



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY, AUGUST 21, 2017 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA

Mayor	Roger Laughlin	mayer@westbranchiowa.org
Mayor Pro Tim	Colton Miller	mcolton@rocketmail.com
Council Member	Jordan Ellyson	Jordanellyson@gmail.com
Council Member	Brian Pierce	brianapierce@outlook.com
Council Member	Mary Beth Stevenson	mbstevenson115@gmail.com
Council Member	Tim Shields	timshieldswbcc@yahoo.com
City Administrator	Redmond Jones II	rjonesii@westbranchiowa.org
City Attorney	Kevin Olson	kevinolsonlaw@gmail.com
Deputy City Clerk	Leslie Brick	leslie@westbranchiowa.org

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.*

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

C. Roll Call

D. Guest Speaker, Presentations and Proclamations

1. Employee Appreciation for Years of Service
2. Presentation on the College Street Bridge Project – Dave Schechinger (City Engineer)

E. Public Comment

Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and written comments may be submitted to the Deputy City Clerk. Special instructions for public comments will be provided at the meeting if a public hearing or quasi-judicial matter is scheduled on the agenda. If there are items the public wishes to bring to Council that will take longer

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than three minutes, it is preferred the citizen present this topic to the City Administrator prior to the meeting.

F. Approve Agenda / Consent Agenda / Move to Action

Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion. The remaining items on the Consent Agenda will be voted on with one motion being made for all items on the Consent Agenda. Then the item will be removed from the Consent Agenda, and will be separately considered and voted on.

1. Approval of City Council Meeting Minutes August 7, 2017
2. Approve the appointment of Karina Krall to the Library Board
3. Approve Claims and Year End Report (FY 2016-17)

G. Public Hearing / Non-Consent Agenda

1. Resolution 1644, authorizing the City Administrator the authority to spend the amount not to exceed \$57,233.12 of city fund for pump repairs and pipe replacement (1500 ft. well water line for well 6).
2. Approve a motion directing the City Administrator to waive a portion of the sewer fees for sewer customer Willard Saleminck.
3. Discussion Item: the Installment of the Staff Work Plan – Public Works
4. Discussion regarding a request for 25 months on baseline service.

H. Reports

1. City Administrator's Report
2. City Attorney Report
3. Other Staff Reports

I. Comments from Mayor and Council Members

J. Adjournment

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

*West Branch, Iowa
7, 2017*
Council Chambers

City Council Meeting

August
7:00 p.m.

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited 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: Colton Miller, Tim Shields, Mary Beth Stevenson and Jordan Ellyson were present. Absent: Brian Pierce. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Gordon Edgar, Library Director Nick Shimmin, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell.

COMMUNICATIONS/OPEN FORUM.

Willard Salemlink, 30 Greenview Circle, requested the Council forgive the sewer fees on 21,000 gallons of usage. He explained that his drip water system did not shut off properly and the water was used but did not go down the sewer system. Pete Swisher, National Park Service Superintendent, thanked the Planning Committee for their effort in holding another successful Hoover Home Town Days. He also thanked the volunteers for their part. Everything went smoothly and he did have to call an “audible” during the event.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS.

There were no Guest Speakers, Presentations or Proclamations.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

- Approval of City Council Meeting Minutes July 17, 2017
- Approve authority to rehire camp counselor Morgan Stoolman
- Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Thirsty on 30 Inc. DBA Thirsty on 80. Pending successful Dram Insurance and Fire Inspection.
- Approve Claims.

EXPENDITURES	8/7/2017		
ALLIANT ENERGY		LIGHTS-219 E GREEN	12.09
ALTORFER INC		ALTORFER INC	110.82
BAKER & TAYLOR INC.		BOOKS	836.57
BEAN & BEAN		GRAVE OPENINGS	2,200.00
BEST BUY BUSINESS ADVANTAG		OFFICE SUPPLIES	85.91
BIBLIONIX		APOLLO SUBSRPTION SERVICE	1,909.50
CULLIGAN WATER TECHNOLOGIE		WATER SOFTENER SERVICE	35.20
D&R PEST CONTROL		D&R PEST CONTROL	70.00

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DIAMOND VOGEL PAINTS	PAINT & OTHER SUPPLIES	1,975.09
EDGAR, GORDON	MILEAGE & MEALS-TRAINING	197.70
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	108.82
GATEWAY HOTEL & CONFERENCE	LODGING-TRAINING	779.52
HANSEN ASPHALT	ASPHALT OVERLAY - SALT SHED	5,000.00
HAWKINS INC	CHEMICALS	402.60
HBK ENGINEERING LLC	309 PH I PARK IMPROVEMENTS	1,365.00
HD CLINE COMPANY	CUB CADET RIDING MOWER	10,200.00
HILL, SHERRY	VIDEOTAPING SERVICES	100.00
HORIHAN, MIKE	OFFICE SUPPLIES	17.97
IOWA DEPARTMENT OF NATURAL	ANNUAL WATER SUPPLY FEE	867.08
IOWA LEAGUE OF CITIES	TRAINING	200.00
IOWA ONE CALL	LOCATION SERVICE	41.40
JOHN DEERE FINANCIAL	CLOTHING, REPAIR PARTS, TOOLS	536.74
JOHNSON COUNTY REFUSE INC.	RECYCLING JUNE 2017	7,609.50
JOURNEYED COM INC	ADOBE CLOUD LICENSE RENEWAL	406.68
L. L. PELLING CO. INC	PREMIXED ASPHALT	37,940.71
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,359.32
MARTIN EQUIPMENT	REPAIR PARTS	2,919.71
MENARDS	MAINTENANCE SUPPLIE	120.97
OASIS ELECTRIC LLC	SALT SHED	345.15
OLSON, KEVIN D	LEGAL SERVICES-AUGUST 2017	1,500.00
OVERDRIVE INC	FY18 BRIDGES SUBSCRIPTION	699.51
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	196.19
PYRAMID SERVICES INC.	REPAIR PARTS	325.96
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	827.00
QUILL CORP	OFFICE SUPPLIES	44.74
RIVER PRODUCTS COMPANY INC	ROCK	591.90
STATE LIBRARY OF IOWA	FY18 BRIDGES SUBSCRIPTION	223.55
SUMMIT COMPANIES	RECHARGE FIRE EXTINGUISHERS	122.00
THE LIBRARY STORE INC	CD-DVD STORAGE ALBUMS	354.88
TRUGREEN PROCESSING CENTER	LAWN SERVICE-LIONS FIELD	149.00
UPS	SEWER-SHIPPING	20.86
USA BLUE BOOK	MARKING FLAGS	245.71
VEENSTRA & KIMM INC.	P & Z-CASEY'S TURN LANE	21,159.31
WATER SOLUTIONS UNLIMITED	DEHUMIDIFIER	3,416.20
WEST BRANCH COMMUNITY DEVE	ANNUAL FINANCIAL SUPPORT FY18	10,000.00
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	1,566.56
TOTAL		119,292.60
PAID BETWEEN MEETINGS		
AD-MARKET PRODUCTIONS, INC	HHTD ENTERTAINMENT	1,000.00
ALL AMERICAN CONCRETE	313 MAIN ST SIDEWALK PH 4 CONTRACT	6,333.95
BEN COLBERT	HHTD ENTERTAINMENT	250.00
BRICK, LESLIE	TRAVEL EXPENSES	219.57
CCEDCO	DUES	6,409.00
CEDAR RAPIDS MUNICIPAL BAND	HHTD ENTERTAINMENT	5,500.00
CHRISTOPHER BIRD	HHTD ENTERTAINMENT	99.00
CLARK OPERATIC	HHTD ENTERTAINMENT	1,050.00
CORNERSTONE EXCAVATING, INC	306 4TH ST IMPROVEMENT PROJECT	39,803.78
FRONTLINE PLUS FIRE & RESCUE	SIREN REPAIR	1,355.30
GRIMM, DAVID E	HHTD ENTERTAINMENT	1,200.00
HAWKEYE PHOTO BOOTHS	HHTD ENTERTAINMENT	250.00
HY VEE	SUPPLIES	130.86
ICMA	DUE, MEMBERSHIP	720.00
IOWA COMMUNITIES ASSURANCE	PROPERTY & LIABILITY INSURANCE	40,943.13
J & M DISPLAYS	HHTD FIREWORKS	20,000.00
JEFFREY D KOZIATEK	HHTD ENTERTAINMENT	500.00
MEDIACOM	CABLE SERVICE	40.90
MIDWEST INFLATABLES	HHTD INFLATABLES	12,000.00
MISCELLANEOUS VENDORS	WATER DEPOSIT REFUNDS	295.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
PLAY IT AGAIN SPORTS	SUPPLIES	67.96
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	22.46

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REDMOND JONES II	TRAVEL EXPENSES	288.37
RUSSELL, MELISSA	CAMP AND RECREATION SUPPLIES	526.03
SIDNEY W SCOTT	HHTD ENTERTAINMENT	450.00
SUPPLYWORKS	SUPPLIES	48.05
T J REGUL	HHTD ENTERTAINMENT	350.00
UPS	SEWER-SHIPING	42.15
US BANK CORPORATE CREDIT CARD	SUPPLIES, TRAINING	945.28
VERIZON WIRELESS	WIRELESS SERVICE	833.52
WEX BANK	MOTOR VEHICLE FUEL	1,288.21
TOTAL		143,962.52
PAYROLL 7-28-17		56,128.28
GRAND TOTAL EXPENDITURES		319,383.40

FUND TOTALS		
001 GENERAL FUND		116,331.06
022 CIVIC CENTER		90.68
031 LIBRARY		9,685.57
036 TORT LIABILITY		29,315.99
110 ROAD USE TAX		52,666.62
112 TRUST AND AGENCY		12,364.10
306 4TH STREET IMPROVEMENT PROJECT		39,803.78
308 PARK IMP - PEDERSEN VALLEY		2,800.00
309 PHASE I PARK IMPROVEMENTS		1,365.00
310 COLLEGE STREET BRIDGE		13,929.00
313 MAIN ST SIDEWALK-PHASE 4		6,333.95
314 N FIRST ST IMPROVEMENTS		1,000.00
316 I & I LINE/GROUT PH 2		45.06
318 COLLEGE ST & 2ND ST IMPROVMENTS		1,770.00
600 WATER FUND		18,009.78
610 SEWER FUND		13,872.81
GRAND TOTAL		319,383.40

Motion by Ellyson, second by Shields to approve agenda/consent agenda items. Councilperson Miller questioned a claim for Veenstra & Kimm. Finance Officer Edgar explained that the description listed is only for the first invoice for the vendor. The description for the other invoices is not listed. Miller also asked if Casey's had been billed for the engineering services for the turn lane. Edgar responded that Casey's had been billed almost \$50,000 per the agreement and had paid the bill. AYES: Ellyson, Shields, Miller, Stevenson. Absent: Pierce. Motion carried.

PUBLIC HEARING/NON-CONSENT AGENDA

Staff report and request for direction on ROW mowing and private homeowners notices for mowing.

Public Works Director Matt Goodale explained the policy for notifying homeowners of mowing requirements for tall grass. He also explained that some homeowners were not mowing hillsides and Right of Way areas that were extremely steep and requested direction from the Council. The Council asked him to provide cost estimates for alternatives such as having the City spray the area and planting low growing native grasses.

Resolution 1643- Motion directing the City Administrator to grant additional vacation days for additional duties accepted during the recruitment of City Administrator.

Motion by Miller, second by Shields to approve Resolution 1643. Mayor Laughlin explained this would give four days of additional vacation to Nick Shimmin and three additional days to Leslie Brick. Mayor Laughlin said he offered this to Edgar but Edgar declined. YES: Shields, Miller, Ellyson, Stevenson. Absent: Pierce. Motion carried.

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Discussion: the Installment of the Staff Work Plan – Parks and Recreation.

City Administrator Jones explained the purpose of the Work Plan is improve transparency and assign accountability for projects and the assignments were made by previous Administrator Matt Muckler. Russell updated the Council on the Pavilion at Cubby Park. The Council liked what they saw in the renderings but said the project must stay within budget.

No action was taken by the Council.

CITY STAFF REPORTS

City Administrator Jones felt that Hoover Home Town Days seemed to run very smoothly and said it was a credit to the staff for their effort. He thanked the community for their tremendous welcome of his family to the community. He said he is working on several economic development initiatives but nothing that can be presented to the public at this time. The web site is up and running and although bugs are still being worked out, he has received several positive phone calls about it.

There were no other staff reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin reported there was something Building Inspector Terry Goerdt has alerted him to. Goerdt explained that buildings described as zero lot line units were actually duplexes and there are different lot frontage requirements for each. A duplex is two housing units on one lot and a zero lot line unit is one housing unit on one lot. The frontage requirement for a duplex is 70 feet and for a zero lot line unit is 60 feet. A duplex has a single one hour fire wall between the two units and a zero lot line unit has two one hour walls between the units. A duplex requires a single building permit for two units but a zero lot line requires a building permit for each unit. Laughlin said they need to amend the ordinances to address this problem as well as some property downtown that needs to have rear yard setbacks modified and another property we want to modify the front yard setback to allow for historic preservation.

Council person Miller brought up property in town that is not being used or maintained properly. Goerdt said that Durant and West Liberty have adopted the International Property Maintenance Code and have been utilizing it with success. Jones said he will look at the Code and what we have on the books now and will bring back a recommendation.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:09 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2017
AGENDA ITEM:	Approve Karina Krall as member of the West Branch Public Library Board of Trustees.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Nick Shimmin, Library/IT Director
DATE:	August 14, 2017

BACKGROUND:

Ms. Krall has submitted an application for the library board of trustees. Per her application, Ms. Krall is strong educational background and has likewise spent some of her free time in volunteering at the West Branch Public Library.

There is a vacancy open since July 1, 2017 when a prior trustee decided not to renew the seat after its expiration date for the seat is June 30, 2020.

STAFF RECOMMENDATION:	Seek “Motion to Approve” direction from the City Council to appoint Karina Krall to the Library Board.
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REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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**City of West Branch
Advisory Board/Commission
Application Form**

Individuals serving on boards or commissions play an important role in advising the City Council on matters of interest to our community and its future. For the most part, Board and Commission members must be residents of West Branch.

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

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

Name of Board or Commission: Library Board Date: 8/14/17
Your Name: Karina Krall Street Address: 219 W. Orange St., WB, IA
52358
Phone number(s): (evening) [REDACTED] (day) same
Email: kkrall@west-branch.k12.ia.us

Do you live within the corporate limits of West Branch? Yes No

How long have you been a resident of West Branch? This is my hometown. I'm a 1985 WB grad. I have lived here on & off throughout the years & have just moved here from Atalissa.
Occupation: West Branch HS English + journalism teacher Employer: WB Community Schools

Optional Questions (use back of application if necessary)

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

As an English teacher, I am a complete bibliophile + lover of libraries. I'm a firm believer of their importance in today's technologically-oriented society. I did a week long internship at the library last summer, also, which gave me insight into how the library works.
What particular contributions do you feel you can make to this board or commission?
I am a good listener + studier of info.; able to make solid, intellectual decisions based on provided materials + life experiences; and am a team player. I am very interested in becoming a part of the library board.

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2017
AGENDA ITEM:	Approve Claims and Year End Report (FY 2016-17)
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon R. Edgar, Finance Officer
DATE:	August 1, 2017

BACKGROUND:

These are routine expenditure that include such items as payroll, budget expenditures, and other financial items that are related to council approved day to day operational tasks.

In an attempt to insure that the report produced for City Council is meeting the needs of the council. Staff has provided two formats. Staff is also seeking feedback as to which format better suits City Council’s desired disclosures.

STAFF RECOMMENDATION:	Approve claims/Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

EXPENDITURES		8/21/2017
ALLIANT ENERGY	UTILITIES-WATER TOWER	70.69
ALLIANT ENERGY	HHTD UTILITIES	21.98
ALLIANT ENERGY	LIGHTS-LIONS FIELD	26.86
ALLIANT ENERGY	VARIOUS CITY LOCATIONS	8,720.31
AMAZON	PROGRAM SUPPLIES	360.53
BAKER & TAYLOR INC.	BOOKS	274.23
BARRON MOTOR SUPPLY	VEHICLE REPAIR PARTS	601.00
BP AMOCO	VEHICLE FUEL	381.47
BUSINESS RADIO SALES	RADIO REPAIR	110.00
CEDAR COUNTY RECORDER	RECORDING FEES	27.00
DEWEYS JACK & JILL	DAY CAMP/REC SUPPLIES	163.70
ECONO SIGNS LLC	SIGNS	2,155.34
GALAXY CLEANING SERVICES	GALAXY CLEANING SERVICES	1,185.18
HARRY'S CUSTOM TROPHIES	EMPLOYEE SERVICE AWARD	40.41
IMWCA	IMWCA	5,143.00
INTOXIMETERS	INTOXIMETERS	115.00
IOWA ONE CALL	LOCATION SERVICE	76.50
ISWEP	ANNUAL DUES	525.00
LINN COUNTY R.E.C.	SIREN AT GREENVIEW	138.00
MENARDS	REPAIR SUPPLIES	34.80
METROPOLITAN COMPOUNDS INC	WEED KILLER	607.19
MOORE'S WELDING INC	REPAIR SERVICE	195.00
MUNICIPAL SUPPLY INC.	WATER METERS	928.00
NESPER SIGN ADVERTISING INC	SIGNS	769.20
OFFICE EXPRESS	COPIER PAPER	53.80
PARKSIDE SERVICE	REPAIR SERVICES	29.50
PLAY IT AGAIN SPORTS	VOLLEYBALLS	239.96
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	684.00
QUALITY ENGRAVED SIGNS	NAME PLATES	40.00
QUILL CORP	OFFICE SUPPLIES	31.99
REPUBLIC SERVICES	DOCUMENT DESTRUCTION	50.95
RIVER PRODUCTS COMPANY INC	ROCK	396.92
RUSSELL, MELISSA	DAY CAMP/REC SUPPLIES	176.92
SIMPLEXGRINNELL	FIRE ALARM TEST/INSPECT	959.05
ST. PAUL STAMP WORKS INC	ANIMAL TAGS	86.41
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
UNIFORM DEN INC.	UNIFORMS	282.54
UPS	SEWER-SHIPING	20.86
US BANK CORPORATE CARD	REC PROGRAMS, TRAVEL EXP	2,093.92
WALMART COMMUNITY/RFCSLLC	BOOKS, DVDS, PROGRAM SUPPLIES	329.06
WATER SOLUTIONS UNLIMITED	PHOSPHATE	2,576.09
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,140.00
ZEPHYR PRINTING & DESIGN	HHTD POSTERS	81.75
TOTAL		31,970.11

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PAID BETWEEN MEETINGS

COSTCO WHOLESALES	CONCESSION/DAY CAMP SUPPLIES	188.59
FUNCITY SPECIAL EVENTS	DAY CAMP ACTIVITY	765.00
UPS	SEWER-SHIPING	10.43
US BANK EQUIPMENT FINANCE	LIBRARY-COPIER LEASE	59.00
US BANK EQUIPMENT FINANCE	CITY OFFICE-COPIER LEASE	241.80

TOTAL 1,264.82

PAYROLL 8-11-17 46,602.70

GRAND TOTAL EXPENDITURES 79,837.63

FUND TOTALS

001 GENERAL FUND	31,867.08
022 CIVIC CENTER	658.83
031 LIBRARY	8,509.58
036 TORT LIABILITY	4,751.02
110 ROAD USE TAX	7,143.01
112 TRUST AND AGENCY	5,044.72
600 WATER FUND	13,552.43
610 SEWER FUND	7,785.96
740 STORM WATER UTILITY	525.00

GRAND TOTAL 79,837.63

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	BUSINESS RADIO SALES	RADIO REPAIR	110.00
		INTOXIMETERS	INTOXIMETERS	115.00
		US BANK CORPORATE CARD	REC PROGRAMS, TRAVEL EXP	225.00-
		UNIFORM DEN INC.	UNIFORMS	237.41
			UNIFORMS	45.13
		ALLIANT ENERGY	SERVICES	192.08
		BARRON MOTOR SUPPLY	VEHICLE REPAIR PARTS	1.92
		OFFICE EXPRESS	COPIER PAPER	26.90
		GALAXY CLEANING SERVICES	JANITOR SERVICE	124.60
			TOTAL:	628.04
FIRE OPERATION	GENERAL FUND	BP AMOCO	FUEL	124.89
		ALLIANT ENERGY	SERVICES	576.24
			TOTAL:	701.13
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	SIREN AT GREENVIEW	138.00
		ALLIANT ENERGY	SERVICES	2,082.44
			SERVICES	115.09
			TOTAL:	2,335.53
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL	DAY CAMP/REC SUPPLIES	79.69
			DAY CAMP/REC SUPPLIES	40.27
		RUSSELL, MELISSA	DAY CAMP/REC SUPPLIES	11.96
			DAY CAMP/REC SUPPLIES	109.92
		US BANK CORPORATE CARD	DAY CAMP/REC SUPPLIES	67.00
		PLAY IT AGAIN SPORTS	REC PROGRAMS, TRAVEL EXP	1,881.09
		ALLIANT ENERGY	VOLLEYBALLS	239.96
			LIGHTS-LIONS FIELD	26.86
			SERVICES	88.96
			TOTAL:	2,545.71
CEMETERY	GENERAL FUND	BP AMOCO	FUEL	112.09
		MENARDS	REPAIR SUPPLIES	34.80
			TOTAL:	146.89
COMM & CULTURAL DEVEL	GENERAL FUND	US BANK CORPORATE CARD	REC PROGRAMS, TRAVEL EXP	183.61
		ALLIANT ENERGY	HHTD UTILITIES	21.98
		ZEPHYR PRINTING & DESIGN, INC	HHTD POSTERS	81.75
		AMAZON	PROGRAM SUPPLIES	146.64
			TOTAL:	433.98
CLERK & TREASURER	GENERAL FUND	HARRY'S CUSTOM TROPHIES LTD	EMPLOYEE SERVICE AWARD	40.41
		REPUBLIC SERVICES	DOCUMENT DESTRUCTION	50.95
		QUALITY ENGRAVED SIGNS	NAME PLATES	40.00
		US BANK CORPORATE CARD	REC PROGRAMS, TRAVEL EXP	254.22
		ALLIANT ENERGY	SERVICES	242.93
		OFFICE EXPRESS	COPIER PAPER	26.90
		GALAXY CLEANING SERVICES	JANITOR SERVICE	239.40
			TOTAL:	894.81
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	27.00
			TOTAL:	27.00
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
COMMISSION	GENERAL FUND	ST. PAUL STAMP WORKS INC.	ANIMAL TAGS	86.41
			TOTAL:	86.41
TOWN HALL	CIVIC CENTER	ALLIANT ENERGY	SERVICES	380.67
		GALAXY CLEANING SERVICES	JANITOR SERVICE	278.16
			TOTAL:	658.83
LIBRARY	LIBRARY	WALMART COMMUNITY/RFCSLIC	BOOKS, DVDS, PROGRAM SUPPL	155.64
			BOOKS, DVDS, PROGRAM SUPPL	164.48
			BOOKS, DVDS, PROGRAM SUPPL	8.94
		SIMPLEXGRINNELL	FIRE ALARM TEST/INSPECT	340.93
			ALARM/DETECTION MONITORING	618.12
		QUILL CORP	OFFICE SUPPLIES	31.99
		BAKER & TAYLOR INC.	BOOKS	48.77
			BOOKS	225.46
		ALLIANT ENERGY	SERVICES	750.99
		GALAXY CLEANING SERVICES	JANITOR SERVICE	543.02
		AMAZON	PROGRAM SUPPLIES	18.99
			PROGRAM SUPPLIES	108.24
			PROGRAM SUPPLIES	86.66
			TOTAL:	3,102.23
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	1,381.31
			TOTAL:	1,381.31
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	1,844.85
			TOTAL:	1,844.85
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	590.28
			TOTAL:	590.28
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	12.96
			TOTAL:	12.96
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	381.38
			TOTAL:	381.38
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	369.16
			TOTAL:	369.16
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	171.08
			TOTAL:	171.08
ROADS & STREETS	ROAD USE TAX	DEWEYS JACK & JILL	DAY CAMP/REC SUPPLIES	31.78
		PARKSIDE SERVICE	REPAIR SERVICES	29.50
		RIVER PRODUCTS COMPANY INC	ROCK	396.92
		BP AMOCO	FUEL	48.16
		NESEFER SIGN ADVERTISING INC	SIGNS	769.20
		ALLIANT ENERGY	SERVICES	24.08
		BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	599.08
		MOORE'S WELDING INC	REPAIR SERVICE	195.00
		ECONO SIGNS LLC	SIGNS	2,155.34
			TOTAL:	4,249.06
WATER OPERATING	WATER FUND	IOWA ONE CALL	LOCATION SERVICE	38.25
		MUNICIPAL SUPPLY INC.	WATER METERS	928.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		STATE HYGIENIC LAB	LAB ANALYSIS	26.00
		BP AMOCO	FUEL	48.16
		IMWCA	WORK COMP - WATER	319.35
		WATER SOLUTIONS UNLIMITED INC.	PHOSPHATE	2,576.09
		ALLIANT ENERGY	UTILITIES-WATER TOWER	70.69
		WESTRUM LEAK DETECTION INC.	SERVICES	2,994.52
			LEAK DETECTION SURVEY	1,140.00
			TOTAL:	8,141.06
		IOWA ONE CALL	LOCATION SERVICE	38.25
		BP AMOCO	FUEL	48.17
		UPS	SEWER-SHIPING	20.86
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	684.00
		IMWCA	WORK COMP - SEWER	72.63
		METROPOLITAN COMPOUNDS INC	WEED KILLER	607.19
		ALLIANT ENERGY	SERVICES	1,172.31
			TOTAL:	2,643.41
			ANNUAL DUES	525.00
			TOTAL:	525.00

===== FUND TOTALS =====	
001 GENERAL FUND	7,899.50
022 CIVIC CENTER	638.83
031 LIBRARY	3,102.23
036 TORT LIABILITY	4,751.02
110 ROAD USE TAX	4,249.06
600 WATER FUND	8,141.06
610 SEWER FUND	2,643.41
740 STORM WATER UTILITY	525.00
GRAND TOTAL:	31,970.11

June Clerk's Report / FY 2016 (Year End)

BANK TO BOOK RECONCILIATION			
06/30/17			
	Bank/CD #	Maturity Date	
BANK BALANCE @			
CASH - COMMUNITY STATE BANK			\$ 2,435,946.77
CASH - US BANK ACCT - PERPETUAL CARE FUND			\$ 21,730.53
CASH - US BANK ACCT - LIBRARY KROUTH INTEREST			\$ 8,494.28
SUB TOTAL			\$ 2,466,073.59
ADD:			
CD'S:			
LIBRARY MATHER CD DONATION	COMMUNITY SAVINGS 523049	1/7/2018	\$ 4,252.57
ENLOW BUILDING CD	LIBERTY SAVINGS	5/2/2018	\$ 10,815.90
GENERAL FUND SAVINGS	UICCU 0001		\$ 5.00
CEMETERY PERPETUAL CARE	UICCU 1001	5/8/2018	\$ 89,844.74
LIBRARY-KROUTH PRINCIPAL	UICCU 1002	7/28/2017	\$ 51,334.22
GEN FUND-STREETScape-ACCIONA DONATION	UICCU-1003	7/5/2017	\$ 6,587.21
LIBRARY-HANSEN CD DONATION	UICCU-1009	11/1/2017	\$ 51,164.01
LIBRARY-KROUTH INTEREST FUND	UICCU-1014	7/29/2017	\$ 10,077.61
LIBRARY-M GRAY SAVINGS	US BANK		\$ 16,318.61
TOTAL CD'S			\$ 240,400.87
SUB TOTAL (BANK BALANCE)			\$ 2,706,474.46
TOTAL			\$ 2,706,474.46
O/S DEPOSITS			\$ 73.29
LESS PORTION THAT CLEARED IN JUNE			\$ (12.60)
O/S CHECKS			\$ (108,372.08)
ENDING BOOK BALANCE			\$ 2,598,163.17

"Turning Vision Into Reality is our Business"

CLERK'S REPORT FOR THE MONTH OF JUNE 2017

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	LIABILITIES	CLERK'S BALANCE
GENERAL									
*001) GENERAL OPERATING FUND	\$ 621,116.72	\$ 5.00	\$ 621,121.72	\$ 146,206.65	\$ 125,305.74	\$ 153,757.35	\$ 125,378.71	\$ (6,161.60)	\$ 482,030.71
** FIRE APPARATUS RESERVE	\$ 216,548.47	\$ -	\$ 216,548.47					\$ 6,265.00	\$ 348,119.21
POLICE APPARATUS RESERVE	\$ 27,130.70	\$ -	\$ 27,130.70						\$ 27,130.70
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 18,250.00	\$ -	\$ 18,250.00						\$ 18,250.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ 8.02	\$ 6,506.22	\$ 6,514.24		\$ 72.97				\$ 6,587.21
(022) CIVIC CENTER	\$ 32,524.82	\$ -	\$ 32,524.82	\$ 183.08		\$ 1,618.44			\$ 31,089.46
(027) MEMORIAL GARDEN PROJECT	\$ -	\$ -	\$ -	\$ 314.00					\$ 314.00
(031) LIBRARY	\$ 36,001.67	\$ 83,909.58	\$ 119,911.25	\$ 2,315.46		\$ 20,073.66		\$ -	\$ 102,153.05
(036) TORT LIABILITY	\$ 44,785.45	\$ -	\$ 44,785.45	\$ 666.43					\$ 45,451.88
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 86,484.48	\$ -	\$ 86,484.48	\$ 24,045.81		\$ 51,828.42		\$ 3,775.86	\$ 62,477.73
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 83,473.39	\$ -	\$ 83,473.39	\$ 1,003.86		\$ 19,680.04			\$ 64,817.21
(119) EMERGENCY TAX FUND	\$ 2,812.95	\$ -	\$ 2,812.95	\$ 180.97					\$ 2,993.92
(121) LOCAL OPTION SALES TAX	\$ 82,566.02	\$ -	\$ 82,566.02	\$ 32,747.60					\$ 115,313.62
(125) TIF	\$ 57,470.07	\$ -	\$ 57,470.07	\$ 108.69			\$ 3,753.75		\$ 53,825.01
(160) REVOLVING LOAN FUND	\$ 50,763.95	\$ -	\$ 50,763.95						\$ 50,763.95
DEBT SERVICE									
(226) DEBT SERVICE	\$ 399,739.27	\$ -	\$ 399,739.27	\$ 892.13	\$ 3,753.75	\$ 403,301.62			\$ 1,063.53
CAPITAL PROJECTS									
(301) REAP GRANT PROJECT	\$ 50,500.00	\$ -	\$ 50,500.00						\$ 50,500.00
(302) PARKSIDE DR IMPR PROJECT	\$ -	\$ -	\$ -						\$ -
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(305) MAIN ST CROSSING PROJ	\$ (0.00)	\$ -	\$ (0.00)						\$ (0.00)
(306) 4TH ST IMPROV PROJ	\$ (76,620.61)	\$ -	\$ (76,620.61)						\$ (76,620.61)
(307) MAIN ST INTERSECTION IMPROV	\$ 0.00	\$ -	\$ 0.00						\$ 0.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 286,603.95	\$ -	\$ 286,603.95			\$ 43,884.53			\$ 242,719.42
(309) PHASE I PARK IMPROVEMENTS	\$ (10,099.25)	\$ -	\$ (10,099.25)			\$ 463.00			\$ (10,562.25)
(310) COLLEGE STREET BRIDGE	\$ 235,003.49	\$ -	\$ 235,003.49			\$ 32,501.00			\$ 202,502.49
(311) BERANEK PARKING IMPROVEMENTS	\$ 24,613.75	\$ -	\$ 24,613.75						\$ 24,613.75
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 164,431.20	\$ -	\$ 164,431.20						\$ 164,431.20
(313) MAIN ST SIDEWALK-PHASE 4	\$ 12,764.81	\$ -	\$ 12,764.81			\$ 6,804.05			\$ 5,960.76
(314) N FIRST ST IMPROVEMENTS	\$ (15,700.00)	\$ -	\$ (15,700.00)			\$ 1,000.00			\$ (16,700.00)
(315) MAIN ST WATER MAIN IMPROVEMENTS	\$ (450.33)	\$ -	\$ (450.33)						\$ (450.33)
(316) SAN SEWER I & I LINE/GROUT PH 2	\$ (1,617.54)	\$ -	\$ (1,617.54)			\$ 818.55			\$ (2,436.09)
(317) ORANGE ST 4TH TO 5TH IMP	\$ -	\$ -	\$ -						\$ -
(318) COLLEGE ST & 2ND ST IMPROVEMENTS	\$ -	\$ -	\$ -			\$ 3,540.00			\$ (3,540.00)
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 22,776.94	\$ 88,000.00	\$ 110,776.94	\$ 806.33					\$ 111,583.27
(601) KROUTH PRINCIPAL FUND	\$ 320.07	\$ 50,887.11	\$ 51,207.18	\$ 127.04					\$ 51,334.22
(602) KROUTH INTEREST FUND	\$ 8,567.09	\$ 9,989.84	\$ 18,556.93	\$ 24.97					\$ 18,581.90

"Turning Vision Into Reality is our Business"

CLERK'S REPORT FOR THE MONTH OF JUNE 2017

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	LIABILITIES	CLERK'S	
									BALANCE	BALANCE
ENTERPRISE			\$ -						\$ -	\$ -
(600) WATER FUND	\$ 106,729.96	\$ -	\$ 106,729.96	\$ 45,891.54		\$ 33,565.42		\$ 64.65	\$ 119,120.73	
(603) WATER SINKING FUND	\$ 54,007.14	\$ -	\$ 54,007.14			\$ 53,351.25			\$ 655.89	
(610) SEWER FUND	\$ 202,187.23	\$ -	\$ 202,187.23	\$ 30,809.80		\$ 17,387.82		\$ 64.65	\$ 215,874.06	
(740) STORM WATER UTILITY	\$ 55,481.98	\$ -	\$ 55,481.98	\$ 5,569.20					\$ 61,051.18	
(950) BC/BS FLEXIBLE BENEFIT	\$ (3,071.41)	\$ -	\$ (3,071.41)			\$ (3,071.41)			\$ 0.00	
TOTAL	\$ 2,903,444.84	\$ 239,297.75	\$ 3,143,066.59	\$ 291,581.56	\$ 129,132.46	\$ 840,483.54	\$ 129,132.46	\$ 4,008.56	\$ 2,598,163.17	\$ 108,372.08
O/S CHECKS										-60.79
O/S DEPOSIT										\$2,706,474.46
BANK STATEMENT BALANCE										

*Amount in Liabilities column is liability of \$103.40 minus adjustment of \$6,265.00 that should have been made in December.

** Amount in Liabilities column is adjustment of \$6,265.00 that should have been made in December.

PROGRAM EXPENDITURES FOR THE MONTH OF JUN 2017

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					100.00%
POLICE DEPARTMENT					
GENERAL FUND	\$ 331,768.00	\$ 47,093.57	\$ 329,962.75	\$ 1,805.25	99.46%
TORT LIABILITY	\$ 14,117.00		\$ 21,697.58	\$ (7,580.58)	153.70%
TRUST & AGENCY	\$ 82,806.00	\$ 9,015.64	\$ 85,942.68	\$ (3,136.68)	103.79%
FIRE DEPARTMENT					
GENERAL FUND	\$ 228,650.00	\$ 12,232.64	\$ 103,344.26	\$ 125,305.74	45.20%
TORT LIABILITY	\$ 39,376.00		\$ 45,055.52	\$ (5,679.52)	114.42%
TRUST & AGENCY	\$ 2,754.00		\$ 3,617.44	\$ (863.44)	131.35%
ANIMAL CONTROL	\$ 2,500.00	\$ 119.93	\$ 2,461.33	\$ 38.67	98.45%
TOTAL PUBLIC SAFETY	\$ 701,971.00	\$ 68,461.78	\$ 592,081.56	\$ 109,889.44	84.35%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 68,973.00	\$ 10,000.00	\$ 58,415.95	\$ 10,557.05	84.69%
TORT LIABILITY	\$ 17,649.00		\$ 15,802.10	\$ 1,846.90	89.54%
ROAD USE TAX FUND	\$ 280,000.00	\$ 51,828.42	\$ 270,531.21	\$ 9,468.79	96.62%
TRUST & AGENCY	\$ 21,764.00	\$ 1,667.67	\$ 18,234.79	\$ 3,529.21	83.78%
STREET LIGHTING - GENERAL FUND	\$ 40,000.00	\$ 1,802.94	\$ 39,321.26	\$ 678.74	98.30%
SOLID WASTE - GENERAL FUND	\$ 65,000.00	\$ 4,410.80	\$ 65,377.41	\$ (377.41)	100.58%
TOTAL PUBLIC WORKS	\$ 493,386.00	\$ 69,709.83	\$ 467,662.72	\$ 25,703.28	94.79%
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 221,690.00	\$ 20,073.66	\$ 197,197.98	\$ 24,492.02	88.95%
TORT LIABILITY	\$ 3,680.00		\$ 4,733.65	\$ (1,053.65)	128.63%
TRUST & AGENCY	\$ 31,442.00	\$ 3,543.41	\$ 33,811.23	\$ (2,369.23)	107.54%
PARKS & RECREATION					
GENERAL FUND	\$ 90,639.00	\$ 13,901.20	\$ 92,044.03	\$ (1,405.03)	101.55%
TORT LIABILITY	\$ 4,510.00		\$ 5,226.94	\$ (716.94)	115.90%
TRUST & AGENCY	\$ 15,390.00	\$ 1,914.64	\$ 15,853.41	\$ (463.41)	103.01%
CEMETERY					
GENERAL FUND	\$ 107,762.00	\$ 12,659.85	\$ 100,456.11	\$ 7,305.89	93.22%
TORT LIABILITY	\$ 3,187.00		\$ 4,603.59	\$ (1,416.59)	144.45%
TRUST & AGENCY	\$ 23,915.00	\$ 2,088.20	\$ 20,225.90	\$ 3,689.10	84.57%
CIVIC CENTER	\$ 17,000.00	\$ 1,618.44	\$ 12,505.57	\$ 4,494.43	73.56%
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 95,500.00	\$ 22,663.98	\$ 95,682.28	\$ (182.28)	100.19%
LOCAL CABLE ACCESS					
GENERAL FUND	\$ 24,346.00	\$ 2,357.03	\$ 23,999.74	\$ 946.26	96.11%
TRUST & AGENCY	\$ 5,504.00	\$ 516.83	\$ 5,050.84	\$ 453.16	91.77%
TOTAL CULTURE & RECREATION	\$ 644,565.00	\$ 81,337.24	\$ 610,791.27	\$ 33,773.73	94.76%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 46,873.00		\$ 41,381.00	\$ 5,492.00	88.10%
PLANNING & ZONING	\$ 25,000.00	\$ 1,301.69	\$ 28,441.84	\$ (3,441.84)	113.77%
REVOLVING LOAN FUND	\$ 104,745.00		\$ 90,301.61	\$ 14,443.39	86.21%
TIF DEBT SERVICE	\$ 495,000.00		\$ 494,924.28	\$ 75.72	99.99%
TOTAL COMMUNITY & E.D.	\$ 671,718.00	\$ 1,301.69	\$ 655,048.73	\$ 16,669.27	97.52%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 18,750.00	\$ 416.67	\$ 15,069.07	\$ 3,680.93	80.37%
TRUST & AGENCY	\$ 2,488.00	\$ 43.25	\$ 1,329.54	\$ 1,158.46	53.44%

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FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
CLERK & TREASURER					
GENERAL FUND	\$ 149,566.00	\$ 22,574.82	\$ 139,465.22	\$ 10,100.78	83.25%
TORT LIABILITY	\$ 5,469.00		\$ 4,875.66	\$ 593.34	89.15%
TRUST & AGENCY	\$ 13,506.00	\$ 870.40	\$ 12,433.07	\$ 1,072.93	92.06%
LEGAL SERVICES	\$ 105,984.00	\$ 2,222.23	\$ 100,712.80	\$ 5,271.20	95.03%
LOCAL OPTION SALES TAX				\$ -	
TOTAL GENERAL GOVERNMENT	\$ 295,763.00	\$ 26,127.37	\$ 273,885.36	\$ 21,877.64	92.60%
GO DEBT SERVICE	\$ 542,485.00	\$ 403,301.62	\$ 532,538.29	\$ 9,946.71	98.17%
CAPITAL PROJECTS					
REAP GRANT PROJECT	\$ 73,000.00			\$ 73,000.00	0.00%
PARKSIDE DR IMPROVEMENT PROJECT				\$ -	
W MAIN ST STORMWATER IMP. PROJECT					
MAIN ST CROSSINGS PROJ	\$ 60,000.00		\$ 49,637.45	\$ 10,362.55	82.73%
4TH ST IMPROV PROJ	\$ 830,000.00		\$ 792,488.21	\$ 37,511.79	95.48%
MAIN ST INTERSECTION IMPROV PROJ	\$ 152,385.00		\$ 178,498.00	\$ (26,113.00)	117.14%
PARK IMP - PEDERSEN VALLEY	\$ 235,815.00	\$ 43,884.53	\$ 172,660.58	\$ 63,154.42	73.22%
PHASE I PARK IMPROVEMENTS	\$ 264,185.00	\$ 463.00	\$ 272,247.25	\$ (8,062.25)	103.05%
COLLEGE ST BRIDGE REPLACEMENT	\$ 277,550.00	\$ 32,501.00	\$ 74,761.50	\$ 202,788.50	26.94%
BERANEK PARKING IMPROVEMENTS	\$ 225,000.00		\$ 386.25	\$ 224,613.75	0.17%
DOWNTOWN EAST REDEVELOPMENT	\$ 175,000.00		\$ 8,188.80	\$ 166,811.20	4.68%
MAIN ST SIDEWALK-PHASE 4	\$ -	\$ 6,804.05	\$ 144,039.24	\$ (144,039.24)	
N FIRST ST IMPROVEMENTS	\$ -	\$ 1,000.00	\$ 16,700.00	\$ (16,700.00)	
MAIN ST WATER MAIN IMPROVEMENTS	\$ -		\$ 450.33	\$ (450.33)	
SANITARY SEWER I & I LINE/GROUT PH 2	\$ -	\$ 818.55	\$ 2,436.09	\$ (2,436.09)	
ORANGE ST 4TH TO 5TH IMP	\$ -			\$ -	
COLLEGE ST & 2ND ST IMPROVEMENTS	\$ -	\$ 3,540.00	\$ 3,540.00	\$ (3,540.00)	
TOTAL CAPITAL PROJECTS	\$ 2,292,935.00	\$ 89,011.13	\$ 1,716,033.70	\$ 576,901.30	74.84%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 426,709.00	\$ 33,565.42	\$ 339,991.40	\$ 86,717.60	79.68%
WATER SINKING FUND	\$ 65,013.00	\$ 53,351.25	\$ 58,355.00	\$ 6,658.00	89.76%
SEWER FUND	\$ 373,475.00	\$ 17,387.62	\$ 205,396.74	\$ 168,078.26	55.00%
STORM WATER UTILITY	\$ 90,000.00		\$ 65,823.01	\$ 24,176.99	73.14%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 955,197.00	\$ 104,304.29	\$ 669,566.15	\$ 285,630.85	70.10%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 143,146.00		\$ 81,320.40	\$ 61,825.60	56.81%
ROAD USE TAX	\$ 150,000.00		\$ 150,000.00	\$ -	100.00%
EMERGENCY TAX FUND	\$ 69,753.00		\$ 34,753.00	\$ 35,000.00	49.82%
LOCAL OPTION SALES TAX			\$ 288,016.31	\$ (288,016.31)	
TIF	\$ 271,241.00	\$ 3,753.75	\$ 172,432.75	\$ 98,808.25	63.57%
MAIN ST INTERSECTION IMPROVEMENTS			\$ 54,245.74	\$ (54,245.74)	
KROUTH PRINCIPAL FUND				\$ -	
WATER FUND	\$ 209,291.00		\$ 126,455.50	\$ 82,835.50	60.42%
SEWER FUND	\$ 181,525.00		\$ 90,525.00	\$ 91,000.00	49.87%
BC/BS FLEXIBLE BENEFIT		\$ (3,071.41)		\$ -	
TOTAL NON-DEPARTMENTAL TRANSFERS	\$ 1,024,956.00	\$ 682.34	\$ 997,748.70	\$ 27,207.30	97.35%
TOTAL FOR ALL FUNCTIONS	\$ 7,622,976.00	\$ 844,237.29	\$ 6,515,376.48	\$ 1,107,599.52	\$ 8.04

"Turning Vision Into Reality is our Business"

CITY OF WEST BRANCH
EXPENDITURES BY ACTIVITY (UNAUDITED)
AS OF JUNE 30, 2017

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	100% OF FISCAL YEAR	
					BUDGET BALANCE	
001-GENERAL FUND						
TOTAL NON-PROGRAM	1,024,956.00	682.34	997,748.70	97.35	27,207.30	
TOTAL PUBLIC SAFETY	701,971.00	68,461.78	592,081.56	84.35	109,889.44	
TOTAL PUBLIC WORKS	493,386.00	69,709.83	467,682.72	94.79	25,703.28	
TOTAL HEALTH & SOCIAL SERVICES	-	-	-	-	-	
TOTAL CULTURE & RECREATION	644,565.00	81,337.24	610,791.27	94.76	33,773.73	
TOTAL COMMUNITY & ECON DEVELOP	671,718.00	1,301.69	655,048.73	97.52	16,669.27	
TOTAL GENERAL GOVERNMENT	295,763.00	26,127.37	273,885.36	92.60	21,877.64	
TOTAL DEBT SERVICE	542,485.00	403,301.62	532,538.29	98.17	9,946.71	
TOTAL CAPITAL PROJECTS	2,292,935.00	89,011.13	1,716,033.70	74.84	576,901.30	
TOTAL BUSINESS TYPE/ENTERPRISE	955,197.00	104,304.29	669,566.15	70.10	285,630.85	
TOTAL EXPENDITURES	<u>7,622,976.00</u>	<u>844,237.29</u>	<u>6,515,376.48</u>	<u>85.47</u>	<u>1,107,599.52</u>	

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: JUNE 30, 2017

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCURAL ENDING CASH BALANCE
001-GENERAL FUND	906,905.52	146,206.65	153,757.35	899,354.82	-	103.40	899,458.22
022-CIVIC CENTER	32,524.82	183.08	1,618.44	31,089.46	-	-	31,089.46
027-MEMORIAL GARDEN PROJECT	314.00	-	-	314.00	-	-	314.00
031-LIBRARY	119,911.25	2,315.46	20,073.66	102,153.05	-	-	102,153.05
036-TORT LIABILITY	44,785.45	666.43	-	45,451.88	-	-	45,451.88
050-HOME TOWN DAY'S FUND	-	-	-	-	-	-	-
110-ROAD USE TAX	86,484.48	24,045.81	51,828.42	58,701.87	-	3,775.86	62,477.73
111-POLICE RECOVERY ACT GRANT	-	-	-	-	-	-	-
112-TRUST AND AGENCY	83,473.39	1,003.86	19,660.04	64,817.21	-	-	64,817.21
119-EMERGENCY TAX FUND	2,812.95	180.97	-	2,993.92	-	-	2,993.92
121-OPTION TAX	82,566.02	32,747.60	-	115,313.62	-	-	115,313.62
125-TIF	57,470.07	108.69	3,753.75	53,825.01	-	-	53,825.01
160-REVOLVING LOAN FUND	50,763.95	-	-	50,763.95	-	-	50,763.95
225-TIF DEBT SERVICE	-	-	-	-	-	-	-
226-GO DEBT SERVICE	399,739.27	4,645.88	403,301.62	1,083.53	-	-	1,083.53
301-REAP GRANT PROJECT	50,500.00	-	-	50,500.00	-	-	50,500.00
302-PARKSIDE DR IMP CAP PROJ	-	-	-	-	-	-	-
303-FIRE CAP PROJECT ADDITION	-	-	-	-	-	-	-
304-W MAIN ST STORMWATER IMP	10,000.00	-	-	10,000.00	-	-	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	-	-	0.00	-	-	0.00
306-4TH ST IMPROVEMENTS PROJ	(76,620.61)	-	-	(76,620.61)	-	-	(76,620.61)
307-MAIN ST INTERSECTION IMP	-	-	-	-	-	-	-
308-PARK IMP - PEDERSEN VALLEY	286,603.95	-	43,884.53	242,719.42	-	-	242,719.42
309-PHASES I PARK IMPROVEMENTS	(10,099.25)	-	463.00	(10,562.25)	-	-	(10,562.25)
310-COLLEGE STREET BRIDGE REPLACEMENT	235,003.49	-	32,501.00	202,502.49	-	-	202,502.49
311-BERANEK PARKING IMPROVEMENTS	24,613.75	-	-	24,613.75	-	-	24,613.75
312-DOWNTOWN EAST REDEVELOPMENT	164,431.20	-	-	164,431.20	-	-	164,431.20
313-MAIN ST SIDEWALK-PHASE 4	12,764.81	-	6,804.05	5,960.76	-	-	5,960.76
314-N FIRST ST IMPROVEMENTS	(15,700.00)	-	1,000.00	(16,700.00)	-	-	(16,700.00)
315-MAIN ST WATER MAIN IMPROVEMENTS	(450.33)	-	-	(450.33)	-	-	(450.33)
316-SAN SEWER-I & I LINE/GROUT PH 2	(1,617.54)	-	818.55	(2,436.09)	-	-	(2,436.09)
317-ORANGE ST 4TH TO 5TH IMP	-	-	-	-	-	-	-
318-COLLEGE ST & 2ND ST IMPROV	-	-	3,540.00	(3,540.00)	-	-	(3,540.00)
500-CEMETERY PERPETUAL FUND	110,776.94	808.33	-	111,585.27	-	-	111,585.27
501-KROUTH PRINCIPAL FUND	51,207.18	127.04	-	51,334.22	-	-	51,334.22
502-KROUTH INTEREST FUND	18,556.93	24.97	-	18,581.90	-	-	18,581.90
600-WATER FUND	106,729.96	45,891.54	33,565.42	119,056.08	-	64.65	119,120.73
601-WATER RESERVE FUND	-	-	-	-	-	-	-
603-WATER SINKING FUND	54,007.14	-	53,351.25	655.89	-	-	655.89
610-SEWER FUND	202,187.23	30,809.80	17,387.62	215,609.41	-	64.65	215,674.06
614-WASTEWATER LIFT STATION	-	-	-	-	-	-	-
740-STORM WATER UTILITY	55,481.98	5,569.20	-	61,051.18	-	-	61,051.18
950-BC/BS FLEXIBLE BENEFIT	(3,071.41)	-	(3,071.41)	-	-	-	-
GRAND TOTAL	3,143,056.59	295,335.31	844,237.29	2,594,154.61	-	4,008.56	2,598,163.17

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CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: JUNE 30, 2017

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	521,511.28	1,694,698.99	1,316,855.45	899,354.82	-	103.40	899,458.22
022-CIVIC CENTER	25,717.26	17,877.77	12,505.57	31,089.46	-	-	31,089.46
027-MEMORIAL GARDEN PROJECT	210.00	104.00	-	314.00	-	-	314.00
031-LIBRARY	104,325.25	198,025.78	197,197.98	102,153.05	-	-	102,153.05
036-TORT LIABILITY	11,611.50	135,835.42	104,995.04	45,451.88	-	-	45,451.88
050-HOME TOWN DAYS FUND	-	-	-	-	-	-	-
110-ROAD USE TAX	190,197.17	289,035.91	420,531.21	58,701.87	-	3,775.86	62,477.73
111-POLICE RECOVERY ACT GRANT	-	-	-	-	-	-	-
112-TRUST AND AGENCY	56,530.12	204,795.99	196,508.90	64,817.21	-	-	64,817.21
119-EMERGENCY TAX FUND	834.85	36,912.07	34,753.00	2,993.92	-	-	2,993.92
121-OPTION TAX	183,721.32	219,608.61	288,016.31	115,313.62	-	-	115,313.62
125-TIF	72,411.49	648,770.55	667,357.03	53,825.01	-	-	53,825.01
160-REVOLVING LOAN FUND	104,745.16	36,320.40	90,301.61	50,763.95	-	-	50,763.95
225-TIF DEBT SERVICE	-	-	-	-	-	-	-
226-GO DEBT SERVICE	105,816.31	427,805.51	532,538.29	1,083.53	-	-	1,083.53
301-REAP GRANT PROJECT	50,500.00	-	-	50,500.00	-	-	50,500.00
302-PARKSIDE DR IMP CAP PROJ	-	-	-	-	-	-	-
303-FIRE CAP PROJECT ADDITION	-	-	-	-	-	-	-
304-W MAIN ST STORMWATER IMP	10,000.00	-	-	10,000.00	-	-	10,000.00
305-MAIN ST CROSSINGS PROJ	36,522.37	13,115.08	49,637.45	-	-	-	-
306-4TH ST IMPROVEMENTS PROJ	462,186.43	253,681.17	792,488.21	(76,620.61)	-	-	(76,620.61)
307-MAIN ST INTERSECTION IMP	232,743.74	-	232,743.74	-	-	-	-
308-PARK IMP - PEDERSEN VALLEY	-	415,380.00	177,660.58	243,719.42	-	-	243,719.42
309-PHASES I PARK IMPROVEMENTS	-	261,685.00	272,247.25	(10,562.25)	-	-	(10,562.25)
310-COLLEGE STREET BRIDGE REPLACE	(11,058.50)	288,322.49	74,761.50	202,502.49	-	-	202,502.49
311-BERANEK PARKING IMPROVEMEN	-	25,000.00	386.25	24,613.75	-	-	24,613.75
312-DOWNTOWN EAST REDEVELOPMI	(225,000.00)	397,620.00	8,188.80	164,431.20	-	-	164,431.20
313-MAIN ST SIDEWALK-PHASE 4	-	150,000.00	144,039.24	5,960.76	-	-	5,960.76
314-N FIRST ST IMPROVEMENTS	-	-	16,700.00	(16,700.00)	-	-	(16,700.00)
315-MAIN ST WATER MAIN IMPRO	-	-	450.33	(450.33)	-	-	(450.33)
316-SAN SEWER-I & I LINE/GROUT PH	-	-	2,436.09	(2,436.09)	-	-	(2,436.09)
317-ORANGE ST 4TH TO 5TH IMP	-	-	-	-	-	-	-
318-COLLEGE ST & 2ND ST IMPROV	-	-	-	-	-	-	-
500-CEMETERY PERPETUAL FUND	109,259.50	2,325.77	3,540.00	(3,540.00)	-	-	(3,540.00)
501-KROUTH PRINCIPAL FUND	50,951.24	382.98	-	111,585.27	-	-	111,585.27
502-KROUTH INTEREST FUND	18,496.36	75.54	(10.00)	51,334.22	-	-	51,334.22
600-WATER FUND	64,662.09	520,840.89	466,446.90	18,581.90	-	-	18,581.90
601-WATER RESERVE FUND	-	-	-	119,056.08	-	64.65	119,120.73
603-WATER SINKING FUND	4,833.39	54,177.50	58,355.00	655.89	-	-	655.89
610-SEWER FUND	141,577.31	369,953.84	295,921.74	215,609.41	-	64.65	215,674.06
614-WASTEWATER LIFT STATION	-	-	-	-	-	-	-
740-STORM WATER UTILITY	32,074.22	94,799.97	65,823.01	61,051.18	-	-	61,051.18
950-BC/BS FLEXIBLE BENEFIT	-	-	-	-	-	-	-
GRAND TOTAL	2,352,379.86	6,757,151.23	6,515,376.48	2,594,154.61	-	4,008.56	2,598,163.17

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2017
AGENDA ITEM:	Resolution 1644, authorizing the City Administrator the authority to spend the amount not to exceed \$57,233.12 of city fund for pump repairs and pipe replacement (1500 ft. well water line for well 6).
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 17, 2017

BACKGROUND:

Well 6 (our largest producing well), has experience sever corrosion and pump failure, thus substantially increasing the \$30,000 budgeted anticipated repair cost by an additional \$27,233.12. Total Project cost is estimated at \$57,233.12; additionally, staff will be seeking funding resources through a review of potential insurance coverage for several components of the pump breakdown. Please find "Attachment 1" regarding project cost breakdowns from our emergency contractors of choice - Northway Well and Pump Co.; and "Attachment 2" entitled, "Staff Report Prepared by Tim Moss Well 6, Jordan Aquifer (background)".

STAFF RECOMMENDATION:	Move to Action to approve Resolution 1644
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

RESOLUTION NO. 1644

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR THE AUTHORITY TO SPEND THE AMOUNT NOT TO EXCEED \$??,000 OF CITY FUNDS FOR THE REPLACEMENT OF 1500 FT. WELL WATER LINE FOR WELL #6

WHEREAS, Water is a resource for the City of West Branch and its citizens; and

WHEREAS, the City of West Branch is establish as water utility for the City of West Branch and other customers in the surrounding areas; and

WHEREAS, during regular scheduled repairs the City of West Branch discovered sever disrepair which requires immediate attention and repair; and

WHEREAS, the City Administrator has requested funding to address this issue.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the West Branch, Iowa, that the City Administrator is granted the authority to spend the amount not to exceed \$??,000 of city funds for the replacement of 1500 ft. well water line for Well #6 is hereby approved

Passed and approved this 26th day of June, 2017.

Colton Miller, Mayor Pro Tim

ATTEST:

Redmond Jones II City Administrator / Clerk

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Northway Well and Pump Co.
4895 8th Avenue
Marion, Iowa 52302

August 18, 2017

City Water Works
PO Box 218
110 N Poplar Street
West Branch, IA 52358-7600

Attn: Tim Moss, Water Superintendent

Re: Well #6 Failure

Dear Tim,

As you know we have removed the pumping equipment from Well #6. It is evident that the bowl bearings have failed in the submersible 5-stage pump. The bearing failure caused damage to the thrust bearing, seal assembly and motor windings of the 100hp submersible motor. Both units will require replacement.

The following are the associated cost for the material and labor for Well #6

A. West Branch Well #6

- | | |
|---|--------------------|
| 1. One 100hp., 460 volt, 3450 rpm, 3 phase, 60 cycle sub. motor | \$15,972.50 |
| 2. One 5-stage submersible replacement pump designed for
650gpm @ 450 TDH | \$ 6,884.82 |
| 3. 520 Feet of 4" HD altitude tubing | \$ 462.80 |
| 4. Misc. material 3in splice kits, pipe wrap, stainless steel banding,
Disinfection solution, handling nipples, pitless O-rings | \$ 685.00 |
| 5. Field labor for 3 men, 50-ton service rig and support equipment
To remove damaged pumping equipment and reinstall after
Authorized repairs estimate 38 hours @\$285.00ph | <u>\$10,830.00</u> |

Total cost for the above \$34,835.12

Tim, if you have any questions please give me a call at 319-560-5567.

Sincerely,



Tom Engelken, Sales Representative

Phone 319-377-6339

1-800-717-6339

FAX 319-377-8148

Northway Well and Pump Co.
4895 8th Avenue
Marion, Iowa 52302

August 18, 2017

City Water Works
PO Box 218
110 N. Popular Street
West Branch, IA 52358-7600

Attn: Tim Moss, Water Superintendent

Re: Well #6 Piping

Dear Tim,

The following is the associated cost to replace the removed drop pipe from Well #6 that is severely deteriorated along with the two ductile iron check valves.

A. Well #6 associated cost for drop pipe and check valves

- | | | |
|---|--------------|-------------|
| 1. 504 feet of 6" domestic T & C galvanized drop pipe | @ \$ 37.00pf | \$18,648.00 |
| 2. Two Flammable HD DI check valves | @ \$1,250.00 | \$ 2,500.00 |
| 3. Televisa casing and borehole | | \$ 1,250.00 |

Tim, if you have any questions please give me a call at 319-560-8567.

Sincerely,



Tom Engelken, Sales Representative
NORTHWAY WELL & PUMP CO.

Phone 319-377-6339

1-800-747-6339

FAX 319-377-8148

Attachment 2

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Staff Report
Prepared by: Tim Moss

Well 6, Jordan Aquifer (Back ground)

- Jordan well drilled in 2005
- Depth to bottom is 1,528.5 feet
- Casing depth is 1,120 feet
- Production in 2005 was 650 gallon per minute
- Our top producing well.
- Beginning in spring 2017 production began drop significantly
- Last gpm reading was 320 gallon per minute
- August 16, 2017 Northway Well and Pump pulled the pump out. 12 years after well was put into service
- There are 24 sticks of 6 inch by 21 foot black iron pipe
- There is significant pitting in some of the pipe that will eventually compromise the integrity
- All the threads on the pipes are worn and at risk of cracking.
- Some threads have holes in them and the threads on one pipe are breaking off
- The last piece of pipe has a 1 inch by 3 inch hole in it about 1 foot above the pump
- On August 17 ,2017 Northway Well and Pump televised the well
- At 480 feet buildup in the casing starts. Minerals deposits much like barnacles.
- There are foreign objects such as stainless steel strapping and possibly air line in the well
- Overall the casing is in good shape. Nothing a brushing wouldn't fix.

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Attachment 2 (cont.)

- My recommendation is, brush, and flush, the well, chlorinate and flush, replace all the pipe. Waiting on report to see if well needs to be acidized.
- There is iron and manganese buildup on the casing also
- Waiting to see if pump can be rebuilt or needs replaced

pump is not rebuildable



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2017
AGENDA ITEM:	Approval of a motion directing the City Administrator to waive a portion of the sewer fees for sewer customer Willard Salemink.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 14, 2017

BACKGROUND:

Mr. Salemink approached the City Council at the August 8th meeting city council meeting, and expressed a situation where his drip irrigation system malfunctioned creating a leak in his yard rather than a leak that used sewer drain(s). Based on the total consumption of summer months (June and July) over the past 5 years equated to an average summer sewer use of 7,400 gallons. Staff recommends deducting this amount from Mr. Salemink's water leak months of calculated water consumption and sewer use; since, the water loss occurred outside our sewer system. Therefore; 7,400 (average use) was deducted from 26,000 (leak calculation), to get 18,600 gallons eligible credit. At \$7.79 per thousand gallons as set by ordinance 685, staff recommends a potential credit that is no more than \$144.89;

STAFF RECOMMENDATION:	Approve the wavier of \$144.89 from Mr. Salemink Sewer Charge
------------------------------	---

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2017
AGENDA ITEM:	Discussion: the Installment of the Staff Work Plan – Public Works
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	City Administrator Redmond Jones and Public Works Director Matt Goodale
DATE:	August 15, 2017

BACKGROUND:

In the effort to maintain an Open, Agile, and Purposeful Government; staff is moving forward with implementing a “Staff Work Plan”. It is intended to provide a margin of accountability to the work progress, task(s), and communication related to projects identified and funded by the Mayor and City Council. The goal is to have the entire Staff Work Plan representative of every department / division within the city. The next departments that will be presented is Police and Fire. The work plan will be placed on the city web-site and will be viewable by both the public and elected officials.

Projects, task(s), and directives will be provided a designation of: complete, in-progress, not completed (stalled /not started), or no longer an objective. It should be noted that the not completed will always come with some explanation as the circumstance surround the project in question. Please find attached to this staff write-up the “Staff Work Plan” for the Parks and Recreation department.

STAFF RECOMMENDATION:	Discussion and Feedback – No Action Needed
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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Public Works

College Street Bridge Project (FY19)

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project includes replacement or repairs to water main, sewer main and storm sewer as well as complete bridge replacement, including a 14 foot pedestrian walkway on the south side of the bridge and 31 foot of vehicle travel lane, road reconstruction and slight realignment and installation of ADA compliant sidewalks. This project area includes everything on East College Street from North 4th Street to North 1st Street as well as the block of North 2nd Street from East Green Street to East College Street. This Project is set to be bid in late December with construction to begin as weather permits following that and is expected to be completed by December of 2018. During that time there will be boil orders and times of water loss for residents in this area due to removing and reconnecting to new water main. Affected properties will be notified prior to any of the water main work taking place so they can prepare for these instances. There will be extended street closures associated with this project. The City will contact residents in this area before the project begins to work out schedules and update residents on the project.

4th Street Improvement Project

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project was completed this spring. There is a small area across from the Vet Clinic that needs to be regraded. Due to difficulties with the contractor agreeing on prices for a change order, timing and scheduling conflicts this was held off during the project and will be completed by local contractors. This involves relocation of gas and communication utilities. This is scheduled to be completed in September.

Orange Street, 4th to 5th (FY18)

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Based on funding this project will be reviewed after the North First Street project. To protect against our capital projects from going over budget.

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North First Street Improvement (FY18)

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project involve replacement of water main and services, storm sewer repairs, sanitary sewer repairs, sidewalk replacement and complete road reconstruction. This project was bid out early this spring with Eastern Iowa Excavating winning the bid. Work is set to begin on this project 8/21/2017 and will be completed in this construction season. Boil orders and short periods of complete water loss are anticipated. Affected residents will be notified prior to those situations.

Main Street Sidewalk – Phase 4 (FY18)

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project was completed in June. The sidewalk from N Downey Street to N 1st Street was removed and replaced with new ADA compliant sidewalk, curbs, parking areas, storm sewer and water services up to and including curb stops. Property owners are assessed for a portion of the repairs and this project will remain open on the books until all payments have been received. They are on two year repayment plans.

Sanitary Sewer Lining/Grouting – Phase 2

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project will complete the second phase of the City's five phase I&I reduction plan. This area is located east of the Hoover Nature Trail and north of East Green Street as well as Poplar Street. This project was bid out this spring with Visu Sewer winning the bid. As of August 15, 2017 a preconstruction conference was held at City Hall. It was determined that the work will begin August 29th. Completion is expected to be in 2 months from the start date, project deadline requires conclusion no later than November 15th. This timeline also includes contingency time for any unexpected potential delays during the construction period. BWC excavating LC, and Veenstra & Kimm, will be the city's partners on this project.

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Main Street Water Main Improvements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The project area begins at N 5th Street and ends near the east city limit. This project will replace a 4 inch water main on East Main Street with an 8 inch water main. It will also include water services up to and including curb stops at each residence along the path of the project. Completion of this project will provide a higher volume of water to the east side of town as well as Pheasant Run. Boil orders and short periods of complete water loss are anticipated. Affected residents will be notified prior to those situations. Work will begin on this project 8/29/2017 and will be completed by 11/28/2017

NPDES (National Pollutant Discharge Elimination System)

- SAGR Systems
- Wastewater blower and line repairs

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The Clean Water Act prohibits anybody from discharging "pollutants" through a "point source" into a "water of the United States" unless they have an NPDES permit. The permit will contain limits on what you can discharge, monitoring and reporting requirements, and other provisions to ensure that the discharge does not hurt water quality or people's health. In essence, the permit translates general requirements of the Clean Water Act into specific provisions tailored to the operations of each person discharging pollutants. These three projects are intertwined. The SAGR System is a possible future project but at this point is just one option for a sewer plant upgrade. The blower and line repairs are necessary maintenance for the plant and were budgeted for this year. Those maintenance items are being put on hold due to the City receiving the Draft NPDES permit. The permit requires the City to be within compliance within 52 months. Staff has been taking extra required samples to help with some of that compliance work. City engineers have been in contact with IDNR and have replied to IDNR representing the City per their requirement in the time frame laid out. From here IDNR will provide the City with a new NPDES permit that will determine if either of the above projects are viable at this time or if they will be removed from consideration.

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West Branch Village Trail Project

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Waiting for DNR review. The project also needs volunteers

County Line Rd / Main Street Intersection

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project is a long term objective and will be in one form or another necessary to complete in the future at the same time as the Johnson County reconstruction of Herbert Hoover Highway. This project is contingent on county funds and will not likely be completed until their project is funded.

Beranek Parking Lot Improvements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project was removed from the CIP due to lack of funding and due to a consensus by City Council to work on other projects of higher priority. Engineering is complete on this project and will likely be revisited at a later date. Public Works has worked up an estimate for the work on the parking area to be done in house and will present that to council as another option at a later date.

Cookson Street Stormwater Improvements

- Salt Shed Project
- Dave’s Welding Dirt Removal / Replacement

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project is located at 338 Cookson Street (City Public Works Building) and is being completed as part of a three part action plan put together with the IDNR as a way to alleviate future salt contamination on a neighboring property, water flow issues and then remediation of the salt contamination of the neighboring property. The City budgeted for

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the salt shed this past budget as streets project. This project required the water main, electrical and communications to the shop to be relocated prior to this beginning. The 54x30 foundation and walls were installed in June, followed by a 6 inch concrete floor topped with 2 inches of asphalt. All of this was sealed with foundation coating to protect the structure from corrosion. A hoop building is scheduled to be installed on the foundation in September. Grading and installation of concrete around the build will be taking place over the next couple months as time allows. All of the flatwork will be completed in house. The storm water project and dirt removal are scheduled as requests for future budgets.

Downtown East Redevelopment Project

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The department of Public Works will be working with the Office of the City Administrator who will be leading the planning and economic development portion of this project. This project is a long term goal of developing the area Croell Redimix is located on. At this time Croell Redimix has begun construction of their new facility and will be moving to that site upon completion. Their current site east of downtown will be cleaned up and examined for potential redevelopment. Currently, an ECIA (East Central Intergovernmental Association) grant is being pursued by the Mayor's Office to seek funding for phase 1 and 2 environmental examination (customary steps needed for redevelopment).

Hilltop Development Project

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This Project involves the addition of 23 townhomes to this area. The developer began building the first homes and will continue with the homes along Hilltop Drive. Once those homes are completed the private drive and remaining homes will be built. This is likely a two to three year plan.

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Meadows Subdivision, Phase II

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This phase is in progress. The developer has installed storm water detention basins, silt fencing, rough graded for roads, installed or is working on installing sewer and water mains. This phase looks to be ready for lots this building season.

Meadows Subdivision, Phase III

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Currently in the Planning and Zoning Review Process. Final Plat has yet to be presented.

Wayfinding Signage

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Signs were installed prior to HHTD. There are four signs remaining that will be installed by 8/18/2017.

Lynch Heights Subdivision

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This development broke ground this spring and will include 13 lots to the south of Ort Street. As of 8/16/2017 the utilities, road and grading have been completed or will be completed in shortly. Lots should be available this construction season. Plans up for final plat approval by the Planning Zoning Commission August 22, 2017 and City Council approval September 5th.

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National Park Service Stormwater Project

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project has involved multiple agencies, engineers, surveyors and time. This project is tentatively scheduled for 2020 but is contingent on funding. City involvement on repairs to the downstream channel will be necessary for this project to realize its full potential.

Floodplain Issues

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project has involved multiple agencies, engineers, surveyors and time. This project is tentatively scheduled for 2020 but is contingent on funding. City involvement on repairs to the downstream channel will be necessary for this project to realize its full potential. The City Administrator who has also assumed the role of floodplain manager, and is currently pursuing training in this area.

USGS Streamgages & Modeling

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The City Stream Team has been working with engineers regarding this project.

Orange Street 4th to 5th IMP

Orange Street Bioswales

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

City Council has the goal of updating at least one block of sealcoat on the east side of town each year. This project was added to the CIP to meet that goal. It was later removed due to funding difficulties. It has not been engineered. Staff was given direction to wait

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for completion of the other CIP projects before beginning anything with this project. This project will be revisited at a later date.

Stormwater BMP Reimbursement Program

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This an on-going under-utilized grant program focused on City for West Branch citizens who invest in some type of Stormwater / Sustainability project. It allows citizens to recapture a portion of their cost for project they undertake. The city has not marketed or public educated the existence of this program in three years. Staff will be recommending budgeting funds for marketing and public education regarding this program.

Lions Field Creek Restoration Project

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Still Reviewing Status

**Main Street, Pedersen to Creek Stormwater
(aka – W Main Street Storm Water IMP)**

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project involves installation of storm water infrastructure from Pedersen Street east to the creek. The property owner abutting this area has paid the City \$10,000 for his portion as part of an agreement during development of his property. That payment will be kept in a set aside for the future when that project is completed. This project is expected to be present in next year Capital Improvement Plan for project prioritization.

NPS Snow Plow Agreement

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

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This project has involved multiple agencies, engineers, surveyors and time. This project is tentatively scheduled for 2020 but is contingent on funding. City involvement on repairs to the downstream channel will be necessary for this project to realize its full potential.

Safety Program

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This is an ongoing program which educates staff on safe work protocols. The program benefits the City of West Branch with safe work environments but also lower work accident claims.

REAP Grant Project

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and Communications:

This project will provide for a pedestrian bridge to the Hames Village from the Hoover Trail. This will provide better connectivity for resides of this area. This project has been ongoing for a couple years and is still working through engineering and DNR compliance.

Trees Forever Grant Projects

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This has been a very positive grant program for the City of West Branch. Although the City is required to match the grant. The city has been allowed to account its match through the expense of installation, tree establishment, and on-going maintenance. Based on the success this program has had thus far, staff is recommending

Sidewalk inspection program

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Phase 1 – Ongoing program.

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West Branch Village Water / Sewer Systems

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

At this time there has not been any master plan as to how the West Branch Village water and sewer system can be incorporated into the City of West Branch's system. Due to the difference in standards and current system conditions it is likely that system improvements and investments will need to be made before incorporating the systems. This may require strategies such as special assessments in order to make such an incorporation possible or feasible. However, before any process is started an evaluation and planning process is recommended.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	August 21, 2017
AGENDA ITEM:	Discussion: regarding request for 25 months of reimbursement for baseline service for a vacated house.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	City Administrator Redmond Jones II
DATE:	August 15, 2017

BACKGROUND:

From: Roger Harris,

I am a former resident of your fair city, and have just sold my property at 120 N. Oliphant Street to a Diane Walker, and closing scheduled for August 25th. Ms. Walker should be in contact with your clerk setting up a Water/Sewer/Stormwater/Recycling Account.

I moved from that property in July of 2015 and retired to New Mexico. The house has been vacant since then and has shown zero(0) CCF in usage.

I did get some relief from your office when it became clear that no recycling was being done at that address. But I feel more needs to be done since no water has been utilized since I moved out.

I was not able to stop water/sewer service from my property since the curb stop was buried and would have cost \$1500 + to have the Plummer locate it and reinstall.

I am asking the City to refund 25 months of nonservice fees.

STAFF RECOMMENDATION:	Discussion and Feedback – No Action Needed
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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