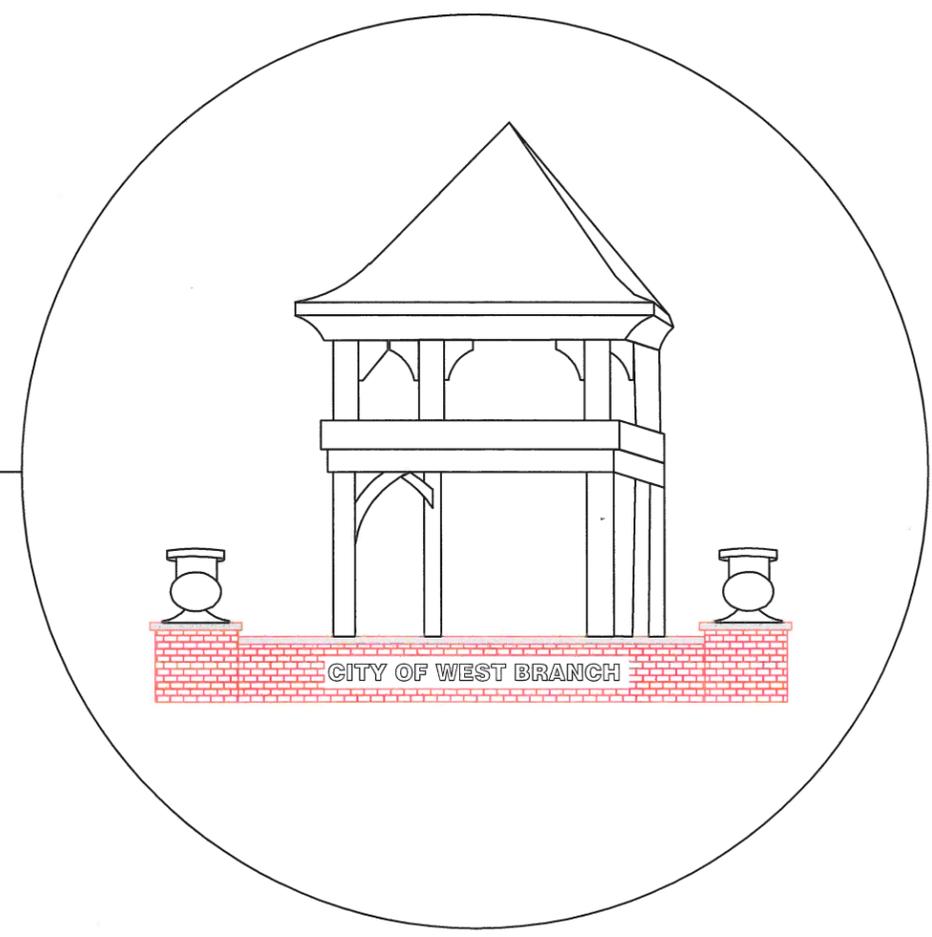
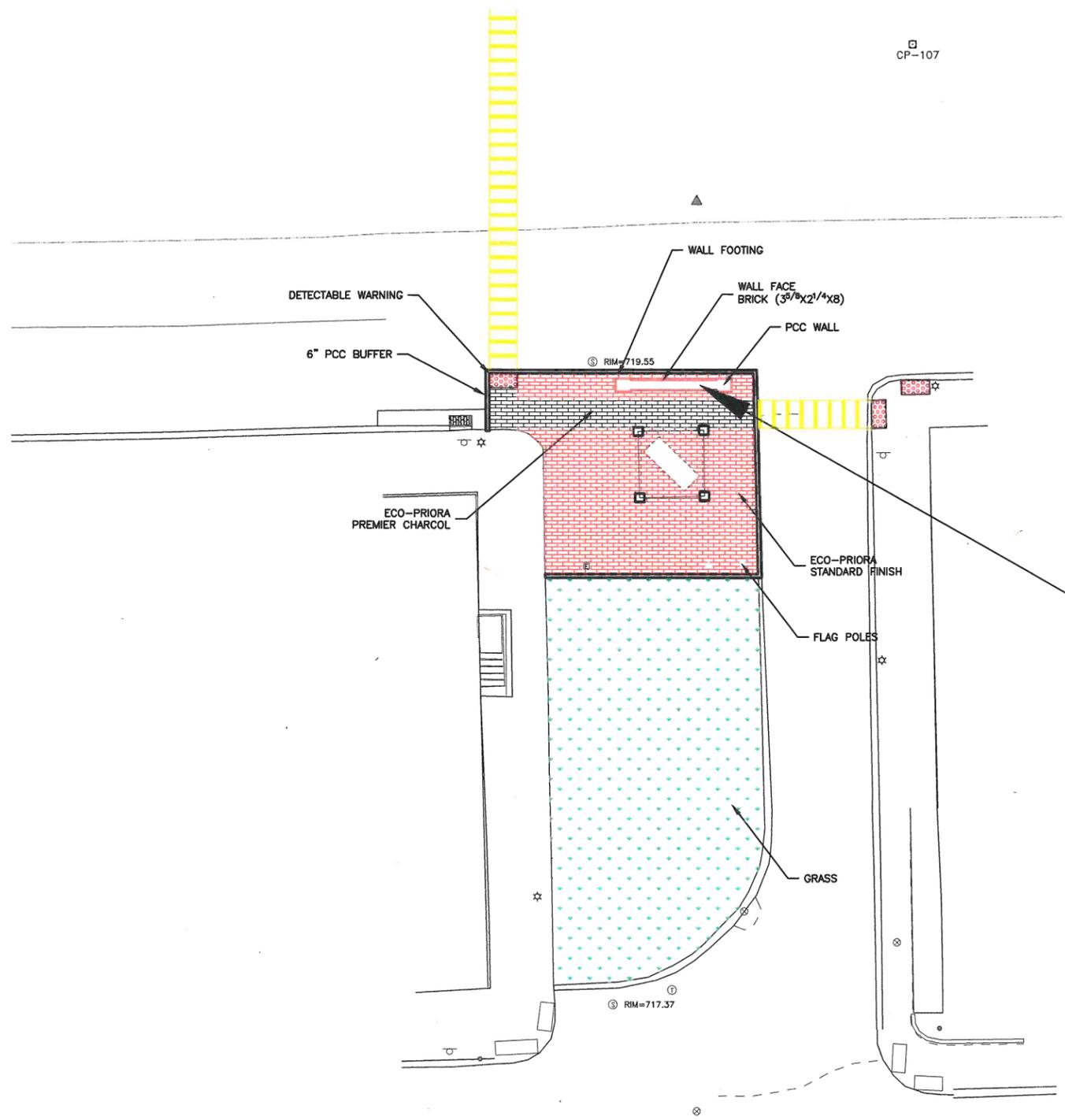
Type of Entry: _____ Float _____ Car _____ Walking _____ Other (please specify)

Contact Person: _____ Phone: _____

E-mail address: _____ Address: _____



CP-107



VEENSTRA & KIMM, INC.

PERMABLE PAVERS
WEST BRANCH
FIGURE 1-0

ORDINANCE NO. 734

AN ORDINANCE AMENDING CHAPTER 165 “ZONING REGULATIONS.”

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the Code’s requirements; and

WHEREAS, the Planning & Zoning Commission of the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide in making the Zoning Code more navigable and lead to more consistent interpretation of the requirements; and

WHEREAS, the Planning & Zoning Commission recommends to the City Council of the City of West Branch, adoption of these amendment recommendations in the Zoning code; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the Planning & Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsections to Chapter 165:

165.04 DEFINITIONS.

165.04 – Insert the following:

165.04(44) D. For corner lot yard definitions refer to section 165.12

165.04(47) “Corner Lot” means a lot fronting on two (2) intersecting streets or at the angle in the street where the interior angle formed by the intersection of the street lines is one hundred thirty-five degrees (135°) or less and which lot has a frontage of not less than twenty-five (25) feet on each leg of such angle.

165.07 ACCESSORY BUILDINGS.

165.07 – Amend as follows:

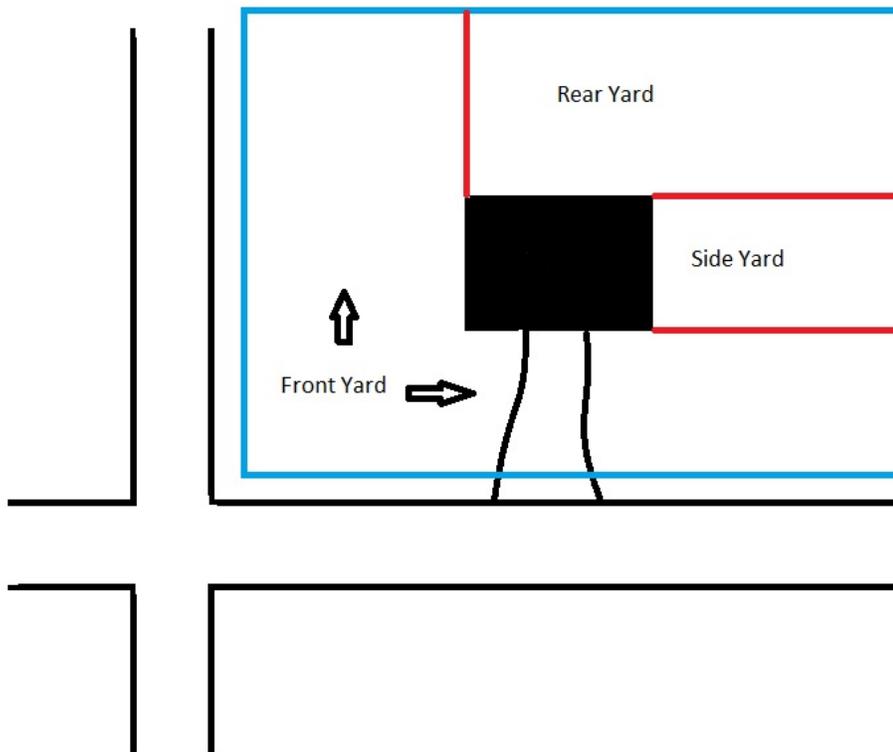
165.07(2) An accessory building may not be located nearer to any interior lot line than that permitted for the main building, if extended. However, when an accessory building is located in the rear yard, it may then be located not nearer

than three (3) feet of the interior lot line, and not nearer than five (5) feet of the rear lot line.

165.12 CORNER LOTS.

165.12 – Amend by deleting the contents of Section 165.12 in its entirety and inserting in lieu thereof:

1. The “Front Yard” for a corner lot means the area situated between the lot lines that are nearest to the intersecting streets and their corresponding building lines.
2. The “Rear Yard” for a corner lot means a yard extending from the rear building line to the rear lot line and from the side lot line that is not adjacent to a street to the front yard.
3. The “Side Yard” for a corner lot means a yard situated between the building line and the side lot line that is not adjacent to a street and extending from the front yard to the rear yard.



165.24 ESTABLISHMENT OF DISTRICTS AND BOUNDARIES.

165.24 – Amend as follows:

Delete Flood Plain, FP District

Delete Central Industrial, CI-2 District

Delete Park, P District and insert Public Use, P District in lieu thereof

165.26 A-1 DISTRICT REQUIREMENTS.

165.26 – Amend as follows:

165.26(1) Permitted Uses.

165.26(3) Area Regulations.

165.26(3) (C) Side Yard. There shall be two (2) side yards on each lot, except for corner lots which have only one (1) side yard, none of which shall be less than twenty (20) feet in depth.

165.27 R-1 DISTRICT REQUIREMENTS.

165.26 – Amend as follows:

165.27(1) Permitted Uses.

165.27(3) Area Regulations.

165.27(3) (C) Side Yard. There shall be two (2) side yards on each lot, except for corner lots which have only one (1) side yard, none of which shall be less than eight (8) feet in depth.

165.28 R-2 DISTRICT REQUIREMENTS

165.28 – Amend as follows:

165.28(1) Permitted Uses.

165.28(3) Area Regulations.

165.28(3) (C) Side Yard. There shall be two (2) side yards on each lot, except for corner lots which have only one (1) side yard, none of which shall be less than eight (8) feet in depth.

165.30 RB-1 DISTRICT REQUIREMENTS.

165.30 – Amend as follows:

165.30(1) Permitted Uses.

165.31 B-1 DISTRICT REQUIREMENTS.

- 165.31 – Amend as follows:
 - 165.31(1) Permitted Uses.
 - 165.31(2) Area Regulations.

165.32 B-2 DISTRICT REQUIREMENTS.

- 165.32 – Amend as follows:
 - 165.32(1) Permitted Uses.
 - 165.32(2) Area Regulations.

165.37 CI-2 DISTRICT REQUIREMENTS.

Delete Section 165.37 in its entirety and insert in lieu thereof 165.49 HCI DISTRICT REQUIREMENTS and all of its contents.

165.44 FENCES.

- 165.44 – Amend as follows:
 - 165.44(4) Fences, hedges, and walls shall not exceed four (4) feet in height in any front yards in any zoning district within the City, except that on corner lots the portion of fence located where the rear yard meets the front yard may be extended into the front yard up to the required front yard setback line but not beyond the front building line of the property to the rear of said corner lot abutting on the intersecting street with the height requirements of the rear yard.

- Delete section 165.44(7) and insert in lieu thereof section 165.44(9)
- Delete section 165.44(8)
- Delete section 165.44(9)

165.49 HCI DISTRICT REQUIREMENTS.

Delete Section 165.49 in its entirety.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 21st day of September, 2015.

First Reading:	August 17, 2015
Second Reading:	September 8, 2015
Third Reading:	September 21, 2015

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

165.07 ACCESSORY BUILDINGS.

1. No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.

2. An accessory building may not be located nearer to any interior lot line than that permitted for the main building, when any part of the accessory building is on line with the main building, if extended. However, when an accessory building is located in the rear yard, it may then be located **not nearer than** (3) feet of the interior lot line, **and** not nearer than five (5) feet of the rear lot line.

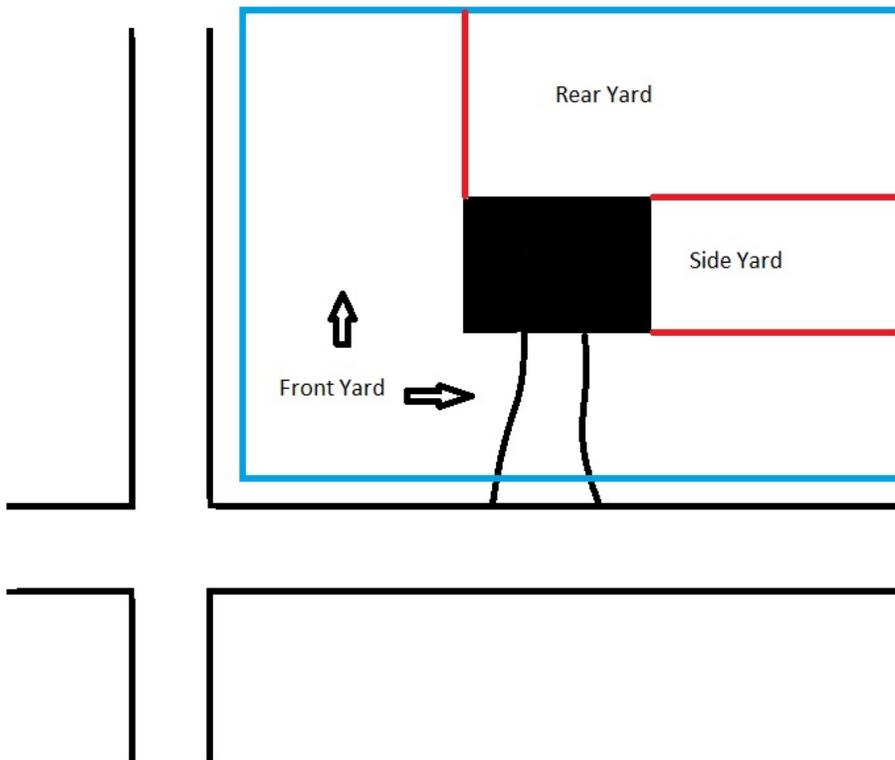
*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.12 CORNER LOTS.

1. Side yard requirements for corner lots shall be the same as the front yard requirements for those lots to the rear of said corner lot abutting on the intersecting street.
2. A lot fronting on two (2) intersecting streets which form an interior angle of one hundred-thirty-five degrees (135°) or less and which lot has a frontage of not less than twenty-five (25) feet on each of such streets.
3. A lot located at the angle in the street where the interior angle formed by the intersection of the street lines is one hundred thirty-five degrees (135°) or less and which lot has a frontage of not less than twenty-five (25) feet on each leg of such angle.

1. The “Front Yard” for a corner lot means the area situated between the lot lines that are nearest to the intersecting streets and their corresponding building lines.
2. The “Rear Yard” for a corner lot means a yard extending from the rear building line to the rear lot line and from the side lot line that is not adjacent to a street to the front yard.
3. The “Side Yard” for a corner lot means a yard situated between the building line and the side lot line that is not adjacent to a street and extending from the front yard to the rear yard.



*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.24 ESTABLISHMENT OF DISTRICTS AND BOUNDARIES. For the purpose of this chapter, the City is hereby divided into the following districts:

Agricultural A-1 District
Residence R-1 Single Family District
Residence R-2 Two Family District
Residence R-3 Multiple Family District
Residence/Business RB-1 District

Business B-1 District
Business B-2 District
Industrial I-1 District
Industrial I-2 District
Flood Plain FP District (Eliminate)
Highway Commercial Industrial HCI District
Central Business CB-1 District
Central Business CB-2 District
Central Industrial CI-2 District (Eliminate)
Park P District (Change to Public Use)

Said districts are bounded and defined as shown on a map entitled "Zoning District Map, West Branch, Iowa," adopted April 1, 1991, which, with all explanatory matter therein, is hereby made a part of this chapter.

165.26 A-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. **In Agricultural A-1 District, the provisions of this section shall apply and the following uses shall be permitted:**

3. Area Regulations. **The following regulations as to the area shall apply to the Agricultural A-1 District.**

A. Lot Area and Width. A lot area of not less than 20,000 square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than one hundred and twenty (120) feet.

B. Front Yard. There shall be a front yard on each street on which a lot abuts, which yard shall be not less than fifty (50) feet in depth.

C. Side Yard. There shall be two (2) side yards on each lot, **except for corner lots which have only one (1) side yard, none** of which shall be less than twenty (20) feet in depth.

D. Rear Yard. There shall be a rear yard on each lot, which yard shall not be less than seventy (70) feet.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.27 R-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. **In Residential R-1 District, the provisions of this section shall apply and the following uses permitted:**

3. Area Regulations. **The following regulations as to the area shall apply to the Residence R-1 District.**

A. Lot Area and Width. A lot area of not less than seven thousand, seven hundred (7,700) square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than seventy (70) feet.

B. Front Yard. There shall be a front yard on each street on which a lot abuts, which yard shall be not less than twenty-five (25) feet in depth.

C. Side Yard. There shall be two (2) side yards on each lot, **except for corner lots which have only one (1) side yard, none** of which shall be less than eight (8) feet in depth.

D. Rear Yard. There shall be a rear yard on each lot, which yard shall not be less than twenty-five (25) feet in depth.

*Language indicated in blue to be removed

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165.28 R-2 DISTRICT REQUIREMENTS.

1. Permitted Uses. **In Residential R-2 District, the provisions of this section shall apply and the following uses permitted:**

3. Area Regulations. **The following regulations as to area shall apply to the Residence R-2 District.**

A. Lot Area and Width.

(1) Single-family Structures. A lot area of not less than 6,000 square feet per family shall be provided for every building hereafter erected or used in whole or in part as a dwelling. Each lot shall have a building line frontage of not less than sixty (60) feet. Any building hereafter so erected shall not be allowed to be converted to a multiple-family dwelling without meeting square footage requirements for multiple-family dwelling in that district.

(2) Two-family Dwellings. Two-family dwellings shall have frontage of not less than seventy (70) feet and lot area not less than eight thousand, four hundred (8,400) square feet.

B. Front Yard. There shall be a front yard on each street on which a lot abuts, which yard shall be no less than twenty-five (25) feet in depth.

C. Side Yard. There shall be two (2) side yards on each lot, **except for corner lots which have only one (1) side yard, none** of which shall be less than eight (8) feet in depth.

D. Rear Yard. There shall be a rear yard on each lot, which yard shall not be less than twenty-five (25) feet in depth.

***Language indicated in blue to be removed**

***Language indicated in red has been added and/or edited**

165.30 RB-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. In Residence-Business RB-1 District, the provisions of this section shall apply and the following uses permitted:

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.31 B-1 DISTRICT REQUIREMENTS.

1. Permitted Uses. In the Business B-1 District, the provisions of this section shall apply and the following uses be permitted.

2. Area Regulations. The following regulations as to area shall apply to the Business B-1 District.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.32 B-2 DISTRICT REQUIREMENTS.

1. Permitted Uses. In the Business B-2 District, the provisions of this section shall apply and the following uses shall be permitted.

2. Area-Regulations. The following regulations as to area shall apply to the Business B-2 District.

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited

165.37 CI-2 DISTRICT REQUIREMENTS.

1. Permitted Uses: Any use permitted in Industrial I-1 District.
2. Uses Allowed by Special Exception by the Board of Adjustment: Manufacturing, fabricating and processing, which has not previously been listed provided that the proposed use will not constitute a fire hazard or emit objectionable smoke, noise, vibration, odor or dust.
3. Prohibited Non-industrial Uses. In Industrial Districts, no building may hereafter be used in whole or in part for any of the following purposes.
 - A. Residential uses or any dwelling use including hotels and motels.
 - B. Restaurant, tavern, filling station, theater or other place of commercial recreation or amusement.
 - C. School, church, hospital, sanitarium, correctional institution or other institutional use.
 - D. Cemetery.
4. Prohibited Industrial Uses.
 - A. Acid manufacture, or storage except on limited scale as an accessory to a permitted industry and under conditions specified by the Zoning Board of Adjustment.
 - B. Slaughter house and stock yard.
 - C. Manufacture of fertilizers.
 - D. Garbage, waste materials, offal, dead animal, or refuse incineration or storage.
 - E. Manufacture or storage of gun powder, fireworks or other explosive.

(Move section **165.49 HCI DISTRICT REQUIREMENTS.** And all of its contents to this location)

*Language indicated in blue to be removed

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165.44 FENCES. Fences and hedges located within a front, side or rear yard or within five (5) feet of a lot line shall be subject to the following location, height, and building permit requirements.

1. Fences, hedges, and walls shall be located so no part thereof is within two (2) feet of any alley, sidewalk, or a street right-of-way line.
2. No portion of a fence, hedge, or wall located in a residential or agriculture district, or adjoining a residential use area shall be erected in excess of six (6) feet on side or rear yards.
3. Maximum heights for fences, hedges, and walls in all other districts not adjoining a residential use area shall not exceed twelve (12) feet.
4. Fences, hedges, and walls shall not exceed four (4) feet in height in any front yards in any zoning district within the City, **except that on corner lots the portion of fence located where the rear yard meets the front yard may be extended into the front yard up to the required front yard setback line but not beyond the front building line of the property to the rear of said corner lot abutting on the intersecting street with the height requirements of the rear yard.**
5. At street intersections, no fence, hedge, or wall more than three (3) feet in height above the street level shall be located within a triangular area composed of two of its sides twenty-five (25) feet in length and measured along the right-of way lines from the point of intersection of the above-referenced lines. No portions of the fence, hedge, or wall located within the designated twenty-five (25) foot triangular area shall be more than ten percent (10%) solid.
6. Fences, hedges, and walls shall be entirely located within the confines of the property.
7. **Front yards shall be determined by where the side yard and front building line meet or intersect.**
8. **On corner lots, the portion of a fence, hedge, or wall that is located in the designated backyard shall not be erected in excess of four (4) feet. No portion of said fence shall be more than ten percent (10%) solid.**

*Language indicated in blue to be removed

*Language indicated in red has been added and/or edited



West Branch Police Department



*105 S. 2nd ST. P.O. Box 218
West Branch, IA 52358*

To whom it may concern,

Effective September 21st, 2015, I, Officer Alex Koch will be resigning from the West Branch Police Department as a full time police officer. I will be pursuing a career with a different agency. Upon resigning as a full time officer, I would like to be considered for employment as a part time officer with the West Branch Police Department.

I would like to thank the City of West Branch, and I have enjoyed serving the West Branch Community.

Sincerely,

Officer Alex Koch #1203

RESOLUTION 1384

A RESOLUTION HIRING ALEX KOCH AS A PART-TIME POLICE OFFICER FOR THE CITY OF WEST BRANCH, IOWA AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2015-2016.

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

Section 1. That the City of West Branch, Iowa will hire Alex Koch as a part-time police officer.

Section 2. The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
PT Police Officer	Alex Koch	\$18.50/hour	20/week

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

SECTION 4. This resolution will be effective upon final passage of the City Council.

SECTION 5. The hourly wage established in this resolution shall be effective upon final passage of the City Council.

Passed and Approved this 21st day of September, 2015.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1385

Adopting the Cedar County Outdoor Warning System Activation Protocol

Whereas, the City of West Branch recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the City of West Branch possess an outdoor warning system capable of providing an audible alert to the community; and

Whereas, the use of an outdoor warning system during severe weather provides a way to communicate that "urgent attention is needed" to the community; and

Whereas, the City of West Branch desires to maximize its ability to ensure for the safety and security of its community; and

Whereas, an adopted Outdoor Warning System Activation Protocol is needed as a condition of the National Weather Service Storm Ready Application; and

Whereas, adoption by the governing body for the City of West Branch demonstrates the jurisdictions' commitment to fulfilling the mitigation goals outlined in this Multi-Jurisdictional Local Hazard Mitigation Plan

Whereas, adoption of this protocol authorizes responsible agencies to carry out their responsibilities under the plan;

Now, therefore, be it resolved, that the City of West Branch shall adopt the Cedar County Outdoor Warning System Activation Protocol.

Passed and approved this 21st day of September, 2015.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Cedar County Outdoor Warning System **Activation Protocol**

For Cedar County, Iowa & Individual Municipalities Therein

The ATTENTION / ALERT WARNING signal may be utilized by local government officials for peacetime emergencies including severe weather. During a severe weather incident, local siren warning systems should be activated in the event of the following:

1. A **confirmed sighting of a tornado** on the ground, **or funnel cloud** aloft reported by a trained weather spotter that is approaching the community.
 2. A **confirmed sighting**, by a trained weather spotter, **of severe winds causing uprooted/ downing whole trees**, golf ball sized hail or winds at or exceeding 70 mph approaching the town or community.
 3. The receipt of a **Tornado Warning, or a Severe Thunderstorm Warning including wind speeds of 70mph or greater** issued by the National Weather Service, indicating that the community is in the direct path of an oncoming tornado or damaging winds.
 4. The outdoor warning system may also be activated upon the recommendation from the County Sheriff, the Emergency Management Coordinator, the Communications Supervisor, the local fire chief or their designated alternates.
- A **CONFIRMED** sighting is defined as a sighting that is observed either by a National Weather Service trained municipal or county employee or a National Weather Service trained Sky Warn weather spotter.
 - An **UNCONFIRMED** sighting is a report that is received from one or more members of the general public. A radio equipped municipal or county vehicle should be dispatched to investigate an unconfirmed report, to determine if the report is valid or not. **In** the absence of a county or municipal vehicle, a radio equipped trained spotter can also provide such verification. Confirmation of the sighting will result in a **CONFIRMED** report issued by the governmental official or spotter.

Activation for Peace Time emergencies other than Severe Weather

The outdoor warning system will be activated upon orders from the County Sheriff, the Emergency Management Coordinator, the local fire chief (or designee) or the Communications Supervisor.

1. The order should be accompanied by a brief description of the emergency and identification of the area in which sirens should be activated.

Fire Activation

Fire Departments that possess the capability to set off their local siren via radio or push button may do so at the discretion of the local Fire Chief or Assistant Chief. The Cedar County Sheriff's PSAP must be notified of such activations as soon as feasible.

Siren Failure

In the event a community siren fails to activate, instruct the fire chief to use their emergency vehicles to warn the residents if they have time and can do so safely.

Activation & Re-activation Procedures

Following the occurrence of a weather event meeting the above criteria, the dispatch center should radio/ page the local fire service(s), whom communities are at risk, and request that their sirens be sounded. The local communities shall report that their siren is being sounded to the Cedar County PSAP.

The warning system should be re-sounded for a new confirmed sighting, or from a second storm cell, that meets the activation criteria described above. Additional activations may be reported to the Cedar County PSAP if time permits.

Activation by Zone

Cedar County has been separated into nine Siren and Evacuation Zones. The Outdoor Warning System can be activated by individual zone via the fire chief of the town possessing the emergency siren.

Communicators should make efforts to communicate the zone or zones appropriate for the activation of the Outdoor Warning System based on the warning polygons superimposed over the radar map and/or the warning area described in the text issued by the National Weather Service. The intent is to issue warnings that are more timely and appropriate. Communicators should always use caution and if in doubt whether part of a zone is threatened, the communicator should relay the information on to the local fire department and request that the siren(s) be sounded.

All Clear Procedures

In keeping with the policy of the National Weather Service, the issuance of an "all clear" statement should not be issued by local government.

Severe weather watches, whether severe thunderstorm or tornado, are traditionally issued for a period of four (4) to six (6) hours. The Weather Service may terminate a "watch" early if weather conditions change and the threat of severe weather no longer exists.

Severe weather warnings, whether severe thunderstorm or tornado, are traditionally issued for periods of thirty (30) minutes to one (1) hour. Warnings are usually allowed to expire on their own, without early termination by the Weather Service.

Residents requesting "all clear" information should be advised to monitor commercial radio and television stations for further weather information, but local government should not issue an "all clear" statement.

No activation of outdoor warning signals should be used to signify the termination of a weather watch or any kind of an "all clear" advisory.

Testing

All Outdoor Warning Systems within Cedar County shall be tested on a regular monthly basis. The local fire chief shall notify the following agencies of their monthly testing:

- Cedar County Emergency Management Agency
- Cedar County PSAP
- the local municipality (where the outdoor warning siren is stationed)

The notification shall include the dates and times for all scheduled testing of outdoor warning devices for the entire year.

The test shall be for the duration of one full cycle unless a special request is made by Emergency Management or the local fire chief for maintenance or sound testing purposes.

Battery Backup

Some of the City owned systems have battery backup. This backup should maintain siren capabilities for up to two weeks after AC power has failed. A total of 15 to 20 minutes of siren activation time should be available after AC power failure. Siren activations will reduce the amount of hours or days that the sirens will remain capable of sounding.

Siren Maintenance

Problems with the Outdoor Warning System shall be reported to the following individuals (communicators need to establish contact with one person below who will then contact further assistance if necessary):

County Siren System

Contact the Emergency Management Coordinator

City Fire Chief

2015 Annual Goal Setting Analysis

Staff is recommending the removal of four of the sixteen goals set in 2014 because they have been completed:

- 1) Funding for HHTD Inflatables and Fireworks
- 2) Mayor/Council Pay Ordinance
- 3) Add 4th Full-Time Police Officer
- 4) Implement CIP into FY16 Budget

Nine of the remaining twelve items have had some work completed and are ongoing projects. Staff is recommending that these items be considered again in the coming year:

- 1) Street Upkeep
- 2) Complete I & I Phase II Work
- 3) Pilot 5 Stormwater Best Management Practices
- 4) Flood Retention Structures
- 5) Trail Expansion
- 6) Municipal Golf Course
- 7) Code Revisions
- 8) Creek Clean Up
- 9) Adopt a PTO Plan, Disability and Maternity/Adoption Policy

Staff also recommends continued consideration of the following three goals from 2014 which were not addressed in the past year:

- 1) Provide online payment option for utility bills
- 2) Place Cemetery Information Online
- 3) Later Office Hours

Staff and/or Councilmembers also recommends consideration of the following items:

- 1) Develop Plan to Address Three Problem Alleys and Start Work - Muckler
- 2) Develop Compensation and Classification Study – Stevenson
- 3) Creek Restoration Project on Creek by Lions Field between Main St and the Golf Course - Muckler
- 4) Continue to Work with Cedar County EMA on Emergency Communications System – Muckler
- 5) Acquire P-25 Compatible Radios for Police Department – Horihan
- 6) Acquire Electronic Records System – Muckler

Staff also welcomes consideration of any other items that members of the City Council may wish to have included as potential future goals. Those items may be suggested during the 2015 Annual Goal Setting Session to be held during a City Council Work Session immediately following the September 21, 2015 regular City Council Meeting.

GOAL SETTING SESSION RESULTS: 2010-2014

The City Council adopted the following set of goals at their September 15, 2014 Goal Setting Session:

1. Street Upkeep (14)
2. Complete I&I Phase II Work (13)
3. Funding for HHTD Inflatables and Fireworks (12)
3. Pilot 5 Stormwater Best Management Practices (12)
3. Flood Retention Structures (12)
6. Mayor/Council Pay Ordinance (11)
6. Trail Expansion (11)
8. Municipal Golf Course (10)
9. Add 4th Full-Time Police Officer (9)
9. Implement CIP into FY16 Budget (9)
9. Code Revisions (9)
12. Provide online payment option for utility bills (8)
13. Creek Clean-Up (7)
14. Adopt a PTO Plan, Disability and Maternity/Adoption Policy (4)
14. Place Cemetery Information Online (4)
16. Later Office Hours (3)

The City Council adopted the following set of goals at their September 3, 2013 Goal Setting Session:

1. Capital Improvement Plan (CIP) to include sidewalks (20)
2. Bus Barn/Library discussion between Council and School Board (17)
3. Park planning process (14)
4. Renew partnership with CEDCO (13)
5. Street upkeep (11)
6. Funding for HHTD inflatables and fireworks (10)
6. Place cemetery information online (10)
6. Creek Clean-Up (litter clean-up, stream bank stabilization, brush removal, and native plantings, especially at Main Street Bridge (10)
9. Adopt a stormwater utility (9)
10. Electronic Council packets (IPads, Kindles, Nooks or notebook computers) (8)
10. Continue trail expansion (8)
12. Bike racks downtown (4)

The City Council adopted the following set of goals at their October 9, 2012 Goal Setting Session:

1. Make repairs to wastewater infrastructure identified in I & I Study (27)
2. Continue I&I work (21)
3. New lift station (12)
4. Develop comp plan and CIP plan (11)
5. Acquire automated water meter reading equipment (10)
6. Two pedestrian bridges across the Wapsi Creek - WB Village to Hoover Trail and Beranek Park to the proposed dog park (10)
7. Street Upkeep (10)
8. Plan for future community center site acquisition and/or purchase (9)
9. Creek clean up (8)
10. Work with School District to increase safety of children going to and from the elementary/middle school complex (7)
11. Adopt plan for Wapsi Creek Park based on recommendations from the Park & Rec Commission (6)
12. Work with Animal Control Commission and community organizations to construct a dog park (5)
13. Update City's Zoning Map (3)

The City Council adopted the following set of goals at their September 19, 2011 Goal Setting Session:

1. Offer for sale the Cookson Center Property and plan for future community center site acquisition and/or purchase. (10 votes)
2. Parking on Main Street between Parkside Dr and Second Street. (9 votes)
3. Creek clean up. (8 votes)
4. Create stormwater utility. (7 votes)
5. Adopt plan for park space (Wapsi View Trailer Court) based on recommendations from the Park & Rec Commission. (7 votes)
6. Continue I&I work (7 votes)
7. Develop comp plan and CIP plan. (7 votes)
8. Adopt financial and purchasing policies including spending limits and debt limits. (7 votes)
9. Increase funding for Hoover's Hometown Days, including band for fireworks and larger fireworks display. (6 votes)
10. Make repairs to wastewater infrastructure identified in I & I Study. (6 votes)
11. New lift station (6 votes)
12. Provide raises for employees in FY 11 & 12 (6 votes)
13. Update resolution and ordinance books (5 votes)
13. Clear site of Wapsi View Trailer Court and plant grass. (4 votes)
14. Continue second year of funding of the three-year plan to bring up salaries at Library. (4 votes)

September 19, 2011 Goal Setting Session Results (continued):

15. Work with School District to increase safety of children going to and from the elementary/middle school complex. (4 votes)
16. Increase partnership and level of support for West Branch Main Street. (4 votes)

The City Council adopted the following set of goals at their September 1, 2010 Goal Setting Session:

1. Consolidate City offices (19 votes)
2. Provide raises for employees in FY 2011/2012 (17 votes)
3. New lift station (15 votes)
4. Continue I&I work (15 votes)
5. Plan for Park and Rec building – Cookson. (15 votes)
6. Look at consolidating cleaning services (10 votes)
7. Adopt a PTO plan. Comp to be used as time off only (9 votes)
8. Contract with independent financial advisor (7 votes)
9. Have a teen program for summer (7 votes)
10. Library expansion (7 votes)
11. Acciona to build wind turbine to power City buildings. &/or whole town. (7 votes)
12. Make administrative assistant full time position. (6 votes)
13. Develop comp plan and CIP plan (6 votes)
14. Update resolution and ordinance books (6 votes)
15. Sidewalk plan - repair current sidewalks. Build new sidewalks. (4 votes)
16. Growing population. Need more police officers. (4 votes)
17. Repaint water tower (3 votes)
18. Annex the interstate (3 votes)
19. Conduct an annexation study. (1 vote)
20. Increase revenue for the City (1 vote)