



**CITY COUNCIL MEETING NOTICE  
TUESDAY, SEPTEMBER 7, 2021 - 7:00 P.M.  
CITY COUNCIL CHAMBERS  
110 N. POPLAR STREET, WEST BRANCH, IOWA**

<https://zoom.us/j/5322527574>

*or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574.*

**AGENDA**

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
  - a. Minutes from the August 16, 2021 City Council Meeting
  - b. Appoint Shari Heick to the Library Board of Trustees
  - c. West Branch High School homecoming parade route & Special Event permit
  - d. Fall Sidewalk Sales Special Event permit
  - e. Agreement between City of West Branch and West Branch Lions Club for constructing a shed for flag storage at the West Branch Municipal Cemetery
  - f. Claims
  - g. June monthly financial reports
7. Communications/Open Forum
  - a. Jessi Simon, Community Development Group quarterly update
  - b. Greg Humrichouse, West Branch Lions Club – Hoover Hunger Program
8. Public Hearing/Non-Consent Agenda
  - a. Resolution 2032, approve a consultant agreement with Lisa Rickertsen to provide financial consulting services. /Move to action.
  - b. Resolution 2033, approve hiring Gordon Edgar as a temporary employee from August 9<sup>th</sup> to August 12<sup>th</sup> for financial consulting services. / Move to action.
  - c. Resolution 2034, approving a cleaning services agreement with Jayme Cilek. / Move to action.
  - d. Resolution 2035, appointing Leslie Brick as City Clerk. / Move to action.
  - e. Resolution 2036, approving a purchase agreement with Duston A. Anderson for the West Branch Waste Water Treatment Facility Project. /Move to action.
  - f. Resolution 2037, establishing a Capital Projects Fund. /Move to action.
  - g. Second reading of Ordinance 782, amending Chapter 63 of the West Branch Code of Ordinances regarding speed limits on Main Street. / Move to action.
  - h. Discussion – Installing solar flashing beacons at Dawson Drive and W Main Street
  - i. Discussion – Council consensus on salary range for new City Administrator
9. City Staff Reports
10. Comments from Mayor and Council Members
11. Motion to adjourn.

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**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton  
**City Administrator/Clerk:** Vacant • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** John Hanna • **Public Works Director:** Matt Goodale

*(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 [westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/](http://westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**August 16, 2021  
7:00 p.m.**

*Until further notice, all of our Council Meetings will be held in person and electronically via Zoom. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa.*

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present. City Staff present: Deputy Clerk Leslie Brick, City Attorney Kevin Olson and City Engineer Dave Schechinger. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna and Officer Cathy Steen.

**APPROVE AGENDA / CONSENT AGENDA**

Approve minutes from the August 2, 2021 City Council Meeting.  
Motion to appoint Amber Kleven to the Library Board of Trustees  
Approve the claims.

EXPENDITURES	8/16/2021	
AE OUTDOOR POWER	SUPPLIES	52.93
ALPHA GRAPHICS	HHTD EVENT BROCHURES	343.80
ALTORFER INC	EQUIPMENT REPAIR	3,874.57
AMAZON	SUPPLIES	504.82
AT & T MOBILITY	WIRELESS SERVICE	344.68
BARRON MOTOR SUPPLY	AUTO BELTS	58.70
BIG TEN RENTALS INC	HHTD EQUIPMENT	246.90
BRICK, LESLIE	TRAVEL EXPENSES	172.27
BROWN'S WEST BRANCH	DODGE DURANGO SERVICE	53.95
CEDAR COUNTY COOPERATIVE	FUEL	1,619.74
CEDAR COUNTY RECORDER	RECORDING FEES	29.00
CITY OF RINGSTED	LOST BOOK FEE	10.00
GATEWAY HOTEL & CONFERENCE	MPA 2021 CONF HOTEL	533.12
GRIEBAHN INDUSTRIES INC	NAME PLATE	24.00
HAZELHASKY LLC DBA HERB &	CONCESSIONS	39.00
HEIDI VAN AUKEN	MILEAGE AND TRAVEL MEAL	26.70
HI-LINE ELECTRIC COMPANY I	SUPPLIES	14.94
HOFFMAN, MEGAN	CLEANING SERVICES	873.00
HOLLYWOOD GRAPHICS	VINYL FOR DUMP TRUCK	119.80
IOWA DEPARTMENT OF NATURAL	NPDES FEE FOR FY22	210.00
J & M DISPLAYS INC	HHTD FIREWORKS	20,000.00
JOHNSON COUNTY REFUSE INC.	RECYLCING & TRASH JULY 2021	16,307.50
LINN COUNTY R.E.C.	STREET LIGHTS	213.10
LYNCH'S EXCAVATING INC	GREENVIEW DR WATER RELOCATION	106,032.51
MACQUEEN EQUIPMENT	VEHICLE REPAIR	715.13
MENARDS	CAMP SUPPLIES	49.44
OASIS ELECTRIC LLC	REPAIRS FOR STREET LIGHT	1,180.94
OLSON, KEVIN D	LEGAL SERVICES FOR AUGUST 2021	1,500.00
PITNEY BOWES INC	OFFICE SUPPLIES	237.98
PLUNKETT'S PEST CONTROL IN	PEST CONTROL -CITY OFFICE	340.36
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	108.00
PYRAMID SERVICES INC.	REPAIR PARTS	203.66
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	925.00
RICKERTSEN, LISA	CONSULTING SERVICES	1,262.50
STATE HYGIENIC LAB	LAB ANALYSIS	184.00
THE HOME DEPOT PRO	SUPPLIES	334.82
USA BLUE BOOK	SUPPLIES	697.56
VERIZON WIRELESS	VERIZON WIRELESS	429.56
TOTAL		159,873.98
PAYROLL	8/6/2021	52,568.64

PAID BETWEEN MEETINGS		
VARIOUS VENDORS	UTILITY REFUNDS	364.14
ALLIANT ENERGY	UTILITY SERVICES	5,578.00
BPG, LLC	PARKS SUPPLIES	140.69
CULLIGAN WATER TECH	WATER SOFTNER SERVICES	89.32
IMWCA	WORK COMP PREMIUM	4,592.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	1,520.14
ICAP	LIABILITY & PROP INSUR PREMIUM	43,654.00
WEX	FUEL	3,265.44
GLOBAL PAYMENTS	CREDIT CARD FEES - JUNE & JULY	892.89
TOTAL		60,096.62
GRAND TOTAL EXPENDITURES		272,539.24

FUND TOTALS		
001 GENERAL FUND		76,956.93
022 CIVIC CENTER		428.33
031 LIBRARY		7,111.60
110 ROAD USE TAX		12,181.37
036 TORT LIABILITY		35,637.08
112 TRUST AND AGENCY		5,651.55
600 WATER FUND		76,863.71
610 SEWER FUND		27,252.83
740 STORM WATER UTILITY		30,455.84
GRAND TOTAL		272,539.24

Motion by Dean, second by Sexton to approve Agenda / Consent Agenda. AYES: Dean, Sexton, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

### COMMUNICATIONS / OPEN FORUM

Maggie Burger, Speer Financial presented the City's annual TIF and Debt report to the Council. Burger reviewed the city's current debt from General Obligation loans totaling \$5,828,000. Burger said the debt balance stems back to 2013 and paid for several city projects such as street and park improvements, bridge replacement and a judgement settlement in 2017. Burger went on to say that City has done a good job at paying down debt over the past few years and has approximately \$5.2 million of debt capacity remaining for future projects. Burger cautioned the Council to be judicious with their spending. Burger continued her review of the city's revenue debt (that does not go against the City's debt capacity) and said the city had two remaining loans from 2005 and 2007 totaling \$290,000. She added that she met with Schechinger, Brick and Van Auken last week to review a couple of upcoming city projects including the new waste water treatment facility and said that some additional analysis is needed to be done to determine if the current sewer rate structure will be sufficient to pay back the SRF loan. Burger said she would come back to the Council with more information in the coming weeks on the subject. Burger reviewed the city's TIF rebate obligations with Casey's EMV Holdings and The Meadows totaling \$1,053,500 and briefly discussed the estimated amount needed to set aside each year for Low to Moderate Income properties (LMI).

Laughlin informed Burger that the city was preparing to undertake two large projects: water main replacement on the eastside and intersection reconstruction at West Main Street, Cedar-Johnson Road and Herbert Hoover Highway. Burger said she was aware of the upcoming projects and encouraged the Council to carefully consider how they spend the American Rescue Funds dollars that the city is entitled to and said that the cleanest way to spend the money was on water, sewer and broadband. Burger reminded the Council using the funds appropriately means less money to borrow. Burger said that the funds should be placed in a separate account and tracked on how they are spent as the federal government would surely request that information at some point. The Council had no further questions for Burger.

Dave Hosier Jr., owner of Parkside Service, 219 E Main Street addressed the Council with a proposal to purchase the former Casey's site from the City. Hosier said his business is getting busier and he needs additional parking for vehicles that he services. Hosier said he would like to purchase the property from the city and make it a parking lot for his business. Hosier said his business would use it weekdays from 7 a.m. to

5 p.m. and then he would allow it as public parking after business hours. Hosier went on to say that he didn't think that 'green' space was a good use for the site as the city planned and that downtown needed more parking. Hosier asked the city what the next steps would be to discuss his proposal. Laughlin stated that an Executive Session was scheduled to convene after the regular meeting to discuss Hosier's proposal.

Bruce Barnhart, 184 290<sup>th</sup> St., West Branch, said he supported Hosier's proposal and added that he felt more parking was needed in downtown.

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

### Resolution 2030, accepting deed from Cedar's Edge Properties., LLC for right-of-way for Serenity Circle connection to Cedar-Johnson Road/Move to action.

Olson explained that this particular piece of property has been used as a city street for access to the Greenview Subdivision for many years. During the development of the Cedar's Edge Subdivision, it was determined that that this particular piece of property belonged to Cedar's Edge. The current owner, Cedar's Edge Properties LLC has offered to deed the property to the city as a city street that connects Serenity Circle to Cedar-Johnson Road and to Greenview Drive. (Laughlin stated for the record that Councilperson Jerry Sexton is the owner of Cedar's Edge Properties LLC.) Background - the Council discussed Sexton's proposal of deeding the property to the city at a previous meeting in which Sexton felt that making improvements to this portion of Serenity Circle would not be in his best interest as part of Cedar's Edge Subdivision. Sexton said that when Cedar-Johnson Road is improved, a large portion of the Serenity Circle would need to be torn out to match the grade of Cedar-Johnson Road. Sexton felt like it was a waste of money and suggested that the city take the property and complete the improvements with the Cedar-Johnson Road improvements project. The Council had no further discussion.

Motion by Miller, second by Dean to approve Resolution 2026. AYES: Miller, Dean, Stoolman, Goodweiler. NAYS: None. Abstain: Sexton. Motion carried.

### Resolution 2031, authorizing the submittal of an application for funding through the Clean Water State Revolving Fund via the Water Resource Restoration Sponsored Project Program. / Move to action.

Schechinger explained that as part of the SRF loan application, the Council would need to approve by resolution the submittal of an application for the Water Resource Restoration Sponsored Project Program. Schechinger stated that Impact 7G had completed the Watershed Assessment which identifies several projects that could be done if awarded the \$700,000 forgivable loan through the SRF loan program. The Council had no further comments or questions.

Motion by Miller, second by Goodweiler to approve Resolution 2027. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

### First reading of Ordinance 782, amending Chapter 63 of the West Branch Code of Ordinances regarding speed limits on Main Street. / Move to action.

Olson said the ordinance language was written to change the speed limit on West Main Street from the county line to Thomas Drive from 35 mph to 25 mph as discussed at the last City Council meeting and supported by Chief Hanna. While the Council appeared to be in agreement on August 2<sup>nd</sup> to the change, Sexton questioned if Johnson County was notified of the city's intent on lowering the speed limit and what effects it would have on their side. Sexton felt that the higher speed limit in Johnson County may have an impact for drivers trying to slow down to the new speed limit. Miller agreed and insisted that Johnson County be notified and allowed to give input before proceeding with the reading of the ordinance. Laughlin said he would make contact with Johnson County and report back to the Council but asked the Council to approve the first reading.

Motion by Sexton, second Goodweiler to approve the first reading of Ordinance 782. AYES: Sexton, Goodweiler, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Discussion – Trees Forever Community Visioning program interest

Laughlin said the Trees Forever Community Visioning program presented at the last Council meeting requested City Council participation and asked for volunteers. Miller and Stoolman volunteered to participate and Stoolman added that she thought the program would be a good way to get more residents involved in the decision-making process. Laughlin thanked Miller and Stoolman for volunteering and directed staff to move forward with the application process.

**STAFF REPORTS** – No reports

**CITY ADMINISTRATOR REPORT** – N/A

**CITY ATTORNEY REPORT** - No report

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin reminded the Council that the Iowa League of Cities Annual Conference is scheduled September 15<sup>th</sup>-17<sup>th</sup> in Coralville and encouraged them to sign up and take part. Laughlin said he would be attending a couple of the workshops as well.

Sexton said he had received some positive comments from residents on the Hoover’s Hometown Days fireworks and new location. Miller said he had received similar comments as well. Sexton added that he thought the event went very well.

Miller added that he was disappointed that All American Concrete didn’t get the N. 4<sup>th</sup> Street catch basins complete by Hoover’s Hometown Days as promised.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:16 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy Clerk

**EXECUTIVE SESSION**  
**Monday, August 16, 2021**  
**Immediately following the Regular City Council Meeting**

Mayor Roger Laughlin called the West Branch Executive session to order at 8:16 p.m. Roll call: Council members: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present.

Motion to adjourn to executive session for the purpose to discuss the sale of real estate under Section 21.5 of the Code of Iowa./ Move to action.

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

Motion to adjourn from executive session by Miller, second by Goodweiler, Meeting adjourned at 8:32 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy Clerk



Advisory Board/Commission  
Application Form

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

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

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

Board or Commission: West Branch Public Library Today's Date 8/13/2021 (Please print)

Name: Shari Heick Address: [REDACTED]

Phone: (home) N/A Phone: (cell) [REDACTED]

Email: [Shari.heick@gmail.com](mailto:Shari.heick@gmail.com)

Do you live within the corporate city limits of West Branch? Yes

How long have you been a resident of West Branch? 20 years

Occupation: Administrative Services Manager Employer: University of Iowa

*Optional Questions (use the back if necessary)*

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

I've worked at the University of Iowa for 23 years and have skills in policy development, communications, grant writing and budgeting. I have experience serving on many professional and community boards - some applicable highlights include the UI Staff Council, the WB daycare board, and the Friends of the West Branch Library.

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

From my experience for many years on the Friends group, I have a baseline of knowledge of the operations and policies of the library. I would like to learn more about how the Library fits within the larger picture of the city operations and other governance entities. Longer term, if accepted to the board, I would hope to join the Friends group again after I serve on the board, so that I can be a knowledgeable resource for them.

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



## Special Event Permit Application

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

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

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

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

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### FOR CITY OFFICE USE:

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

West Branch Administration \_\_\_\_\_ West Branch Fire Department \_\_\_\_\_ West Branch Police Department \_\_\_\_\_

West Branch Public Library \_\_\_\_\_ West Branch Public Works \_\_\_\_\_ West Branch Parks and Recreation \_\_\_\_\_

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

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





**Special Event Permit Application**

Event Title/Name: West Branch High School Homecoming Parade  
 Event Organization: West Branch HS Student Government Phone: 515-280-5551  
 Organization Address: 900 W. Main St. Tax ID #: \_\_\_\_\_  
 City: West Branch State: IA Zip Code: 52358  
 Event Website: N/A Event Email: andelch@west-branch.k12.ia.us  
 Event Coordinator Name and Title: Abby Noelch, Student Gov't. Advisor ↑  
 Event Coordinator Email: same  
 Event Coordinator Cell Number: 515-280-5551  
 Event Coordinator Address: 902 20th Avenue Place #5  
 City: Coralville State: IA Zip Code: 52241  
 Description of Event: Homecoming parade involving school clubs & community organizations

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

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
<u>Wed., Sept. 29 - 6pm</u>	<u>Wed., Sept. 29 - 6:30 pm</u>	<u>Wed., Sept. 29 ~ 7pm</u>	<u>Wed., Sept. 29 ~ 8pm</u>

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

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

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

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

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

Traffic Control Plan (please attach diagram): See attached



Public Notification Plan: Social media, flyers in schools

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

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

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

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

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

Restroom Plan: Available at Little Rose Bowl Coronation to take place after parade)

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

Insurance policy: With WBCSD

Signature: Abby L. Noelch Date: 8/26/21

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

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

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

West Branch High School Homecoming Parade, Wednesday, September 29, 2021 – 6:30 p.m.

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





## Special Event Permit Application

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

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

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

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### FOR CITY OFFICE USE:

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

West Branch Administration \_\_\_\_\_ West Branch Fire Department \_\_\_\_\_ West Branch Police Department \_\_\_\_\_

West Branch Public Library \_\_\_\_\_ West Branch Public Works \_\_\_\_\_ West Branch Parks and Recreation \_\_\_\_\_

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

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



## Special Event Permit Application

Event Title/Name: \_\_\_\_\_

Event Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Website: \_\_\_\_\_ Event Email: \_\_\_\_\_

Event Coordinator Name and Title: \_\_\_\_\_

Event Coordinator Email: \_\_\_\_\_

Event Coordinator Cell Number: \_\_\_\_\_

Event Coordinator Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Event: \_\_\_\_\_

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

Event set up will begin: <small>(date, day of the week and time)</small>	Event will begin: <small>(date, day of the week, and time)</small>	Event will end: <small>(date, day of the week, and time)</small>	Removal and clean-up will be completed: <small>(date, day of the week, and time)</small>

Maximum Number of Participants: \_\_\_\_\_ Maximum Number of Vehicles: \_\_\_\_\_

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

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

Will alcohol be permitted or sold? \_\_\_\_\_ Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

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

Traffic Control Plan (please attach diagram): \_\_\_\_\_



Public Notification Plan: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Restroom Plan: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Insurance policy: \_\_\_\_\_

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

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

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

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

## AGREEMENT

THIS AGREEMENT is entered into by and between the City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358 (hereafter the "City") and the West Branch Lions Club, Inc., PO Box 63, West Branch, Iowa 52358 (hereafter "Lions").

WHEREAS, the City is the owner of the West Branch Municipal Cemetery ("Cemetery"); and

WHEREAS, Lions currently sponsors the Flags Over West Branch program (the "Program") whereby Lions supplies flags on the properties of community members on certain dates; and

WHEREAS, Lions has received a grant to construct a storage shed for the Program; and

WHEREAS, Lions has approached the City about constructing the storage shed for the Program at the Cemetery; and

WHEREAS, the City has agreed to allow the construction of the storage shed at the Cemetery, subject to the terms and conditions below.

NOW, THEREFORE, the parties agree as follows:

1. That in cooperation and direction of the City, the West Branch Community Schools ACE program and Lions, Lions will be able to construct a storage shed for the Program at the Cemetery in a location mutually agreed upon by the parties.
2. That all costs of the construction and maintenance of the shed shall be borne by Lions.
3. That Lions shall be responsible for insuring the value of the shed and its personal property located in the shed and Lions expressly agrees that City shall not be responsible for any loss suffered by Lions pursuant to this Agreement.
5. That Lions will indemnify the City against any and all claims associated with the construction, maintenance and use of the shed by Lions pursuant to this Agreement.
6. At such time as Lions ends its Flags Over West Branch program or Lions ceases to exist in the City, the shed used by Lions shall become the sole property of the City without compensation paid to Lions.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

LIONS:

CITY:

By: \_\_\_\_\_

By: \_\_\_\_\_  
Roger Laughlin, Mayor

\_\_\_\_\_  
Print name and title

ATTEST:

By: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk



**EXPENDITURES****9/7/2021**

AMAZON	BOOKS, SUPPLIES	451.89
AT & T MOBILITY	WIRELESS SERVICE	344.68
AUTHENTIC CREATIVES, LLC	RENEWAL CLIPART LICENSE	50.00
BAKER & TAYLOR INC.	BOOKS	1,331.64
BARNHART'S CUSTOM SERVICES	BRUSH PILE, CNCRT BLOCKS, LEVE	37,220.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,609.00
BROWN'S WEST BRANCH FORD LLC	BULB	40.94
CAPITAL ONE	SUPPLIES, FOOD	991.29
CY'S TREE SERVICE	TREE SERVICE	68,400.00
D&R PEST CONTROL	PEST CONTROL SERVICE	95.00
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH FY22	500.00
ECONO SIGNS LLC	STREET SIGNS	476.48
HAWKINS INC	CHEMICALS	1,213.60
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	53.28
IMWCA	IMWCA	2,296.00
INTERSTATE POWER SYSTEMS INC	ANNUAL GENERATOR SERVICE	762.62
IOWA ONE CALL	NOTIFICATIONS	70.20
ISWEP	EDUCATION PROG MEMBERSHIP	535.00
JAYME CILEK	CLEANING SERVICES	220.50
JOHN DEERE FINANCIAL	CLOTHING, SAFETY SUPPLIES	848.06
JOHNSON CONTROLS	ANNUAL SERV CONTRACT FIRE ALAR	1,049.51
JOHNSON COUNTY REFUSE INC	RECYCLE CART SWAP OUT	30.00
KANOPY	VIDEO SERVICE	12.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,518.80
LOGAN CONTRACTOR'S SUPPLY	EQUIP SUPPLIES	529.04
LYNCH'S PLUMBING INC	REPAIR CITY MAIN OLIPHANT ST	3,291.50
MACQUEEN EQUIPMENT	MACQUEEN EQUIPMENT	1,736.27
MENARDS	BLGD MAINT SUPPLIES	312.07
OASIS ELECTRIC LLC	ELECTRIC LABOR TOWN HALL	964.63
OVERDRIVE INC	EBOOKS	381.63
PORT 'O' JONNY INC	SERVICE-CEMETERY	95.00
QUILL CORP	OFFICE SUPPLIES	60.21
RIVER PRODUCTS COMPANY INC	ROADSTONE	298.09
RUSSELL, MELISSA	GAS, CAMP	153.31
SCHIMBERG CO	FRAME AND STORM LID	297.11
SHIMMIN, NICK	SNAPCHAT FILTER FOR HHTD	59.38
THE HOME DEPOT PRO	SUPPLIES	288.90
TRUCK COUNTRY	VEHICLE REPAIR	1,928.89
ULINE	MOP REPLACEMENT HEAD	60.28
VEENSTRA & KIMM INC	LOT SITE PLAN REVIEW	31,195.88
YOTTYS, INC	HHTD GOLF CARTS	1,250.00
<b>TOTAL</b>		<b>163,022.68</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****8/20/2021****63,708.02**

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS** 9/3/2021 45,309.93

**PAID BETWEEN MEETINGS**

ALLIANT ENERGY	UTILITY SERVICES	10,862.26
AMAZON.COM	ULTRAVIOLET PEN LIGHTS	18.99
HAWKINS INC.	CHEMICALS	741.32
JOURNEYED COM INC	ADOBE CREATIVE RENEWAL	1,259.64
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	500.00
STATE INDUSTRIAL PRODUCTS	WASTEWATER TREATMENT PROG	244.00
TRAFFIC SAFETY CORP	RADAR SPEED SIGN	3,370.22
TYLER TECHNOLOGY	EASY PAY FEES	16.25
US BANK CORP CARD	VARIOUS DEPT CC CHARGES	6,881.89
US BANK EQUIPMENT FINANCE	LIBRARY COPIER	212.50
VERIZON WIRELESS	CELL PHONE SERVICE	362.09

**TOTAL** 24,511.06

**GRAND TOTAL EXPENDITURES** 296,551.69

**FUND TOTALS**

001 GENERAL FUND	65,445.52
022 CIVIC CENTER	1,796.10
031 LIBRARY	19,929.78
036 TORT LIABILITY	2,065.82
110 ROAD USE TAX	95,205.50
112 TRUST AND AGENCY	19,424.01
308 PARK IMP - PEDERSEN VALLEY	33,000.00
319 RELOCATING WATER & SEWER	2,170.00
321 WIDENING WAPSI CREEK	2,979.00
323 I-80 WEST, WATER MAIN REL	6,609.74
324 WW TREATMT FAC IMP 2021	11,660.00
327 SPONS WATER QUAL IMP 2021	2,558.00
600 WATER FUND	19,096.48
610 SEWER FUND	13,779.63
740 STORM WATER UTILITY	832.11

**GRAND TOTAL** 296,551.69

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS BROWN'S WEST BRANCH FORD LLC AT & T MOBILITY	TELEPHONE SERVICE	292.87
			BULB	40.94
			WIRELESS SERVICE	344.68
			TOTAL:	678.49
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	89.54
			TOTAL:	89.54
PARK & RECREATION	GENERAL FUND	RUSSELL, MELISSA	GAS	20.00
			GAS	20.23
			CAMP	50.00
			ICE CREAM FOR CAMP	63.08
		MENARDS	BLGD MAINT SUPPLIES	143.30
			BLDG MAINT SUPPLIES	18.96
			SUPPLIES	149.81
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	282.41
		TOTAL:	747.79	
		CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.
TOTAL:	95.00			
COMM & CULTURAL DEVEL	GENERAL FUND	SHIMMIN, NICK YOTTYS, INC.	SNAPCHAT FILTER FOR HHTD	59.38
			HHTD GOLF CARTS	1,250.00
			TOTAL:	1,309.38
CLERK & TREASURER	GENERAL FUND	EAST CENT INTERGOVT ASN. LIBERTY COMMUNICATIONS JAYME CILEK	KEEP IA BEAUTIFUL MATCH FY	500.00
			TELEPHONE SERVICE	427.99
			CLEANING SERVICES	139.50
			TOTAL:	1,067.49
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLE CART SWAP OUT	30.00
			TOTAL:	30.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM . INC.	LOT SITE PLAN REVIEW	186.00
			PARKSIDE HILLS CONSTRUCTIO	805.00
			TOTAL:	991.00
TOWN HALL	CIVIC CENTER	OASIS ELECTRIC LLC LIBERTY COMMUNICATIONS ULINE JAYME CILEK	ELECTRIC LABOR TOWN HALL	964.63
			TELEPHONE SERVICE	44.88
			MOP REPLACEMENT HEAD	60.28
			CLEANING SERVICES	81.00
			TOTAL:	1,150.79
LIBRARY	LIBRARY	OVERDRIVE INC	EBOOKS	377.95
			EBOOKS	2.49
			EBOOKS	1.19
		LYNCH'S PLUMBING INC QUILL CORP	LIBRARY SERVICE CALL	191.50
			OFFICE SUPPLIES	34.49
		BAKER & TAYLOR INC.	OFFICE SUPPLIES	25.72
			BOOKS	12.79-
			BOOKS	10.18-
			BOOKS	432.27
			BOOKS	119.31

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			BOOKS	223.91
			BOOKS	247.15
			BOOKS	164.65
			BOOKS	167.32
		D&R PEST CONTROL	PEST CONTROL SERVICE	95.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	212.18
		JOHNSON CONTROLS	ANNUAL SERV CONTRACT FIRE	391.21
			FIRE ALARM SYSTEM	658.30
		AMAZON	BOOKS, SUPPLIES	153.76
			BOOKS, SUPPLIES	56.95
			BOOKS, SUPPLIES	230.89
			BOOKS, SUPPLIES	10.29
		BIBLIONIX	AUTOMATION SUBSCRIPTION	1,609.00
		KANOPY	VIDEO SERVICE	12.00
		CAPITAL ONE	SUPPLIES, FOOD	78.38
			SUPPLIES, FOOD	24.96
			SUPPLIES, FOOD	300.64
			LIBRARY WALMART CHARGES	88.71
			LIBRARY WALMART CHARGES	455.68
			LIBRARY WALMART CHARGES	42.92
		AUTHENTIC CREATIVES, LLC	RENEWAL CLIPART LICENSE	50.00
			TOTAL:	6,435.85
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	418.26
			TOTAL:	418.26
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	811.68
			TOTAL:	811.68
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	23.03
			TOTAL:	23.03
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	431.54
			TOTAL:	431.54
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	44.13
			TOTAL:	44.13
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	242.60
			TOTAL:	242.60
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	68.34
			TOTAL:	68.34
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	26.24
			TOTAL:	26.24
ROADS & STREETS	ROAD USE TAX	RIVER PRODUCTS COMPANY INC	ROADSTONE	298.09
		BARNHART'S CUSTOM SERVICES LLC	BRUSH PILE, CNCRT BLOCKS,	4,220.00
		JOHN DEERE FINANCIAL	CLOTHING, SAFETY SUPPLIES	78.95
		VEENSTRA & KIMM INC.	BRIDGE INSPECTION	1,100.00
			GREENVIEW EXTENSION	2,384.14
		TRUCK COUNTRY	VEHICLE REPAIR	1,928.89
		CY'S TREE SERVICE	TREE SERVICE	56,400.00
			TREE SERVICE	12,000.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	34.66

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		HI-LINE ELECTRIC COMPANY INC	SUPPLIES	53.28
		THE HOME DEPOT PRO	SUPPLIES	117.09
			SUPPLIES	171.81
		ECONO SIGNS LLC	STREET SIGNS	476.48
		MACQUEEN EQUIPMENT	MACQUEEN EQUIPMENT	1,736.27
		LOGAN CONTRACTOR'S SUPPLY INC	EQUIP SUPPLIES	529.04
			TOTAL:	81,528.70
INVALID DEPARTMENT	PARK IMP - PEDERSE	BARNHART'S CUSTOM SERVICES LLC	ENLARGE BALL FIELDS CUBBY	33,000.00
			TOTAL:	33,000.00
INVALID DEPARTMENT	RELOCATING WATER &	VEENSTRA & KIMM INC.	UTILITY RELOC I-80 WIDENIN	1,740.00
			I-80 WATER MAIN RELOCATION	430.00
			TOTAL:	2,170.00
INVALID DEPARTMENT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOR IMP	2,979.00
			TOTAL:	2,979.00
INVALID DEPARTMENT	I-80 WEST, WATER M	VEENSTRA & KIMM INC.	I-80 WATER MAIN RELOCATION	6,609.74
			TOTAL:	6,609.74
INVALID DEPARTMENT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WASTERWATER TRTMNT FAC IMP	11,660.00
			TOTAL:	11,660.00
INVALID DEPARTMENT	SPONS WATER QUAL I	VEENSTRA & KIMM INC.	SPONSORED PROJECT APPLICAT	2,558.00
			TOTAL:	2,558.00
WATER OPERATING	WATER FUND	IOWA ONE CALL	NOTIFICATIONS	35.10
		HAWKINS INC	CHEMICALS	384.50
			CHEMICALS	829.10
		IMWCA	WORK COMP - WATER	162.06
		JOHN DEERE FINANCIAL	CLOTHING, SAFETY SUPPLIES	239.94
			CLOTHING, SAFETY SUPPLIES	457.19
			CLOTHING, SAFETY SUPPLIES	71.98
		VEENSTRA & KIMM INC.	E SIDE WATER MAIN REPLACEM	744.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	34.66
			TOTAL:	2,958.53
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	NOTIFICATIONS	35.10
		LYNCH'S PLUMBING INC	REPAIR CITY MAIN OLIPHANT	3,100.00
		IMWCA	WORK COMP - SEWER	68.12
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	34.66
		INTERSTATE POWER SYSTEMS INC	ANNUAL GENERATOR SERVICE	762.62
			TOTAL:	4,000.50
STORM WATER UTILITY	STORM WATER UTILIT	ISWEP	EDUCATION PROG MEMBERSHIP	535.00
		SCHIMBERG CO	FRAME AND STORM LID	297.11
			TOTAL:	832.11

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====
001 GENERAL FUND                5,073.64
022 CIVIC CENTER                 1,150.79
031 LIBRARY                       6,435.85
036 TORT LIABILITY                2,065.82
110 ROAD USE TAX                 81,528.70
308 PARK IMP - PEDERSEN VALLE    33,000.00
319 RELOCATING WATER & SEWER     2,170.00
321 WIDENING WAPSI CREEK @ BE    2,979.00
323 I-80 WEST, WATER MAIN REL    6,609.74
324 WW TREATMT FAC IMP 2021     11,660.00
327 SPONS WATER QUAL IMP 2021    2,558.00
600 WATER FUND                   2,958.53
610 SEWER FUND                   4,000.50
740 STORM WATER UTILITY          832.11
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GRAND TOTAL:                    163,022.68
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TOTAL PAGES: 4

**BANK TO BOOK RECONCILIATION**

**6/30/2021**

BANK BALANCE @		
CASH - FIDELITY BANK & TRUST		\$ 4,392,161.04
CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND		\$ 29,010.60
<b>SUB TOTAL</b>		<b>\$ 4,421,171.64</b>

ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2022	\$ 11,134.83
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	6/11/2022	\$ 97,067.98
	GEN FUND-STREETScape-ACCIONA DONATION	UICCU-1022	12/6/2021	\$ 6,987.42
	LIBRARY-KROUTH PRINCIPAL	UICCU-1017-TR to new CDs 1023, 1024 on Maturity Date	6/2/2021	\$ -
	LIBRARY-KROUTH INTEREST FUND	UICCU-1018-TR Bal to CD1024 on Maturity Date	6/2/2021	\$ -
	LIBRARY-HANSEN CD DONATION	UICCU-1019	8/1/2021	\$ 55,087.44
	LIBRARY-KROUTH PRINCIPAL	UICCU-1023	9/2/2021	\$ 51,008.10
	LIBRARY-KROUTH INTEREST FUND	UICCU-1024	9/2/2021	\$ 23,912.17
	<b>SAVINGS ACCOUNTS</b>			
	GENERAL FUND SAVINGS	UICCU-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,510.60
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,330.75
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>			<b>\$ 270,044.29</b>
	<b>SUB TOTAL</b>			<b>\$ 4,691,215.93</b>
	O/S DEPOSITS			\$ 240.58
LESS:	O/S CHECKS			\$ 176,819.40
	<b>ENDING BOOK BALANCE</b>			<b>\$ 4,514,637.11</b>

**CLERK'S REPORT FOR THE MONTH OF JUNE 2021**

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING		TRANSFER		TRANSFER	NET CHANGE	CLERK'S
			BALANCE	RECEIPTS	IN	DISBURSED			
<b>GENERAL</b>									
*(001) GENERAL OPERATING FUND	\$ 1,425,755.26	\$ 5.00	\$ 1,499,577.01	\$ 71,086.27		\$ 165,747.13	\$ 151,260.90		\$ 1,253,655.25
** FIRE APPARATUS RESERVE	\$ 279,827.53	\$ -	\$ 279,827.53		\$ 120,304.52				\$ 400,132.05
POLICE APPARATUS RESERVE	\$ 27,130.70	\$ -	\$ 27,130.70		\$ 29,456.38				\$ 56,587.08
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 11,030.00	\$ -	\$ 11,030.00						\$ 11,030.00
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 6,982.55	\$ 6,982.55	\$ 4.87					\$ 6,987.42
PARK EQUIPMENT/RESERVE	\$ -	\$ -	\$ -		\$ 1,500.00				\$ 1,500.00
(022) CIVIC CENTER	\$ 45,301.73	\$ -	\$ 45,301.73	\$ 168.33		\$ 2,186.27			\$ 43,283.79
(027) MEMORIAL GARDEN PROJECT			\$ 314.00						\$ 314.00
(028) SPLASH PAD RESERVE			\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 21,688.55	\$ 90,814.42	\$ 112,502.97	\$ 474.56		\$ 17,151.44			\$ 95,826.09
(036) TORT LIABILITY	\$ 32,884.16	\$ -	\$ 32,884.16	\$ 125.46					\$ 33,009.62
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 243,379.16	\$ -	\$ 243,379.16	\$ 40,186.15		\$ 14,107.12			\$ 269,458.19
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 231,246.47	\$ -	\$ 231,246.47	\$ 795.31		\$ 16,259.49			\$ 215,782.29
(119) EMERGENCY TAX FUND	\$ 652.90	\$ -	\$ 652.90	\$ 109.57					\$ 762.47
(121) LOCAL OPTION SALES TAX	\$ 155,415.20	\$ -	\$ 155,415.20	\$ 20,207.35					\$ 175,622.55
(125) TIF	\$ 143,493.96	\$ -	\$ 143,493.96	\$ 53.50					\$ 143,547.46
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 251,052.67	\$ -	\$ 251,052.67	\$ 917.99		\$ 1,250.00			\$ 250,720.66
<b>CAPITAL PROJECTS</b>									
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 86,746.83	\$ -	\$ 86,746.83			\$ 36,669.63			\$ 50,077.20
(309) PHASE I PARK IMPROVEMENTS	\$ 0.00	\$ -	\$ 0.00						\$ 0.00
(310) COLLEGE STREET BRIDGE	\$ (0.00)	\$ -	\$ (0.00)						\$ (0.00)
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 173,912.82	\$ -	\$ 173,912.82						\$ 173,912.82
(315) MAIN ST WATER MAIN IMPROVEMENTS	\$ -	\$ -	\$ -						\$ -
(316) SAN SEWER I & I LINE/GROUT PH 2	\$ 0.00	\$ -	\$ 0.00						\$ 0.00
(318) COLLEGE ST & 2ND ST IMPROVEMENTS	\$ (0.00)	\$ -	\$ (0.00)						\$ (0.00)
(319) RELOCATION OF WATER & SEWER LINES			\$ 564.78						\$ 564.78
(321) WIDENING WAPSI CREEK @ BERANEK PARK			\$ 166,642.48			\$ 1,363.00			\$ 165,279.48
(323) I-80 WEST, WATER MAIN RELOCATE			\$ (37,397.89)			\$ 905.00			\$ (38,302.89)
(324) WW TREATMT FAC IMP 2021			\$ 10,040.00	\$ 87,450.00		\$ 34,980.00			\$ 62,510.00
(327) SPONSORED WATER QUALITY IMPE 2021			\$ (3,240.80)			\$ 3,283.80			\$ (6,524.60)
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 28,410.60	\$ 96,673.56	\$ 125,084.16	\$ 994.42					\$ 126,078.58
(501) KROUTH PRINCIPAL FUND	\$ 4,436.82	\$ 50,771.71	\$ 55,208.53	\$ 167.81			\$ 4,368.24		\$ 51,008.10
(502) KROUTH INTEREST FUND	\$ 4,049.32	\$ 15,448.05	\$ 19,497.37	\$ 46.56	\$ 4,368.24				\$ 23,912.17
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 210,676.84	\$ -	\$ 210,676.84	\$ 54,115.81		\$ 96,921.97	\$ 5,092.92		\$ 162,777.76
(603) WATER SINKING FUND	\$ 57,046.25	\$ -	\$ 57,046.25		\$ 5,092.92	\$ 57,046.25			\$ 5,092.92
(610) SEWER FUND	\$ 336,536.44	\$ -	\$ 336,536.44	\$ 64,057.83		\$ 35,516.17	\$ 25,616.50		\$ 339,461.60
(611) SEWER FUND SPECIAL			\$ 125,299.00		\$ 25,616.50				\$ 150,915.50
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 124,240.06	\$ -	\$ 124,240.06	\$ 5,040.82		\$ 2,670.40			\$ 126,610.48
(950) BC/BS FLEXIBLE BENEFIT	\$ (1,478.55)	\$ -	\$ (1,478.55)						\$ (1,478.55)
<b>TOTAL</b>	<b>\$ 4,057,858.56</b>	<b>\$ 260,695.29</b>	<b>\$ 4,654,692.17</b>	<b>\$ 346,002.61</b>	<b>\$ 186,338.56</b>	<b>\$ 488,057.67</b>	<b>\$ 186,338.56</b>	<b>\$ -</b>	<b>\$ 4,514,637.11</b>
O/S CHECKS			\$30,562.12						\$176,819.40
O/S DEPOSIT			\$1,513.54						\$240.58
BANK STATEMENT BALANCE			\$4,683,740.75						\$4,691,215.93



CITY OF WEST WICH  
 MTD TREASURERS REPORT  
 AS OF: JUNE 30TH, 2021

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,841,888.18	71,091.14	165,747.13	1,747,232.19	0.00	0.00	1,747,232.19
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	45,301.73	168.33	2,186.27	43,283.79	0.00	0.00	43,283.79
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	314.00	0.00	0.00	314.00	0.00	0.00	314.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	112,502.97	474.56	17,151.44	95,826.09	0.00	0.00	95,826.09
036-TORT LIABILITY	32,884.16	125.46	0.00	33,009.62	0.00	0.00	33,009.62
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	243,379.16	40,186.15	14,107.12	269,458.19	0.00	0.00	269,458.19
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	231,246.47	795.31	16,259.49	215,782.29	0.00	0.00	215,782.29
119-EMERGENCY TAX FUND	652.90	109.57	0.00	762.47	0.00	0.00	762.47
121-OPTION TAX	155,415.20	20,207.35	0.00	175,622.55	0.00	0.00	175,622.55
125-T I F	143,493.96	53.50	0.00	143,547.46	0.00	0.00	143,547.46
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	251,052.67	917.99	1,250.00	250,720.66	0.00	0.00	250,720.66
300-CAPITAL IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-PARKSIDE DR IMP CAP PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	86,746.83	0.00	36,669.63	50,077.20	0.00	0.00	50,077.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	173,912.82	0.00	0.00	173,912.82	0.00	0.00	173,912.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	564.78	0.00	0.00	564.78	0.00	0.00	564.78
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	166,642.48	0.00	1,363.00	165,279.48	0.00	0.00	165,279.48
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 37,397.89)	0.00	905.00	( 38,302.89)	0.00	0.00	( 38,302.89)
324-WW TREATMT FAC IMP 2021	10,040.00	87,450.00	34,980.00	62,510.00	0.00	0.00	62,510.00
327-SPONS WATER QUAL IMP 2021	( 3,240.80)	0.00	3,283.80	( 6,524.60)	0.00	0.00	( 6,524.60)
500-CEMETERY PERPETUAL FUND	125,084.16	994.42	0.00	126,078.58	0.00	0.00	126,078.58
501-KROUTH PRINCIPAL FUND	55,208.53	167.81	4,368.24	51,008.10	0.00	0.00	51,008.10

CITY OF WEST BRANCH  
 MTD TREASURERS REPORT  
 AS OF: JUNE 30TH, 2021

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
502-KROUTH INTEREST FUND	19,497.37	4,414.80	0.00	23,912.17	0.00	0.00	23,912.17
600-WATER FUND	210,676.84	54,115.81	102,014.89	162,777.76	0.00	0.00	162,777.76
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	57,046.25	5,092.92	57,046.25	5,092.92	0.00	0.00	5,092.92
610-SEWER FUND	336,536.44	64,057.83	61,132.67	339,461.60	0.00	0.00	339,461.60
611-SEWER FUND SPECIAL	125,299.00	25,616.50	0.00	150,915.50	0.00	0.00	150,915.50
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	124,240.06	5,040.82	2,670.40	126,610.48	0.00	0.00	126,610.48
950-BC/BS FLEXIBLE BENEFIT	( 1,478.55)	0.00	0.00	( 1,478.55)	0.00	0.00	( 1,478.55)
<b>GRAND TOTAL</b>	<b>4,654,692.17</b>	<b>381,080.27</b>	<b>521,135.33</b>	<b>4,514,637.11</b>	<b>0.00</b>	<b>0.00</b>	<b>4,514,637.11</b>

\*\*\* END OF REPORT \*\*\*

CITY OF WEST FITCH  
 YTD TREASURERS REPORT  
 AS OF: JUNE 30TH, 2021

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	1,233,425.95	1,899,290.35	1,385,468.11	1,747,248.19	0.00	( 16.00)	1,747,232.19
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	33,427.19	21,949.51	12,092.91	43,283.79	0.00	0.00	43,283.79
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	314.00	0.00	0.00	314.00	0.00	0.00	314.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	95,177.58	210,259.67	209,611.16	95,826.09	0.00	0.00	95,826.09
036-TORT LIABILITY	22,949.83	69,836.57	59,776.78	33,009.62	0.00	0.00	33,009.62
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	212,013.53	357,515.72	300,071.06	269,458.19	0.00	0.00	269,458.19
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	179,367.42	277,028.82	240,613.95	215,782.29	0.00	0.00	215,782.29
119-EMERGENCY TAX FUND	4,167.66	41,279.81	44,685.00	762.47	0.00	0.00	762.47
121-OPTION TAX	123,485.39	266,112.16	213,975.00	175,622.55	0.00	0.00	175,622.55
125-T I F	106,976.86	488,909.60	452,339.00	143,547.46	0.00	0.00	143,547.46
160-REVOLVING LOAN FUND	137,082.45	0.00	0.00	137,082.45	0.00	0.00	137,082.45
225-TIF DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226-GO DEBT SERVICE	84,111.63	1,063,279.03	896,670.00	250,720.66	0.00	0.00	250,720.66
300-CAPITAL IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-PARKSIDE DR IMP CAP PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-W MAIN ST STORMWATER IMP	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
305-MAIN ST CROSSINGS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306-4TH ST IMPROVEMENTS PROJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
307-MAIN ST INTERSECTION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308-PARK IMP - PEDERSEN VALLE	142,387.68	0.00	92,310.48	50,077.20	0.00	0.00	50,077.20
309-PHASE I PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
310-COLLEGE STREET BRIDGE	85,802.65	78,909.12	164,711.77	0.00	0.00	0.00	0.00
311-BERANEK PARKING IMPROVEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
312-DOWNTOWN EAST REDEVELOPME	79,800.32	95,012.50	900.00	173,912.82	0.00	0.00	173,912.82
313-MAIN ST SIDEWALK-PHASE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
314-N FIRST ST IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315-MAIN ST WATER MAIN IMPROV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
316-I & I LINE/GROUT PH 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
317-ORANGE ST 4TH TO 5TH IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
318-COLLEGE ST & 2ND ST IMPRO	( 332,923.40)	345,703.72	12,780.32	0.00	0.00	0.00	0.00
319-RELOCATING WATER & SEWER	( 3,865.62)	6,170.40	1,740.00	564.78	0.00	0.00	564.78
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	181,753.45	0.00	16,473.97	165,279.48	0.00	0.00	165,279.48
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 12,410.80)	0.00	25,892.09	( 38,302.89)	0.00	0.00	( 38,302.89)
324-WW TREATMT FAC IMP 2021	0.00	167,450.00	104,940.00	62,510.00	0.00	0.00	62,510.00
327-SPONS WATER QUAL IMP 2021	0.00	0.00	6,524.60	( 6,524.60)	0.00	0.00	( 6,524.60)
500-CEMETERY PERPETUAL FUND	121,962.91	4,115.67	0.00	126,078.58	0.00	0.00	126,078.58
501-KROUTH PRINCIPAL FUND	54,509.04	867.30	4,368.24	51,008.10	0.00	0.00	51,008.10

CITY OF WEST BRANCH  
 YTD TREASURERS REPORT  
 AS OF: JUNE 30TH, 2021

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
502-KROUTH INTEREST FUND	19,308.91	4,603.26	0.00	23,912.17	0.00	0.00	23,912.17
600-WATER FUND	154,023.33	610,382.36	601,627.93	162,777.76	0.00	0.00	162,777.76
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	4,942.00	60,385.92	60,235.00	5,092.92	0.00	0.00	5,092.92
610-SEWER FUND	240,075.61	639,055.05	539,669.06	339,461.60	0.00	0.00	339,461.60
611-SEWER FUND SPECIAL	48,771.50	182,144.00	80,000.00	150,915.50	0.00	0.00	150,915.50
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	145,970.76	63,241.77	82,602.05	126,610.48	0.00	0.00	126,610.48
950-BC/BS FLEXIBLE BENEFIT	2,231.55	0.00	3,710.10	( 1,478.55)	0.00	0.00	( 1,478.55)
<b>GRAND TOTAL</b>	<b>3,174,939.38</b>	<b>6,953,502.31</b>	<b>5,613,788.58</b>	<b>4,514,653.11</b>	<b>0.00</b>	<b>( 16.00)</b>	<b>4,514,637.11</b>

\*\*\* END OF REPORT \*\*\*

**PROGRAM EXPENDITURES FOR THE MONTH JUNE OF 2021**

100.00%

<b>FUNCTIONS</b>	<b>BUDGET</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING</b>	<b>PERCENT</b>
	<b>EXP</b>			<b>BALANCE</b>	<b>OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
GENERAL FUND	\$ 428,203.00	\$ 29,672.77	\$ 340,994.75	\$ 87,208.25	79.63%
TORT LIABILITY	\$ 11,115.00		\$ 9,556.42	\$ 1,558.58	85.98%
TRUST & AGENCY	\$ 106,514.00	\$ 6,480.56	\$ 94,683.85	\$ 11,830.15	88.89%
<b>FIRE DEPARTMENT</b>					
GENERAL FUND	\$ 253,000.00	\$ 16,887.85	\$ 140,160.48	\$ 112,839.52	55.40%
TORT LIABILITY	\$ 26,889.00		\$ 23,780.05	\$ 3,108.95	88.44%
TRUST & AGENCY	\$ 16,504.00	\$ 1,285.71	\$ 16,933.23	\$ (429.23)	102.60%
ANIMAL CONTROL	\$ 3,250.00		\$ 797.13	\$ 2,452.87	24.53%
BUILDING INSPECTIONS	\$ 16,287.00	\$ 2,113.24	\$ 17,589.45	\$ (1,302.45)	108.00%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 861,762.00</b>	<b>\$ 56,440.13</b>	<b>\$ 644,495.36</b>	<b>\$ 217,266.64</b>	<b>74.79%</b>
<b>PUBLIC WORKS</b>					
<b>ROADS &amp; STREETS</b>					
GENERAL FUND	\$ 43,344.00	\$ 2,280.75	\$ 21,347.75	\$ 21,996.25	49.25%
TORT LIABILITY	\$ 12,767.00		\$ 11,367.78	\$ 1,399.22	89.04%
ROAD USE TAX FUND	\$ 368,397.00	\$ 14,107.12	\$ 300,071.06	\$ 68,325.94	81.45%
TRUST & AGENCY	\$ 38,823.00	\$ (288.54)	\$ 28,602.89	\$ 10,220.11	73.68%
STREET LIGHTING - GENERAL FUND	\$ 37,000.00	\$ 2,784.02	\$ 31,634.79	\$ 5,365.21	85.50%
SOLID WASTE - GENERAL FUND	\$ 203,700.00	\$ 17,328.75	\$ 195,562.93	\$ 8,137.07	96.01%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 704,031.00</b>	<b>\$ 36,212.10</b>	<b>\$ 588,587.20</b>	<b>\$ 115,443.80</b>	<b>83.60%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	<b>\$ 25,000.00</b>		<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>100.00%</b>
<b>CULTURE &amp; RECREATION</b>					
<b>LIBRARY</b>					
GENERAL FUND	\$ 221,522.00	\$ 17,151.44	\$ 209,611.16	\$ 11,910.84	94.62%
TORT LIABILITY	\$ 3,687.00		\$ 3,354.82	\$ 332.18	90.99%
TRUST & AGENCY	\$ 34,871.00	\$ 2,713.17	\$ 33,825.75	\$ 1,045.25	97.00%
<b>PARKS &amp; RECREATION</b>				\$ -	
GENERAL FUND	\$ 213,264.00	\$ 40,562.37	\$ 165,537.17	\$ 47,726.83	77.62%
TORT LIABILITY	\$ 5,212.00		\$ 5,579.96	\$ (367.96)	107.06%
TRUST & AGENCY	\$ 31,156.00	\$ 2,936.68	\$ 23,490.32	\$ 7,665.68	75.40%
<b>CEMETERY</b>					
GENERAL FUND	\$ 88,520.00	\$ 9,936.52	\$ 99,378.40	\$ (10,858.40)	112.27%
TORT LIABILITY	\$ 2,720.00		\$ 1,419.67	\$ 1,300.33	52.19%



FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
TRUST & AGENCY	\$ 16,285.00	\$ 1,561.66	\$ 19,877.21	\$ (3,592.21)	122.06%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 18,885.00	\$ 2,186.27	\$ 12,092.91	\$ 6,792.09	64.03%
TRUST & AGENCY	\$ 233.00	\$ 1.11	\$ 24.03	\$ 208.97	10.31%
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 70,000.00	\$ 3,470.14	\$ 13,277.68	\$ 56,722.32	18.97%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 27,080.00	\$ 1,735.03	\$ 24,202.55	\$ 2,877.45	89.37%
TRUST & AGENCY	\$ 3,492.00	\$ 251.25	\$ 3,483.92	\$ 8.08	99.77%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 736,927.00</b>	<b>\$ 82,505.64</b>	<b>\$ 615,155.55</b>	<b>\$ 121,771.45</b>	<b>83.48%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 69,659.00	\$ 2,655.01	\$ 68,360.27	\$ 1,298.73	98.14%
PLANNING & ZONING	\$ 25,000.00	\$ 598.42	\$ 18,515.44	\$ 6,484.56	74.06%
REVOLVING LOAN FUND				\$ -	
TIF DEBT SERVICE	\$ 33,899.00			\$ 33,899.00	0.00%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 128,558.00</b>	<b>\$ 3,253.43</b>	<b>\$ 86,875.71</b>	<b>\$ 41,682.29</b>	<b>67.58%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 16,500.00	\$ 435.19	\$ 14,912.29	\$ 1,587.71	90.38%
TRUST & AGENCY	\$ 2,564.00	\$ 47.39	\$ 1,281.40	\$ 1,282.60	49.98%
CLERK & TREASURER					
GENERAL FUND	\$ 141,255.00	\$ 33,319.97	\$ 134,037.33	\$ 7,217.67	94.89%
TORT LIABILITY	\$ 4,273.00		\$ 4,518.85	\$ (245.85)	105.75%
TRUST & AGENCY	\$ 20,507.00	\$ 962.06	\$ 15,873.13	\$ 4,633.87	77.40%
LEGAL SERVICES	\$ 27,000.00	\$ 2,275.54	\$ 26,198.12	\$ 801.88	97.03%
LOCAL OPTION SALES TAX				\$ -	
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 212,099.00</b>	<b>\$ 37,040.15</b>	<b>\$ 196,821.12</b>	<b>\$ 15,277.88</b>	<b>92.80%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 1,005,824.00</b>	<b>\$ 1,250.00</b>	<b>\$ 896,670.00</b>	<b>\$ 109,154.00</b>	<b>89.15%</b>
<b>CAPITAL PROJECTS</b>					
PARK IMP - PEDERSEN VALLEY	\$ 50,000.00	\$ 36,669.63	\$ 92,310.48	\$ (42,310.48)	184.62%
COLLEGE ST BRIDGE REPLACEMENT			\$ 19,707.08	\$ (19,707.08)	
BERANEK PARKING IMPROVEMENTS				\$ -	
DOWNTOWN EAST REDEVELOPMENT	\$ 100,000.00		\$ 900.00	\$ 99,100.00	0.90%
COLLEGE ST & 2ND ST IMPROVEMENTS			\$ 12,780.32	\$ (12,780.32)	#DIV/0!
RELOCATING WATER & SEWER LINES	\$ 450,000.00		\$ 1,740.00	\$ 448,260.00	0.39%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
WIDENING WAPSI CREEK @ BERANEK	\$ 250,000.00	\$ 1,363.00	\$ 16,473.97	\$ 233,526.03	6.59%
SPLASH PAD				\$ -	
I-80 WEST WATER MAIN RELOCATION		\$ 905.00	\$ 25,892.09	\$ (25,892.09)	
WW TREATMENT FACILITY IMP 2021		\$ 34,980.00	\$ 104,940.00	\$ (104,940.00)	
SPONSORED WATER QUAL IMP 2021		\$ 3,283.80	\$ 6,524.60	\$ (6,524.60)	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 850,000.00</b>	<b>\$ 77,201.43</b>	<b>\$ 281,268.54</b>	<b>\$ 568,731.46</b>	<b>33.09%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 395,957.00	\$ 96,921.97	\$ 436,242.01	\$ (40,285.01)	110.17%
WATER SINKING FUND	\$ 60,235.00	\$ 57,046.25	\$ 60,235.00	\$ -	100.00%
SEWER FUND	\$ 309,162.00	\$ 35,516.17	\$ 296,525.06	\$ 12,636.94	95.91%
WASTE WATER LIFT STATION				\$ -	
STORM WATER UTILITY	\$ 50,000.00	\$ 2,670.40	\$ 12,602.05	\$ 37,397.95	25.20%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 815,354.00</b>	<b>\$ 192,154.79</b>	<b>\$ 805,604.12</b>	<b>\$ 9,749.88</b>	<b>98.80%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND			\$ 50,699.03	\$ (50,699.03)	
ROAD USE TAX				\$ -	
EMERGENCY TAX FUND	\$ 38,822.00		\$ 44,685.00	\$ (5,863.00)	115.10%
LOCAL OPTION SALES TAX	\$ 213,975.00		\$ 213,975.00	\$ -	100.00%
TIF	\$ 452,339.00		\$ 452,339.00	\$ -	100.00%
MAIN ST INTERSECTION IMPROVEMENTS				\$ -	
PARK IMP - PEDERSEN VALLEY				\$ -	
COLLEGE STREET BRIDGE			\$ 145,004.69	\$ (145,004.69)	
KROUTH PRINCIPAL FUND		\$ 4,368.24	\$ 4,368.24	\$ (4,368.24)	
WATER FUND	\$ 40,000.00	\$ 5,092.92	\$ 165,385.92	\$ (125,385.92)	413.46%
SEWER FUND	\$ 46,000.00	\$ 25,616.50	\$ 243,144.00	\$ (197,144.00)	528.57%
SEWER FUND SPECIAL	\$ -		\$ 80,000.00	\$ (80,000.00)	
STORM WATER UTILITY			\$ 70,000.00	\$ (70,000.00)	
BC/BS FLEXIBLE BENEFIT			\$ 3,710.10	\$ (3,710.10)	
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 791,136.00</b>	<b>\$ 35,077.66</b>	<b>\$ 1,473,310.98</b>	<b>\$ (682,174.98)</b>	<b>186.23%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 6,130,691.00</b>	<b>\$ 521,135.33</b>	<b>\$ 5,613,788.58</b>	<b>\$ 516,902.42</b>	

CITY OF WEST BRANCH  
 EXPENDITURES BY ACTIVITY (UNAUDITED)  
 AS OF: JUNE 30TH, 2021

001-GENERAL FUND

100.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	791,136.00	35,077.66	1,473,310.98	186.23 (	682,174.98)
TOTAL PUBLIC SAFETY	861,762.00	56,440.13	644,495.36	74.79	217,266.64
TOTAL PUBLIC WORKS	704,031.00	36,212.10	588,587.20	83.60	115,443.80
TOTAL HEALTH & SOCIAL SERVICES	25,000.00	0.00	25,000.00	100.00	0.00
TOTAL CULTURE & RECREATION	736,927.00	82,505.64	615,155.55	83.48	121,771.45
TOTAL COMMUNITY & ECON DEVELOP	128,558.00	3,253.43	86,875.71	67.58	41,682.29
TOTAL GENERAL GOVERNMENT	212,099.00	37,040.15	196,821.12	92.80	15,277.88
TOTAL DEBT SERVICE	1,005,824.00	1,250.00	896,670.00	89.15	109,154.00
TOTAL CAPITAL PROJECTS	850,000.00	77,201.43	281,268.54	33.09	568,731.46
TOTAL BUSINESS TYPE/ENTERPRISE	815,354.00	192,154.79	805,604.12	98.80	9,749.88
TOTAL EXPENDITURES	6,130,691.00	521,135.33	5,613,788.58	91.57	516,902.42





A Main Street Iowa Community

**MISSION:** To improve the social and economic well being of our community & the historic downtown by:

- Preserving and sharing our history and unique identity.
- Attracting and supporting small businesses.
- Engaging and connecting the community.

**VISION:** That West Branch will thrive with an eclectic mix of old and new as a desirable visitor’s destination and a place of hometown pride that shows in the vibrant downtown & unique offerings.

**IN ACTION:** WBCDG uses the **Main Street Approach™**, a framework for preservation-based economic development and community revitalization which includes 4 key points:

MAIN STREET FOUR POINTS®	
ECONOMIC VITALITY	DESIGN
<p>Economic vitality strengthens the existing economic assets while diversifying the economic base of the Main Street District to support and improve profitability. The goal is to build a strong commercial district that creates a supportive environment for small businesses, entrepreneurs and consumers.</p> <p><b>Examples of economic vitality activities include:</b> analyzing current market forces, providing a balanced commercial mix, supporting and expanding existing businesses, recruiting new businesses, supporting housing options, developing infill space, and converting unused or underused commercial space into economically productive property.</p>	<p>Design capitalizes on and enhances the visual aspects of a Main Street District to create a safe, appealing and inviting atmosphere for people to shop and spend time. The physical elements such as the storefronts and building architecture, streetscape, public art, street furniture, parking areas, and public spaces are used to convey a positive image for the downtown.</p> <p><b>Examples of design actions include:</b> improving the physical appearance of the Main Street District, quality maintenance practices, historic building rehabilitation and adaptive use, and design review processes.</p>
ORGANIZATION	PROMOTION
<p>A successful Main Street organization builds consensus between the many vested stakeholders throughout a Main Street District to ensure everyone is mobilized and working toward a shared vision for the future of the district. Organizational structure can take many forms depending on community capacity.</p> <p><b>Examples of organization actions include:</b> fundraising, volunteer recruitment and development, public relations, fostering collaboration between stakeholders, and developing work plans to guide the organization’s work.</p>	<p>Effective promotion creates a positive image of the Main Street District to instill community pride and encourage commercial activity and investment in the area. Promotions can be used to communicate the unique characteristics of a Main Street District to spark interest in shopping, dining, living or investing in the community.</p> <p><b>Examples of promotion actions include:</b> marketing an enticing image, social media campaigns, street festivals, parades, and retail or other special events.</p>

## RECENT HIGHLIGHTS

### **ECONOMIC VITALITY - Co-Chaired by Marcy Willier & Cassie Pluim**

- **[Latest Market Snapshot](#)** - This Market Snapshot, prepared as a tool through the Main Street Iowa's Market Study and Strategies service and process, highlights and summarizes demographic, lifestyle and retail data, characteristics and trends in the marketplace. The information provides groundwork, benchmarks and direction for local downtown transformation strategies and activities and will be utilized by CDG for a strategic planning session this fall. [We encourage City Administration to explore and utilize this data as well.](#)
- **Directory Updates** - Committee has been working to update a directory of businesses and properties to compile a useful database for economic development and promotional purposes. This information has already been utilized to update brochures and launch "Eat Local" and "Shop Local" pages on our website.
- **New to the District** - We welcomed these businesses to the Main Street district this summer and CDG held Ribbon Cuttings and helped promoted the grand openings:
  - Graceann Boutique
  - The Serving Cafe
- **Coming Soon** - We are currently working with property owners and entrepreneurs to assist in the establishment of a new eatery and a meat market in our Main Street district. Both will require significant investment in building improvements before opening but are underway. A small bookstore is also expected to open later this year.
- **Recruitment** - We are actively helping property owners market vacant storefront spaces and offering assistance to improve appeal and recruit businesses to open in downtown West Branch.
- **Downtown Dollars** - We continue to offer Downtown Dollars to encourage local shopping and eating. Great response to this tie-in during the Kickoff to Summer event.
- **Virtual Business Coaching** - we offer the local business community access to FREE professional business coaching done virtually. They can schedule 1:1 coaching sessions to work through business start-up or expansion issues. Many local business owners have utilized this resource and provided positive feedback.

### **DESIGN - Chaired by Nick Shimmin**

- **Investment in Placemaking** - Focus on placemaking (creating an environment that is welcoming and appealing) on Main Street this year has included two successful projects that we secured grant funding for:
  - **New & improved hanging planters** were funded through the Community Foundation of Cedar County. These self-watering planters are designed to grow larger, more beautiful plants, while reducing labor, fuel & water usage up to 80%.
  - **New street pole banners** were designed, printed and installed throughout our Main Street district last month. This was funded in partnership with the Iowa City Area Association of Realtors.
- The spring/summer planters and decor on Main Street are looking nice and are being maintained by a group of regular volunteers. Fall decor will be swapped out in the coming weeks.
- **Opera Block Restoration Project** - We successfully secured a \$75,000 Main Street Challenge Grant last year (which is available only to accredited Main Street Iowa programs and the primary goal of the grant is to stimulate appropriate rehabilitation of historical buildings in Main Street districts). The award requires a 1:1 match by the building owners. This project is

supporting the revitalization of the Opera Block building including updates to electrical, new roof and a complete facade update (replacing rotten wood, re-painting, new storefront windows and doors). New roof was installed last fall, the electrical updates are well underway and the facade updates have begun!

- **2021 Challenge Grant application underway** - Lou and Colleen Picek of Main Street Antiques and Art have committed to a restoration project that CDG intends to seek grant support for during the 2021 cycle.
- **Design Consultations** - We hosted Main Street Iowa design consultants in town to assist with recommendations and sketches for potential projects in Heritage Square and to provide guidance for 2 property owners in August.

### **ORGANIZATION - Chaired by Steven Grace**

- **Volunteer Recruitment** - We recently welcomed FIVE new volunteer leaders to serve as Board Members for WBCDG. We used a formal application process and selected these leaders based on their unique skills, experience and community connections to round out our Board of Directors. We now have 13 active members on the Board. New Members include:
  - John Fuller - recently retired from UI, urban and regional planning, lived in WB 30+ years, historic preservation commission member, interest in EV
  - Paula Rogers (Secretary) - WB grad, works in law firm, Izzy's vendor, serves on Design committee
  - Manda Brown - WB grad, owns Izzy's Treasures, serves on Promotions committee
  - Tiffany Frederick - new to WB in 2019, works at Hoover Foundation, nonprofit founder, interested in Promotions
  - Rebecca Whitaker - new to WB, lifelong Johnson County resident, works at UI, interested in Promo & Org
- **Current Leadership** - Current Board Members include Nicki Brick (President), Steve Grace (VP and Org Chair), Carolyn Anderson (Treasurer), Paula Rogers (Secretary), Stacy Waters (Promo Chair), Nick Shimmin (Design Chair), Cassie Pluim (EV Co-Chair), Marcy Willier (EV Co-Chair), Shane Staker, John Fuller, Manda Brown, Tiffany Frederick, Rebecca Whitaker. Executive Director (part-time position) is Jessi Simon. Advisory Members include Pete Swisher (NPS), Roger Laughlin (City), Jerry Fleagle (Foundation), Janlyn Slach (Museum).
- **Fundraising** - We sold "Eat Shop Explore LOCAL" T-Shirts and collected donations during Hoover's Hometown Days raising over \$1,000 to support our operations. T-Shirts are still available for purchase at the CDG office.
- **Required Program Agreement** - In the coming months WBCDG will go through the bi-annual program agreement process to review and renew the contractual agreement between Main Street Iowa, WBCDG and the City of West Branch for 2022-2023.
  - Sept/Oct - Board to review program agreement & approve w/ resolution of support.
  - Oct/Nov - Review program agreement with City staff.
  - Nov/Dec - Present to City Council for approval through resolution of support.
  - December- CDG Director to compile and submit for state approval.

### **PROMOTION - Chaired by Stacy Waters**

- **Consistent Branding & Promotion:** Efforts continue to effectively promote our community through the consistent use of the "Eat, Shop, Explore, Exit 254" slogan in all WBCDG messaging and advertising. We have celebrated significant growth in our social media presence and engagement.

- **New & Improved Website:** WBCDG launched a new and improved website just before Hoover's Hometown Days -- check it out at [mainstreetwestbranch.org](http://mainstreetwestbranch.org). The site includes directories of where to eat, shop and explore in West Branch, resources for local businesses, and more!
- **Kickoff to Summer:** Over 180 guests enjoy the synthetic ice rink in early June that was sponsored alongside the summer Sidewalk Sales to drive traffic to our downtown businesses. This was a special promote sparked by pandemic restrictions for our traditional gatherings - we do not intend to host the ice rink again but it was a fun and memorable event.
- **Hoover's Hometown Days:** WBCDG Director, President and Promotions Chair all served on the HHTD planning committee. We took the lead on social media promotion of the festival, recruited and coordinated the Main Street vendors and assisted with event execution.
- **Fall Sidewalk Sales:** Scheduled for [October 8-9, 2021](#) throughout the Main Street district. Sidewalk Sale promotion has proven to be effective for our local retail businesses -- all retail shops are open for set hours, paid advertising is executed in advance and we feature vendors/pop-up shops to draw in additional people to eat, shop and explore local.
- **Christmas Past** - Planning has begun for the 2021 event with COVID precautions in mind we are moving forward to host the event this year.
  - **Carriage Rides:** Contract received for Clip Clop Carriages to participate in the annual event. [WBCDG requests the City to consider contributing \\$3,000 to help sponsor this activity as has been done in the past.](#) NPS and WBCDG are prepared to cover the remaining balance. We are also exploring options to offer reserved times for families/groups to enjoy one of the two carriage routes this year (to improve event experience by alleviating long lines, allow for better social distancing, and tie back to Downtown Dollars similar to the Ice Rink promotion).
  - **Expanded Silent Auction:** To include gift baskets, service packages and special experiences instead of decorated wreaths/trees as in past years. This is an annual fundraising effort for CDG and we see potential for significant growth with this change.
- **Annual Sweets for Success auction** - Save the Date for our largest fundraiser of the year! Join us at Little Lights on the Lane on [Friday, April 22, 2022](#) (Tickets Required in advance).
- **Welcome Wagon Initiative:** In partnership with Liberty Communications we plan to begin delivering welcome baskets/bags to provide NEW residents with a warm welcome to our small town and the information needed to fully connect with the community -- guides to eat, shop & explore local, special promotions to visit our Main Street businesses, how to get involved in volunteer groups, City service brochure and more! We request the City's partnership in identifying new residents as utility services are requested - this could replace the packet currently sent about utilities etc.

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**Recent Partnership Visit & Evaluation from Main Street America:** On June 8, 2021 we welcomed Kathy La Plante, Senior Program Officer for Main Street America to West Branch for a "Partnership Visit" set up by Main Street Iowa to recognize local accomplishments and provide guidance in strengthening the local Main Street program and downtown economy.

The agenda for the visit called for meeting with committee chairs and volunteers, board leadership, staff, elected and city officials, lunch and a tour of the district, which included visiting with local business owners, followed by a wrap up meeting with staff and the board of directors.

[Read the report here.](#)

RESOLUTION NO. 2032

A RESOLUTION APPROVING A CONSULTANT AGREEMENT WITH LISA RICKERTSEN FOR FINANCIAL CONSULTING SERVICES

WHEREAS, the City is interested in contracting with Lisa Rickertsen for financial consulting services; and

WHEREAS, the City has knowledge of Lisa Rickertsen's previous experience with municipal finance; and

WHEREAS, the City has a desire to enter into an agreement to engage Lisa Rickertsen as an independent contractor to perform financial consulting services on an "as-needed" basis; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves a consultant agreement with Lisa Rickertsen for financial consulting services.

Passed and approved this 7th day of September, 2021.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy Clerk

## CONSULTING SERVICES AGREEMENT

THIS AGREEMENT entered into by and between the City of West Branch, Iowa (hereafter "City") and Lisa Rickertsen (hereafter "Rickertsen").

WHEREAS, Rickertsen has experience providing municipal finance services (the "Services"); and

WHEREAS, the City desires to engage the services of Rickertsen to provide said Services; and

WHEREAS, the parties desire to enter into an agreement to engage Rickertsen as an independent contractor to perform the Services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

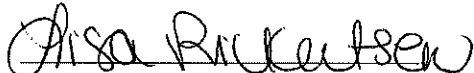
1. Independent Contractor. Rickertsen expressly agrees that this Agreement does not create any rights as an employee of City, and that City is engaging Rickertsen as an independent contractor to provide the Services to the City on an "as-needed" basis.
2. Compensation for Services. The City shall compensate Rickertsen for the Services as follows:
  - a. The City shall pay Rickertsen the sum of \$50 per hour for providing municipal finance consulting services, said sum to include all applicable mileage.
  - b. The compensation paid under the agreement will not exceed \$10,000 unless approved by future resolution of the City Council.

The City shall pay Rickertsen after the second regularly scheduled City Council meeting upon submission of an invoice for the Services to the City Clerk.

3. Use of City building and equipment. Rickertsen, upon request of the Mayor and/or City Administrator, shall be allowed to access City Hall and the City equipment during regularly scheduled business hours.
4. Insurance. The City shall provide liability insurance to Rickertsen under the City's policy.
5. Termination. Rickertsen or the City may terminate this Agreement by providing 30 days written notice to the other party.

6. Indemnification. That in consideration of the mutual covenants of the parties and for value received, Rickertsen agrees to indemnify and save harmless, City and its officers, employees, agents, and their successors, assigns and personal representatives from any claim, action, liability, loss, damage, or suit arising from the Services provided herein.
  
7. Form 1099. As required by law, the City will issue Rickertsen a Form 1099 showing the amount paid to Rickertsen as an independent contractor during each calendar year this Agreement is in place.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

  
Lisa Rickertsen

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

ATTEST:

\_\_\_\_\_  
Leslie Brick, Deputy Clerk

RESOLUTION NO. 2033

A RESOLUTION APPROVING HIRING GORDON EDGAR AS A  
TEMPORARY EMPLOYEE FOR FINANCIAL CONSULTING SERVICES

WHEREAS, the City is interested in hiring Gordon Edgar as a temporary employee for financial consulting services; and

WHEREAS, the City has knowledge of Gordon Edgar's previous experience with municipal finance; and

WHEREAS, the City would hire Gordon Edgar as temporary employee for a specified time period of August 9, 2021 to August 12, 2021 to perform financial consulting services at the hourly rate of \$50 per hour, with the standard federal and state deductions to be withheld; and

WHEREAS, Gordon Edgar is not eligible to receive IPERS benefits based on their rules for Temporary Employees; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves hiring Gordon Edgar for temporary financial consulting services.

Passed and approved this 7th day of September, 2021.

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

ATTEST:

\_\_\_\_\_  
Leslie Brick, Deputy Clerk



RESOLUTION NO. 2034

A RESOLUTION APPROVING A CLEANING SERVICES AGREEMENT  
WITH JAYME CILEK

WHEREAS, the City is interested in contracting with Jayme Cilek for cleaning services for the City Office and Town Hall; and

WHEREAS, the City has a desire to enter into an agreement to engage Jayme Cilek as an independent contractor to perform cleaning services according to the city's cleaning specifications; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves an agreement with Jayme Cilek for cleaning services.

Passed and approved this 7th day of September, 2021.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy Clerk



THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is dated this 1st day of August, 2021.

The City of West Branch (Client) agrees to engage Jayme Cilek (Contractor) to provide cleaning services per the attached specifications. The Contractor will charge the Client a fee of \$18 per hour for the services specified. Additional services may be requested at the same hourly rate.

Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

In providing services under this Agreement, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Contractor under this Agreement.

This Agreement may be terminated by a 30 day written notice by either party.

Attachment: Cleaning Specifications

Client: The City of West Branch: Heidi Van Auken Date 8-27-2021  
Heidi Van Auken, Finance Officer

Contractor: Jayme Cilek Date 8-27-21  
Jayme Cilek

# Cleaning Specifications 8-1-2021

## West Branch City Office Cleaning Specifications

Frequency - once per week

2.0 Hours per cleaning

Clean front entrance glass doors, wipe front counter and remove smudge marks. Sweep and mop waiting area, moving chairs and recycle bins and clean underneath.

Vacuum entry mats.

Vacuum carpet.

Kitchenette - Wipe outside of refrigerator, wipe counters and clean inside microwave and outside of appliances. Wipe outside of cupboards (as needed) remove water stains from sink.

Remove trash.

Restrooms - Clean and disinfect toilet, clean sinks, and mirrors. Replenish toilet paper, soap and paper towels. Damp mop floor.

Administrator & Finance Offices - (Once per month, if door is unlocked) vacuum floor, and remove trash. Dust computer screens, wipe desks but do not disturb papers.

Clean table tops (counter, postage machine)

Janitor's closet - clean and maintain in orderly fashion.

Dust furniture and equipment (desk, chairs, phones, files, etc.)

Dust high building surfaces within reach.

Dust high partitions, moldings, doors and jambs

### Council Chambers

Vacuum carpet

Wipe down tables and chair bases

Clean entry door glass (inside and out)

## **West Branch Town Hall Cleaning Specifications 8-1-2021**

Frequency - twice per week. Additional services to be rendered per request between cleanings.  
1 hour per cleaning

Floors - Dust mop floors in main area

Vacuum hall mat/carpet.

Remove trash.

Doors - Clean glass at front entrance and side entrance.

Restrooms - Clean and disinfect toilet, clean mirror and wipe dust from paper towel and toilet paper dispenser. Replenish toilet paper, soap and paper towels. Sweep and mop floor.

Kitchen - Sweep and mop floor, wipe down stove and refrigerator. Clean and disinfect sinks and countertops.

RESOLUTION NO. 2035

A RESOLUTION APPOINTING LESLIE BRICK AS CITY CLERK

WHEREAS, the Code of Iowa, Section 372.13(3) requires that a City Council appoint a City Clerk with the following duties; promptly recording each measure, publishing a summary of all ordinances, maintain all public records, record and publish minutes of each City Council meeting, records management, codification of the city code, perform all duties relating to elections and nominations as stated in the Iowa Code, perform the Oath of Office for newly elected and appointed officers; and

WHEREAS, Leslie Brick has been performing the role of Deputy City Clerk since November 2015 and has earned the Iowa Municipal Finance Officers Association of Certified Municipal Clerk and Municipal Finance Officer and demonstrated her knowledge of a variety of subjects during her tenure; and

WHEREAS, the City would like to appoint Leslie Brick to the role of City Clerk in addition to her current duties effective immediately; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves appointing Leslie Brick as City Clerk of the City of West Branch.

Passed and approved this 7th day of September, 2021.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy Clerk

RESOLUTION NO. 2036

RESOLUTION APPROVING A PURCHASE AGREEMENT WITH DUSTON ANDERSON FOR THE WEST BRANCH WASTEWATER TREATMENT FACILITY PROJECT.

WHEREAS, the City of West Branch is required to construct improvements to the existing wastewater treatment plant (the "Project"); and

WHEREAS, as part of the Project, the City Engineer has identified the need for an additional 10-acre parcel for the Project; and

WHEREAS, the City Attorney has drafted an agreement to purchase approximately 10-acres from Duston Anderson near the existing wastewater treatment plant (the "Parcel"); and

WHEREAS, pursuant to the purchase agreement, the City will pay \$200,000 for the Parcel; and

WHEREAS, it is now necessary for the City Council to approve the purchase agreement.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council of the City of West Branch does hereby formally approve said purchase agreement with Duston Anderson.

BE IT FURTHER RESOLVED, that the Mayor and Deputy City Clerk are hereby directed to execute any and all documentation necessary to close this transaction.

Passed and approved this 7th day of September, 2021.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk

## PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT entered into by and between the City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358 (hereafter the “Buyer”); and the Duston A. Anderson (hereinafter collectively the “Seller”).

1. **REAL ESTATE DESCRIPTION.** The Seller agrees to sell and the Buyer agrees to purchase the following described properties in the City of West Branch, Iowa:

That property generally depicted on Exhibit “A” attached hereto (Exact legal description to be taken from the abstract of title and recorded Acquisition Plat)

This parcel shall hereafter be collectively referred to as the “Property.”

2. **PURCHASE PRICE.** The purchase price of the Property shall be \$20,000 per acre, based upon the acreage shown on the recorded Acquisition Plat, with \$1,000.00 to the Seller as Earnest Money after execution of this Agreement and approval by the West Branch City Council, and the remaining balance to be paid in full on or before November 1, 2021, subject to allowed deductions outlined below.

3. **DATE OF POSSESSION.** The Buyer shall be granted possession of the Property no later than November 1, 2021.

4. **REAL ESTATE TAXES.** Seller shall pay any unpaid real estate taxes payable in prior years and any and all real estate taxes and utilities that accrue during the term of this Agreement.

5. **RISK OF LOSS AND INSURANCE.** Seller shall bear the risk of loss or damage to the Property prior to the date of possession. Buyer may, at his sole cost and expense, maintain insurance on the Property, but is not obliged to do so.

6. **USE OF PURCHASE PRICE.** At the time of closing, the Buyer shall pay, without setoff, all the remaining monies due to the Seller after deducting the payments to pay off outstanding liens, property taxes that have accrued as of the date of possession and abstracting fees.

7. **ABSTRACT AND TITLE.** Seller shall promptly obtain an abstract of title to the Property continued through the date of acceptance of this Purchase Agreement and deliver it to Buyer for examination. It shall show merchantable title in Seller in conformity with this Agreement, Iowa law and title standards of the Iowa State Bar Association. Seller shall make every reasonable effort to perfect title. If the closing is delayed by Seller’s inability to provide marketable title, this Agreement shall remain in full force and effect unless rescinded by Buyer after giving ten days written notice to Seller. The abstract shall become property of

Buyer when the purchase price is paid in full. Seller shall pay the costs of any additional abstracting work due to any act or omission of Seller.

8. **DEED.** Upon payment of the purchase price, Seller shall convey the Property to Buyer by Warranty Deed, free and clear of all liens, restrictions, and encumbrances.

9. **TIME IS OF THE ESSENCE.** Time is of the essence in this contract.

**10. REMEDIES OF THE PARTIES.**

- a. If Buyer fails to perform this contract, Seller may forfeit it as provided in the Iowa Code, and all payments made shall be forfeited, at Seller's option, upon thirty days written notice of intention to accelerate the entire balance because of such failure (during which thirty days such failure is not corrected) Seller may declare the entire balance immediately due and payable. Thereafter, this contract may be foreclosed in equity and the Court may appoint a receiver.
- b. If Seller fails to timely perform this contract, Buyer shall have the right to have all payments made returned to them.
- c. Seller and Buyer also are entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain a judgment for costs and attorneys fees as permitted by law.

11. **CONTRACT BINDING ON SUCCESSORS IN INTEREST.** This contract shall apply to and bind the successors in interest of the parties.

12. **ASSIGNMENT.** Either party may assign this Purchase Agreement by giving written notice of said assignment to the other party.

13. **CONSTRUCTION.** Words and phrased shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

14. **CERTIFICATION.** Seller and Buyer each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order of the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify, and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to a breach of the foregoing certification.



15. **TESTING/SURVEY.** The Seller expressly agrees, that upon 24-hour notice to the Seller by the Buyer, to allow access onto and into the Properties for the purpose of testing and surveying said Property.

16. **CITY COUNCIL APPROVAL REQUIRED.** Both parties expressly agree that this Agreement is not binding upon the City until such time as approved by the West Branch City Council.

17. **PERSONAL PROPERTY REMOVED.** Prior to the date of possession, the Seller shall have removed all items of personal property from the Property. In the event that the Buyer has to remove and dispose of items of personal property left on the Property, Seller shall reimburse the Buyer for the same within thirty (30) days of invoice of the City.

18. **THREAT OF CONDEMNATION.** This Agreement was negotiated under the threat of eminent domain to condemn the Property.

19. **PERMANENT ACCESS EASEMENT.** At the time of closing, the City shall grant to the Seller a permanent access easement across the City's driveway at the wastewater facility to access the remaining of Seller's property.

**Buyer:**

**City of West Branch:**

By: Dustin A. Anderson  
Dustin A. Anderson

Roger Laughlin  
Roger Laughlin, Mayor

By: Dustin A. Anderson

Date: 8-31-21

ATTEST:

Leslie Brick  
Leslie Brick, Deputy City Clerk

Date: 8/31/2021

STATE OF IOWA, COUNTY OF CEDAR, ss:

This instrument was acknowledged on this 31<sup>st</sup> day of August, 2021, by Roger Laughlin and Leslie Brick, as Mayor and Deputy City Clerk respectively of the City of West Branch, Iowa.

Heidi Van Auker



Notary Public

STATE OF IOWA, COUNTY OF Cedar, ss:

This instrument was acknowledged before me on this 31<sup>st</sup> day of August, 2021 by Duston A. Anderson and \_\_\_\_\_, as CIRCLE ONE (single person) or (husband and wife)

Heidi Van Auker  
Notary Public



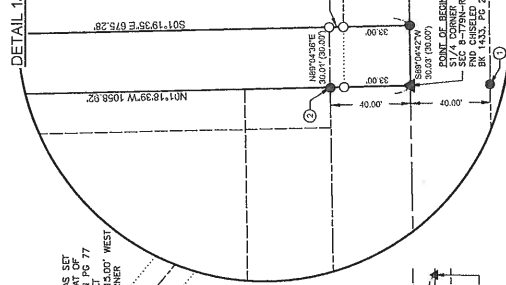
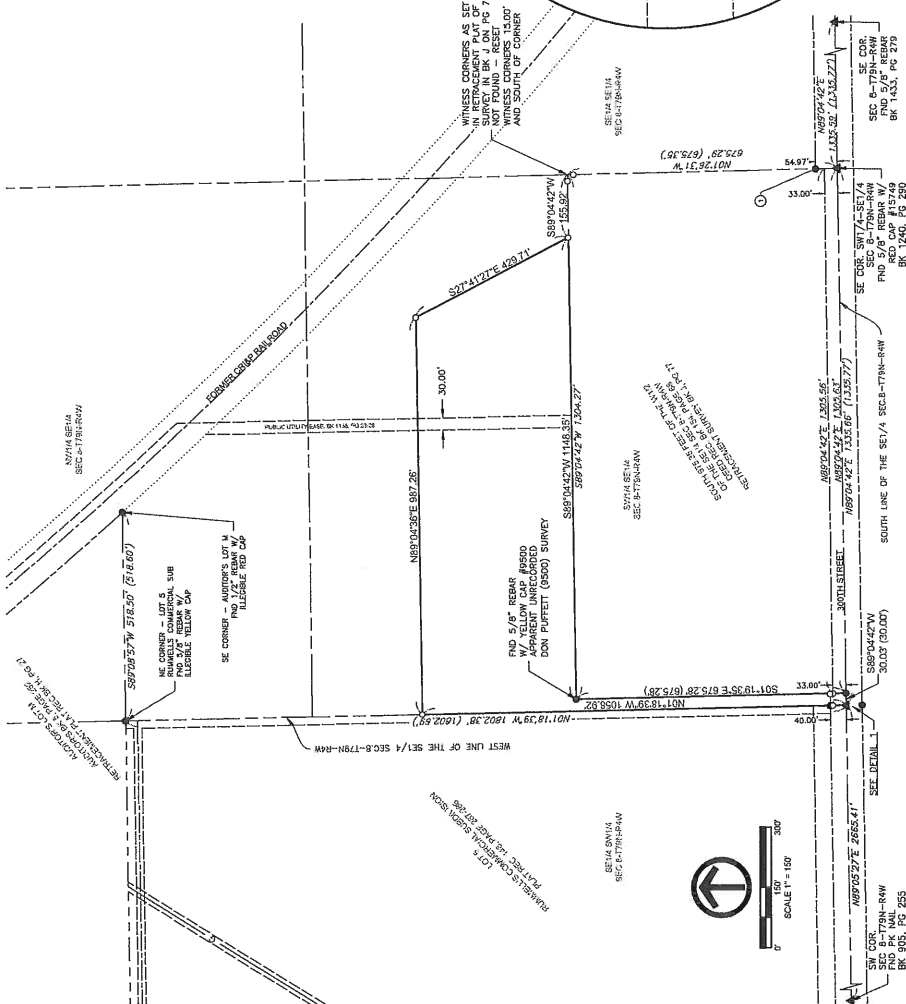
**DRAFT**

# ACQUISITION PLAT

### INDEX/LEGEND

COUNTY: CEDAR  
 SECTION: 8 TOWNSHIP: 79 RANGE: 4  
 ALLOT PART: SW 1/4, SE1/4  
 CITY: WEST BRANCH, IOWA  
 PROPRIETOR: DUSTON A. ANDERSON  
 PREPARED BY: CRAIG W. BEEDLE, PLS 17913  
 VEENSTRA & KIMM, INC.  
 860 22ND AVE, SUITE 4  
 CORALVILLE, IA 52241  
 (319) 466-1000

SURVEY PREPARED BY: CRAIG W. BEEDLE, VEENSTRA AND KIMM, INC. - 860 22ND AVENUE - CORALVILLE, IA 52241 - (319) 466-1000



- LEGEND**
- - FOUND PROPERTY CORNER - 5/8\"/>
  - ① - FOUND 5/8\"/>
  - - FOUND 5/8\"/>
  - - SET 5/8\"/>
  - ▲ - FOUND SECTION CORNER AS NOTED
  - (\*) - RECORD DISTANCE OR BEARING

- PARCEL BOUNDARY
- PROPERTY LINES
- ADJACENT LINES
- COV. LINES
- SECTION LINES
- CENTER LINE

DATE SURVEYED: 6/26/2021  
 PROPRIETOR: DUSTON A. ANDERSON  
 SURVEY PREPARED FOR: CITY OF WEST BRANCH, IOWA  
 BASIS OF BEARING: NAD83 IOWA STATE PLANE  
 COORDINATE SYSTEM SOUTH ZONE 1402 AS  
 BROADCAST BY THE IOWA REAL TIME NETWORK.



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Craig W. Beedle, PLS  
 Iowa License No. 17913  
 My license renewal date is December 31, 2021  
 Drawings covered by this seal: PS-01

DWG. NO. PS-01  
 PROJECT 348273

## ACQUISITION PLAT PART OF THE SW1/4 - SE1/4 SECTION 8-79N-R4W

WMTP IMPROVEMENTS  
 CITY OF WEST BRANCH, IOWA  
 860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1555  
 319-466-1000 • 319-466-1088(FAX) • 888-242-8001(WATS)



DATE	SCALE	AS NOTED	REVISIONS
7-4-2021	AS SHOWN	OK	
	CHECKED	OK	
	APPROVED	OK	
	DRAWN	OK	

DATE	SCALE	AS NOTED	REVISIONS
7-4-2021	AS SHOWN	OK	
	CHECKED	OK	
	APPROVED	OK	
	DRAWN	OK	

**RESOLUTION 2037**

**A RESOLUTION ESTABLISHING A CAPITAL PROJECTS FUND**

WHEREAS, the City Council of West Branch, Iowa, desires to establish a Capital Projects Fund for funds received through the American Rescue Plan Act of 2021 (“ARPA”) Non-Entitlement Unit (“NEU”) Funding Project; and

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

- Section 1. The ARPA NEU Fund (302) is hereby created.
- Section 2. The Finance Officer is hereby directed to manage the use of the funds and all proper reporting as listed in the American Rescue Plan Act of 2021 (“ARPA”) Non-Entitlement Unit (“NEU”) Funding Project Award Terms and Conditions.
- Section 3. Pursuant to GASB 54, these funds are restricted for use as published in Federal and State Guidance.

Passed and approved by the City Council of the City of West Branch, Iowa, this 7<sup>th</sup> day of September, 2021.

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

ATTEST:

\_\_\_\_\_  
Leslie Brick, Deputy Clerk

ORDINANCE NO. 782

AN ORDINANCE AMENDING CHAPTER 63 OF THE WEST BRANCH CODE OF ORDINANCES REGARDING SPEED LIMITS ON MAIN STREET.

WHEREAS, the Police Chief recommends changing the speed limits in front of the West Branch High School on Main Street to 25 mph.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 63.04(4)(B) be deleted in its entirety.
2. Amendment. Section 63.04(3)(C) is hereby deleted in its entirety and replaced with the following:  

“C. Main Street from the east right-of-line of its intersection with Thomas Drive westerly to the corporate limit line.”
3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
4. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
5. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: August 16, 2021  
Second reading: September 7, 2021  
Third Reading: September 20, 2021

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	September 7, 2021
<b>AGENDA ITEM:</b>	Discussion – Installing solar flashing beacons at Dawson Drive and W Main Street
<b>PREPARED BY:</b>	Deputy City Clerk Leslie Brick (on behalf of Mayor Roger Laughlin)
<b>DATE:</b>	September 3, 2021

**BACKGROUND INFORMATION:**

In 2013, the City Council approved Resolution 1135 purchasing two 20-watt solar powered flashing beacons from Brown Traffic Products Inc. in the amount of \$8,725.00. Current pricing for similar items is on-going at this time.

Mayor Laughlin would like the Council to consider purchasing two more flashing beacons for the Dawson Drive / West Main Street school crossing.

Resolution 1135 is attached for your review.

RESOLUTION NO. 1135

A RESOLUTION APPROVING THE PURCHASE OF CARMANAH 20 WATT SOLAR FLASHING BEACONS FROM BROWN TRAFFIC PRODUCTS, INC. IN THE AMOUNT OF \$8,725.00

WHEREAS, the City Council has considered various options for ensuring safety of children walking to and from school near the intersection of Main and Oliphant; and

WHEREAS, the City Council has deemed that the establishment of a school zone on Main Street to the west and east of its intersection with Oliphant would be a safety improvement for school children travelling in this area; and

WHEREAS, Brown Traffic Products, Inc. has provide a quote of \$8,725 for two standard solar engines for school zone beacons, two top pole mount dual vertical yellow beacons with amber LED lights, a calendar programming kit for school zone beacons, two poles, two bases and eight anchor bolts.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the purchase of Carmanah 20 Watt Solar Flashing Beacons in the amount of \$8,725.00 with funding coming from the FY 2013-2014 Police Department and Road & Streets budgets.

Passed and approved this 5th day of August, 2013.



\_\_\_\_\_  
Mark Worrell, Mayor

ATTEST:



\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk