



**CITY COUNCIL MEETING NOTICE**  
**MONDAY, OCTOBER 4, 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 September 20, 2021 City Council Meeting.
  - b. Minutes from the September 27, 2021 City Council Work Session/Closed meeting.
  - c. Motion to approve accepting the resignation of part-time Officer Greg Hall.
  - d. Motion to approve Pay Estimate #1 for the I-80 Water Main Relocation Project.
  - e. Claims
  - f. July monthly financial reports
7. Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
  - a. Resolution 2040 – Appointing Adam Kofoed to the position of City Administrator. / Move to action.
  - b. Resolution 2041 – Approving an employment agreement for the City Administrator of the City of West Branch. / Move to action.
  - c. First Reading Ordinance 783 – Amending Chapter 75. / Move to action.
9. Discussion – Waste Water Treatment Project Schedule Update
10. Discussion – Herbert Hoover Highway / Cedar-Johnson Road
11. City Staff Reports
12. Comments from Mayor and Council Members
13. Motion to adjourn.

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**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton  
**City Administrator (Vacant)** • **City Clerk** Leslie Brick • **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**

**September 20, 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: Jerry Sexton, Tom Dean, and Nick Goodweiler was present. Absent: Colton Miller and Jodee Stoolman. City Staff present: City Clerk Leslie Brick and City Attorney Kevin Olson. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Public Works Director Matt Goodale. Library/IT Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief John Hanna, Officer Cathy Steen and City Engineer Dave Schechinger.

### **APPROVE CONSENT AGENDA**

Minutes from the September 7, 2021 City Council Meeting

Minutes from the September 9, 2021 City Council Work Session/Closed meeting.

Special Event Permit – Parks & Rec Adult Co-Ed Softball League

Special Event Permit – Iowa City High / West Branch Cross Country Run

Claims

EXPENDITURES	9/20/2021	
ALL AMERICAN CONCRETE INC	CONCRETE WORK	64,619.00
ARIANNA EDVENSON	LIBRARY LUNCH PERFORMANCE	75.00
BROWN'S WEST BRANCH FORD L	2016 FORD F550 SERVICE	158.06
CEDAR COUNTY COOPERATIVE	FUEL	813.46
CEDAR COUNTY RECORDER	RECORDING FEES	48.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	170.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES	128.00
CROELL, INC.	STREETS WORK	3,152.50
DOMINIQUE ARCHAMBEAU	LIBRARY LUNCH PERFORMANCE	75.00
ELITE HOLDING COMPANY	VB TSHIRTS	466.00
HAWKINS INC	CHEMICALS	339.50
HOLLYWOOD GRAPHICS	NOTICE OF REZONING SIGNS	225.00
JENNA MAXSON	3RD GRADE FLAG FB REG REFUND	40.00
JOHNSON COUNTY EMERGENCY	FY22 SUPP HAZMAT 28E AGREEMENT	2.50
JOHNSON COUNTY REFUSE INC.	TRASH PICKUP	16,228.50
LINN COUNTY R.E.C.	STREET LIGHTS	203.23
LOGAN CONTRACTOR'S SUPPLY	SUPPLIES	2,048.25
LYNCH'S EXCAVATING INC	GREENVIEW DR TIE OVER ST	3,776.60
LYNCH'S PLUMBING INC	SERVICE CALL	95.00
MENARDS	CLEANING SUPPLIES	50.50
MUNICIPAL SUPPLY INC.	SOLID GRAY WIRE	261.36
OASIS ELECTRIC LLC	INSTALL 240 V OUTLET CUBBY PRK	1,031.24
OLSON, KEVIN D	LEGAL SERVICES SEPT 2021	1,500.00
PORT 'O' JONNY INC.	PORT 'O' JONNY INC.	108.00
PREMIER PARTS TIPTON	2.5 DEF	31.96
PROTECT YOUTH SPORTS	CRIM BACKGROUND CHECKS	300.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
RICKERTSEN, LISA	CONSULTING SERVICES	1,200.00
STATE HYGIENIC LAB	LAB ANALYSIS	108.00
THE HOME DEPOT PRO	TOILET PAPER - TOWN HALL	89.14
THOMAS HEATING & AIR LLC	DEHUMIDIFIER SERVICE CALL	114.00
UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	595.60
WELLMARK	HEALTH INSURANCE	14,069.85
WEST BRANCH TIMES	PUBLISHING MINUTES, JOB, HHTD	4,755.76
WEX BANK	VEHICLE FUEL	1,795.31
TOTAL		119,433.32

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/17/2021	61,039.36
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	UTILITY SERVICES	12,505.96
BROWN'S WEST BRANCH	CAR SERVICE - HVAC BLOWER	59.50
CULLIGAN WATER	WATER SOFTNER SERVICE	59.12
FELD FIRE EQUIPMENT	ANNUAL SERVICE CONTRACT	700.00
PORT O' JONNY INC.	SERVICE FOR HHTD	750.00
VARIOUS VENDORS	UB REFUNDS	367.30
TOTAL		14,441.88
GRAND TOTAL EXPENDITURES		194,914.56
FUND TOTALS		
001 GENERAL FUND	51,510.46	
022 CIVIC CENTER	6,388.29	
031 LIBRARY	7,109.80	
036 TORT LIABILITY	1,108.91	
110 ROAD USE TAX	35,913.32	
112 TRUST AND AGENCY	23,287.46	
600 WATER FUND	31,656.02	
610 SEWER FUND	24,940.30	
740 STORM WATER UTILITY	13,000.00	
GRAND FUND TOTAL	194,914.56	

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

#### **COMMUNICATIONS / OPEN FORUM - NONE.**

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

Public Hearing – To review an application for a State Revolving Fund loan and to make available the contents of an environmental information document.

Laughlin opened the public hearing at 7:04 p.m. and read into the record the public hearing notice:

*“The City of West Branch will be holding a Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City’s project plan. These documents include design and environmental information related to the proposed improvements to the City’s wastewater infrastructure. The proposed project will make improvements at the existing wastewater treatment plant. The project will include construction of a new aerated lagoon cell, earthen berm/pit area for the SAGR system, an aeration system, filling with gravel, and topping with mulch. A new lagoon aeration system with blowers, a masonry building, control building, underground piping, granular resurfacing and UV disinfection will also be included as well as all necessary connections and appurtenances. Also, a new water main extension will be run to the site along 300<sup>th</sup> Street. The purpose of this Public Hearing is to inform area residents of the community of West Branch of this proposed action, discuss the actual cost and user fees associated with this project, and to address citizen’s concerns, if any, with the plan.”* There were no public comments on the matter. Laughlin closed the public hearing at 7:06 p.m.

Resolution 2038- Establishing a special revenue fund. /Move to action.

The purpose of this fund is to accept levy dollars received by the county for the Perpetual Capital Improvement Reserve Levy which voters approved on November 5, 2019.

Motion by Goodweiler, second by Dean to approve Resolution 2038. AYES: Goodweiler, Dean, Sexton. NAYS: None. Absent: Miller and Stoolman. Motion carried.

Resolution 2039 – approving a concept for the former Casey’s General Stores location. / Move to action.

Laughlin said he requested that City Engineer Schechinger draw up two parking / green space concepts for the former Casey’s site for the City Council to decide on so that improvements could be started. Both drawings

provide parking on the south and west side of the property with green space in the center. Laughlin and Sexton said they both preferred the drawing with the straight in parking along N 2<sup>nd</sup> St. that allows for entering the parking spaces from both directions. Dean and Goodweiler both agreed and the Council consensus was Concept 4, option 2 now referred to as Exhibit A.

Motion by Dean, second by Sexton to approve Resolution 2039. AYES: Dean, Sexton, Goodweiler. NAYS: None. Absent: Miller and Stoolman. Motion carried.

Discussion – Review draft ordinance for amending Chapter 75- All-Terrain Vehicles and Snowmobiles.

Hanna, who prepared the draft ordinance said he mirrored Cedar County's ordinance which regulates the operation of all-terrain (ATV) and off-road utility (UTV) vehicles in the county. Hanna said his department is not doing any kind of enforcement with regard to ATV or UTV vehicles within the city limits since West Branch has two county roads that run through it. Hanna said the current city code is also out of date and this ordinance would update Chapter 75 in its entirety. The Council reviewed the ordinance and didn't see any thing they needed to change. Olson said he would review Hanna's draft and make any changes but felt that the Council could consider the first reading at their next meeting.

**STAFF REPORTS**

Schechinger reported on the Parkside Hills subdivision and said that paving is to begin this week as storm sewer, water and sewer lines are being installed as well. Schechinger said the project is moving along nicely and all streets are expected to be installed this fall.

**CITY ADMINISTRATOR REPORT – N/A**

**CITY ATTORNEY REPORT**

Olson said he would begin drafting employment agreement for the new City Administrator and get it to Brick to distribute to the Council for their review later this week.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin gave an update on lowering the speed limit in Johnson County will require the Board of Supervisors approval and asked Schechinger to help facilitate getting that done before the middle school was opened in 2022. Laughlin also stated that due to scheduling conflicts, the final interviews for the City Administrator will be held on Monday, September 27<sup>th</sup>, with a closed session beginning at 5:30 p.m. Laughlin named the finalist as Adam Kofoed, City Administrator of Garner, Iowa and Chris Ball, former City Administrator of Wilton, Iowa. Laughlin said that he is hopeful that an offer will be made after the final interviews. Laughlin also noted that the Greenview Drive connection was paved last week and the final dirt work would be completed by Lynch Excavating.

Dean asked if the Wapsi Creek widening project and land acquisition was still moving forward so the project could start in April 2022. Olson said he will work with Schechinger to keep making progress. Schechinger added that he would contact the DNR regarding the permitting to make sure no surprises were discovered.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:36 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



*(The following is a synopsis of the minutes of the West Branch City Council Work Session – closed meeting. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Work Session - Closed Meeting**

**September 27, 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 Work Session - Closed meeting to order at 5:39 p.m. Roll call: Council members: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present. City Staff present: City Clerk Leslie Brick, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell, Police Chief John Hanna and Fire Chief Kevin Stoolman.

**MOTION TO ADJOURN TO CLOSED SESSION**

To conduct interviews in accordance with Chapter 21.5(i) of the State Code of Iowa, which reads as follows: “To evaluate the professional competency of individuals whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and the individual requests a closed session.” /Move to action.

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

**MOTION TO ADJOURN FROM CLOSED SESSION**

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

**ADJOURNMENT**

Motion to adjourn the Work Session by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 9:23p.m.

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Roger Laughlin, Mayor

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 4, 2021
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<b>AGENDA ITEM:</b> Motion to approve accepting the resignation of part-time Officer Greg Hall
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<b>PREPARED BY:</b> John K. Hanna, Chief of Police
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<b>DATE:</b> September 29, 2021
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### BACKGROUND:

Officer Greg Hall has accepted a position that requires he surrender his Iowa Peace Officer status.

Officer Greg Hall has served the West Branch Police Department honorably helping primarily with Hoover's Hometown Days events and will be missed. I recommend accepting Officer Greg Hall's resignation.

Attached is Officer Greg Hall's letter of resignation.

Chief Hanna

Dear Chief Hanna,

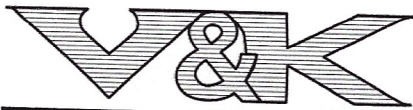
I have accepted employment with a nonprofit NGO named Hope for Justice. Unfortunately, it requires that I have a Private Investigators License and to hold this license I can't be working as a police officer. This letter is to inform you I resign my part-time Police Officer position with the West Branch Police Department effective 09/27/2021.

Regards

A handwritten signature in cursive script that reads "Greg Hall".

Greg Hall





# VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565  
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

September 24, 2021

**PAY ESTIMATE NO.** 1

**I-80 WATER MAIN RELOCATION**

**WEST BRANCH, IOWA**

Summers' Enterprise, Inc.  
1776 Buchanan Delaware Ave  
Masonville, IA 50654

Contract Amount \$189,764.00  
Contract Date March 1, 2021  
Pay Period April 1, 2021 - August 31, 2021

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	Mobilization	LS	1	\$ 35,000.00	\$ 35,000.00	1	\$ 35,000.00
2	Construction Staking	LS	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
3	Clearing & Grubbing	LS	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
4	Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
5	Temporary Access Road	LS	1	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00
6	Field Drain Lines	LF	140	\$ 20.00	\$ 2,800.00	140	\$ 2,800.00
7	Erosion Control	LS	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
8	Silt Fence	LF	2,000	\$ 2.00	\$ 4,000.00	2,000	\$ 4,000.00
9	Water Main Removal	LF	2,000	\$ 10.00	\$ 20,000.00	2,000	\$ 20,000.00
10	12" Water Main pvc Open Cut	LF	1,902	\$ 38.00	\$ 72,276.00	1,902	\$ 72,276.00
11	12" Water Main RJ DI Open Cut	LF	48	\$ 66.00	\$ 3,168.00	48	\$ 3,168.00
12	12" RJ DIP in 24" Steel Casing Pipe	LF	68	\$ 185.00	\$ 12,580.00	68	\$ 12,580.00
13	12" Gate Valve	Ea.	4	\$ 1,950.00	\$ 7,800.00	4	\$ 7,800.00
14	Hydrant Assembly	Ea.	2	\$ 4,400.00	\$ 8,800.00	2	\$ 8,800.00
15	Slope Protection, Wood Excelsior	Sq.	14	\$ 60.00	\$ 840.00	14	\$ 840.00
16	Connection to Existing	Ea.	2	\$ 3,750.00	\$ 7,500.00	2	\$ 7,500.00
Contract Price:					\$ 189,764.00		\$ 189,764.00

MATERIALS STORED SUMMARY			
Description	# of Units	Unit Price	Extended Cost
Total			\$ -

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 189,764.00	\$ 189,764.00
Approved Change Order (list each)			
Revised Contract Price		\$ 189,764.00	\$ 189,764.00

Stored

Total Earned \$ 189,764.00

Retainage (5%) \$ 9,488.20

Total Earned Less Retainage \$ 180,275.80

Total Previously Approved (list each)			

Total Previously Approved \$ -

Percent Complete 100%

Amount Due This Request \$ 180,275.80

The amount \$180,275.80 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Summers' Enterprise, Inc.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
West Branch, Iowa

Signature: Todd Summers

Name: Todd Summers

Title: President

Date: 9-24-21

Signature: Dave Schechinger

Name: Dave Schechinger

Title: Engineer

Date: September 24, 2021

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

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

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

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



**EXPENDITURES****10/4/2021**

AMAZON	VARIOUS ITEMS	533.73
ARSL	MEMBERSHIP RENEWAL	49.00
BAKER & TAYLOR INC.	BOOKS	1,033.67
BETHANY & SOLOMON HAHN	BLDG INCENTIVE PAYMENT	1,812.83
BOWERS CUSTOM SERVICES LLC	HAULED 6 IN SPECIAL TO SHOP	180.00
CHERYL HOLLICH	BLDG INCENTIVE PAYMENT	1,549.23
CROELL, INC.	SEPT 7 SERVICE	7,829.89
D&R PEST CONTROL	PEST CONTROL SERVICE LIBRARY	95.00
HEIDI VAN AUKEN	MILEAGE FOR TRAINING	22.58
HENNINGSSEN DANIEL	BLDG INCENTIVE PAYMENT	1,094.03
HI-LINE INC	SUPPLIES	3,236.58
HINKHOUSE GLENN OR PAMELA	BLDG INCENTIVE PAYMENT	257.00
ILLINOIS LIBRARY ASSOCIATION	LIBRARY ITEMS	106.06
IOWA ASSN. MUN. UTILITIES	EIASSO SEPT-DEC MEMBERSHP DUES	864.41
IOWA DEPT OF NATURAL RESOURCES	AMENDMENT FEE PERMIT 1694001	180.00
KANOPY	VIDEO SERVICE	25.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,572.47
MARK D & AMBER KLEVEN	BLDG INCENTIVE PAYMENT	4.97
MCSELFRESH, SARA	BLDG INCENTIVE PAYMENT	1,207.19
MENARDS	SUPPLIES	145.34
MERIDITH COLEMAN	BLDG INCENTIVE PAYMENT	1,018.53
MUNICIPAL SUPPLY INC.	WATER METER SUPPLIES	14,653.00
NATIVE GROWERS, LLC	GROWING MIX BAG	14.75
OLSON, KEVIN D	LEGAL SERVICE OCT 2021	1,500.00
OVERDRIVE INC	EBOOKS	1,745.29
PETERSON, ADAM D OR LINDSEY	BLDG INCENTIVE PAYMENT	890.70
PITNEY BOWES INC	POSTAGE METER RENTAL -ADMIN	236.52
PLASTIC RECYCLING OF IOWA	4X12" ROUND	319.28
PLUNKETT'S PEST CONTROL	PEST CONTROL - ADMIN	95.18
PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
QUILL CORP	SUPPLIES	407.78
RAINMASTER IRRIGATION	CUBBY PARK IRRIGATION	2,250.00
SAM & FRYAUF PERKINS	BLDG INCENTIVE PAYMENT	2,426.05
SCHIMBERG CO	CRETEX PRO RING	1,193.98
SHIMMIN, NICK	LIBRARY MTRLS & BLDG SUPPLIES	43.91
SPEER FINANCIAL INC	TIF REPORT DELIVERY ON 8-16-21	350.00
STATE INDUSTRIAL PRODUCTS	LIFT STATION FOG MAINTENANCE	244.00
T & M CLOTHING COMPANY	BLACK MASKS	24.00
THE HOME DEPOT PRO	SUPPLIES	132.83
TYLER TECHNOLOGIES	UB ONLINE ANNUAL FEE	384.00
UNIFORM DEN INC.	BADGES, COLLAR INSIGNIA	209.61
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	26,427.40
<b>TOTAL</b>		<b>76,460.79</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****10/1/2021 43,092.94****PAID BETWEEN MEETINGS**

CAPITAL ONE/AMAZON	VARIOUS ITEMS	99.41
HY-VEE	CONCESSION SUPPLIES	55.66
KOCH OFFICE GROUP	COPIER MAINTENANCE	332.62
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE	77.37
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	500.00
US BANK CREDIT CARD	VARIOUS ITEMS	2,777.46
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
VERIZON WIRELESS	WIRELESS SERVICE	361.61

**TOTAL 4,352.28****GRAND TOTAL EXPENDITURES 123,906.01****FUND TOTALS**

001 GENERAL FUND	39,020.33
022 CIVIC CENTER	92.14
031 LIBRARY	10,443.37
110 ROAD USE TAX	13,485.39
112 TRUST AND AGENCY	5,125.03
308 PARK IMP - PEDERSEN VALLEY	2,250.00
319 RELOCATING WATER & SEWER	808.00
321 WIDENING WAPSI CREEK	404.00
323 I-80 WEST, WATER MAIN RELOCATION	1,740.00
324 WW TREATMT FAC IMPROVE '21	17,490.00
327 SPONS WATER QUALITY IMPROVE '21	4,244.00
600 WATER FUND	24,618.32
610 SEWER FUND	4,185.43

**GRAND FUND TOTAL 123,906.01**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	316.43
		UNIFORM DEN INC.	BADGES, COLLAR INSIGNIA	209.61
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	299.55
			TOTAL:	825.59
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	88.70
			TOTAL:	88.70
PARK & RECREATION	GENERAL FUND	MENARDS	SUPPLIES	145.34
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	279.69
			TOTAL:	425.03
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
			TOTAL:	95.00
ECONOMIC DEVELOPMENT	GENERAL FUND	CHERYL HOLLICH	BLDG INCENTIVE PAYMENT	1,549.23
		MERIDITH COLEMAN	BLDG INCENTIVE PAYMENT	1,018.53
		HINKHOUSE GLENN OR PAMELA	BLDG INCENTIVE PAYMENT	257.00
		HENNINGSSEN DANIEL	BLDG INCENTIVE PAYMENT	1,094.03
		MCELFRESH, SARA	BLDG INCENTIVE PAYMENT	1,207.19
		PETERSON, ADAM D OR LINDSEY N	BLDG INCENTIVE PAYMENT	890.70
		SAM & FRYAUF PERKINS	BLDG INCENTIVE PAYMENT	2,426.05
		MARK D & AMBER KLEVEN	BLDG INCENTIVE PAYMENT	4.97
		BETHANY & SOLOMON HAHN	BLDG INCENTIVE PAYMENT	1,812.83
			TOTAL:	10,260.53
CLERK & TREASURER	GENERAL FUND	PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	47.59
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	432.10
		SPEER FINANCIAL INC	TIF REPORT DELIVERY ON 8-1	350.00
		PITNEY BOWES INC	POSTAGE METER RENTAL CITY	180.00
		HEIDI VAN AUKEN	MILEAGE FOR TRAINING	22.58
			TOTAL:	1,032.27
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICE OCT 2021	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	372.00
			PARKSIDE HILLS CONST REVIE	1,102.40
			TOTAL:	1,474.40
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL TOWN HALL	47.59
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	44.55
			TOTAL:	92.14
LIBRARY	LIBRARY	OVERDRIVE INC	EBOOKS	411.94
			EBOOKS	218.50
			EBOOKS AND AUDIO BOOKS	165.96
			MEDIA	228.44
			EBOOKS	2.49
			FY22 BRIDGES EBOOK FEE	717.96
			4X12" ROUND	319.28
		PLASTIC RECYCLING OF IOWA FALLS INC	LIBRARY MTRLS & BLDG SUPPL	17.96
		SHIMMIN, NICK	LIBRARY MTRLS & BLDG SUPPL	13.98

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		QUILL CORP	LIBRARY MTRLS & BLDG SUPPL	11.97
			SUPPLIES	49.99
			SUPPLIES	14.42
			SUPPLIES	12.99
			SUPPLIES	13.95
		BAKER & TAYLOR INC.	BOOKS	6.59-
			BOOKS	172.81
			BOOKS	407.82
			BOOKS	146.96
			BOOKS	93.91
			BOOKS	218.76
		D&R PEST CONTROL	PEST CONTROL SERVICE LIBRA	95.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	259.28
		AMAZON	VARIOUS ITEMS	56.73
			VARIOUS ITEMS	209.53
			VARIOUS ITEMS	267.47
		THE HOME DEPOT PRO	SUPPLIES	132.83
		PITNEY BOWES INC	PRINTER INK RED	56.52
		KANOPY	VIDEO SERVICE	25.00
		ARSL	MEMBERSHIP RENEWAL	49.00
		T & M CLOTHING COMPANY	BLACK MASKS	24.00
		ILLINOIS LIBRARY ASSOCIATION	LIBRARY ITEMS	106.06
		NATIVE GROWERS, LLC	GROWING MIX BAG	14.75
			TOTAL:	4,529.67
ROADS & STREETS	ROAD USE TAX	CROELL, INC.	SEPT 7 SERVICE	1,407.00
			SEPT 8 SERVICE	2,242.50
		VEENSTRA & KIMM INC.	GREENVIEW EXTENSION DESIGN	267.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	34.55
		HI-LINE INC	SUPPLIES	3,085.44
			SUPPLIES	151.14
		BOWERS CUSTOM SERVICES LLC	HAULED 6 IN SPECIAL TO SHO	180.00
			TOTAL:	7,367.63
CAPITAL PROJECT	PARK IMP - PEDERSE	RAINMASTER IRRIGATION	CUBBY PARK IRRIGATION	2,250.00
			TOTAL:	2,250.00
CAPITAL PROJECT	RELOCATING WATER &	VEENSTRA & KIMM INC.	I80 WATER MAIN RELOCATION	808.00
			TOTAL:	808.00
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	404.00
			TOTAL:	404.00
CAPITAL PROJECT	I-80 WEST, WATER M	VEENSTRA & KIMM INC.	I80 WIDENING DESIGN SERVIC	1,740.00
			TOTAL:	1,740.00
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILTY IMPRO	17,490.00
			TOTAL:	17,490.00
CAPITAL PROJECT	SPONS WATER QUAL I	VEENSTRA & KIMM INC.	SPONSORED WATER QUALITY IM	4,244.00
			TOTAL:	4,244.00
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	ANNUAL WATER USE FEE 2022	95.00
		MUNICIPAL SUPPLY INC.	WATER METER SUPPLIES	14,653.00
		TYLER TECHNOLOGIES	UB ONLINE ANNUAL FEE	192.00
		IOWA ASSN. MUN. UTILITIES	EIASSO SEPT-DEC MEMBERSHP	864.41

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CROELL, INC.	COLLEGE ST WATER MAIN	1,963.63
			COLLEGE ST WATER MAIN	1,425.63
			COLLEGE ST WATER MAIN	791.13
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	34.55
		SCHIMBERG CO	CRETEX PRO RING	349.28
			TOTAL:	20,368.63
SEWER OPERATING	SEWER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	AMENDMENT FEE PERMIT 16940	85.00
		TYLER TECHNOLOGIES	UB ONLINE ANNUAL FEE	192.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	34.55
		STATE INDUSTRIAL PRODUCTS	LIFT STATION FOG MAINTENAN	244.00
		SCHIMBERG CO	CRETEX PRO RING	844.70
			TOTAL:	1,400.25

===== FUND TOTALS =====		
001	GENERAL FUND	15,766.47
022	CIVIC CENTER	92.14
031	LIBRARY	4,529.67
110	ROAD USE TAX	7,367.63
308	PARK IMP - PEDERSEN VALLE	2,250.00
319	RELOCATING WATER & SEWER	808.00
321	WIDENING WAPSI CREEK @ BE	404.00
323	I-80 WEST, WATER MAIN REL	1,740.00
324	WW TREATMT FAC IMP 2021	17,490.00
327	SPONS WATER QUAL IMP 2021	4,244.00
600	WATER FUND	20,368.63
610	SEWER FUND	1,400.25
-----		
	GRAND TOTAL:	76,460.79
-----		

<b>BANK TO BOOK RECONCILIATION</b>				
<b>7/31/2021</b>				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 4,160,746.24
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 29,010.60
	<b>SUB TOTAL</b>			<b>\$ 4,189,756.84</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-HANSEN CD DONATION	UICCU-1019	8/1/2021	\$ 55,087.44
	LIBRARY-KROUTH PRINCIPAL	UICCU-1023	9/2/2021	\$ 51,008.10
	LIBRARY-KROUTH PRINCIPAL	UICCU-1024	9/2/2021	\$ 23,912.17
	SAVINGS ACCOUNTS			
	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>\$ 4,459,801.13</b>
	O/S DEPOSITS			\$ 365.44
LESS:	O/S CHECKS			\$ 35,849.34
	<b>ENDING BOOK BALANCE</b>			<b>\$ 4,424,317.23</b>



**CLERK'S REPORT FOR MONTH OF JULY 2021**

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
<b>GENERAL</b>									
*(001) GENERAL OPERATING FUND	\$ 1,253,650.25	\$ 5.00	\$ 1,253,655.25	\$ 43,838.87		\$ 136,928.98			\$ 1,160,565.14
** FIRE APPARATUS RESERVE	\$ 400,132.05	\$ -	\$ 400,132.05						\$ 400,132.05
POLICE APPARATUS RESERVE	\$ 56,587.08	\$ -	\$ 56,587.08						\$ 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	\$ -	\$ 6,987.42	\$ 6,987.42						\$ 6,987.42
PARK EQUIPMENT/RESERVE	\$ 1,500.00		\$ 1,500.00						\$ 1,500.00
(022) CIVIC CENTER	\$ 43,283.79	\$ -	\$ 43,283.79	\$ 351.65		\$ 650.38			\$ 42,985.06
(027) MEMORIAL GARDEN PROJECT	\$ 314.00		\$ 314.00						\$ 314.00
(028) SPLASH PAD RESERVE	\$ 100.00		\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 4,762.47	\$ 91,063.62	\$ 95,826.09	\$ 64.11		\$ 14,159.20			\$ 81,731.00
(036) TORT LIABILITY	\$ 33,009.62	\$ -	\$ 33,009.62	\$ 286.45		\$ 4,951.00			\$ 28,345.07
<b>SPECIAL REVENUE</b>			\$ -						\$ -
(110) ROAD USE TAX	\$ 269,458.19	\$ -	\$ 269,458.19	\$ 36,322.62		\$ 95,676.56			\$ 210,104.25
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 215,782.29	\$ -	\$ 215,782.29	\$ 1,815.94		\$ 23,183.54			\$ 194,414.69
(119) EMERGENCY TAX FUND	\$ 762.47	\$ -	\$ 762.47	\$ 250.21					\$ 1,012.68
(121) LOCAL OPTION SALES TAX	\$ 175,622.55	\$ -	\$ 175,622.55	\$ 20,207.36					\$ 195,829.91
(125) TIF	\$ 143,547.46	\$ -	\$ 143,547.46	\$ 54.39					\$ 143,601.85
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>			\$ -						\$ -
(226) DEBT SERVICE	\$ 250,720.66	\$ -	\$ 250,720.66	\$ 2,191.61					\$ 252,912.27
<b>CAPITAL PROJECTS</b>			\$ -						\$ -
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 50,077.20	\$ -	\$ 50,077.20						\$ 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						\$ 564.78
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 165,279.48		\$ 165,279.48						\$ 165,279.48
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (38,302.89)		\$ (38,302.89)						\$ (38,302.89)
(324) WW TREATMT FAC IMP 2021	\$ 62,510.00		\$ 62,510.00						\$ 62,510.00
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (6,524.60)		\$ (6,524.60)						\$ (6,524.60)
<b>PERMANENT</b>			\$ -						\$ -
(500) CEMETERY PERPETUAL FUND	\$ 29,010.60	\$ 97,067.98	\$ 126,078.58						\$ 126,078.58
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,008.10	\$ 51,008.10						\$ 51,008.10
(502) KROUTH INTEREST FUND	\$ -	\$ 23,912.17	\$ 23,912.17						\$ 23,912.17
<b>ENTERPRISE</b>			\$ -						\$ -
(600) WATER FUND	\$ 162,777.76	\$ -	\$ 162,777.76	\$ 61,531.31		\$ 29,256.75	\$ 5,095.00		\$ 189,957.32
(603) WATER SINKING FUND	\$ 5,092.92	\$ -	\$ 5,092.92		\$ 5,095.00				\$ 10,187.92
(610) SEWER FUND	\$ 339,461.60	\$ -	\$ 339,461.60	\$ 71,284.14		\$ 20,657.31	\$ 20,810.50		\$ 369,277.93
(611) SEWER FUND SPECIAL	\$ 150,915.50		\$ 150,915.50		\$ 20,810.50				\$ 171,726.00
(614) WASTEWATER LIFT STATION	\$ -		\$ -						\$ -
(740) STORM WATER UTILITY	\$ 126,610.48	\$ -	\$ 126,610.48	\$ 5,585.18		\$ 8,640.00			\$ 123,555.66
(950) BC/BS FLEXIBLE BENEFIT	\$ (1,478.55)		\$ (1,478.55)						\$ (1,478.55)
<b>TOTAL</b>	<b>\$ 4,244,592.82</b>	<b>\$ 270,044.29</b>	<b>\$ 4,514,637.11</b>	<b>\$ 243,783.84</b>	<b>\$ 25,905.50</b>	<b>\$ 334,103.72</b>	<b>\$ 25,905.50</b>	<b>\$ -</b>	<b>\$ 4,424,317.23</b>
<b>O/S CHECKS</b>			\$176,819.40						\$35,849.34
<b>O/S DEPOSIT</b>			\$240.58						\$365.44
<b>BANK STATEMENT BALANCE</b>			\$4,691,215.93						\$4,459,801.13

CITY OF WEST NCH  
MTD TREASURERS REPORT  
AS OF: JULY 31ST, 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	1,747,232.19	43,838.87	136,928.98	1,654,142.08	0.00	0.00	1,654,142.08
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	43,283.79	351.65	650.38	42,985.06	0.00	0.00	42,985.06 -
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	95,826.09	64.11	14,159.20	81,731.00	0.00	0.00	81,731.00 -
036-TORT LIABILITY	33,009.62	286.45	4,951.00	28,345.07	0.00	0.00	28,345.07 -
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	269,458.19	36,322.62	95,676.56	210,104.25	0.00	0.00	210,104.25 -
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	215,782.29	1,815.94	23,183.54	194,414.69	0.00	0.00	194,414.69 ~
119-EMERGENCY TAX FUND	762.47	250.21	0.00	1,012.68	0.00	0.00	1,012.68 ~
121-OPTION TAX	175,622.55	20,207.36	0.00	195,829.91	0.00	0.00	195,829.91 -
125-T I F	143,547.46	54.39	0.00	143,601.85	0.00	0.00	143,601.85 -
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	250,720.66	2,191.61	0.00	252,912.27	0.00	0.00	252,912.27 -
300-CAPITAL IMPROV. RESERVE	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-ARPA NEU FUND	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	50,077.20	0.00	0.00	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	165,279.48	0.00	0.00	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 (	38,302.89)	0.00	0.00	( 38,302.89)	0.00	0.00	( 38,302.89) -
324-WW TREATMT FAC IMP 2021	62,510.00	0.00	0.00	62,510.00	0.00	0.00	62,510.00 -
327-SPONS WATER QUAL IMP 2021 (	6,524.60)	0.00	0.00	( 6,524.60)	0.00	0.00	( 6,524.60) -
500-CEMETERY PERPETUAL FUND	126,078.58	0.00	0.00	126,078.58	0.00	0.00	126,078.58 -
501-KROUTH PRINCIPAL FUND	51,008.10	0.00	0.00	51,008.10	0.00	0.00	51,008.10 ✓

CITY OF WEST BRANCH  
MTD TREASURERS REPORT  
AS OF: JULY 31ST, 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	23,912.17	0.00	0.00	23,912.17	0.00	0.00	23,912.17
600-WATER FUND	162,777.76	61,531.31	34,351.75	189,957.32	0.00	0.00	189,957.32
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,092.92	5,095.00	0.00	10,187.92	0.00	0.00	10,187.92
610-SEWER FUND	339,461.60	71,284.14	41,467.81	369,277.93	0.00	0.00	369,277.93
611-SEWER FUND SPECIAL	150,915.50	20,810.50	0.00	171,726.00	0.00	0.00	171,726.00
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	126,610.48	5,585.18	8,640.00	123,555.66	0.00	0.00	123,555.66
950-BC/BS FLEXIBLE BENEFIT	( 1,478.55)	0.00	0.00	( 1,478.55)	0.00	0.00	( 1,478.55)
GRAND TOTAL	4,514,637.11	269,689.34	360,009.22	4,424,317.23	0.00	0.00	4,424,317.23

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

CITY OF WEST NCH  
YTD TREASURERS REPORT  
AS OF: JULY 31ST, 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	1,747,232.19	43,838.87	136,928.98	1,654,142.08	0.00	0.00	1,654,142.08
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	43,283.79	351.65	650.38	42,985.06	0.00	0.00	42,985.06
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	95,826.09	64.11	14,159.20	81,731.00	0.00	0.00	81,731.00
036-TORT LIABILITY	33,009.62	286.45	4,951.00	28,345.07	0.00	0.00	28,345.07
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	269,458.19	36,322.62	95,676.56	210,104.25	0.00	0.00	210,104.25
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	215,782.29	1,815.94	23,183.54	194,414.69	0.00	0.00	194,414.69
119-EMERGENCY TAX FUND	762.47	250.21	0.00	1,012.68	0.00	0.00	1,012.68
121-OPTION TAX	175,622.55	20,207.36	0.00	195,829.91	0.00	0.00	195,829.91
125-T I F	143,547.46	54.39	0.00	143,601.85	0.00	0.00	143,601.85
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	250,720.66	2,191.61	0.00	252,912.27	0.00	0.00	252,912.27
300-CAPITAL IMPROV. RESERVE	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-ARPA NEU FUND	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	50,077.20	0.00	0.00	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	165,279.48	0.00	0.00	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 (	38,302.89)	0.00	0.00	( 38,302.89)	0.00	0.00	( 38,302.89)
324-WW TREATMT FAC IMP 2021	62,510.00	0.00	0.00	62,510.00	0.00	0.00	62,510.00
327-SPONS WATER QUAL IMP 2021 (	6,524.60)	0.00	0.00	( 6,524.60)	0.00	0.00	( 6,524.60)
500-CEMETERY PERPETUAL FUND	126,078.58	0.00	0.00	126,078.58	0.00	0.00	126,078.58
501-KROUTH PRINCIPAL FUND	51,008.10	0.00	0.00	51,008.10	0.00	0.00	51,008.10

CITY OF WEST BRANCH  
YTD TREASURERS REPORT  
AS OF: JULY 31ST, 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	23,912.17	0.00	0.00	23,912.17	0.00	0.00	23,912.17
600-WATER FUND	162,777.76	61,531.31	34,351.75	189,957.32	0.00	0.00	189,957.32
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,092.92	5,095.00	0.00	10,187.92	0.00	0.00	10,187.92
610-SEWER FUND	339,461.60	71,284.14	41,467.81	369,277.93	0.00	0.00	369,277.93
611-SEWER FUND SPECIAL	150,915.50	20,810.50	0.00	171,726.00	0.00	0.00	171,726.00
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	126,610.48	5,585.18	8,640.00	123,555.66	0.00	0.00	123,555.66
950-BC/BS FLEXIBLE BENEFIT	( 1,478.55)	0.00	0.00	( 1,478.55)	0.00	0.00	( 1,478.55)
GRAND TOTAL	4,514,637.11	269,689.34	360,009.22	4,424,317.23	0.00	0.00	4,424,317.23

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



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

8.33%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
POLICE DEPARTMENT					
GENERAL FUND	\$ 357,004.00	\$ 27,447.13	\$ 27,447.13	\$ 329,556.87	7.69%
TORT LIABILITY	\$ 12,102.00	\$ 1,130.00	\$ 1,130.00	\$ 10,972.00	9.34%
TRUST & AGENCY	\$ 83,466.00	\$ 6,529.68	\$ 6,529.68	\$ 76,936.32	7.82%
FIRE DEPARTMENT					
GENERAL FUND	\$ 259,000.00	\$ 6,539.76	\$ 6,539.76	\$ 252,460.24	2.53%
TORT LIABILITY	\$ 10,759.00	\$ 1,751.00	\$ 1,751.00	\$ 9,008.00	16.27%
TRUST & AGENCY	\$ 18,992.00	\$ 1,285.71	\$ 1,285.71	\$ 17,706.29	6.77%
ANIMAL CONTROL	\$ 3,250.00	\$ -	\$ -	\$ 3,250.00	0.00%
BUILDING INSPECTIONS	\$ 16,611.00	\$ 1,614.64	\$ 1,614.64	\$ 14,996.36	9.72%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 761,184.00</b>	<b>\$ 46,297.92</b>	<b>\$ 46,297.92</b>	<b>\$ 714,886.08</b>	<b>6.08%</b>
<b>PUBLIC WORKS</b>					
ROADS & STREETS					
GENERAL FUND	\$ 69,472.00	\$ 106.00	\$ 106.00	\$ 69,366.00	0.15%
TORT LIABILITY	\$ 13,938.00	\$ 1,119.00	\$ 1,119.00	\$ 12,819.00	8.03%
ROAD USE TAX FUND	\$ 400,040.00	\$ 95,676.56	\$ 95,676.56	\$ 304,363.44	23.92%
TRUST & AGENCY	\$ 57,468.00	\$ 4,618.36	\$ 4,618.36	\$ 52,849.64	8.04%
STREET LIGHTING - GENERAL FUND	\$ 37,000.00	\$ 2,558.83	\$ 2,558.83	\$ 34,441.17	6.92%
SOLID WASTE - GENERAL FUND	\$ 201,000.00	\$ 30,401.28	\$ 30,401.28	\$ 170,598.72	15.13%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 778,918.00</b>	<b>\$ 134,480.03</b>	<b>\$ 134,480.03</b>	<b>\$ 644,437.97</b>	<b>17.26%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>CULTURE &amp; RECREATION</b>					
LIBRARY					
GENERAL FUND	\$ 220,949.00	\$ 14,159.20	\$ 14,159.20	\$ 206,789.80	6.41%
TORT LIABILITY	\$ 4,255.00	\$ 65.00	\$ 65.00	\$ 4,190.00	1.53%
TRUST & AGENCY	\$ 32,923.00	\$ 2,739.55	\$ 2,739.55	\$ 30,183.45	8.32%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 210,930.00	\$ 21,043.34	\$ 21,043.34	\$ 189,886.66	9.98%
TORT LIABILITY	\$ 5,870.00	\$ 552.00	\$ 552.00	\$ 5,318.00	9.40%
TRUST & AGENCY	\$ 34,750.00	\$ 3,052.54	\$ 3,052.54	\$ 31,697.46	8.78%
CEMETERY					
GENERAL FUND	\$ 94,044.00	\$ 9,157.91	\$ 9,157.91	\$ 84,886.09	9.74%
TORT LIABILITY	\$ 2,040.00	\$ 186.00	\$ 186.00	\$ 1,854.00	9.12%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
TRUST & AGENCY	\$ 14,759.00	\$ 1,291.28	\$ 1,291.28	\$ 13,467.72	8.75%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,750.00	\$ 650.38	\$ 650.38	\$ 19,099.62	3.29%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 58,000.00	\$ 10,280.44	\$ 10,280.44	\$ 47,719.56	17.72%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 27,644.00	\$ 1,857.84	\$ 1,857.84	\$ 25,786.16	6.72%
TRUST & AGENCY	\$ 4,254.00	\$ 294.63	\$ 294.63	\$ 3,959.37	6.93%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 730,168.00</b>	<b>\$ 65,330.11</b>	<b>\$ 65,330.11</b>	<b>\$ 664,837.89</b>	<b>8.95%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 74,159.00	\$ -	\$ -	\$ 74,159.00	0.00%
PLANNING & ZONING	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0.00%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 75,233.00	\$ -	\$ -	\$ 75,233.00	0.00%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 174,392.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 174,392.00</b>	<b>0.00%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 16,500.00	\$ 435.19	\$ 435.19	\$ 16,064.81	2.64%
TRUST & AGENCY	\$ 2,564.00	\$ 47.39	\$ 47.39	\$ 2,516.61	1.85%
CLERK & TREASURER					
GENERAL FUND	\$ 148,777.00	\$ 23,850.72	\$ 23,850.72	\$ 124,926.28	16.03%
TORT LIABILITY	\$ 5,017.00	\$ 105.00	\$ 105.00	\$ 4,912.00	2.09%
TRUST & AGENCY	\$ 20,799.00	\$ 3,095.01	\$ 3,095.01	\$ 17,703.99	14.88%
LEGAL SERVICES	\$ 27,000.00	\$ 1,908.29	\$ 1,908.29	\$ 25,091.71	7.07%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 220,657.00</b>	<b>\$ 29,441.60</b>	<b>\$ 29,441.60</b>	<b>\$ 191,215.40</b>	<b>13.34%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 1,013,986.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,013,986.00</b>	<b>0.00%</b>
<b>CAPITAL PROJECTS</b>					
PARK IMP - PEDERSEN VALLEY	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
COLLEGE ST BRIDGE REPLACEMENT	\$ -	\$ -	\$ -	\$ -	
BERANEK PARKING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	
DOWNTOWN EAST REDEVELOPMENT	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00%
COLLEGE ST & 2ND ST IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
RELOCATING WATER & SEWER LINES	\$ 450,000.00	\$ -	\$ -	\$ 450,000.00	0.00%
WIDENING WAPSI CREEK @ BERANEK	\$ 230,000.00	\$ -	\$ -	\$ 230,000.00	0.00%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
SPLASH PAD	\$ -	\$ -	\$ -	\$ -	
I-80 WEST WATER MAIN RELOCATION	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	
WW TREATMENT FACILITY IMP 2021	\$ 1,400,000.00	\$ -	\$ -	\$ 1,400,000.00	
SCHOOL TURN LANE MAIN/DAWSON	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	
ROUNDAABOUT MAIN & CEDAR	\$ 110,000.00	\$ -	\$ -	\$ 110,000.00	
SPONSORED WATER QUAL IMP 2021	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 2,580,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,580,000.00</b>	<b>0.00%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 409,707.00	\$ 29,256.75	\$ 29,256.75	\$ 380,450.25	7.14%
WATER SINKING FUND	\$ 61,113.00	\$ -	\$ -	\$ 61,113.00	0.00%
SEWER FUND	\$ 295,231.00	\$ 20,657.31	\$ 20,657.31	\$ 274,573.69	7.00%
WASTE WATER LIFT STATION	\$ -	\$ -	\$ -	\$ -	
STORM WATER UTILITY	\$ 45,000.00	\$ 8,640.00	\$ 8,640.00	\$ 36,360.00	19.20%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 811,051.00</b>	<b>\$ 58,554.06</b>	<b>\$ 58,554.06</b>	<b>\$ 752,496.94</b>	<b>7.22%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	
ROAD USE TAX	\$ -	\$ -	\$ -	\$ -	
EMERGENCY TAX FUND	\$ 40,750.00	\$ -	\$ -	\$ 40,750.00	0.00%
LOCAL OPTION SALES TAX	\$ 221,471.00	\$ -	\$ -	\$ 221,471.00	0.00%
TIF	\$ 459,123.00	\$ -	\$ -	\$ 459,123.00	0.00%
MAIN ST INTERSECTION IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	
PARK IMP - PEDERSEN VALLEY	\$ -	\$ -	\$ -	\$ -	
COLLEGE STREET BRIDGE	\$ -	\$ -	\$ -	\$ -	
KROUTH PRINCIPAL FUND	\$ -	\$ -	\$ -	\$ -	
WATER FUND	\$ 101,113.00	\$ 5,095.00	\$ 5,095.00	\$ 96,018.00	5.04%
SEWER FUND	\$ 285,000.00	\$ 20,810.50	\$ 20,810.50	\$ 264,189.50	7.30%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	
STORM WATER UTILITY	\$ -	\$ -	\$ -	\$ -	
BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,157,457.00</b>	<b>\$ 25,905.50</b>	<b>\$ 25,905.50</b>	<b>\$ 1,131,551.50</b>	<b>2.24%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 8,227,813.00</b>	<b>\$ 360,009.22</b>	<b>\$ 360,009.22</b>	<b>\$ 7,867,803.78</b>	



CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JULY 31ST, 2021

001-GENERAL FUND

08.33% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,157,457.00	25,905.50	25,905.50	2.24	1,131,551.50
TOTAL PUBLIC SAFETY	761,184.00	46,297.92	46,297.92	6.08	714,886.08
TOTAL PUBLIC WORKS	778,918.00	134,480.03	134,480.03	17.26	644,437.97
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	730,168.00	65,330.11	65,330.11	8.95	664,837.89
TOTAL COMMUNITY & ECON DEVELOP	174,392.00	0.00	0.00	0.00	174,392.00
TOTAL GENERAL GOVERNMENT	220,657.00	29,441.60	29,441.60	13.34	191,215.40
TOTAL DEBT SERVICE	1,013,986.00	0.00	0.00	0.00	1,013,986.00
TOTAL CAPITAL PROJECTS	2,580,000.00	0.00	0.00	0.00	2,580,000.00
TOTAL BUSINESS TYPE/ENTERPRISE	811,051.00	58,554.06	58,554.06	7.22	752,496.94
TOTAL EXPENDITURES	8,227,813.00	360,009.22	360,009.22	4.38	7,867,803.78

**RESOLUTION 2040**

**A RESOLUTION TO APPOINT ADAM KOFOED TO THE POSITION OF  
CITY ADMINISTRATOR.**

WHEREAS, the City of West Branch, IA desires to employ the services of Adam Kofoed as City Administrator of the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, that the City of West Branch, IA hereby appoints Adam Kofoed, to the position of City Administrator.

PASSED and APPROVED this 4th day of October, 2021.

---

Roger Laughlin, Mayor

Attest:

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Leslie Brick, City Clerk

## **RESOLUTION 2041**

### **A RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT FOR THE CITY ADMINISTRATOR OF THE CITY OF WEST BRANCH, IOWA.**

WHEREAS, the City of West Branch, Iowa has appointed Adam Kofoed as the City Administrator with an employment start date of November 30, 2021; and,

WHEREAS, the City Council wishes to approve an Employment Agreement with the City Administrator, (Adam Kofoed) for setting the salary, benefits, and other requirements.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of West Branch, Iowa hereby approves said the Employment Agreement and authorizes the Mayor to execute said agreement.

PASSED AND APPROVED, this 4<sup>th</sup> day of October, 2021.

---

Roger Laughlin, Mayor

Attest:

---

Leslie Brick, City Clerk

## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is entered into as of this 4th day of October, 2021, by the City of West Branch, Iowa (hereafter the "City") and Adam Kofoed (hereafter the "Employee").

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to employ the services of an individual to be the City Administrator of the City to direct the day-to-day operations of the City; and

WHEREAS, the City has advertised for candidates for the position of City Administrator and conducted interviews for the same;

WHEREAS, the City desires to employ the Employee as the City Administrator and the Employee desires to accept the position of City Administrator for the City under the terms and conditions outlined below.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, the City and Employee agree as follows:

1. Duties. The City agrees to employ Employee as the City Administrator to perform the duties outlined in applicable law and ordinance and the job description approved by the West Branch City Council (the "City Council") for the position of City Administrator.
2. Compensation. The Employee's starting salary shall be set at \$92,000, per year, commencing on the 30th day of November, 2021 (the "Commencement Date"). All compensation shall be paid to Employee in the same manner as all employees of the City.
3. Performance Evaluation. Employee will receive a performance evaluation after six (6) months from the commencement date of employment with the City and shall thereafter receive an annual performance evaluation by the City Council. After a positive six-month review, salary will increase to \$95,000.00. After the annual performance evaluation, the City Council shall recommend a salary adjustment for the City Administrator that will be reviewed by the City Council. Performance evaluation shall utilize a process, criteria and format that are mutually agreeable to the parties to this Agreement.
4. Termination of Employment. The Employee shall serve at the will of the City Council and may be terminated with or without cause at any time. Any of the following would constitute termination with cause and would void any requirements for the payment of severance as discussed below:
  - a. Willful neglect of duty as defined by the Employee's failure to perform properly according to the professional International City/County Management Association ("ICMA") standards for city administration or the ICMA Code of Ethics.

- b. Gross inefficiency or incompetence in office that is not corrected after reasonable notice by the City Council. In the event that the City Council believes that the Employee is operating with gross inefficiency or incompetence, the City Council shall first give the Employee a written corrective action plan and a timeline to take corrective action prior to termination for gross inefficiency or incompetence.
- c. Malfeasance in office as defined as a legal term for intentionally performing an illegal act.
- d. Failure to adhere to the standards of the West Branch Employee Handbook.

Should the City Council terminate the employment of Employee without cause, the Employee will receive four (4) month's severance pay and benefits. For purposes of severance, accrued vacation pay would be included but accrued sick time will not be included in any severance package.

If the Employee decides to terminate employment with the City without cause, the Employee shall provide the City sixty (60) days written notice of the same delivered to the City Clerk.

4. Thirty (30) day period to address Unsatisfactory Performance Evaluation. In the event the Employee should receive an unsatisfactory performance evaluation, the City Council shall provide the Employee with a thirty (30) day period to resolve any issues or problems relating to the Employee's performance evaluation prior to taking any action to terminate the Employee. However, this 30-day period shall not apply to any malfeasance in office or any violation of the ICMA Code of Ethics.

5. Retirement Plan Contribution. The City shall contribute the amounts required by Iowa law to the Employee's Iowa Public Employees Retirement System ("IPERS") account in the normal manner of contribution for all city employees.

6. Insurance, Vacation, Holidays and Sick Leave. Employee will receive health & dental insurance, life and disability insurance, vacation, holiday and sick leave as follows:

- a. Employee will receive the same health & dental insurance and make the same amount of co-pays and out-of-pocket expenses as all other City employees.
- b. Employee will be credited with seven (7) working days of vacation at the Commencement Date.



- c. Employee will be granted the same number of holidays and shall accrue vacation at 4.92 hours per pay period with credit for seven years of employment.
- d. Employee will accrue sick leave at the same rate as other city employees pursuant to the City Employee Handbook.

7. Business Expenses. City will reimburse Employee for all reasonable employment-related expenses, including, but not limited to, meals, civic club memberships and subscriptions and other expenses allowed by the City Employee Handbook.

- a. City will reimburse the City of Garner for conference expenses previously paid on Employee's behalf up to \$1,600.00.

8. Automobile Expenses. Employee will be reimbursed for use of a personal vehicle while on City business outside of the City of West Branch at a mileage rate set forth by the Internal Revenue Service.

9. Cellphone. The City will provide Employee with a city-issued cellphone which will be compatible with the City's phone service and network. At the termination of employment, the cellphone shall be the property of the City and shall be returned to the City by the Employee.

10. Dues and Subscriptions. The City shall budget for and pay, up to the budgeted amount, the professional dues and subscriptions for the Employee that are deemed reasonable and necessary for the Employee's participation in national, state and/or local associations necessary and desirable for the Employee's continuing education. This shall specifically include payment of dues to the IMCA, Iowa City/County Management, Iowa League of Cities, and APA American Planning Association.

11. Travel. The City shall budget and pay, up to the budgeted amount and pursuant to the requirements outlined in the City Employee Handbook, necessary and reasonable registration, travel and subsistence expenses for Employee for professional and official travel, meetings, occasions adequate to the Employee's continuing professional education. Professional education events shall include the ICMA annual conference, the Iowa City/County Management Association conferences and the Iowa League of Cities conference.

12. Residency. Within 180 days after the Commencement Date, Employee expressly agrees that as a condition of employment to establish and reside within the corporate limits of the City of West Branch.

13. Moving and Relocation Expenses. Employee will provide two (2) quotations for services to move the Employee from the Employee's current residence to the Employee's residence within the City up to \$2500.00.

14. Outside Activities. The employment provided for by this Agreement shall be the Employee's sole employment. However, recognizing that outside consulting or teaching opportunities provide indirect benefits to the City, Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with or be a conflict of interest with Employee's responsibilities under this Agreement. Any such activities must be approved in advance by the City Council.

15. Indemnification. In addition to which is required under applicable federal and state law, the City shall indemnify, defend, save and hold the Employee harmless against any and all claims out of an act or omission in performance of the Employee's duty under this Agreement, unless the Employee's action are outside of the scope of the Employee's employment with the City.

16. Bonding. The City shall bear the full cost of any fidelity or any other bonds required by Employee under any applicable law or ordinance.

17. General Condition of Employment. In addition to the benefits cited herein, the City shall provide Employee with all benefits that apply to other City employees.

18. Binding Effect. This Agreement shall be governed by the laws of the State of Iowa and shall be binding upon the City and the Employee's successors in interest.

EMPLOYEE:

By:   
Adam Kofoed

Dated: Sep. 30, 2021

CITY:

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

ATTEST:

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

## ORDINANCE No. 783

### AN ORDINANCE AMENDING TITLE “ALL-TERRAIN VEHICLE AND SNOWMOBILES” CHAPTER 75

**WHEREAS**, the West Branch City Council finds it in the best interest of the residents of West Branch to have consistent laws within Cedar County that regulate the operation of All-terrain and Off-road Utility Vehicles on all City roads.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of West Branch, Cedar County, Iowa:

**Section 1: Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by repealing Title, “ALL-TERRAIN VEHICLE AND SNOWMOBILES”, Chapter 75 in its entirety and is hereby replaced with Title, “ALL-TERRAIN VEHICLE, OFF-ROAD VEHICLE AND SNOWMOBILES”, Chapter 75.

**75.01 PURPOSE.** The purpose of this chapter is to regulate the operation of all-terrain, off-road utility vehicles (excluding the Fire Department or Police Department all-terrain or off-road utility vehicles) and snowmobiles within the City of West Branch.

**75.02 DEFINITIONS.** For use in the chapter the following terms are defined:

1. “All-terrain Vehicle” as defined by Iowa Code Section 321I.1 means a motorized vehicle with not less than three (3) and not more than six (6) non-highway tires that is limited in engine displacement to less than one thousand two hundred cubic centimeters (1,200cc) and in total dry weight to less than one thousand two hundred (1,200) pounds and that has a seat or saddle designed to be straddled by the operator and handlebars for steering control.
2. “Off-road Utility Vehicle” as defined by Iowa Code Section 321I.1 means a motorized vehicle with not less than four (4) and not more than eight (8) non-highway tires or rubberized tracks that have a seat that is of a bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control. “Off-road Utility Vehicle” includes the following vehicles:
  - A. “Off-road Utility Vehicle—type 1” means an Off-road Utility Vehicle with a total dry weight of one thousand two hundred (1,200) pounds or less and a width of fifty (50) inches or less.
  - B. “Off-road Utility Vehicle—type 2” means an Off-road Utility Vehicle, other than a type 1 Off-road Utility Vehicle, with a total dry weight of two thousand (2,000) pounds or less, and a width of sixty-five (65) inches or less.
  - C. “Off-road Utility Vehicle—type 3” means an Off-road Utility Vehicle with a total dry weight of more than two thousand (2,000) pounds or a width of more than sixty-five (65) inches, or both.
3. “Snowmobile” as defined by Iowa Code Section 321G.1 means a motorized vehicle weighing less than one thousand pounds which uses sled-type runners or skis, endless belt-type tread with a width of forty-eight inches or less, or any combination of runners, skis, or tread, and is designed for travel on snow or ice. “Snowmobile” does not include an all-terrain vehicle or off-road utility vehicle, as defined in section



321I.1, which has been altered or equipped with runners, skis, belt-type tracks, or treads.

4. "Roadway" as defined by Iowa Code Section 321I.1 means that portion of a highway improved, designed, or ordinarily used for vehicular travel.

**75.03 GENERAL REGULATIONS, SNOWMOBILES.** No person shall operate a snowmobile within the City in violation of the provisions of Chapter 321G of the Code of Iowa or rules established by the Natural Resource Commission of the Department of Natural Resources governing their registration, numbering and equipment and manner of operation.

**75.04 PLACES OF OPERATION, SNOWMOBILES.** The operators of snowmobiles shall comply with the following restrictions as to where snowmobiles may be operated within the City:

1. Roadways. Snowmobiles shall be operated only upon roadways which have not been plowed during the snow season and on such other roadways as may be designated by resolution of the Council.
2. Exceptions. Snowmobiles may be operated on prohibited roadways only under the following circumstances:
  - A. Emergencies. Snowmobiles may be operated on any roadway in an emergency during the period of time when and at locations where snow upon the roadway renders travel by conventional motor vehicles impractical.
  - B. Direct Crossing. Snowmobiles may make a direct crossing of a prohibited roadway provided:
    - (1) The crossing is made at an angle of approximately ninety (90) degrees to the direction of the roadway and at a place where no obstruction prevents a quick and safe crossing;
    - (2) The snowmobile is brought to a complete stop before crossing the roadway;
    - (3) The driver yields the right-of-way to all on-coming traffic which constitutes an immediate hazard; and
    - (4) In crossing a divided roadway, the crossing is made only at an intersection of such roadway with another roadway.

**75.05 GENERAL REGULATIONS, ALL-TERRAIN VEHICLES AND OFF-ROAD UTILITY VEHICLES.** No person shall operate an all-terrain vehicle and/or off-road utility vehicle within the City in violation of this Chapter.

**75.06 OPERATION ON ROADWAYS, ALL-TERRAIN VEHICLES AND OFF-ROAD UTILITY VEHICLES.** A registered All-Terrain Vehicle or Off-road Utility Vehicle may be operated on City roadways pursuant to the restrictions in this ordinance and those restrictions imposed by the Code of Iowa. A person shall not operate an All-terrain vehicle or Off-road Utility Vehicle upon roadways in the City unless,

1. The operator has a valid driver's license and is at least 16 years of age.
2. A person under 18 years of age shall be required to take and pass an Iowa Department of Natural Resources approved ATV Education Course and must carry a valid safety certificate on board as proof that the Iowa Department of Natural Resources approved ATV Education Course was successfully completed.

3. Operation of an All-Terrain Vehicle and/or Off-road Utility Vehicle is only permitted on the roadway or shoulder, not in the ditch.

**75.07 UNLAWFUL OPERATION.** A person shall not operate an All-terrain Vehicle, Off-road Utility Vehicle and/or snowmobile under any of the following conditions.

1. At a rate of speed in excess of the speed limit of the roadway or thirty-five (35) miles per hour, whichever is less.
2. In a careless, reckless or negligent manner so as to endanger any person; cause injury or damage to person or property; or create unnecessary skidding or sliding or cause any wheel or wheels, ski or skis to unnecessarily lose contact with the ground.
3. Without a lighted headlight and taillight.
4. On public land, ice or snow in violation of official signs prohibiting such operation.
5. In any City park, playground or upon any other City-owned property without the express permission of the City.
6. Any portion of a meandered stream or the bed of a non-meandered stream has been identified as a navigable stream or river by the Iowa Department of Natural Resources and which is covered by water. This provision does not apply to designated riding areas, designated riding trails, construction vehicles engaged in lawful activity and or operation on ice.
7. Upon an operation railroad right of way. All-terrain Vehicles, Off-road Utility Vehicles and Snowmobiles may be driven directly across a railroad right-of-way only at an established crossing.
8. With more persons on the vehicle than it was designed to carry.
9. On any riding area or trail unless the trail is designated by signs as open to All-terrain, Off-Road Utility vehicle and/or snowmobile operation.

**75.08 REGISTRATION REQUIREMENT AND OTHER CONDITIONS.** Individuals who operate on roadways within the City of West Branch must register the All-terrain Vehicle, Off-road Utility Vehicle and/or Snowmobile with the Iowa Department of Natural Resources. The following conditions apply:

1. The owner of each All-terrain Vehicle or Off-road Utility Vehicle or Snowmobile shall be required to provide proof of ownership including but not limited to bill of sale, Iowa Department of Natural Resources registration or registration from the appropriate out-of-state authority, and Proof of Liability Insurance.
2. All-terrain Vehicles, Off-Road Utility Vehicles or Snowmobiles registered in Iowa are required to display their current registration decal and carry their certificate on board.
3. All-terrain Vehicles, Off-Road Utility Vehicles or Snowmobiles registered in another state are required to also display a valid Iowa Department of Natural Resources User Permit in addition to displaying their current registration decal and carrying their certificate on board.
4. Registration shall not be required for All-terrain Vehicles and/or Off-Road Utility Vehicles used exclusively as farm implements or as identified by the Code of Iowa.

**75.09 NEGLIGENCE.** The owner and operator of an All-terrain Vehicle, Off-Road Utility Vehicle or Snowmobile are liable for any injury or damage occasioned by the negligent operation of the All-terrain Vehicle, Off-Road Utility Vehicle or Snowmobile.

**75.10 ACCIDENT REPORTS.** Whenever an All-terrain Vehicle, Off-Road Utility Vehicle or Snowmobile is involved in an accident resulting in injury or death to anyone or property damage amounting to two hundred (\$200.00) dollars or more, either the operator or someone acting for the operator shall immediately notify a law enforcement officer and shall file an accident report in accordance with the Code of Iowa.

**75.11 PENALTIES.** Violation of this chapter will be punishable as a Simple Misdemeanor subject to a fine plus applicable court surcharge costs and/or up to 30 days in jail.

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|----------------------------------|---------------|
| 1. First Offense:                | \$100.00 fine |
| 2. Second Offense:               | \$200.00 fine |
| 3. Third and subsequent Offense: | \$300.00 fine |

**Section 2. Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

**Section 3. 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.

**Section 4. Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

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**Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2021**

First Reading:	October 4, 2021
Second Reading:	October 18, 2021
Third Reading:	November 1, 2021

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

## **SCHEDULE**

### **FOR**

## ***WASTEWATER TREATMENT FACILITY IMPROVEMENTS***

### ***WEST BRANCH, IOWA***

December, 2021:	Meet with City to Discuss 90% Plans & Specs
January 17, 2022:	Council Sets Public Hearing Date and Bid Date
January 17, 2022:	Plans and Specifications Available
January 17, 2022:	V&K Post Notice to Bidders
February 1, 2022:	Pre-Bid Meeting at City Hall
February 7, 2022:	City Publishes Notice of Public Hearing
February 10, 2022:	Receive Bids for Project
February 21, 2022:	Public Hearing & Award Contract
March 11, 2022:	Notice to Proceed
April/May 2022:	First Draw on SRF Loan
June 16, 2023:	Final Completion Date
August 1, 2023:	Compliance Date for New Effluent Limits
December 1, 2023:	First Payment Due on SRF Loan