



**CITY COUNCIL MEETING NOTICE**  
**MONDAY, DECEMBER 20, 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. Swearing in of the re-elected Mayor and City Council Members.
6. Approve Agenda. /Move to action.
7. Approve Consent Agenda/Move to action.
  - a. Minutes from the December 6, 2021 City Council regular meeting.
  - b. Records Destruction – Community State Bank check drafts
  - c. Claims and October Monthly Financial Report
8. Communications/Open Forum
  - a. Nick Shimmin, West Branch Public Library Strategic Plan 2022-2024
9. Public Hearing/Non-Consent Agenda
  - a. Third Reading Ordinance 785 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.
  - b. Second Reading Ordinance 786 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”. / Move to action.
  - c. Second Reading Ordinance 787 – Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”. / Move to action.
  - d. First Reading Ordinance 789 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”. / Move to action.
  - e. Public Hearing – For the public inspection on the proposed “Code of Ordinances of the City of West Branch, Iowa.”
  - f. First Reading Ordinance 788 – Adopting the “Code of Ordinances of the City of West Branch, Iowa. / Move to action.
  - g. Resolution 2061 – Approving annual insurance renewals with Wellmark Blue Cross and Blue Shield for health and dental insurance. / Move to action.
  - h. Resolution 2062 – Approving the Site Plan for Dawson Plaza (Lots 1, 2 & 3) of the Meadows Part 4A, West Branch, Iowa. / Move to action.
  - i. Resolution 2063 – Approve the annual agreement in the amount of \$8,640 with the U.S. Geological Survey for the ongoing operation and maintenance of the Streamflow Gaging located on the Wapsinonoc Creek at College Street. /Move to action.
10. Discussion – Fireworks contract for Hoover’s Hometown Days 2022
11. Discussion – Draft Strategic Goals and Priorities
12. City Administrator Report
13. City Attorney Report
14. City Engineer Report
15. City Staff Reports
16. Comments from Mayor and Council Members
17. Motion to adjourn.

*(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**

**December 6, 2021  
7:00 p.m.**

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

## **APPROVE THE AGENDA**

Motion by Dean, second by Miller to approve the Agenda. Motion carried on a voice vote.

## **APPROVE CONSENT AGENDA**

Minutes from the November 15, 2021 City Council regular meeting.

Approve a Class C Liquor License with Sunday Sales privileges for Hazelhasky, LLC dba Herb & Lou's – 105 N. Downey St., West Branch, Iowa.

Approve Gavin Hills as a Volunteer Firefighter with the West Branch Fire Department.

Approve a Zumba instruction contract with Abby Noelck.

Approve an Amendment of Solicitation for snow removal services and intrusion alarm police response with the United States DOI, National Park Service and Herbert Hoover National Historic Site.

Claims & September Monthly Financial Report.

EXPENDITURES	12/6/2021	
AERO RENTAL INC	BOOM LIFT RENTAL-LIGHT HANGING	504.25
ALATORRE LLC	WINDOW CLEANING CITY BLDG	120.00
AMAZON.COM.CA, INC.	WINDSHIELD COVER	29.79
BAKER & TAYLOR INC.	BOOKS	518.97
CHAUNCEY BUTLER POST 514	FLAGS FOR PARKS, TOWN HALL	151.00
CJ COOPER & ASSOCIATES	ANNUAL ADMIN FEE FOR 2022	235.00
CROELL, INC.	CASEY'S LOT CONCRETE	8,873.88
D&R PEST CONTROL	PEST CONTROL - LIBRARY	45.00
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	637.36
DIRK WIENEKE	PARKS MAINTENANCE	3,350.00
DORSEY & WHITNEY LLP	LEGAL FEES-WW TREATMENT FACILITY	4,000.00
ECONO SIGNS LLC	REPLACE COLLEGE ST SIGNS INTERSECTIONS	62.70
EMYLEE & RYAN HARNEY	BLDG INCENTIVE PAYMENT	857.48
GRIEBAHN INDUSTRIES INC	NAMEPLATES - KOFOED, BRICK	84.00
HAWKINS INC	CHEMICALS FOR WATER PLANT	3,165.98
HI-LINE INC	SAFETY PPE	224.97
IOWA CODIFICATION INC	CODE UPDATE	2,260.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	91.80
JOHN DEERE FINANCIAL	SUPPLIES FOR PARKS, PW	374.34
JOURNEYED COM INC	MICROSOFT OFFICE SUBSCR LIBRARY	168.07
KAYLA CRIST	BASKETBALL FEE REFUND - 1ST GRADE	20.00
KNOCHE, REBECCA	BUSINESS MEAL	83.10
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,641.53
LYNCH'S PLUMBING INC	BRINE COOKER BUILD	23.50
MACQUEEN EQUIPMENT	PART FOR OSHKOSH	307.74
MEDIACOM	CABLE SERVICES	41.90
MENARDS	BLDG SUPPLIES	74.52
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
MPH INDUSTRIES INC	RADAR	1,999.00
OLSON, KEVIN D	LEGAL SERVICES DEC 2021	1,500.00
ORIENTAL TRADING CO. INC.	RECREATION SUPPLIES	300.29
POLICE LEGAL SCIENCES, INC	LEGAL TRAINING RENEWAL 2022	180.00
PORT 'O' JONNY INC.	SERVICE-CEMETERY	106.50
QUILL CORP	OFFICE SUPPLIES	200.05
ROCHA LAWN CARE	LAWN MOWING-NUISANCE	928.00

STATE INDUSTRIAL PRODUCTS	LIFT STATION CLEANING CHEMICAL	236.00
TERRACON CONSULTANTS INC	WW TREATMENT ENGINEERING FEE	8,350.00
THE GAZETTE	GAZETTE SUBSCRIPTION - LIBRARY	231.40
USA BLUE BOOK	CHEMICALS FOR TESTING WATER	398.11
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	32,959.10
WEST BRANCH COMMUNITY DEV	CHRISTMAS PAST CARRIAGE RIDES	3,000.00
ZIPPY'S SALT BARN LLC	FIRE BLEND ICE MELT	9,217.10
TOTAL		87,752.43
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	11/26/2021	53,949.15
PAID BETWEEN MEETINGS		
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES - FIRE	91.99
BUSINESS RADIO SALES	POWER SUPPLY SERVICE	207.50
CEDAR COUNTY COOPERATIVE	FUEL - FIRE	1,134.25
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	69.11
HOTSYS CLEANING SYSTEMS	SALT LICK - ROAD SALT REMOVER	251.00
LYNCH'S EXCAVATING INC	CONCRETE REMOVAL CASEY'S LOT	3,505.00
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR - EMERGENCY	4,180.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - ADMIN	500.00
QUILL CORP	OFFICE SUPPLIES	9.44
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	4,059.11
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - LIBRARY	100.00
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	116.88
VERIZON WIRELESS	VERIZON WIRELESS SERVICE	374.99
FIDELITY BANK & TRUST	STOP PAYMENT FEE	30.00
GLOBAL PAYMENTS	OCTOBER CREDIT CARD FEES	451.00
TOTAL		15,080.27
GRAND TOTAL EXPENDITURES		156,781.85

FUND TOTALS		
001 GENERAL FUND	42,442.67	
022 CIVIC CENTER	44.55	
031 LIBRARY	10,555.16	
110 ROAD USE TAX	29,538.60	
112 TRUST AND AGENCY	13,356.05	
321 WIDENING WAPSI CREEK @ BE	985.50	
324 WW TREATMT FAC IMP 2021	41,500.00	
326 ROUNDABOUT MAIN & CEDAR-J	744.00	
327 SPONS WATER QUAL IMP 2021	186.00	
600 WATER FUND	13,577.48	
610 SEWER FUND	3851.84	
GRAND FUND TOTAL	156,781.85	

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

## COMMUNICATIONS / OPEN FORUM

### Brad Larson, Dawson Plaza Site Plan (initial review for comments)

Larson, part owner of The Meadow's Subdivision presented their site plan of a four unit building that would house Progressive Rehabilitation, a fitness center (leased and ran by Progressive Rehab) and two additional units that would be sold and/or leased. Larson said the proposed fitness center would fulfill a community need that would require a membership and have 24-hour access. Larson also said there was additional space within the fitness center that could be used (by the City) for organized fitness classes or other types of activities. Laughlin said that the developer has requested a TIF rebate for their project and was looking for some sort of Council direction before moving forward with the project to ensure its feasibility. Larson said preliminary estimates for the project are approximately \$1.5 million but that they were hoping to get some solid numbers in the coming weeks. The Council all seemed agreeable with some sort of TIF rebate agreement but Miller added that as the City continues to grow, the Council needs to develop a list of criteria for TIF rebates requests to ensure that it meets the needs of the City, that the request is reasonable and that all developers are treated

fairly and that no favoritism is perceived. Miller said that by developing a process and a list of criteria that must be met, will help the Council make sound decisions based on community need ahead of developer cost savings. The Council gave The Meadows an unofficial ‘nod’ to proceed with their project.

Pete Swisher, Superintendent, Herbert Hoover National Historic Site

Swisher gave his final presentation on the park’s flood mitigation project that was completed in 2021. Swisher said the creek restoration and detention area added in the prairie will help with future flood events in the park. Swisher thanked the City for their continued commitment of their part of the Wapsi Creek widening project which will further help with the flood mitigation.

Nick Shimmin, West Branch Public Library Annual Report S

Shimmin gave his annual report for 2021. Shimmin noted that this year’s report looks different than years past due to COVID-19 and how the library had to adapt to the changes in how the community interacts. Shimmin said this past year less programs were done, but more outdoor activities were encouraged.

**PUBLIC HEARING / NON-CONSENT AGENDA**

Second Reading Ordinance 785 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

Motion by Miller, second by Goodweiler to approve second reading of Ordinance 785. AYES: Miller, Goodweiler, Sexton. Stoolman, Dean. NAYS: None. Motion carried.

First Reading Ordinance 786 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”. / Move to action.

Council requested a map of the subdivision to accompany the second reading of the ordinance as a visual aid. Motion by Dean, second by Miller to approve first reading of Ordinance 786. AYES: Dean, Miller, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

First Reading Ordinance 787 – Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”. / Move to action.

Motion by Sexton, second by Goodweiler to approve first reading of Ordinance 787. AYES: Sexton. Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.

Resolution 2052 – Approving the submission of the City of West Branch FY21 Annual Financial Report to the State Auditor’s Office. / Move to action.

Motion by Dean, second by Goodweiler to approve Resolution 2052. AYES: Dean, Goodweiler, Stoolman, Sexton, Miller. NAYS: None. Motion carried.

Resolution 2057 – Approve Parkside Hills, Lot 9 Site Plan. / Move to action.

Laughlin commented that the site plan had been reviewed by the City Engineer, staff and approved by the Planning & Zoning Commission. The site plan will include multiple townhomes which will be serviced by a private drive and maintained by a homeowner’s association.

Motion by Goodweiler, second by Sexton approve Resolution 2057. AYES: Goodweiler, Sexton, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2058 – Approve Parkside Hills, Lot 12 Site Plan. /Move to action.

Laughlin commented that the site plan had been reviewed by the City Engineer, staff and approved by the Planning & Zoning Commission. The site plan will include multiple townhomes which will abut Sycamore Street (a new public street maintained by the City.)

Motion by Dean, second by Goodweiler to approve Resolution 2058. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.



Resolution 2059 – Directing the Clerk to publish notice of hearing on the adoption of the proposed “Code of Ordinances of the City of West Branch, Iowa”. / Move to action.

Laughlin said the Code review has been completed and the next step is to hold a public hearing on the adoption of the Code. Brick mentioned that the Code must be adopted by Ordinance and that the first reading of the ordinance will follow the public hearing to be held on December 20<sup>th</sup>.

Motion by Miller, second by Goodweiler to approve Resolution 2059. AYES: Miller, Goodweiler, Sexton, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2060 – Approving an employee salary adjustment. / Move to action.

Laughlin stated that due to this summer’s City Administrator vacancy, a performance evaluation was not given to Chief Hanna. Laughlin recommended that the Council honor the salary increase due to those circumstances. Motion by Goodweiler, second by Sexton to approve Resolution 2060. AYES: Goodweiler, Sexton, Stoolman, Miller, Dean. NAYS: None. Motion carried.

### **CITY ADMINISTRATOR REPORT**

Kofoed started with “it’s good to be home”, having just completed his first week as West Branch’s newest City Administrator. Kofoed advised the Council that he has tentatively scheduled January 10<sup>th</sup> as the first budget workshop for FY23. He added that the West Branch Volunteer Fire Department is experiencing the same issues state wide on the number of volunteers needed for responding to calls. He asked Gregory Norfleet of the West Branch Times to assist with recruitment efforts and said Fire Chief Stoolman was working a video to share on social media to encourage residents to consider volunteering their talents and time.

### **STAFF REPORTS**

Goodale said he is looking into the possibility of adding some lighting to the new pocket park underway on the former Casey’s lot. The lighting would illuminate the mural that will be erected in 2022.

### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Dean asked City Engineer Schechinger for an update on the Herbert Hoover/Cedar-Johnson Rd round-a-bout. Schechinger replied that the 28E agreement was being reviewed by Johnson County and that the final design is being worked on. Schechinger said the project is scheduled to be complete in 2022.

Miller questioned the progress on the condemnation of the Gaskill property (for the Wapsi Creek widening). Schechinger said they were still waiting on property appraisals.

Sexton requested that the tree located in front of 25 Greenview be removed in the spring to alleviate traffic confusion on the recently opened connection. The design, originally to create a type of round-a-bout has created a sharp turn which is difficult to navigate when heading south out of the subdivision. Sexton suggested the tree be removed and chip and seal be placed in the spring. He asked that in the meantime, signage be placed to direct car traffic appropriately.

### **ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:37 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 20, 2021
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<b>AGENDA ITEM:</b> Document Destruction - Checks
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> December 20, 2021
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### SUMMARY:

Fidelity Bank & Trust changed its routing number in November. The City of West Branch had to order new checks with the new routing number. This request is asking Council to approve the destruction of the checks with the old routing number that are now obsolete.

**City of West Branch  
RECORDS DESTRUCTION FORM**

Page 1 of 1

**CAUTION:** A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

<b>Departmental Destruction</b>		<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied.  <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied.
Date of Records Destruction:	December 01, 2021	
Department Name:	Admin/Clerk	
Destruction Method:  Shredding <u>  X  </u> Discard <u>      </u> Outside Vendor <u>      </u>		
Destruction Witness:		
Heidi Van Auker		

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
Checks with old routing no. 039288 to 039518	NA	NA	Financial

**INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM**

1. Fill in the department name and date.
2. Locate a description of your records in the Records Retention Schedule and record.
3. Enter the description of the records in the "Description of Records" column.
4. Fill in the "Inclusive Dates" of the records. Please include month and year.
5. Fill in the "Retention Period" listed for the records in the Records Retention Schedule.
6. Fill in the "Record Type" of the records (for example, P= Paper, E=Electronic, etc.).
7. The completed *original* Records Destruction form must be maintained as a permanent record at the City Office.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 20, 2021
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<b>AGENDA ITEM:</b> Claims & October Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> December 15, 2021
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### SUMMARY:

Claims Report: These are routine expenditures that include payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day-to-day operational disclosures. For this payroll, we have the regular bi-weekly payroll and annual payroll for Council members and the Fire Department volunteers.

Monthly Financial Report: This report includes revenue, investments, expenditures, and balances for the month of October 2021.

**EXPENDITURES****12/20/2021**

ADAM KOFOED	MOVING EXP REIMBURSEMENT	2,500.00
AMAZON	VARIOUS ITEMS	684.07
AT & T MOBILITY	WIRELESS SERVICE	344.44
BAKER & TAYLOR INC.	BOOKS	538.86
BARNHART'S CUSTOM SERVICES	ORANGE ST & SHED PARKING LOT	1,107.00
BROWN'S WEST BRANCH FORD	2022 FORD TRUCK FOR PW	49,275.00
CATHERINE STEEN	FLU SHOT REIMBURSEMENT	25.00
CEDAR COUNTY AUDITOR	CITY/SCHOOL ELECTION SERVICES	2,448.27
CEDAR COUNTY RECORDER	RECORDING FEES	40.00
CITY OF GARNER	KOFOED ICMA CONF REIMBURSEMENT	1,628.52
CROELL, INC.	CASEY'S LOT PARKING CONCRETE	1,260.50
DAVE'S WELDING & REPAIR	TRUCK REPAIR - AIR LINE	28.50
HEIDI VAN AUKEN	MILEAGE/PARKING REIMBURSEMENT	27.40
HI-LINE INC.	BRINE TANKS TRUCK WIRING	1,641.94
ICMA	ICMA 2022 MEMBERSHIP RENEWAL	736.00
IMWCA	IMWCA MONTHLY PAYMENT	2,296.00
IOWA LIBRARY ASSOCIATION	KNOCHE ILA DUES 2022	300.00
IOWA POLICE CHIEFS ASSOC	MEMBERSHIP RENEWAL 2022	125.00
JAYME CILEK	CLEANING SERVICES	180.00
JOHANN'S, DEREK OR SARAH	BLDG INCENTIVE PAYMENT	929.03
JOHNSON COUNTY AUDITOR	CITY/SCHOOL ELECTION FEES	560.15
JOHNSON COUNTY REFUSE INC.	GARBAGE CONTRACT	16,387.75
KANOPY	ON DEMAND VIDEO SERVICE	36.00
LYNCH'S PLUMBING INC.	BRINE SETUP	28.60
MATT PARROTT INC.	PRINTING LASER CHECKS	403.53
MUNICIPAL SUPPLY INC.	WATER METERS: NEW AND REPLACE	10,050.00
OASIS ELECTRIC LLC	LEAF VAC REPAIR	145.22
OVERDRIVE INC.	DIGITAL BOOKS	370.82
PLASTIC RECYCLING OF IOWA	BENCHES	3,170.00
PLAY IT AGAIN SPORTS	YOUTH SPORTS EQUIPMENT	519.80
PLUNKETT'S PEST CONTROL	PEST CONTROL-CITY OFFICE	89.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	123.00
PREMIER PARTS TIPTON	TRUCK MAINTENANCE PARTS	254.68
PUTNAM MUSEUM	LIBRARY ANNUAL MEMBERSHIP	80.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	OFFICE SUPPLIES	37.41
STATE HYGIENIC LAB	LAB ANALYSIS	54.00
STATE INDUSTRIAL PRODUCTS	LIFT STATION CLEANING CHEMICAL	162.15
U.S. POSTAL SERVICE	LIB ANNUAL PO BOX RENTAL	92.00
URMIE, TAMI	TOWN HALL RESERVATION REFUND	130.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	872.54
USA BLUE BOOK	SUPPLIES FOR WATER & SEWER	216.41
USA TODAY	ANNUAL SUBSCRIPTION FOR LIBRARY	338.81
WEST BRANCH COMM SCHOOLS	YOUTH VOLLEYBALL GYM RENTAL	1,225.00
WEST BRANCH REPAIRS	VEHICLE SERVICE - POLICE	54.60

WEST BRANCH TIMES	LEGAL PUBLICATIONS	753.17
<b>TOTAL</b>		<b>103,029.17</b>
REGULAR PAYROLL		42,451.45
COUNCIL ANNUAL PAYROLL		12,293.23
FIRE ANNUAL PAYROLL		43,471.99
<b>PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS</b>	<b>12/10/2021</b>	<b>98,216.67</b>
<b>PAID BETWEEN MEETINGS</b>		
ALLIANT ENERGY	ALLIANT ENERGY	12,297.32
APPARATUS TESTING SERVICE	FIRE PUMP CERTIFICATION TEST	615.25
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	253.99
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	25.20
HEIMAN FIRE EQUIP	BOOTS, GLOVES FOR FIRE DEPT	1,075.58
JT INTERNATIONAL	HHTD INFLATABLES DEPOSIT	3,000.00
LINN COUNTY REC	STREET LIGHTS	213.10
STRYKER SALES CORP	MEDICAL SUPPLIES	1,934.60
WEST BRANCH REPAIRS	BATTERIES REPLACEMENT FIRE DEPT	208.70
WEX BANK	VEHICLE FUEL	1,355.26
GLOBAL PAYMENTS	NOVEMBER CREDIT CARD FEES	469.22
ROSAURA MARTINEZ	UB REFUND	43.71
TREASURER STATE OF IOWA	WET TAX PAYMENT	2,268.00
TREASURER STATE OF IOWA	SALES TAX PAYMENT	945.00
<b>TOTAL</b>		<b>24,704.93</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>225,950.77</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		129,634.53
022 CIVIC CENTER		791.24
031 LIBRARY		8,375.74
036 TORT LIABILITY		2,065.82
110 ROAD USE TAX		23,210.12
112 TRUST AND AGENCY		9,480.53
600 WATER FUND		37,059.94
610 SEWER FUND		15,332.85
<b>GRAND FUND TOTAL</b>		<b>225,950.77</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	IOWA POLICE CHIEFS ASSOCIATION	MEMBERSHIP RENEWAL 2022	125.00
		WEST BRANCH REPAIRS	VEHICLE SERVICE - POLICE	54.60
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL-POLICE	35.00
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	54.00
		CATHERINE STEEN	FLU SHOT	25.00
		AT & T MOBILITY	WIRELESS SERVICE	344.44
			TOTAL:	638.04
FIRE OPERATION	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6.00
			TOTAL:	6.00
ROADS AND STREETS	GENERAL FUND	BROWN'S WEST BRANCH FORD LLC	2022 FORD SUPER DUTY F550	12,500.00
			TOTAL:	12,500.00
PARK & RECREATION	GENERAL FUND	PLASTIC RECYCLING OF IOWA FALLS INC WEST BRANCH COMMUNITY SCHOOLS	BENCHES	3,170.00
			YOUTH VOLLEYBALL GYM RENTA	15.00
			YOUTH VOLLEYBALL GYM RENTA	37.50
			YOUTH BASKETBALL GYM RENTA	120.00
			MENS BASKETBALL GYM RENTAL	540.00
			ADULT SPORTS GYM RENTAL	512.50
		PORT 'O' JONNY INC. US BANK CORPORATE CARD	SERVIC E-WAPSI PARK	123.00
			CREDIT CARD PURCHASES	179.00
			CREDIT CARD PURCHASES	12.00
			CREDIT CARD PURCHASES	25.97
			CREDIT CARD PURCHASES	465.83
		PLAY IT AGAIN SPORTS	YOUTH SPORTS EQUIPMENT	519.80
			TOTAL:	5,720.60
ECONOMIC DEVELOPMENT	GENERAL FUND	JOHANNNS, DEREK OR SARAH	BLDG INCENTIVE PAYMENT	929.03
			TOTAL:	929.03
CLERK & TREASURER	GENERAL FUND	CEDAR COUNTY AUDITOR MATT PARROTT/STOREY KENWORTHY PLUNKETT'S PEST CONTROL INC US BANK CORPORATE CARD JOHNSON COUNTY AUDITOR ICMA	CITY/SCHOOL ELECTION SERVI	2,448.27
			PRINTING LASER CHECKS	403.53
			PEST CONTROL-CITY OFFICE	27.00
			CREDIT CARD PURCHASES	54.75
			CITY/SCHOOL ELECTION FEES	560.15
			ICMA 2022 MEMBERSHIP RENEW	736.00
		HEIDI VAN AUKEN JAYME CILEK CITY OF GARNER ADAM KOFOED	MILEAGE/PARKING REIMBURSEM	27.40
			CLEANING SERVICES	72.00
			KOFOED ICMA CONF REIMBURSE	1,628.52
			CA MOVING EXP REIMBURSEMEN	2,500.00
			TOTAL:	8,457.62
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES CEDAR COUNTY RECORDER	LEGAL PUBLICATIONS	753.17
			RECORDING FEES	40.00
			TOTAL:	793.17
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	FEE FOR MISSING CARTS	100.00
			RECYCLING & TRASH NOV 2021	16,287.75
			TOTAL:	16,387.75
LOCAL CABLE ACCESS	GENERAL FUND	US BANK CORPORATE CARD	CREDIT CARD PURCHASES	6.00
			TOTAL:	6.00
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC URMIE, TAMI	PEST CONTROL-TOWN HALL	27.00
			TOWN HALL RESERVATION REFU	130.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		JAYME CILEK	CLEANING SERVICES	108.00
			TOTAL:	265.00
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL BOOKS	370.82
		U.S. POSTAL SERVICE	LIB ANNUAL PO BOX RENTAL	92.00
		USA TODAY	ANNUAL SUBSCRIPTION	338.81
		QUILL CORP	OFFICE SUPPLIES	16.59
			OFFICE SUPPLIES	10.41
			OFFICE SUPPLIES	10.41
		IOWA LIBRARY ASSOCIATION	KNOCHE ILA DUES 2022	95.00
			SCHAFER ILA DUES 2022	90.00
			SHIMMIN ILA DUES 2022	115.00
		BAKER & TAYLOR INC.	BOOKS	239.46
			BOOKS	299.40
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	38.99
		AMAZON	VARIOUS ITEMS	241.83
			VARIOUS ITEMS	124.98
			VARIOUS ITEMS	122.29
			VARIOUS ITEMS	15.99
		PUTNAM MUSEUM & IMAX THEATRE	LIBRARY ANNUAL MEMBERSHIP	80.00
		KANOPY	ON DEMAND VIDEO SERVICE	36.00
			TOTAL:	2,337.98
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	LYNCH'S PLUMBING INC	BRINE SETUP	28.60
		BARNHART'S CUSTOM SERVICES LLC	ORANGE ST & SHED PARKING L	432.00
		OASIS ELECTRIC LLC	LEAF VAC REPAIR	145.22
		DAVE'S WELDING & REPAIR	TRUCK REPAIR - AIR LINE	28.50
		US BANK CORPORATE CARD	CREDIT CARD PURCHASES	30.00
		CROELL, INC.	CASEY'S LOT PARKING CONCRE	1,260.50
		BROWN'S WEST BRANCH FORD LLC	2022 FORD SUPER DUTY F550	12,500.00
		HI-LINE INC	BRINE TANKS TRUCK WIRING	70.90
			TRUCK REPAIR - HYDRAULIC H	1,571.04



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PREMIER PARTS TIPTON	TRUCK MAINTENANCE PARTS	230.75
			LEAF VAC REPAIR PARTS	23.93
			TOTAL:	16,321.44
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER METERS: NEW AND REPL	10,050.00
		STATE HYGIENIC LAB	LAB ANALYSIS	54.00
		BARNHART'S CUSTOM SERVICES LLC	ORANGE ST & SHED PARKING L	675.00
		IMWCA	WORK COMP - WATER	162.06
		BROWN'S WEST BRANCH FORD LLC	2022 FORD SUPER DUTY F550	15,500.00
		USA BLUE BOOK	SUPPLIES FOR WATER & SEWER	108.21
			TOTAL:	26,549.27
SEWER OPERATING	SEWER FUND	QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
		IMWCA	WORK COMP - SEWER	68.12
		BROWN'S WEST BRANCH FORD LLC	2022 FORD SUPER DUTY F550	8,775.00
		STATE INDUSTRIAL PRODUCTS	LIFT STATION CLEANING CHEM	162.15
		AMAZON	VARIOUS ITEMS	178.98
		USA BLUE BOOK	SUPPLIES FOR WATER & SEWER	108.20
			TOTAL:	10,051.45

===== FUND TOTALS =====		
001	GENERAL FUND	45,438.21
022	CIVIC CENTER	265.00
031	LIBRARY	2,337.98
036	TORT LIABILITY	2,065.82
110	ROAD USE TAX	16,321.44
600	WATER FUND	26,549.27
610	SEWER FUND	10,051.45
-----		
	GRAND TOTAL:	103,029.17
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<b>BANK TO BOOK RECONCILIATION</b>				
<b>10/31/2021</b>				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 5,087,334.95
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 29,190.60
	<b>SUB TOTAL</b>			<b>\$ 5,116,525.55</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	\$ 97,116.91
	GEN FUND-STREETScape-ACCIONA DONATION	UICCU-1022	12/6/2021	\$ 6,992.35
	LIBRARY-HANSEN CD DONATION	UICCU-1025	8/1/2022	\$ 55,201.17
	LIBRARY-HANSEN CD DONATION	UICCU-1026	9/2/2022	\$ 51,038.68
	LIBRARY-HANSEN CD DONATION	UICCU-1027	9/2/2022	\$ 23,926.50
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	UICCU-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,511.67
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,332.81
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>			<b>\$ 270,259.92</b>
	<b>SUB TOTAL</b>			<b>\$ 5,386,785.47</b>
	O/S DEPOSITS			\$ 694.86
LESS:	O/S CHECKS			\$ 18,883.48
	<b>ENDING BOOK BALANCE</b>			<b>\$ 5,368,596.85</b>

**CLERK'S REPORT FOR THE MONTH OF OCTOBER 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	\$ 1,217,201.49	\$ 5.00	\$ 1,217,206.49	\$ 458,277.06		\$ 110,637.47			\$ 1,564,846.08
** 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
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 6,992.35	\$ 6,992.35						\$ 6,992.35
PARK EQUIPMENT/RESERVE	\$ 1,500.00	\$ -	\$ 1,500.00						\$ 1,500.00
(022) CIVIC CENTER	\$ 41,999.56	\$ -	\$ 41,999.56	\$ 3,736.54		\$ 628.01			\$ 45,108.09
(027) MEMORIAL GARDEN PROJECT	\$ 314.00	\$ -	\$ 314.00						\$ 314.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (47,624.78)	\$ 91,178.42	\$ 43,553.64	\$ 2,154.50		\$ 24,075.61			\$ 21,632.53
(036) TORT LIABILITY	\$ (2,365.42)	\$ -	\$ (2,365.42)	\$ 15,253.13		\$ 17,094.82			\$ (4,207.11)
<b>SPECIAL REVENUE</b>									\$ -
(110) ROAD USE TAX	\$ 123,814.25	\$ -	\$ 123,814.25	\$ 27,871.07		\$ 59,948.81			\$ 91,736.51
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 198,943.19	\$ -	\$ 198,943.19	\$ 99,233.10		\$ 25,046.35			\$ 273,129.94
(119) EMERGENCY TAX FUND	\$ 7,292.13	\$ -	\$ 7,292.13	\$ 13,697.95					\$ 20,990.08
(121) LOCAL OPTION SALES TAX	\$ 242,283.00	\$ -	\$ 242,283.00	\$ 24,050.82					\$ 266,333.82
(125) TIF	\$ 240,483.13	\$ -	\$ 240,483.13	\$ 132,459.04					\$ 372,942.17
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									\$ -
(226) DEBT SERVICE	\$ 305,050.80	\$ -	\$ 305,050.80	\$ 107,912.16					\$ 412,962.96
<b>CAPITAL PROJECTS</b>									\$ -
(300) CAPITAL IMPROVEMENT RESERVE	\$ 9,245.69	\$ -	\$ 9,245.69	\$ 20,167.94					\$ 29,413.63
(302) ARPA NEU FUND	\$ 185,683.49	\$ -	\$ 185,683.49						\$ 185,683.49
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 17,077.20	\$ -	\$ 17,077.20			\$ 2,250.00			\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 173,912.82	\$ -	\$ 173,912.82						\$ 173,912.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (1,175.22)	\$ -	\$ (1,175.22)			\$ 1,740.00			\$ (2,915.22)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 161,008.48	\$ -	\$ 161,008.48			\$ 404.00			\$ 160,604.48
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (50,947.51)	\$ -	\$ (50,947.51)			\$ 808.00			\$ (51,755.51)
(324) WW TREATMT FAC IMP 2021	\$ 68,340.00	\$ -	\$ 68,340.00			\$ 17,490.00			\$ 50,850.00
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (12,657.40)	\$ -	\$ (12,657.40)			\$ 4,244.00			\$ (16,901.40)
<b>PERMANENT</b>									\$ -
(500) CEMETERY PERPETUAL FUND	\$ 29,190.60	\$ 97,116.91	\$ 126,307.51						\$ 126,307.51
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,040.74	\$ 51,040.74						\$ 51,040.74
(502) KROUTH INTEREST FUND	\$ -	\$ 23,926.50	\$ 23,926.50						\$ 23,926.50
<b>ENTERPRISE</b>									\$ -
(600) WATER FUND	\$ 152,323.90	\$ -	\$ 152,323.90	\$ 56,627.61		\$ 49,529.18	\$ 5,095.00		\$ 154,327.33
(603) WATER SINKING FUND	\$ 20,377.92	\$ -	\$ 20,377.92	\$ -	\$ 5,095.00				\$ 25,472.92
(610) SEWER FUND	\$ 379,119.36	\$ -	\$ 379,119.36	\$ 61,945.52		\$ 12,709.25	\$ 21,801.50		\$ 406,554.13
(611) SEWER FUND SPECIAL	\$ 218,028.00	\$ -	\$ 218,028.00	\$ -	\$ 21,801.50				\$ 239,829.50
(740) STORM WATER UTILITY	\$ 87,231.89	\$ -	\$ 87,231.89	\$ 5,112.00					\$ 92,343.89
(950) BC/BS FLEXIBLE BENEFIT	\$ (1,478.55)		\$ (1,478.55)						\$ (1,478.55)
<b>TOTAL</b>	<b>\$ 4,396,443.99</b>	<b>\$ 270,259.92</b>	<b>\$ 4,666,703.91</b>	<b>\$ 1,028,498.44</b>	<b>\$ 26,896.50</b>	<b>\$ 326,605.50</b>	<b>\$ 26,896.50</b>	<b>\$ -</b>	<b>\$ 5,368,596.85</b>
<b>O/S CHECKS</b>			<b>\$2,644.28</b>						<b>\$18,883.48</b>
<b>O/S DEPOSIT</b>			<b>\$431.76</b>						<b>\$694.86</b>
<b>BANK STATEMENT BALANCE</b>			<b>\$4,668,916.43</b>						<b>\$5,386,785.47</b>

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	1,710,788.36	458,277.06	110,637.47	2,058,427.95	0.00	0.00	2,058,427.95
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	41,999.56	3,736.54	628.01	45,108.09	0.00	0.00	45,108.09
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	43,553.64	2,154.50	24,075.61	21,632.53	0.00	0.00	21,632.53
036-TORT LIABILITY	( 2,365.42)	15,253.13	17,094.82	( 4,207.11)	0.00	0.00	( 4,207.11)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	123,814.25	27,871.07	59,948.81	91,736.51	0.00	0.00	91,736.51
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	198,943.19	99,233.10	25,046.35	273,129.94	0.00	0.00	273,129.94
119-EMERGENCY TAX FUND	7,292.13	13,697.95	0.00	20,990.08	0.00	0.00	20,990.08
121-OPTION TAX	242,283.00	24,050.82	0.00	266,333.82	0.00	0.00	266,333.82
125-T I F	240,483.13	132,459.04	0.00	372,942.17	0.00	0.00	372,942.17
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	305,050.80	107,912.16	0.00	412,962.96	0.00	0.00	412,962.96
300-CAPITAL IMPROV. RESERVE	9,245.69	20,167.94	0.00	29,413.63	0.00	0.00	29,413.63
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	185,683.49	0.00	0.00	185,683.49	0.00	0.00	185,683.49
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	17,077.20	0.00	2,250.00	14,827.20	0.00	0.00	14,827.20
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	( 1,175.22)	0.00	1,740.00	( 2,915.22)	0.00	0.00	( 2,915.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	161,008.48	0.00	404.00	160,604.48	0.00	0.00	160,604.48
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	( 50,947.51)	0.00	808.00	( 51,755.51)	0.00	0.00	( 51,755.51)
324-WW TREATMT FAC IMP 2021	68,340.00	0.00	17,490.00	50,850.00	0.00	0.00	50,850.00
327-SPONS WATER QUAL IMP 2021	( 12,657.40)	0.00	4,244.00	( 16,901.40)	0.00	0.00	( 16,901.40)
500-CEMETERY PERPETUAL FUND	126,307.51	0.00	0.00	126,307.51	0.00	0.00	126,307.51
501-KROUTH PRINCIPAL FUND	51,040.74	0.00	0.00	51,040.74	0.00	0.00	51,040.74

CITY OF WEST BRANCH  
MTD TREASURERS REPORT  
AS OF: OCTOBER 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	23,926.50	0.00	0.00	23,926.50	0.00	0.00	23,926.50
600-WATER FUND	152,323.90	56,627.61	54,624.18	154,327.33	0.00	0.00	154,327.33
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	20,377.92	5,095.00	0.00	25,472.92	0.00	0.00	25,472.92
610-SEWER FUND	379,119.36	61,945.52	34,510.75	406,554.13	0.00	0.00	406,554.13
611-SEWER FUND SPECIAL	218,028.00	21,801.50	0.00	239,829.50	0.00	0.00	239,829.50
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	87,231.89	5,112.00	0.00	92,343.89	0.00	0.00	92,343.89
950-BC/BS FLEXIBLE BENEFIT	( 1,478.55)	0.00	0.00	( 1,478.55)	0.00	0.00	( 1,478.55)
GRAND TOTAL	4,666,703.91	1,055,394.94	353,502.00	5,368,596.85	0.00	0.00	5,368,596.85

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

CITY OF WEST BRANCH  
YTD TREASURER'S REPORT  
AS OF: OCTOBER 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	773,659.40	462,463.64	2,058,427.95	0.00	0.00	2,058,427.95
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	6,159.30	4,335.00	45,108.09	0.00	0.00	45,108.09
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	2,786.77	76,980.33	21,632.53	0.00	0.00	21,632.53
036-TORT LIABILITY	33,009.62	22,531.99	59,748.72	( 4,207.11)	0.00	0.00	( 4,207.11)
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	127,512.11	305,233.79	91,736.51	0.00	0.00	91,736.51
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	146,540.09	89,192.44	273,129.94	0.00	0.00	273,129.94
119-EMERGENCY TAX FUND	762.47	20,227.61	0.00	20,990.08	0.00	0.00	20,990.08
121-OPTION TAX	175,622.55	90,711.27	0.00	266,333.82	0.00	0.00	266,333.82
125-T I F	143,547.46	229,394.71	0.00	372,942.17	0.00	0.00	372,942.17
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	162,242.30	0.00	412,962.96	0.00	0.00	412,962.96
300-CAPITAL IMPROV. RESERVE	0.00	29,413.63	0.00	29,413.63	0.00	0.00	29,413.63
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	185,683.49	0.00	185,683.49	0.00	0.00	185,683.49
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	35,250.00	14,827.20	0.00	0.00	14,827.20
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	3,480.00	( 2,915.22)	0.00	0.00	( 2,915.22)
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	4,675.00	160,604.48	0.00	0.00	160,604.48
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	13,452.62	( 51,755.51)	0.00	0.00	( 51,755.51)
324-WW TREATMT FAC IMP 2021	62,510.00	40,810.00	52,470.00	50,850.00	0.00	0.00	50,850.00
327-SPONS WATER QUAL IMP 2021	( 6,524.60)	0.00	10,376.80	( 16,901.40)	0.00	0.00	( 16,901.40)
500-CEMETERY PERPETUAL FUND	126,078.58	228.93	0.00	126,307.51	0.00	0.00	126,307.51
501-KROUTH PRINCIPAL FUND	51,008.10	32.64	0.00	51,040.74	0.00	0.00	51,040.74

CITY OF WEST BRANCH  
YTD TREASURERS REPORT  
AS OF: OCTOBER 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	14.33	0.00	23,926.50	0.00	0.00	23,926.50
600-WATER FUND	162,777.76	226,430.31	234,880.74	154,327.33	0.00	0.00	154,327.33
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	20,380.00	0.00	25,472.92	0.00	0.00	25,472.92
610-SEWER FUND	339,461.60	258,444.13	191,351.60	406,554.13	0.00	0.00	406,554.13
611-SEWER FUND SPECIAL	150,915.50	88,914.00	0.00	239,829.50	0.00	0.00	239,829.50
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	21,608.18	55,874.77	92,343.89	0.00	0.00	92,343.89
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	2,453,725.19	1,599,765.45	5,368,596.85	0.00	0.00	5,368,596.85

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



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

33.33%

<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>					
POLICE DEPARTMENT					
GENERAL FUND	\$ 357,004.00	\$ 33,181.44	\$ 110,627.88	\$ 246,376.12	30.99%
TORT LIABILITY	\$ 12,102.00	\$ 418.26	\$ 9,741.07	\$ 2,360.93	80.49%
TRUST & AGENCY	\$ 83,466.00	\$ 8,502.56	\$ 28,744.14	\$ 54,721.86	34.44%
FIRE DEPARTMENT					
GENERAL FUND	\$ 259,000.00	\$ 5,309.55	\$ 15,439.76	\$ 243,560.24	5.96%
TORT LIABILITY	\$ 10,759.00	\$ 15,840.68	\$ 23,095.13	\$ (12,336.13)	214.66%
TRUST & AGENCY	\$ 18,992.00	\$ 1,285.71	\$ 5,142.84	\$ 13,849.16	27.08%
ANIMAL CONTROL	\$ 3,250.00	\$ -	\$ 16.25	\$ 3,233.75	0.50%
BUILDING INSPECTIONS	\$ 16,611.00	\$ 3,345.93	\$ 7,903.52	\$ 8,707.48	47.58%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 761,184.00</b>	<b>\$ 67,884.13</b>	<b>\$ 200,710.59</b>	<b>\$ 560,473.41</b>	<b>26.37%</b>
<b>PUBLIC WORKS</b>					
ROADS & STREETS					
GENERAL FUND	\$ 69,472.00	\$ 119.00	\$ 225.00	\$ 69,247.00	0.32%
TORT LIABILITY	\$ 13,938.00	\$ 431.54	\$ 11,596.74	\$ 2,341.26	83.20%
ROAD USE TAX FUND	\$ 400,040.00	\$ 59,948.81	\$ 305,233.79	\$ 94,806.21	76.30%
TRUST & AGENCY	\$ 57,468.00	\$ 5,036.49	\$ 18,087.31	\$ 39,380.69	31.47%
STREET LIGHTING - GENERAL FUND	\$ 37,000.00	\$ 2,755.36	\$ 12,345.53	\$ 24,654.47	33.37%
SOLID WASTE - GENERAL FUND	\$ 201,000.00	\$ 16,354.58	\$ 79,321.86	\$ 121,678.14	39.46%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 778,918.00</b>	<b>\$ 84,645.78</b>	<b>\$ 426,810.23</b>	<b>\$ 352,107.77</b>	<b>54.80%</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	\$ 24,075.61	\$ 76,980.33	\$ 143,968.67	34.84%
TORT LIABILITY	\$ 4,255.00	\$ 44.13	\$ 4,062.42	\$ 192.58	95.47%
TRUST & AGENCY	\$ 32,923.00	\$ 3,732.91	\$ 11,979.40	\$ 20,943.60	36.39%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 210,930.00	\$ 15,413.12	\$ 70,413.07	\$ 140,516.93	33.38%
TORT LIABILITY	\$ 5,870.00	\$ 242.60	\$ 4,871.12	\$ 998.88	82.98%
TRUST & AGENCY	\$ 34,750.00	\$ 3,194.41	\$ 11,651.81	\$ 23,098.19	33.53%
CEMETERY					
GENERAL FUND	\$ 94,044.00	\$ 7,114.45	\$ 28,470.89	\$ 65,573.11	30.27%
TORT LIABILITY	\$ 2,040.00	\$ 68.34	\$ 1,649.27	\$ 390.73	80.85%



FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
TRUST & AGENCY	\$ 14,759.00	\$ 1,134.95	\$ 4,410.07	\$ 10,348.93	29.88%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,750.00	\$ 628.01	\$ 4,335.00	\$ 15,415.00	21.95%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 58,000.00	\$ 41.12	\$ 43,254.20	\$ 14,745.80	74.58%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 27,644.00	\$ 2,603.51	\$ 8,911.15	\$ 18,732.85	32.24%
TRUST & AGENCY	\$ 4,254.00	\$ 410.96	\$ 1,280.97	\$ 2,973.03	30.11%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 730,168.00</b>	<b>\$ 58,704.12</b>	<b>\$ 272,269.70</b>	<b>\$ 457,898.30</b>	<b>37.29%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 74,159.00	\$ 14,444.17	\$ 20,853.17	\$ 53,305.83	28.12%
PLANNING & ZONING	\$ 25,000.00	\$ 1,474.40	\$ 3,898.20	\$ 21,101.80	15.59%
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>\$ 15,918.57</b>	<b>\$ 24,751.37</b>	<b>\$ 149,640.63</b>	<b>14.19%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 16,500.00	\$ 435.19	\$ 1,790.76	\$ 14,709.24	10.85%
TRUST & AGENCY	\$ 2,564.00	\$ 47.39	\$ 189.56	\$ 2,374.44	7.39%
CLERK & TREASURER					
GENERAL FUND	\$ 148,777.00	\$ 7,011.68	\$ 52,429.03	\$ 96,347.97	35.24%
TORT LIABILITY	\$ 5,017.00	\$ 26.24	\$ 4,597.85	\$ 419.15	91.65%
TRUST & AGENCY	\$ 20,799.00	\$ 1,215.97	\$ 6,572.49	\$ 14,226.51	31.60%
LEGAL SERVICES	\$ 27,000.00	\$ 1,542.00	\$ 7,832.34	\$ 19,167.66	29.01%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 220,657.00</b>	<b>\$ 10,278.47</b>	<b>\$ 73,412.03</b>	<b>\$ 147,244.97</b>	<b>33.27%</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	\$ 2,250.00	\$ 35,250.00	\$ 4,750.00	88.13%
DOWNTOWN EAST REDEVELOPMENT	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00%
RELOCATING WATER & SEWER LINES	\$ 450,000.00	\$ 1,740.00	\$ 3,480.00	\$ 446,520.00	0.77%
WIDENING WAPSI CREEK @ BERANEK	\$ 230,000.00	\$ 404.00	\$ 4,675.00	\$ 225,325.00	2.03%
I-80 WEST WATER MAIN RELOCATION	\$ 150,000.00	\$ 808.00	\$ 13,452.62	\$ 136,547.38	8.97%
WW TREATMENT FACILITY IMP 2021	\$ 1,400,000.00	\$ 17,490.00	\$ 52,470.00	\$ 1,347,530.00	3.75%
SCHOOL TURN LANE MAIN/DAWSON	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.00%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
ROUNDBOUT MAIN & CEDAR	\$ 110,000.00	\$ -	\$ -	\$ 110,000.00	0.00%
SPONSORED WATER QUAL IMP 2021	\$ -	\$ 4,244.00	\$ 10,376.80	\$ (10,376.80)	#DIV/0!
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 2,580,000.00</b>	<b>\$ 26,936.00</b>	<b>\$ 119,704.42</b>	<b>\$ 2,460,295.58</b>	<b>4.64%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 409,707.00	\$ 49,529.18	\$ 214,500.74	\$ 195,206.26	52.35%
WATER SINKING FUND	\$ 61,113.00	\$ -	\$ -	\$ 61,113.00	0.00%
SEWER FUND	\$ 295,231.00	\$ 12,709.25	\$ 102,437.60	\$ 192,793.40	34.70%
WASTE WATER LIFT STATION	\$ -	\$ -	\$ -	\$ -	
STORM WATER UTILITY	\$ 45,000.00	\$ -	\$ 55,874.77	\$ (10,874.77)	124.17%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 811,051.00</b>	<b>\$ 62,238.43</b>	<b>\$ 372,813.11</b>	<b>\$ 438,237.89</b>	<b>45.97%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
WATER FUND	\$ 101,113.00	\$ 5,095.00	\$ 20,380.00	\$ 80,733.00	20.16%
SEWER FUND	\$ 285,000.00	\$ 21,801.50	\$ 88,914.00	\$ 196,086.00	31.20%
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,157,457.00</b>	<b>\$ 26,896.50</b>	<b>\$ 109,294.00</b>	<b>\$ 1,048,163.00</b>	<b>9.44%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 8,227,813.00</b>	<b>\$ 353,502.00</b>	<b>\$ 1,599,765.45</b>	<b>\$ 6,628,047.55</b>	

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

001-GENERAL FUND

33.33% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,157,457.00	26,896.50	109,294.00	9.44	1,048,163.00
TOTAL PUBLIC SAFETY	761,184.00	67,884.13	200,710.59	26.37	560,473.41
TOTAL PUBLIC WORKS	778,918.00	84,645.78	426,810.23	54.80	352,107.77
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	730,168.00	58,704.12	272,269.70	37.29	457,898.30
TOTAL COMMUNITY & ECON DEVELOP	174,392.00	15,918.57	24,751.37	14.19	149,640.63
TOTAL GENERAL GOVERNMENT	220,657.00	10,278.47	73,412.03	33.27	147,244.97
TOTAL DEBT SERVICE	1,013,986.00	0.00	0.00	0.00	1,013,986.00
TOTAL CAPITAL PROJECTS	2,580,000.00	26,936.00	119,704.42	4.64	2,460,295.58
TOTAL BUSINESS TYPE/ENTERPRISE	811,051.00	62,238.43	372,813.11	45.97	438,237.89
TOTAL EXPENDITURES	8,227,813.00	353,502.00	1,599,765.45	19.44	6,628,047.55
	=====	=====	=====	=====	=====

# Memo



**To:** West Branch City Council  
**From:** Nick Shimmin, Library/IT Director  
**CC:** Adam Kofoed, City Administrator  
**Date:** 12/15/21  
**Re:** West Branch Public Library Strategic Plan

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## Background

Libraries in the state of Iowa are required to have a strategic plan that covers at most 5 years. The plan requires involvement from the library board, staff, and public. The items in the plan are required to address community needs based on data received from the community.

Lastly, it has to include measurable objectives with time frames to serve as a method for evaluation.

## Information

The strategic plan for 2022-2024 was approved at the library board meeting held December 14, 2021. In response to community input, the plan focuses on community connection and information, assisting local businesses and nonprofit organizations, and promoting diversity.

The items listed here guide library services, grant requests, and fundraising goals. It is generally assumed that these items will not be provided by significant financial additions from the city, additional staffing, or additional space.

I will provide an overview of the plan at the council meeting and answer any questions that you might have.



# STRATEGIC PLAN

DECEMBER 2021

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# Table of Contents

MISSION STATEMENT.....	4
EXECUTIVE SUMMARY.....	4
GOALS AND OBJECTIVES .....	5
Know Your Community / Be an Informed Citizen.....	5
Definitions.....	5
Goal 1: Prospective residents, newcomers, and current residents are informed about community services, resources, and activities. ....	5
Goal 2: The library helps create and promote a positive image of the community.....	6
Goal 3: Residents receive information and support on health literacy.....	6
Build Successful Enterprises.....	7
Definitions.....	7
Goal 1: Nonprofits and charities will be connected with residents and local businesses interested in their missions and goals. ....	7
Goal 2: Local Business owners will have access to information regarding city codes, available support, and community events. ....	7
Goal 3: Residents who work remotely will find the support and connection to the community.....	8
Celebrate Diversity.....	8
Definitions.....	8
Goal 1: Residents of all ages will have access to events and information celebrating the community's diverse heritages.....	8
Goal 2: The community finds richness through the diversity of people and the many viewpoints they bring.....	9
Timeline.....	10
APPENDIX A.....	12

# MISSION STATEMENT

The mission statement of the West Branch Public Library is as follows:

*The West Branch Public Library provides resources and opportunities for all people and groups in the community to connect, learn, and celebrate diversity.*

The Mission Statement of the library is the primary goal of the library. All goals and objectives provided here within try to meet and ensure success of the mission.

## EXECUTIVE SUMMARY

The West Branch Public Library's Strategic Plan is created to guide the library staff and board of trustees in what direction the library should be headed. It describes the correlation between community interests and library services and provides a measurable timeline for meeting its goals and objectives.

The plan is required by the State of Iowa in conjunction with the state's library accreditation process. The requirement states that the library has a written plan not to exceed 5 years into the future. It must outline the library's goals and objectives to meet the communities needs. It must also be reviewed annually.

In 2021, the library began the strategic planning process in March and April with community input. The library conducted a survey to assess current views of the library facilities and services. The library would normally then conduct focus groups to determine community priorities, but instead conducted phone and online interviews due to COVID-19 concerns. The interviews looked to establish the community's needs, strengths, and weaknesses. The resulting comments of the interviews may be found under Appendix A.

A second focus group would then typically follow which would choose the overall topics that the library would address referred to as Service Responses. In this process, again abstaining from large gatherings, the library board of trustees<sup>1</sup> reviewed the community survey responses and chose the Service Responses. These three library service responses were chosen:

- **Know Your Community / Be an Informed Citizen** which emphasizes providing community information so that residents will know about services and events as well as making informed decisions on local issues.
- **Build Successful Enterprises** promotes our businesses and non-profits and ensures their directors, managers, employees, and volunteers have the resources they need to develop and maintain strong organizations.
- **Celebrate Diversity** promotes appreciation and understanding of cultures, histories, beliefs, and the many ways of living life around us.

With these service responses, the library board again looked at the community input and set goals for each. The goals declare what the community will receive within the service responses. Within the goals, the library staff selected objectives to meet these goals. The objectives include specific actions and time frames which allow the measurement of success within the strategic plan.

The Strategic Plan is intended to be a dynamic document, reviewed at least annually by the staff and board of trustees to meet the changing needs and interests of the community. The plan is intended to cover a period of three financial years, covering January 2022 through December 2024.

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<sup>1</sup> The library Board of Trustees is a group of seven members of the West Branch community appointed by the Mayor and approved by the city council.



# GOALS AND OBJECTIVES

## KNOW YOUR COMMUNITY / BE AN INFORMED CITIZEN

### Definitions

Know Your Community - Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Be an Informed Citizen - Residents will have the information they need to support and promote democracy; fulfill their civic responsibilities at the local, state, and national levels; and fully participate in community decision-making.

### **Goal 1: Prospective residents, newcomers, and current residents are informed about community services, resources, and activities.**

#### **OBJECTIVE 1. The library will help create a community calendar by July of 2023**

The West Branch Community is full of many organizations looking to provide education, entertainment, information, and other forms of activities. Knowing what is occurring in town is difficult for residents and providing information on what is available is difficult for the many organizations. The library will help create a place where all activities may be listed to help bridge these gaps.

Potential partners include the West Branch City Departments, West Branch Community School District organizations, churches, service organizations, businesses, and residents.

#### **OBJECTIVE 2. By 2023, the library will investigate the use of email updates for library information**

The library worked to provide communication on events and activities in the community via paper and video through the past few years. In this objective, the library will look to further bring information to where people are already and provide information by email.

#### **OBJECTIVE 3. The library will partner with other community entities to provide a new resident welcome kit by July 2023**

The West Branch Community has a lot to offer residents. New residents likely do not know of everything going on in the community without direct connection. The library will look to help connect with new residents and provide a pleasant welcome to the community as well as information regarding activities in the many organizations in town.

Potential partners include the West Branch City Office, West Branch Community Development Group, local realtors.

#### **OBJECTIVE 4. The library will create a TikTok account to help promote library and community events by 2023.**

The West Branch Public Library tries to provide learning opportunities and information through ways where members of the community are already active. In the past strategic plan, the library expanded efforts in many social media avenues. As a quickly rising social

media source, the library will look to expand into TikTok as a means of outreach.

Potential partners include community youth and West Branch Community School groups

## **Goal 2: The library helps create and promote a positive image of the community**

### **OBJECTIVE 1. By the end of February 2022, the library will evaluate the participation in the West Branch Community Development Group**

With the Community Development Group, library members have worked to improve the local downtown area. The downtown provides a vital point in the community as residents and visitors to the community often hit that area first. It also provides a primary source of income into the city and allows for the employment of many residents. As such, its success provides an important first step to the community success as a whole.

To best serve the community, the library will evaluate its participation to ensure that the library staff abilities are best being used within the organization or if different forms of involvement might better serve the community, the CDG organization, and encourage the success of these strategic plan items.

### **OBJECTIVE 2. By July 2022, the library will change the front of the library website to a blog format including community events and library information.**

As mentioned previously, the library has worked in the past strategic plan to provide library and community information through various print and electronic methods. To help promote active content and information to the community, the library will change its website to an initial blog format to better promote upcoming activities and new information.

## **Goal 3: Residents receive information and support on health literacy**

### **OBJECTIVE 1. The library will host a health-based information event twice a year**

The health of the West Branch Community is always of utmost importance in order for our community to live fulfilling lives. In the past few years, there has also been significant difficulty in determining accurate health information due to misinformation efforts in social media outlets. The library will look to provide at least two events on unspecified health topics through the year.

Possible partners include local health care providers, HyVee dietary staff, Iowa State Extension

### **OBJECTIVE 2. Once a year, the library will host an informational event or discussion on mental health or available mental health resources.**

As with the above objective, the health and happiness of members of our community is vital to the success of our community as a whole. The past two years have been extremely difficult for many people in addition to many people who inherently have issues like work or school stress, anxiety, depression, or any of many forms of mental illness. The library will work to help provide information and support for these issues over the coming years through at least one event every year.

Possible partners include local health care providers and local mental health professionals.

## **BUILD SUCCESSFUL ENTERPRISES**

### **Definitions**

Build Successful Enterprises - Business owners and non-profit organization directors and their managers will have the resources they need to develop and maintain strong, viable organizations.

### **Goal 1: Nonprofits and charities will be connected with residents and local businesses interested in their missions and goals.**

**OBJECTIVE 1. By the end of 2024, the library will create a website or online database of community nonprofits and charities**

West Branch is a very active community with many different community groups, businesses, and residents. The library will look to provide a central location for joining all of these together. This will likely be a wiki website which allows for many people to create and organize information throughout the community.

Suggested partners include other City of West Branch Departments, West Branch Community Development Group, community churches, West Branch Community School District.

**OBJECTIVE 2. The library will support a wishlist of needed items and donations for local nonprofits by 2024**

This objective couples strongly with the objective above. There are many organizations in West Branch who need assistance either in donations of money or other items. The library will create and support a list of these items.

Suggested partners include other City of West Branch Departments, West Branch Community Development Group, community churches, West Branch Community School District.

### **Goal 2: Local Business owners will have access to information regarding city codes, available support, and community events.**

**OBJECTIVE 1. The library will partner with city administration and Community Development Group to provide new businesses in West Branch a welcome packet of important local codes, utility, and event information by the end of 2024**

Beginning a new small business like those found within West Branch is difficult and the community is complex with many activities and events. There are a lot of resources available for those looking to start a business, but they are spread across multiple organizations and in conjunction with many different people. To help a local business have the best chance at success, we will work to help them have the information they need at the start of their business. This will also include information on local events so that new business owners know what is coming and how they may best make use of these events.

Possible Partners include the West Branch Community Development Group and West Branch City office.

**OBJECTIVE 2. The library will create and maintain a searchable database or website of community information for business owners by 2024.**

In addition to the welcome packet in the above objective, the library will ensure that this information is also available online. It is likely that this information will be included in the same medium as the objective on creating a database for residents with new information.

Possible Partners include the West Branch Community Development Group and West Branch City office.

### **Goal 3: Residents who work remotely will find the support and connection to the community**

**OBJECTIVE 1. The library will provide technology to support remote work at the library by the end of 2023**

The conjunction of improving technology and pandemic has lead to many people working remotely. While working remotely, many people may need technology support, additional technology, or a space away from home to work. The library will create spaces that assist remote workers in their day to day lives.

**OBJECTIVE 2. The library will host programming and events for remote workers by 2023.**

While remote work is amenable to many people, the act of working outside of the office leads to disconnect from other coworkers and other community members. The library will support this connection by hosting events aimed towards this population.

## **CELEBRATE DIVERSITY**

### **Definitions**

Celebrate Diversity - Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

### **Goal 1: Residents of all ages will have access to events and information celebrating the community's diverse heritages**

**OBJECTIVE 1. The library will explore a subscription to Ancestry.com by the end of 2022**

A common way for people to explore their heritage is to study their genealogy. The library will pursue a subscription to Ancestry.com as a common genealogy service for residents.

**OBJECTIVE 2. Once a year, the library will host an event that highlights the backgrounds and abilities of the people in our community.**

To know others in our community better, residents have to have a forum to discuss their backgrounds. This, in part, forms who they are as people. By understanding one another

better the library hopes to provide educational opportunities, but also help residents understand and communicate with one another better.

**OBJECTIVE 3. Twice a year, the library will create a new display on a variety of cultural heritages**

In the essence of the prior objective, the library will work with residents to create a display on a resident's heritage at least twice a year. Through knowing more about other heritages and one another, the library hopes to improve communication and connection among the community.

## **Goal 2: The community finds richness through the diversity of people and the many viewpoints they bring**

**OBJECTIVE 1. By July 2022, library staff will receive training on being an LGBTQIA safe place.**

The library wishes to support the LGBTQIA community and wishes to be a safe place for these residents in our community. To best provide this space and service, the library staff would like to receive educational opportunities to be better allies to the population.

**OBJECTIVE 2. Six times per year, the library will host youth or family programming on diversity**

There are many forms of diversity including race, history, ability, age, etc. The library wants to help members of the West Branch community understand others better by providing programming and events that promote diverse understandings.

Possible programming includes diversity-based storytimes, after school events, and food fairs.

**OBJECTIVE 3. The library will include at least one book in the book discussion on diversity each year.**

To provide an avenue for diversity education in the adult population, the library will include a book focused on diversity at least once a year.

## **TIMELINE**

<b>YEAR</b>	<b>MONTH</b>	<b>OBJECTIVE</b>
<b>2022</b>	<b>JANUARY</b>	
	<b>FEBRUARY</b>	Youth/Family diversity program held
	<b>MARCH</b>	Evaluate library participation in CDG
	<b>APRIL</b>	Youth/Family diversity program held
	<b>MAY</b>	
	<b>JUNE</b>	Youth/Family diversity program held
	<b>JULY</b>	Library Website front page converted to blog format Library staff trained to provide LGTBQIA safe place New cultural heritage display Health-based event held
	<b>AUGUST</b>	Youth/Family diversity program held
	<b>SEPTEMBER</b>	
	<b>OCTOBER</b>	Youth/Family diversity program held
	<b>NOVEMBER</b>	
	<b>DECEMBER</b>	Explored subscription to Ancestry.com Youth/Family diversity program held Diversity-based book included in Book Discussion Mental Health Program
<b>2023</b>	<b>JANUARY</b>	Investigate email/print updates for library information TikTok Account Created New cultural heritage display Health-based event held Program for remote workers held
	<b>FEBRUARY</b>	Youth/Family diversity program held
	<b>MARCH</b>	
	<b>APRIL</b>	Youth/Family diversity program held
	<b>MAY</b>	
	<b>JUNE</b>	Youth/Family diversity program held New resident welcome created and implemented Community calendar implemented

<b>2024</b>	<b>JULY</b>	New cultural heritage display Health-based event held
	<b>AUGUST</b>	Youth/Family diversity program held
	<b>SEPTEMBER</b>	
	<b>OCTOBER</b>	Youth/Family diversity program held
	<b>NOVEMBER</b>	
	<b>DECEMBER</b>	Information website/database for business owners created Technology for remote work provided Youth/Family diversity program held Diversity-based book included in Book Discussion Mental health program held Programming for remote workers created
	<b>JANUARY</b>	Nonprofit wishlist implemented New cultural heritage display Health-based event held
	<b>FEBRUARY</b>	Youth/Family diversity program held
	<b>MARCH</b>	
	<b>APRIL</b>	Youth/Family diversity program held
	<b>MAY</b>	
	<b>JUNE</b>	Youth/Family diversity program held
	<b>JULY</b>	New cultural heritage display Health-based event held
	<b>AUGUST</b>	Youth/Family diversity program held
	<b>SEPTEMBER</b>	
	<b>OCTOBER</b>	Youth/Family diversity program held
	<b>NOVEMBER</b>	
	<b>DECEMBER</b>	Nonprofit/Charity website or database created Welcome packet for new businesses created Youth/Family diversity program held Diversity-based book included in Book Discussion Mental health program held

## APPENDIX A

Within the table, you'll find a listing of main points and sub points within each. The number associated with each item is how many interviews mentioned that point (17 total). A single interview likely gave multiple main points and sub points. If someone listed multiple sub-points within a main point, those sub points were each counted once for that interview, but the main point was only counted once for that interview. In other words, each number is how many interviews total mentioned that point.

**1. What are your wishes or aspirations for the West Branch community? Where would you like us to be in 5, 10, 20 years? If you have a dream of what the community could be, what do you see?**

Aspirations, Needs, & Wants	Main Point	Sub Point
82.35%	<b>14 Main Street/Businesses</b>	
		7 Eating/dining - more options
		6 Drug Store/Pharmacy
		5 Grocery Store - improvements
		4 Hardware Store
		3 Retail
		2 Entertainment
		2 Promotion - More
		2 Toy/gift shop
		1 Accountant
		1 Antique Store - additional
		1 Attorney
		1 Bakery
		1 Bigger Farmer's Market
		1 Clothing Store - additional
		1 Deli/Sandwich
		1 Destination for out of Towners
		1 Growing thriving
		1 Italian Restaurant
		1 Local Owners
		1 Movie Theater
		1 Open Regularly
		1 Outdoor seating
		1 Owners involved in community
		1 Reputation as great place to live
		1 Revitalization of East Downtown
		1 Small/Historic Stores



			1	Somewhere for kids while parents shop
			1	Thrift Store
76.47%	13	Growth		
			4	More interactivity of people moving in
			4	Younger families
			3	More Families
			3	Mix of age groups
			2	Larger Tax Base
			1	Has to be sustainable
			1	Planning for it
52.94%	9	Splash Pad/Pool		
41.18%	7	Housing		
			6	Affordable
			3	Apartment/Condo Style
35.29%	6	Rec Center		
			1	Ability to use School Facilities without cost
			1	Combined with new Library
29.41%	5	Social Events (not bar)		
29.41%	5	Trails		
			3	More Trails
			2	Interconnected trails
			2	Nature Trail - longer/continuance
			1	Hard surface trails - not gravel
			1	Kids w/o license cant get to Casey's now
			1	Parks connected
			1	Riding Trails
17.65%	3	Assisted Living		
11.76%	2	Library Expansion		
	2	More collaboration between entities		
	2	Small town Charm		
	2	Streets		
			1	Better Street Conditions
			1	Improved County Line Road
5.88%	1	Ambulance Service In Town		
	1	Communication - need better methods		

	1	Community Building - Meeting, Seniors, Meals on Wheels		
	1	Dog Park		
	1	Downtown Infrastructure		
			1	More investment in the downtown
			1	More physical changes from CDG involvement
			1	Streetscaping
	1	Expanded Mentality - not small town		
	1	Expanded Food Pantry		
	1	Food Support for Kids		
	1	More connectedness		
	1	More Diversity		
	1	Pocket Parks		
	1	Public/Private Partnerships		
	1	Sidewalks		
	1	Truck Route through Town not in Downtown		

**2. Thinking about those wishes or aspirations for the community, what do you think the community has - strengths and opportunities - to make those dreams come true?**

Strengths / Opportunities		Main Point		Sub Point
70.59%	12	Schools		
			7	New Investment good
			2	Good Size
			1	In-house daycare
			1	Pre-K program
58.82%	10	Local Businesses		
			5	Good Stores Currently
			2	Available Space
			1	Balanced history with modern amenities
			1	Close together and distinct
			1	Defined Downtown

			1	Owners with ties to the community
			1	Support one another
			1	Young business owners
	10	Small Town Charm		
			4	Can ask for help and receive it
			4	Know Your neighbors
			2	Safe
			1	Included in events
			1	Interconnect jobs and community
47.06%	8	Organizations		
			4	Fire Department
			3	Local Service Groups
	8	National Park/Presidential Library		
			1	Brings Others In
			1	Federal funding for local jobs
			1	Renovation will bring people in
41.18%	7	Public Library		
			1	Library Meeting Space
			1	Programming
35.29%	6	Growth		
			5	Potential for Growth
29.41%	5	Proximity to Iowa City/Corridor		
23.53%	4	Parks & Recreation		
			1	Parks
			1	Pickleball
17.65%	3	Historic		
11.76%	2	Activities for Youth - Soccer/Baseball		
	2	Churches		
	2	Community Events - Christmas Past, Hoover's Hometown Days		
	2	I-80		
5.88%	1	Physical Downtown Organization		
			1	Close and comfortable
			1	No major traffic

	1	Golf Course		
	1	Hoover Nature Trail		
	1	Many Volunteers		
	1	Scattergood		
			1	Brings in new families
			1	Community uses facilities
	1	Town Hall		

**3. Now on the opposite side, what weaknesses, challenges, or threats does the community have to consider or overcome to make those wishes, aspirations, and dreams come true.**

Weaknesses/ Threats	Main Point		Sub Point	
52.94%	9	Small/Old Town Mentality		
			6	Won't accept change, growth
			2	People don't want to spend money for change
			2	Sometimes not inclusive of new people
			1	Entities do things separately
			1	Growth too fast for some
			1	No place for groups to come together
			1	Too particular in what we want
47.06%	8	Businesses		
			4	More - quantity/types
			3	Expensive to maintain historic buildings
			3	Hard to generate sales
			2	Too close to other options (IC or Quad Cities)
			1	Amazon hurt small business
			1	Greater Involvement
			1	Open Storefronts
			1	Taxes turn away some businesses
35.29%	6	Housing		
			3	High cost
			1	On outskirts of town - don't keep people downtown
			1	Some have poor upkeep
			1	Streets too small
23.53%	4	Diversity		
			1	Promote/Celebrate diversity/holidays
	4	Too small of tax base		

			1	All improvements will cost money
			1	Finances too stressed
			1	Have to plan shared resources
17.65%	3	<b>Resident characteristics</b>		
			1	Less involvement from younger/new residents
			1	Hard to find volunteers/active members
			1	Internal Disagreements
			1	Less connection with commuters
			1	No large donors
	3	<b>Trails</b>		
			1	Developments don't have to add trailways
			1	Nature trail connections difficult
			1	Not connected to other trail system
11.76%	2	<b>Creek Flooding</b>		
	2	<b>Lack of Jobs</b>		
			1	Have to drive into IC/CR for many jobs
			1	Need something to draw and keep people in town during the day
	2	<b>Pandemic</b>		
			1	People don't need to go to work anymore
	2	<b>Restriction in physical area of town</b>		
			1	I-80 hard boundary
	2	<b>Streets</b>		
			1	Constricting framework
			1	Poor Conditions
5.88%	1	<b>Aging infrastructure</b>		
	1	<b>Better Method for Communication</b>		
	1	<b>Changes in Health Care - might lose clinic</b>		
	1	<b>Current TIF Situation</b>		
	1	<b>Johnson/Cedar Boundary problematic</b>		
	1	<b>Lack of large wealth/donors</b>		
	1	<b>Noise from I-80</b>		
	1	<b>More traffic through National Park</b>		

	1	Others don't realize how close to IC we are		
	1	Out of town building owners		
	1	Plan for how community develops		

## **ORDINANCE NO. 785**

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON CERTAIN LOTS IN THE MEADOWS, PART 4A, WEST BRANCH, IOWA, IN THE CITY OF WEST BRANCH, COUNTY OF CEDAR, STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF WEST BRANCH, COUNTY OF CEDAR, WEST BRANCH COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY SAID CITY IN CONNECTION WITH SAID WEST BRANCH URBAN RENEWAL AREA.

WHEREAS, The Meadows Development, Inc. and the City of West Branch entered into that certain development agreement for the construction of a project located in the Meadows Subdivision, Parts 4A, West Branch, Iowa; and

WHEREAS, the following properties are located in the West Branch Urban Renewal Area:

- a. Lot 8, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- b. Lot 9, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- c. Lot 11, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- d. Lot 17, Unit A, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- e. Lot 17, Unit B, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- f. Lot 18, Unit A, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- g. Lot 18, Unit B, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- h. Lot 19, Unit A, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- i. Lot 19, Unit B, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- j. Lot 21, The Meadows Subdivision, Part 4A, West Branch, Iowa;
- k. Lot 26, The Meadows Subdivision, Part 4A, West Branch, Iowa

(collectively the “Properties”); and

WHEREAS, indebtedness has been incurred by the City, and additional indebtedness is anticipated to be incurred in the future, to finance urban renewal project activities within the West Branch Urban Renewal Area, and the continuing needs of redevelopment of the Property within the West Branch Urban Renewal Area are such as to require the continued application of the incremental tax resources of the West Branch Urban Renewal Area; and

WHEREAS, the following enactment is necessary to accomplish the objectives described in the premises.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA, THAT:

Section 1: The taxes levied against the Properties by and for the benefit of the State of Iowa, City of West Branch, County of Cedar, West Branch Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2: As to the Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of

the calendar year preceding the effective date of this Ordinance, that date being January 1, 2020, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the “base period taxes.”

Section 3: That portion of the taxes each year in excess of base period taxes for the Properties shall be allocated to and when collected be paid into the special tax increment fund previously established by the City of West Branch to pay the principal of and interest on loans, monies advanced to, or indebtedness, whether funded, refunded, assumed or otherwise, including bonds issued under authority of Section 403.9 or Section 403.12 of the Code of Iowa, incurred by the City of West Branch, Iowa to finance or refinance, in whole or in part, urban renewal projects undertaken within the West Branch Urban Renewal Area pursuant to the Urban Renewal Plan, as amended.

Section 4: At such time as the loans, monies advanced, bonds and interest thereon and indebtedness of the City of West Branch referred to in Section 3 hereof have been paid, or the City has provided for the division of taxes for a total of twenty (20) fiscal years, whichever is sooner, all monies thereafter received from taxes upon the Property shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 5: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. In the event that any provision of this Ordinance shall be determined to be contrary to law it shall not affect other provisions or application of this Ordinance which shall at all times be construed to fully invoke the provisions of Section 403.19 of the Code of Iowa with reference to the West Branch Urban Renewal Area and the territory contained therein.

Section 6: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this 20<sup>th</sup> day of December, 2021.

1<sup>st</sup> Reading: November 15, 2021  
2<sup>nd</sup> Reading: December 6, 2021  
3<sup>rd</sup> Reading: December 20, 2021

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Roger Laughlin, Mayor

ATTEST:

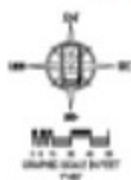
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Leslie Brick, City Clerk



# PARKSIDE HILLS PROPERTY EXHIBIT

## WEST BRANCH, CEDAR COUNTY, IOWA



**■** = Allowed Parking



**ORDINANCE 786**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 69  
"PARKING REGULATIONS".**

**WHEREAS**, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and

**WHEREAS**, No Parking Zones shall mean, so stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and

**WHEREAS**, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

**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 adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

xx. The north side of Elm Street.

xx. The south side of Elm Street from its intersection with Parkside Drive to Chestnut Drive (private).

xx. Both sides of Sycamore Drive except along the east curb line of Lot 13 Parkside Hills of a portion of Lot D of the NW ¼ SEC.8T.79N.-R.4W.-5P.M.

**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.

\*\*\*\*\*

**Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2022**

First Reading: December 6, 2021  
Second Reading: December 20, 2021  
Third Reading:

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

ATTEST:

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

**ORDINANCE 787**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".**

**WHEREAS**, the West Branch City Council finds it in the best interest of the residents of West Branch to have stop signs installed on Elm Street at its intersection with Parkside Drive, on South 2<sup>nd</sup> Street at its intersection with Elm Street, on Sycamore Drive at both intersections with Elm Street, on Chestnut Drive (private road) at its intersection with Elm Street, on Hickory Drive (private road) with its intersection of Elm Street and with its intersection of Sycamore Drive in order to provide for the safety of the West Branch Community.

**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 adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

- xx. The west bound lane of Elm Street to its intersection with Parkside Drive.
- xx. The south bound lane of South Second Street to its intersection with Elm Street.
- xx. On Sycamore Drive at both intersections with Elm Street.
- xx. The north bound lane of Chestnut Drive (private) at its intersection with Elm Street.
- xx. The north bound lane of Hickory Drive (private) at its intersection with Elm Street.
- xx. The west bound land of Hickory Drive (private) at its intersection with Sycamore Drive.

**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.

\*\*\*\*\*

**Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2022**

First Reading: December 6, 2021  
Second Reading: December 20, 2021  
Third Reading:

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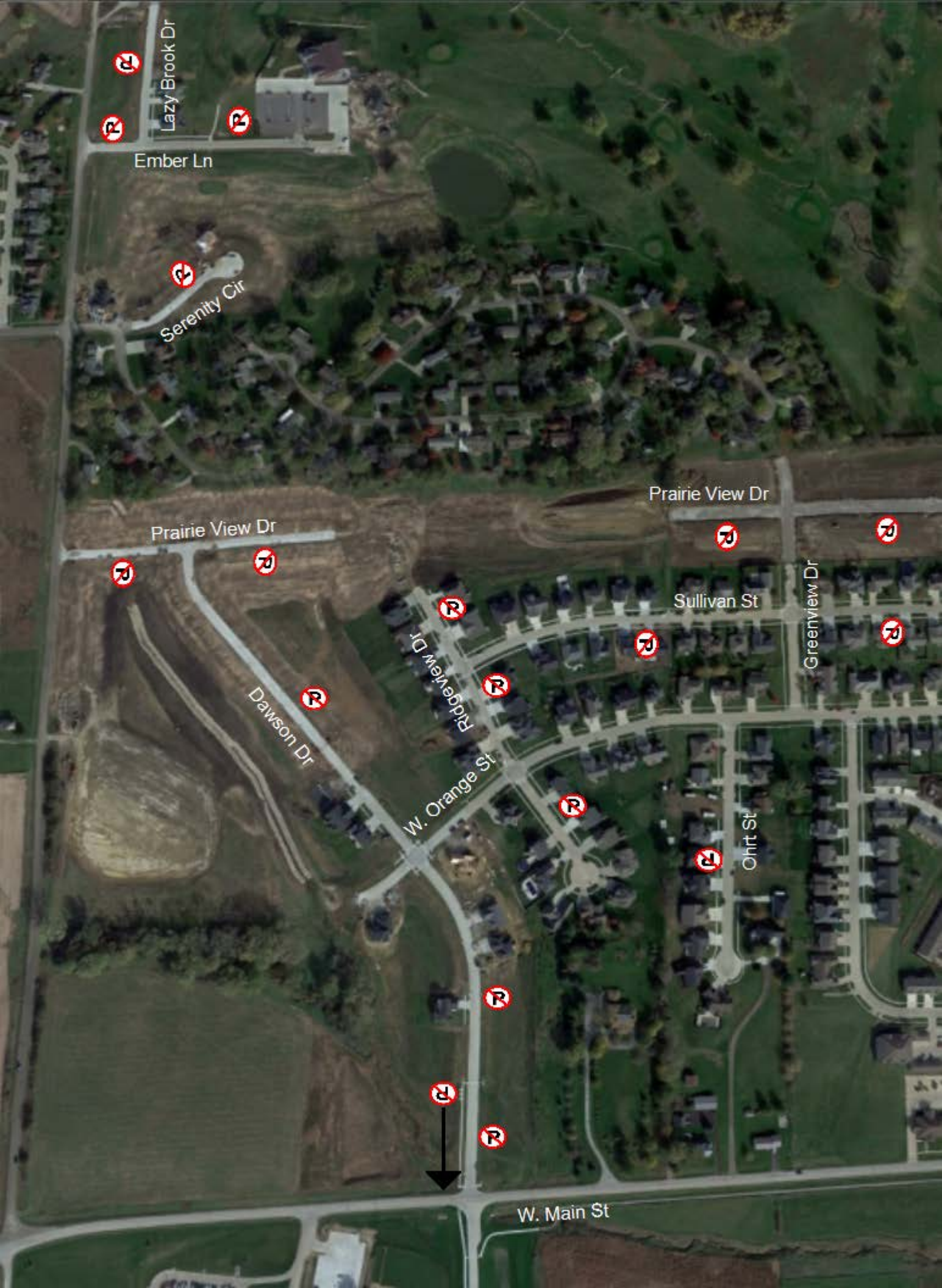
Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk





Lazy Brook Dr

Ember Ln

Serenity Cir

Prairie View Dr

Prairie View Dr

Sullivan St

Greenview Dr

Dawson Dr

Ridgeview Dr

W. Orange St

Ohrt St

W. Main St

## ORDINANCE 789

### AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 69 "PARKING REGULATIONS".

**WHEREAS**, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and

**WHEREAS**, No Parking Zones shall mean, to stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and

**WHEREAS**, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

**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 adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

- xx. The west side of Ohrt Street from the intersection of West Orange Street to the south curb cut of Lot 11 Lynch Heights.
- xx. The east side of Ridgeview Drive from the south curb cut of Lot 12 Meadows Subdivision Part 1 to the end of the street.
- xx. The west side of Dawson Drive from its intersection with West Main Street to a point 290 feet to the north.
- xx. The east side of Dawson Drive.
- xx. The south side of Prairie View Drive.
- xx. The north side of Ember Lane.
- xx. The west side of Lazy Brook Drive.
- xx. The north side of Serenity Circle from the west lot line of Lot 7 Cedars Edge 1<sup>st</sup> Addition to the end of the street.
- xx. The south side of Serenity Circle from its intersection with Cedar Johnson Road to its intersection with Greenview Drive.

**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.

\*\*\*\*\*

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2022

First Reading: December 20, 2021  
Second Reading:  
Third Reading:

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

## **PUBLIC HEARING NOTICE**

Notice is hereby given that there is now on file for public inspection in the office of the City Clerk of West Branch, Iowa, the proposed "CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA."

The City Council will meet at 7 o'clock p.m. on the 20th day of December, 2021, in the Council Chambers, 110 N. Poplar St. West Branch, Iowa at which time any citizen of West Branch, Iowa, or any other person having an interest in the proposed "CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA," may appear and be heard for or against the adoption of the proposed Code of Ordinances or any part thereof.

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Leslie Brick, City Clerk  
CITY OF WEST BRANCH, IOWA

## **ORDINANCE NO. 788**

### **AN ORDINANCE ADOPTING THE “CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA”**

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

SECTION 1. Pursuant to published notice and following public hearing on the 20th day of December, 2021, so required by Sections 362.3 and 380.8, Code of Iowa, there is hereby adopted by the City of West Branch, Iowa, the “CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.”

SECTION 2. All of the provisions of the “CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA,” shall be in force and effect on and after the effective date of this ordinance.

SECTION 3. All ordinances or parts thereof in force on the effective date of this ordinance are hereby repealed from and after the effective date of this ordinance, except as hereinafter provided.

SECTION 4. The repeal provided for in the preceding section of this ordinance shall not affect any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance; nor shall such repeal affect any ordinance or resolution promising or guaranteeing the payment of money by the City or authorizing the issuance of any bonds of said City or any evidence of said City's indebtedness or any contract or obligation assumed by said City; nor shall said repeal affect the administrative ordinances or resolutions of the Council not in conflict or inconsistent with the provisions of “THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA”; nor shall it affect the following ordinances specifically saved from repeal:

#### **URBAN RENEWAL**

<b>ORDINANCE NO.</b>	<b>ADOPTED</b>	<b>NAME OF AREA</b>
421	December 18, 1989	Urban Renewal Project Area I
465	August 15, 1994	1994 Addition to the West Branch Urban Renewal Area
556	August 4, 2002	2002 Addition to the West Branch Urban Renewal Area



**VACATION AND DISPOSAL OF STREETS**

<b>ORDINANCE NO.</b>	<b>ADOPTED</b>	<b>ORDINANCE NO.</b>	<b>ADOPTED</b>
167	June 4, 1953	292	October 3, 1977
170	October 5, 1953	293	October 3, 1977
172	April 5, 1954	307	July 2, 1979
179	January 3, 1956	513	July 19, 1999
180	April 2, 1956	522	February 7, 2000
181	May 7, 1956	525	June 5, 2000
186	July 7, 1958	544	November 5, 2001
189	September 14, 1959	546	January 7, 2002
190	September 19, 1959	615	August 7, 2006
204B	April 6, 1964	625	January 2, 2007
236	September 8, 1970	628	February 5, 2007
237	November 2, 1970	631	June 18, 2007
240	April 5, 1971	682	July 18, 2011
245	December 20, 1971	690	March 5, 2012
264	April 21, 1975	708	May 6, 2013
277	June 21, 1976	710	May 20, 2013
289	June 20, 1977	766	June 24, 2019

**VACATION AND DISPOSAL OF STREETS**

<b>ORDINANCE NO.</b>	<b>ADOPTED</b>
37	February 15, 1928
217	March 27, 1966
218	July 10, 1967
229	May 19, 1969
270	September 15, 1975
286	June 6, 1977

**ZONING REGULATIONS (ZONING MAP)**

<b>ORDINANCE</b>	<b>ADOPTED</b>	<b>ORDINANCE NO.</b>	<b>ADOPTED</b>
454	August 2, 1993	646	December 17, 2007
463	July 5, 1994	670	May 3, 2010
466	August 15, 1994	674	February 21, 2011
470	February 21, 1995	709	April 15, 2013
471	March 6, 1995	736	May 2, 2016
475	August 1, 1995	737	May 2, 2016
478	May 20, 1996	738	May 16, 2016
499	November 17, 1997	739	July 18, 2016
506	February 16, 1999	754	June 25, 2018
516	October 4, 1999	760	December 17, 2018
529	September 5, 2000	761	December 17, 2018
534	March 5, 2001	762	December 17, 2018
555	August 19, 2002	764	April 1, 2019
557	November 18, 2002	765	March 18, 2019
581	February 22, 2005	772	March 2, 2020
629	March 19, 2007		

nor shall it affect any other right or franchise conferred by any ordinance or resolution of the Council or any other person or corporation; nor shall it affect any ordinance naming, establishing, relocating or vacating any street or public way, whether temporary or permanent; nor shall it affect any ordinance amending the official zoning map, establishing building lines, establishing and

changing grades, or dedicating property for public use; nor shall it affect any prosecution, suit or other proceeding pending or any judgment rendered on or prior to the effective date of this ordinance.

SECTION 5. The following ordinances, passed subsequent to the preparation of this code but prior to adoption of this code, are hereby adopted and made a part of this code.

SECTION 6. An official copy of the "CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA," adopted by this ordinance, including a certificate of the City Clerk as to its adoption and the effective date, is on file in the office of the City Clerk, and shall be kept available for public inspection.

SECTION 7. The City Clerk shall furnish a copy of the "CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA," to the Judicial Magistrates serving the City of West Branch.

SECTION 8. This ordinance shall be in full force and effect from and after the publication of this ordinance, as required by law.

Passed by the City Council of the City of West Branch, Iowa, the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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

First Reading: December 20, 2021

Second Reading: January 3, 2022

Third Reading: January 18, 2022

#### **CLERK'S CERTIFICATE**

I hereby certify that the foregoing Ordinance No. 788 was published as required by law on the \_\_\_\_ day of \_\_\_\_\_, 2022.

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

# CLERK'S CERTIFICATE

State of Iowa )  
 )  
County of \_\_\_\_\_ ) SS

I, \_\_\_\_\_, City Clerk of the City of West Branch, Iowa, hereby certify that the “CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA,” was adopted by the City Council of the City of West Branch, Iowa, and that an official copy of said Code of Ordinances is on file at the office of the City Clerk, City of West Branch, Iowa, and that Ordinance No. 788 adopting said Code of Ordinances was passed by the City Council of the City of West Branch, Iowa, on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, signed by the Mayor on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; duly recorded and published as provided by law, and that the effective date of said Code is \_\_\_\_\_, \_\_\_\_\_.

Witness my hand and official seal of the City of West Branch, Iowa, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED: \_\_\_\_\_  
 Leslie Brick, City Clerk  
 CITY OF WEST BRANCH, IOWA

**RESOLUTION 2061**

**RESOLUTION APPROVING ANNUAL INSURANCE RENEWALS WITH  
WELLMARK BLUE CROSS BLUE SHIELD OF IOWA FOR HEALTH AND  
DENTAL INSURANCE.**

**WHEREAS**, the City of West Branch, Iowa received insurance renewal quote from Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance; and

**WHEREAS**, after reviewing the insurance renewal quote, the City Council has decided to accept the quote for the renewal effective February 1, 2022; and

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of West Branch, Iowa, that the insurance renewals with Wellmark Blue Cross Blue Shield of Iowa are hereby approved.

\* \* \* \* \*

**Passed and approved this 20th day of December, 2021**

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

ATTEST:

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

Account Key: 20241  
 Effective Date: 02/01/2022  
 Representative: Jennifer Rice (Direct)  
 Group Number: 035246-0000

# CITY OF WEST BRANCH



## Notice of Renewal Rates

### Health Benefits 1 Current

Benefit Code:	ES7/TML - Alliance Select	
Deductible:	\$250/\$500	<u>02/01/2021</u>
Coinsurance:	10% IN 20% OUT	
OPM:	\$1000/\$2000	
Preventive:	Yes	
OV Copay:	N/A	
ER Copay:	N/A	
RX Description:	\$10/\$25/\$40	
	Single Coverage:	\$699.15
	Family Coverage:	\$1,747.82

### Health Benefits 1 Renewal

Benefit Code:	ES7/TML - Alliance Select	GF
Deductible:	\$250/\$500	<u>02/01/2022</u>
Coinsurance:	10% IN 20% OUT	
OPM:	\$1000/\$2000	
Preventive:	Yes	
OV Copay:	N/A	
ER Copay:	N/A	
RX Description:	\$10/\$25/\$40	
	Single Coverage:	\$839.19
	Family Coverage:	\$2,097.90
	% of Change:	20.03%

### Dental Benefits 1 Current

Benefit Code:	204	
Deductible:	\$25/\$75	<u>02/01/2021</u>
Diag and Prev:	20%	
Rout and Restore:	50%	
Major Restorative:	50%	
Annual Max/Person:	\$1500	
Orthodontics:	50%	
	Single Coverage:	\$28.25
	Family Coverage:	\$96.19

### Dental Benefits 1 Renewal

Benefit Code:	204	
Deductible:	\$25/\$75	<u>02/01/2022</u>
Diag and Prev:	20%	
Rout and Restore:	50%	
Major Restorative:	50%	
Annual Max/Person:	\$1500	
Orthodontics:	50%	
	Single Coverage:	\$29.66
	Family Coverage:	\$101.00

**RESOLUTION 2062**

**RESOLUTION APPROVING THE SITE PLAN FOR DAWSON PLAZA (LOT 1, 2 and 3), OF THE MEADOWS PART 4A, WEST BRANCH, IOWA.**

WHEREAS, The Meadows Development, Inc. (“Meadows”), is the owner of Lots 1, 2 and 3 of The Meadows Part 4A, West Branch, Iowa (the “Property”); and

WHEREAS, The Meadows has submitted a proposed Site Plan for the Property for commercial use; and

WHEREAS, the Planning and Zoning Commission has reviewed said Site Plan and recommended approval of the same; and

WHEREAS, said Site Plan complies with the requirements of Chapter 173 of the Code of Ordinances of the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the site plan of Dawson Plaza for Lots 1, 2 & 3, The Meadows Part 4A, West Branch, Iowa, is hereby approved.

**Passed and approved this 20th day of December, 2021.**

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

ATTEST:

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

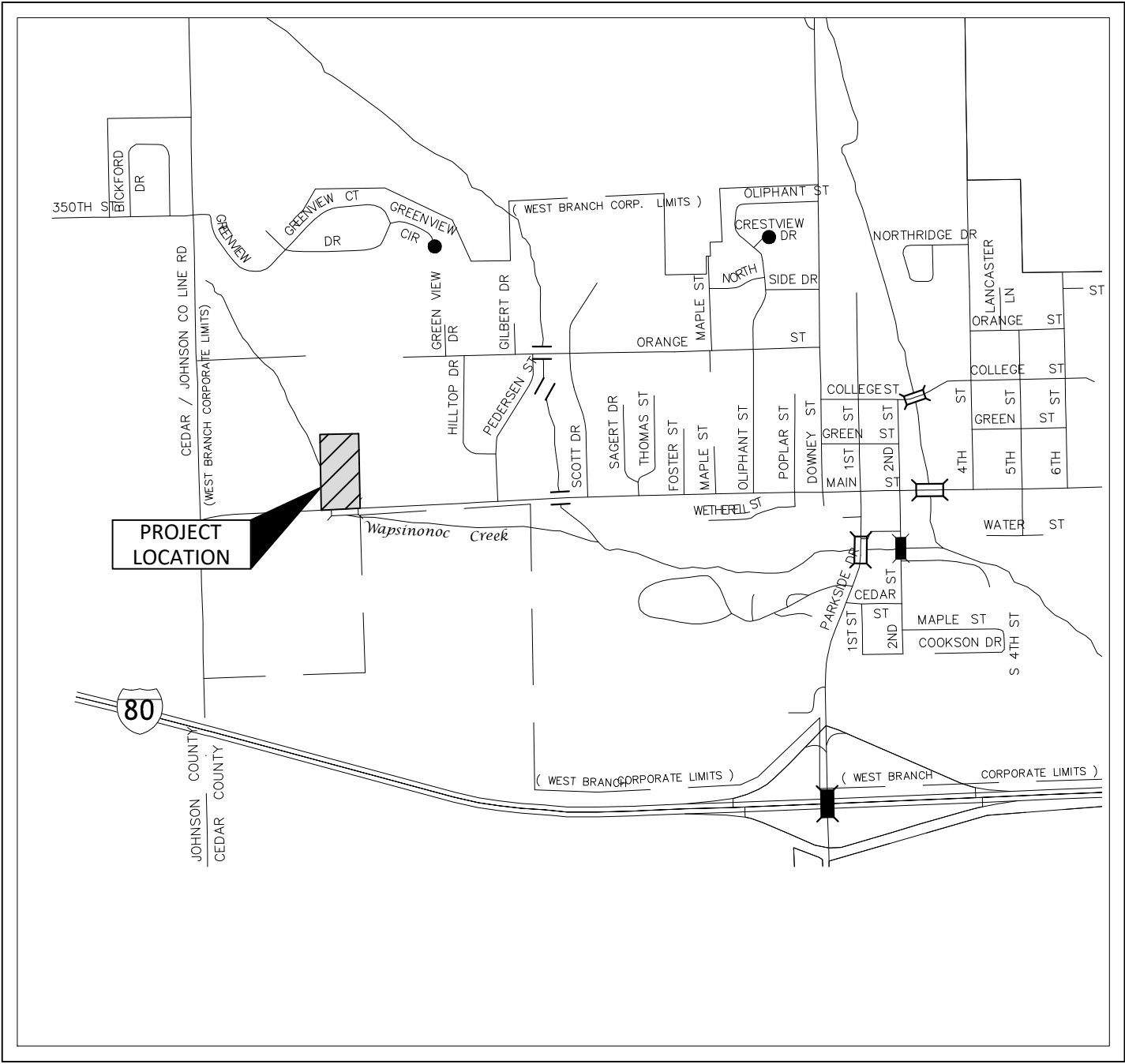
DRAWINGS FOR PROPOSED IMPROVEMENTS  
DAWSON PLAZA  
SITE PLAN  
IN THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

LEGAL DESCRIPTION

THE MEADOWS SUBDIVISION PART 4A LOT 1.  
THE MEADOWS SUBDIVISION PART 4A LOT 2.  
THE MEADOWS SUBDIVISION PART 4A LOT 3.

NOTE:  
THE PROPOSED IMPROVEMENTS INCLUDED IN THESE DRAWINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH CITY OF WEST BRANCH REQUIREMENTS AND THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS), LATEST ADDITION, UNLESS NOTED OTHERWISE ON THE PLANS.

THE FOLLOWING DESIGN EXCEPTIONS ARE REQUIRED:  
N/A



CITY OF WEST BRANCH, IOWA

APPLICANT INFORMATION

OWNER/APPLICANT :  
CHRIS KOFOED  
PO BOX 698  
WEST BRANCH, IA 52358

DEVELOPER'S ATTORNEY:  
MICHAEL W. KENNEDY  
920 S. DUBUQUE STREET  
IOWA CITY, IA 52240

PROJECT INFORMATION

SCOPE OF WORK:  
PROPOSED PROGRESSIVE REHAB AND FITNESS CENTER ALONG WITH TWO ADDITIONAL COMMERCIAL UNITS.

CONTACT PERSON:  
BRIAN BOELK  
AXIOM CONSULTANTS, LLC  
60 E. COURT STREET, UNIT 3  
IOWA CITY, IOWA 52240-3833  
PHONE: 319-519-6220  
EMAIL: BBOELK@AXIOM-CON.COM

UTILITY CONTACTS

ALLIANT ENERGY  
CONTACT NAME : ALLIANT ENERGY FIELD ENGINEER  
CONTACT PHONE: 800-255-4268  
CONTACT EMAIL: LOCATE\_IPL@ALLIANTENERGY.COM

CITY OF WEST BRANCH  
CONTACT NAME : MATT GOODALE  
CONTACT PHONE: 319-643-588  
CONTACT EMAIL: WBCITY@NETINS.NET

LINN COUNTY REC  
CONTACT NAME : JOHNA NUNEMAKER  
CONTACT PHONE: 319-377-1587  
CONTACT EMAIL: NUNEMAKER@LINCOUNTYREC.COM

PEMBINA COCHIN LLC  
CONTACT NAME : LARRY RAIMANN  
CONTACT PHONE: 641-228-3021  
CONTACT EMAIL: LRAIMANN@PEMBINA.COM

MEDIACOM  
CONTACT NAME : CARL NORTON  
CONTACT PHONE: 319-594-6201  
CONTACT EMAIL: CNORTON@MEDIACOMC.COM

WINDSTREAM COMMUNICATIONS  
CONTACT NAME : LOCATE DESK  
CONTACT PHONE: 800-289-1901  
CONTACT EMAIL: LOCATE.DESK@WINDSTREAM.COM

LIBERTY COMMUNICATIONS  
CONTACT NAME : JERRY MELICK  
CONTACT PHONE: 319-627-2145  
CONTACT EMAIL: LIBERTY@CORP.LCOM.NET

ENTERPRISE PRODUCTS OPERATING  
CONTACT NAME : MIKE MCCLAUGHLIN  
CONTACT PHONE: 281-615-1827  
CONTACT EMAIL: MMCLAUGHLIN@EPROD.COM

SITE INFORMATION

PURPOSE OF DEVELOPMENT  
PROPOSED REHAB AND FITNESS CENTER ALONG WITH TWO ADDITIONAL COMMERCIAL UNITS

ZONING INFORMATION  
CURRENT ZONING RB-1 (RESIDENCE/BUSINESS DISTRICT)

MINIMUM LOT REQUIREMENTS  
FRONT YARD SETBACK 25 FEET  
REAR YARD SETBACK 25 FEET, EXCEPT WHERE A COURT YARD OF EQUAL SQUARE FOOTAGE TO THAT PART OF THE REAR YARD REPLACED IS SUBSTITUTED, IN WHICH CASE THE STRUCTURE MAY BE NO CLOSER THAN 8 FEET FROM THE REAR LOT LINE WHERE THE LOT ABUTS A LOWER OR LESS RESTRICTIVE ZONING CLASSIFICATION ONLY.

SIDE YARD SETBACK  
NONE REQUIRED EXCEPT ADJOINING AN "R" DISTRICT, IN WHICH CASE NOT LESS THAN 10 FEET

PARKING REQUIREMENTS  
REQUIRED PARKING = 3 STALLS PLUS 1 PER 400 SF OF BUILDING AREA OVER 1000 SF

TOTAL REQUIRED STALLS = 28 STALLS  
TOTAL REQUIRED ADA STALLS = 2 ADA STALLS

PROPOSED PARKING  
26 - STALLS PROVIDED (TOTAL)  
2 - ACCESSIBLE STALLS

CITY APPROVAL

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

	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: _____
	BRIAN A. BOELK, P.E.	
	LICENSE NUMBER 16503.	
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022.		
PAGES OR SHEETS COVERED BY THIS SEAL: <u>ALL</u>		

NOT FOR CONSTRUCTION

	ENGINEER:	
DRAWING LOG	DESCRIPTION OF CHANGES	DATE
PROJECT NAME: DAWSON PLAZA	CLIENT NAME:	
SHEET NAME: COVER SHEET	DESIGN PROFESSIONAL:	BOELK
	PROJECT NO.:	210119
SHEET NUMBER:		C0.00



LEGEND:

UTILITIES	EXISTING	PROPOSED
COMMUNICATIONS	— ( CD ) —	— CO —
OVERHEAD LINE	— ( OH ) —	— OH —
ELECTRIC	— ( E ) —	— E —
FIBER OPTIC	— ( FD ) —	— FO —
GAS	— ( G ) —	— G —
SANITARY SEWER	— ( S ) —	— SS —
STORM	— ( ST ) —	— ST —
SUBDRAIN	— ( SD ) —	— SD —
WATER: DOMESTIC	— ( W ) —	— W —
WATER: WELL	— ( WELL ) —	— WELL —
CHILLED WATER: SUPPLY	— ( CHWS ) —	— CHWS —
CHILLED WATER: RETURN	— ( CHWR ) —	— CHWR —
CONDENSATE	— ( CND ) —	— CND —
STEAM: HIGH PRESSURE	— ( HPS ) —	— HPS —
STEAM: LOW PRESSURE	— ( LPS ) —	— LPS —
COMMUNICATIONS HANDHOLE		
COMMUNICATIONS PEDESTAL		
COMMUNICATIONS MANHOLE		
GUY WIRE ANCHOR		
UTILITY POLE		
UTILITY POLE WITH LIGHT		
LIGHT POLE		
ELECTRIC MANHOLE		
ELECTRIC TRANSFORMER		
TRAFFIC HANDHOLE		
TRAFFIC MANHOLE		
FIBER OPTIC HANDHOLE		
FIBER OPTIC MANHOLE		
GAS MANHOLE		
GAS VALVE		
SANITARY SEWER MANHOLE		
SANITARY SEWER CLEANOUT		
STORM SEWER MANHOLE		
STORM SEWER INTAKE		
HYDRANT		
WATER VALVE		
CURB STOP		
WATER MANHOLE		
POST INDICATOR VALVE		

SITE

	EXISTING	PROPOSED
CONTOUR - INDEX	— 100 —	— 100 —
CONTOUR - INTERMEDIATE	— 101 —	— 101 —
FENCE: BARB WIRE	— x — x — x — x —	— x — x — x — x —
FENCE: CHAIN LINK	— o — o — o — o —	— o — o — o — o —
FENCE: CONSTRUCTION	— + — + — + — + —	— + — + — + — + —
FENCE: VINYL	— // — // — // — // —	— // — // — // — // —
FENCE: WIRE	— □ — □ — □ — □ —	— □ — □ — □ — □ —
FENCE: WOOD	— □ — □ — □ — □ —	— □ — □ — □ — □ —
TREE LINE		
DELINEATED WETLAND	— W — W — W —	— W — W — W —
100-YEAR FLOODPLAIN	— 100Y — 100Y — 100Y —	— 100Y — 100Y — 100Y —
500-YEAR FLOODPLAIN	— 500Y — 500Y — 500Y —	— 500Y — 500Y — 500Y —
STREAM CENTERLINE	— — — — —	— — — — —
BOLLARD		
FLAG POLE		
LANDSCAPE LIGHT		
SHRUBBERY		SEE LANDSCAPE PLAN
TREE: DECIDUOUS		SEE LANDSCAPE PLAN
TREE: CONIFEROUS		SEE LANDSCAPE PLAN
MAIL BOX		
POST		
SIGN		
PARKING METER		
FIRE DEPARTMENT CONNECTION		
WATER METER		
HOSE BIB		
YARD HYDRANT		
DRINKING FOUNTAIN		
MONITORING WELL		
WELL		

GENERAL NOTES

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS), UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- THE LOCATIONS OF UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS PLOTTED ON THIS DRAWING ARE APPROXIMATE ONLY AND WERE OBTAINED FROM PLANS OF RECORD. THERE MAY BE OTHER EXISTING UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS NOT KNOWN AND MAY NOT SHOWN ON THIS DRAWING.
- NOTIFY UTILITY COMPANIES WHOSE FACILITIES ARE SHOWN ON THE PLANS OR KNOWN TO BE WITHIN CONSTRUCTION LIMITS OF THE SCHEDULE PRIOR TO EACH STAGE OF CONSTRUCTION.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL UNCOVER EXISTING UTILITIES AT CRITICAL LOCATIONS TO VERIFY EXACT HORIZONTAL AND VERTICAL LOCATION.
- IOWA CODE 480, UNDERGROUND FACILITIES INFORMATION, REQUIRES VERBAL NOTICE TO IOWA ONE-CALL 1-800-292-8989, NOT LESS THAN 48 HOURS BEFORE EXCAVATING, EXCLUDING WEEKENDS AND HOLIDAYS.
- NOTIFY THE APPROPRIATE GOVERNING AUTHORITY 48 - 72 HOURS PRIOR TO BEGINNING CONSTRUCTION WITHIN PUBLIC RIGHT-OF-WAY. THE CITY OF WEST BRANCH SHALL BE THE PUBLIC AGENCY RESPONSIBLE FOR INSPECTION DURING CONSTRUCTION OF THE PUBLIC PORTIONS OF THE PROJECT.
- NO WORK SHALL BE PERFORMED BEYOND THE PROJECT LIMITS WITHOUT PRIOR AUTHORIZATION FROM THE OWNER OR OWNER'S REPRESENTATIVE.
- PROVIDE TRAFFIC AND PEDESTRIAN CONTROL MEASURES (SIGNS, BARRICADES, FLAGGERS, ETC.) IN COMPLIANCE WITH PART VI OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) LATEST EDITION.
- ADJUST ALL VALVES, MANHOLES, CASTINGS, GAS VENTS, ETC., TO MATCH THE NEW SURFACE. ADJUSTMENT SHALL BE COORDINATED WITH THE UTILITY COMPANIES AND THE COST FOR ALL ADJUSTMENTS SHALL BE INCIDENTAL TO THE CONSTRUCTION. AT NO ADDITIONAL COST TO THE OWNER, REPAIR ANY DAMAGE TO SAID STRUCTURES AND APPURTENANCES THAT OCCUR DURING CONSTRUCTION.
- REPLACE ANY PROPERTY MONUMENTS REMOVED OR DESTROYED BY CONSTRUCTION. MONUMENTS SHALL BE SET BY A LAND SURVEYOR REGISTERED TO PRACTICE IN THE STATE OF IOWA.

GRADING NOTES

- STRIP EXISTING VEGETATION WITHIN THE GRADING LIMITS AND AREAS TO RECEIVE FILL. STOCKPILE ON-SITE FOR REUSE IF SUITABLE.
- PROOF ROLL ALL FILL AREAS TO IDENTIFY SOFT OR DISTURBED AREAS IN THE SUBGRADE. ALL UNSUITABLE MATERIAL IDENTIFIED SHALL BE REMOVED AND RECOMPACTED. PROOFROLL WITH 25 TON MINIMUM GROSS VEHICLE WEIGHT.
- REMOVE AND RECOMPACT AREAS OF SUBGRADE WHICH ARE SOFT OR UNSTABLE TO MEET SPECIFIED LIMITS FOR DENSITY AND MOISTURE CONTENT.
- SCARIFY EXISTING SUBGRADE TO A DEPTH OF 12 INCHES AND RECOMPACT TO 98% OF STANDARD PROCTOR DENSITY (ASTM D698) PRIOR TO PLACEMENT OF FILL.
- DO NOT PLACE, SPREAD, OR COMPACT ANY FILL MATERIAL DURING UNFAVORABLE WEATHER CONDITIONS AND DO NOT RESUME COMPACTION OPERATIONS UNTIL MOISTURE CONTENT AND DENSITY OF IN-PLACE FILL MATERIAL ARE WITHIN SPECIFIED LIMITS.
- PLACE FILL MATERIAL IN 9" MAXIMUM LIFTS.
- FILLS PLACED BELOW LAWN AREAS SHALL BE COMPACTED TO 90% OF MATERIALS MAXIMUM STANDARD PROCTOR DRY DENSITY (ASTM D698).
- SCARIFY SUBGRADE TO DEPTH OF 3 INCHES WHERE TOPSOIL IS SCHEDULED. SCARIFY AREAS WHERE EQUIPMENT USED FOR HAULING AND SPREADING TOPSOIL HAS CAUSED COMPACTED SUBSOIL.
- FILL MATERIAL OBTAINED FROM OFF-SITE SOURCES SHALL BE SOIL OR SOIL AND ROCK MIXTURE FREE FROM ORGANIC MATTER AND OTHER DELETERIOUS SUBSTANCES. IT SHALL CONTAIN NO ROCKS OF 6 INCHES IN GREATEST DIMENSION AND NOT MORE THAN 15% OF THE ROCKS SHALL BE LARGER THAN 2-1/2 INCHES IN GREATEST DIMENSION.
- SCARIFY AND RECOMPACT THE TOP 9" OF SUBGRADE IN ALL CUT AREAS AFTER ROUGH GRADING IS COMPLETED. COMPACT THE ENTIRE PAVING SUBGRADE TO 95% STANDARD PROCTOR DRY DENSITY TO WITHIN 1.0' OF FINAL SUBGRADE. THE FINAL 1.0' OF FILL TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY (ASTM D698).
- IN AREAS TO RECEIVE ADDITIONAL FILL OVER EXISTING FILL MATERIALS. REMOVE TOP 12" OF MATERIAL AND SCARIFY AND RECOMPACT THE NEXT 9" OF RESULTING SUBGRADE. COMPACT RESULTING SUBGRADE TO 95% STANDARD PROCTOR DRY DENSITY. SUBSEQUENT FILL TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY TO WITHIN 1.0' OF FINAL SUBGRADE. THE FINAL 1.0' OF FILL TO BE COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY (ASTM D698).
- FINISH CONTOURS SHOWN ARE TO TOP OF FINISHED GRADE OR TO TOP OF TOPSOIL.

SITE PREPARATION NOTES

- PROTECT ADJACENT PROPERTY DURING DEMOLITION.
- DEMOLITION LIMIT LINE IS THE EXISTING PROPERTY LINE UNLESS NOTED OTHERWISE.
- MAINTAIN POSITIVE DRAINAGE ON THE SITE THROUGHOUT THE PROJECT DURATION.
- PROVIDE WASTE AREAS OR DISPOSAL SITES FOR EXCESS MATERIAL (EXCAVATED MATERIAL OR BROKEN CONCRETE) WHICH IS NOT DESIRABLE TO BE INCORPORATED INTO THE WORK INVOLVED ON THIS PROJECT. NO PAYMENT FOR OVERHAUL WILL BE ALLOWED FOR MATERIAL HAULED TO THESE SITES. NO MATERIAL SHALL BE PLACED WITHIN THE EASEMENTS, UNLESS SPECIFICALLY STATED IN THE PLANS OR APPROVED BY THE ENGINEER. DISPOSAL SITES MUST BE APPROVED BY THE ENGINEER. CONTRACTOR SHALL APPLY NECESSARY MOISTURE TO THE CONSTRUCTION AREA AND TEMPORARY HAUL ROADS TO PREVENT THE SPREAD OF DUST. OFF-SITE DISPOSAL SHALL BE IN ACCORDANCE WITH THE APPLICABLE GOVERNMENTAL REGULATIONS.
- KEEP ADJACENT PUBLIC STREETS FREE FROM SOIL AND DEBRIS GENERATED BY THE PROJECT. CLEAN SOIL AND DEBRIS FROM THE ADJACENT STREETS ON A DAILY BASIS.
- DURING CONSTRUCTION, CONTROL DUST SPREADING FROM ALL WORK AND STAGING AREAS.
- REMOVAL OR ABANDONMENT OF PUBLIC UTILITIES SHALL BE FULLY COORDINATED WITH APPROPRIATE UTILITY SUPPLIER AND REGULATORY AGENCIES.
- ANY EXISTING FACILITIES (CURBS, PAVEMENT, UTILITIES, ETC.) THAT THE CONTRACTOR'S OPERATIONS DAMAGE SHALL BE REPAIRED BY THAT CONTRACTOR AT HIS/HER COST.
- REMOVE ALL DESIGNATED STREETS, DRIVEWAYS, ETC. IN THEIR ENTIRETY. BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO 98% STANDARD PROCTOR DRY DENSITY (ASTM D698).
- WHERE A SECTION OF PAVEMENT, CURB AND GUTTER OR SIDEWALK IS CUT OR OTHERWISE DAMAGED BY THE CONTRACTOR, THE ENTIRE SECTION SHALL BE REMOVED AND REPLACED. PAVEMENT, CURBS, GUTTERS AND SIDEWALKS SHALL BE REMOVED A MINIMUM OF TWO FEET BEYOND THE EDGE OF THE TRENCH CUT AND TO THE NEAREST JOINT.
- SAWCUT EDGES OF PAVEMENT FULL DEPTH PRIOR TO REMOVAL TO PREVENT DAMAGE TO ADJACENT SLABS AND FIXTURES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL EXISTING CONCRETE STRUCTURES ON THE SITE AS SHOWN ON THE PLANS. THE REMOVAL INCLUDES DRIVEWAYS, CURB AND GUTTER, SIDEWALK, AND BASEMENT FOUNDATION FOOTINGS, FLOOR AND WALLS. THE REMOVAL ALSO INCLUDES STORM SEWER INTAKES AND PIPE AS SHOWN ON THE PLANS.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROTECT TREES AND SHRUBS NOTED ON THE PLANS TO REMAIN IN PROJECT AREA FROM DAMAGE DUE TO CONSTRUCTION ACTIVITY. PROTECTION INCLUDES, BUT IS NOT LIMITED TO, CONSTRUCTION FENCING AROUND THE DRIP LINE OF TREES AND PROHIBITING VEHICLE TRAFFIC WITHIN THE DRIP LINE OF TREES.
- REMOVAL AND DISPOSAL OF EXISTING TREES AND SHRUBS WITHIN CONSTRUCTION LIMITS SHALL BE INCIDENTAL TO THE GRADING PORTION OF THE PROJECT. STUMPS ARE TO BE GROUND TO TWO FEET BELOW FINISHED GRADE.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF A TILE IS ENCOUNTERED AND SHALL INDICATE THE METHOD OF RESOLVING THE CONFLICT. THE ENGINEER SHALL APPROVE THE PROPOSED METHOD. THE LOCATION OF THE FIELD TILE SHALL BE RECORDED ON THE CONSTRUCTION RECORD DOCUMENTS.

EXISTING FIELD TILE LINES ENCOUNTERED IN THIS PROJECT SHALL BE REPAIRED BY THE CONTRACTOR IN ONE OF THE FOLLOWING WAYS:

- CONNECT TILE TO THE NEAREST STORM SEWER.
- DAYLIGHT TO FINISHED GROUND.
- REPAIR TILE AND MAINTAIN SERVICE.

SURFACE RESTORATION NOTES

- ONLY DISTURBED AREAS NOT PAVED OR HARD SURFACED SHALL RECEIVE MINIMUM 4" TOPSOIL. SCARIFY AREAS TO RECEIVE TOPSOIL TO A MIN. DEPTH OF 4". REMOVE ALL STONES, WOOD AND DEBRIS LARGER THAN 2" FROM AREAS TO RECEIVE TOPSOIL. DO NOT COMPACT TOPSOIL.
- ALL DISTURBED AREAS SHALL BE SEEDED, FERTILIZED AND MULCHED IN ACCORDANCE WITH SUDAS SECTION 9010.
- SEED ALL DISTURBED AREAS NOT TO BE HARD SURFACED, AND NOT TO HAVE TOPSOIL SPREAD, WITH TYPE 1 EROSION CONTROL MIXTURE PER SUDAS SECTION 9010.
- APPLY SEED AT THE RATES INDICATED IN THE PROJECT SPECIFICATIONS.
- MAINTAIN SEEDED AREAS UNTIL AN ADEQUATE STAND OF GRASS HAS BEEN ESTABLISHED. RESEED ANY AREAS AS NECESSARY TO STABILIZE SOIL PER PROJECT SPECIFICATIONS.
- EXISTING FACILITIES (CURBS, PAVEMENT, UTILITIES, ETC.) THAT ARE TO REMAIN AND DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.

EROSION CONTROL NOTES

- THE CONTRACTOR SHALL INCORPORATE ALL EROSION CONTROL FEATURES INTO THE PROJECT PRIOR TO DISTURBING THE SOIL.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO INSPECT THE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES A MINIMUM OF ONCE PER WEEK. IF A CONTROL MEASURE HAS BEEN REDUCED IN CAPACITY BY 50% OR MORE, THE CONTRACTOR SHALL RESTORE SUCH FEATURES TO THEIR ORIGINAL CONDITION IMMEDIATELY, WEATHER PERMITTING.
- ERECT SILT FENCE AS SHOWN ON THE PLANS TO LIMIT LOSS OF MATERIAL FROM THE SITE. DEVICES TO REMAIN IN PLACE AND TO BE MAINTAINED UNTIL A PERMANENT GROUND COVER IS ESTABLISHED.
- MINIMIZE SOIL EROSION BY MAINTAINING ALL EXISTING VEGETATIVE GROWTH WITHIN THE GRADING LIMITS FOR AS LONG AS PRACTICAL.
- INSTALL A SILT FENCE AROUND ALL STOCKPILED TOPSOIL.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY SEEDING FOR ALL AREAS THAT ARE DISTURBED AND OPERATIONS WILL NOT COMMENCE OR PERMANENT SEEDING WILL NOT BE COMPLETED IN LESS THAN 14 DAYS.
- SEQUENCE OF EROSION AND SEDIMENT CONTROL EVENTS:
  - INSTALL INLET PROTECTION AROUND EXISTING INTAKES AS INDICATED ON THE SITE CONSTRUCTION PLAN. USE THESE LOW AREAS AS SEDIMENT BASINS DURING CONSTRUCTION.
  - INSTALL PERIMETER SILT FENCE AS INDICATED ON THE SITE CONSTRUCTION PLAN.
  - INSTALL SILT FENCE AROUND ANY TOPSOIL OR EXCESS SOIL STOCKPILES. APPLY TEMPORARY SEEDING TO ALL TOPSOIL OR EXCESS SOIL STOCKPILES.
  - INSTALL STONE SUBBASE ON STREET AREAS FOLLOWING COMPLETION OF GRADING.
  - APPLY TEMPORARY SEEDING TO ALL DENUDED AREAS WHERE CONSTRUCTION ACTIVITY TEMPORARILY CEASES FOR 14 DAYS OR MORE. FERTILIZE AND LIME IF NEEDED. APPLY MULCH ON SLOPES GREATER THAN 4:1 (HORIZONTAL:VERTICAL).
  - DESTROY TEMPORARY SEEDING AND APPLY PERMANENT SEEDING TO ALL DISTURBED AREAS NOT TO BE HARD SURFACED. FERTILIZE AND MULCH PERMANENT SEEDING AS REQUIRED. APPLY MULCH AT 1.5 TO 2.0 TONS PER ACRE ON SLOPES GREATER THAN 4:1.
  - WHEN CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED WITH PERMANENT SEEDING, REMOVE ACCUMULATED SEDIMENT FROM ANY SEDIMENT BASINS, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVALS.

STORMWATER POLLUTION PREVENTION:

THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE KEPT ON THE CONSTRUCTION SITE AT ALL TIMES FROM THE DATE CONSTRUCTION ACTIVITIES BEGIN TO THE DATE OF FINAL STABILIZATION. THE CONTRACTOR SHALL MAINTAIN THE SWPPP PER THE REQUIREMENTS OF GENERAL PERMIT NO. 2. ALL OPERATORS/CONTRACTORS WORKING ONSITE MUST SIGN THE CERTIFICATION STATEMENT PROVIDED AND WILL BECOME CO-PERMITTEES ON THE NPDES GENERAL PERMIT NO. 2 FOR THIS SITE. ALL OPERATORS/SUBCONTRACTORS WORKING ONSITE SHALL BE SUPPLIED A COPY OF THE SWPPP BY THE CONTRACTOR AND MUST BE FAMILIAR WITH ITS CONTENTS. THE SWPPP MUST BE PERIODICALLY UPDATED TO SHOW CURRENT EROSION CONTROL PRACTICES PER THE REQUIREMENTS OF THE GENERAL PERMIT #2. UPDATED VERSIONS OF THE SWPPP WILL BE PROVIDED TO ALL OF THE OPERATORS/SUBCONTRACTORS WHOM ARE AFFECTED BY THE CHANGES MADE TO THE SWPPP. IT WILL BE THE DUTY OF THE CONTRACTOR TO SEE THAT THESE REQUIREMENTS ARE MET.

NOT FOR CONSTRUCTION



PCC PAVEMENT NOTES

1. PCC PAVING THICKNESS SHALL BE 6-INCH ON 6-INCH GRANULAR SUBBASE, UNLESS STATED OTHERWISE.
2. MATERIALS AND CONSTRUCTION FOR PORTLAND CEMENT CONCRETE PAVEMENTS SHALL MEET THE REQUIREMENT OF IOWA DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, LATEST REVISION, SECTION 2301. THE PARAGRAPHS FOR MEASUREMENT AND PAYMENT SHALL NOT APPLY.
3. MINIMUM 28-DAY COMPRESSIVE STRENGTH FOR CONCRETE USED FOR PAVEMENTS SHALL BE 4000 PSI. CONCRETE SHALL BE C-3 OR C-4 WITH TYPE 1 CEMENT. AIR CONTENT SHALL BE 6-1/2% ± 1.5% COARSE AGGREGATE. AIR ENTRAINMENT ADMIXTURES AND WATER REDUCING ADMIXTURES SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4103. DURABILITY FOR PORTLAND CEMENT CONCRETE SHALL BE CLASS 2. JOINT SEALER SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4136 FOR HOT POURED JOINT SEALER.
4. CURING COMPOUND (WHITE, DARK OR CLEAR) SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR SECTION 4105. APPLICATION METHOD AND CURING SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 2301.19.
5. FLYASH PER IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4108 MAY BE SUBSTITUTED FOR CEMENT AT THE RATES SPECIFIED IN SECTION 2301.04E AFTER NOTIFICATION AND AUTHORIZATION BY THE OWNER'S REPRESENTATIVE.
6. PAVEMENT TIE BARS AND DOWEL BARS SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4151. EPOXY COATING, WHEN SPECIFIED, SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4151.03B.
7. CURBS SHALL BE CAST INTEGRAL WITH CONCRETE PAVEMENT UNLESS NOTED OTHERWISE.
8. PCC SIDEWALKS 5 FEET OR LESS IN WIDTH SHALL BE 4 INCHES THICK. PCC SIDEWALKS GREATER THAN 5 FEET WIDE BUT LESS THAN 12 FEET WIDE SHALL BE 6 INCHES THICK. SIDEWALK THICKNESS AT ALL DRIVEWAYS SHALL SHALL MATCH THAT OF THE ADJACENT DRIVEWAY. TRANSVERSE CONSTRUCTION JOINT SPACING FOR PCC SIDEWALKS 5 FEET OR LESS IN WIDTH SHALL BE PLACED A MAXIMUM OF 5 FEET ON CENTER. TRANSVERSE CONSTRUCTION JOINT SPACING FOR PCC SIDEWALKS GREATER THAN 5 FEET WIDE BUT LESS THAN 12 FEET WIDE SHALL BE PLACED A MAXIMUM OF 8 FEET ON CENTER. PLACE EXPANSION JOINTS WHERE WALK MEETS OTHER WALKS, BACK OF CURBS, FIXTURES, OR OTHER STRUCTURES, AND AT INTERVALS NOT EXCEEDING 50 FEET. SIDEWALKS SHALL HAVE A MAXIMUM CROSS SLOPE OF 2% DRAINING TOWARDS BACK OF CURB, UNLESS OTHERWISE NOTED.
9. ONE INCH PREFORMED FOAM EXPANSION JOINT MATERIAL SONOFLEX "F" BY SONOBORN OR APPROVED EQUAL SHALL BE PLACED BETWEEN NEW PAVEMENT CONSTRUCTION AND THE FACES OF BUILDINGS, STOOPS, EXISTING SLABS, AND OTHER FIXTURES, UNLESS NOTED ON THE DRAWINGS. JOINTS AT THESE LOCATIONS SHALL BE SEALED WITH A SELF-LEVELING POLYURETHANE SUCH AS SONOLASTIC SL-1 OR APPROVED EQUAL.
10. CONSTRUCT 1" EXPANSION JOINTS ON PCC CURB AT ALL ENDS OF RETURN RADII.

PAVEMENT GENERAL NOTES

1. ALL SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
2. ALL DIMENSIONS TO BACK-OF-CURB UNLESS NOTED OTHERWISE.
3. REMOVE AND REPLACE OR RESTORE ALL STREET SIGNS, PAVEMENT MARKINGS, SIDEWALK LAMPS, SIDEWALKS, STEPS, LANDSCAPE STRUCTURES, CURB AND GUTTER, STREETS, DRIVES AND ALL OTHER SURFACE STRUCTURES REMOVED OR OTHERWISE DAMAGED DURING THE COURSE OF THE WORK. SIDEWALKS SHALL BE REMOVED AND REPLACED TO NEAREST JOINT BEYOND CONSTRUCTION AREA.
4. COMPACT SUBGRADE BENEATH PAVEMENTS IN ACCORDANCE WITH GRADING NOTES.
5. GRANULAR SUBBASE FOR PAVEMENTS SHALL MEET THE LIMITS OF GRADUATION NO. 14 (MODIFIED SUBBASE) PER IOWA DOT STANDARD SPECIFICATION FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4123.
6. PROOF-ROLL SUBGRADE PER SECTION 2115. REMOVE AND REPLACE UNSTABLE AREAS WITH SUITABLE COMPACTED MATERIAL.
7. ALL CURB AND GUTTER IS 6" STANDARD CURB UNLESS STATED OTHERWISE.


DESIGN STANDARDS AND REFERENCE DRAWINGS

THE FOLLOWING SUDAS FIGURES ARE INCLUDED BY REFERENCE:

FIGURE	TITLE
3010.101	TRENCH BEDDING AND BACKFILL ZONES
3010.102	RIGID GRAVITY PIPE TRENCH BEDDING
3010.103	FLEXIBLE GRAVITY PIPE TRENCH BEDDING
6010.602	CASTINGS FOR STORM SEWER MANHOLES
7010.101	JOINTS
7030.101	CONCRETE DRIVEWAY, TYPE A
9030.101	PLANTING PIT
9030.102	TREE STAKING, GUYING, AND WRAPPING
9040.102	FILTER BERM AND FILTER SOCK
9040.119	SILT FENCE
9040.120	STABILIZED CONSTRUCTION ENTRANCE

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ENGINEER:



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DRAWING LOG

REV	DESCRIPTION OF CHANGES	DATE

PROJECT NAME:

DAWSON PLAZA

CLIENT NAME:

SHEET NAME:

GENERAL NOTES

PROJECT NO.:

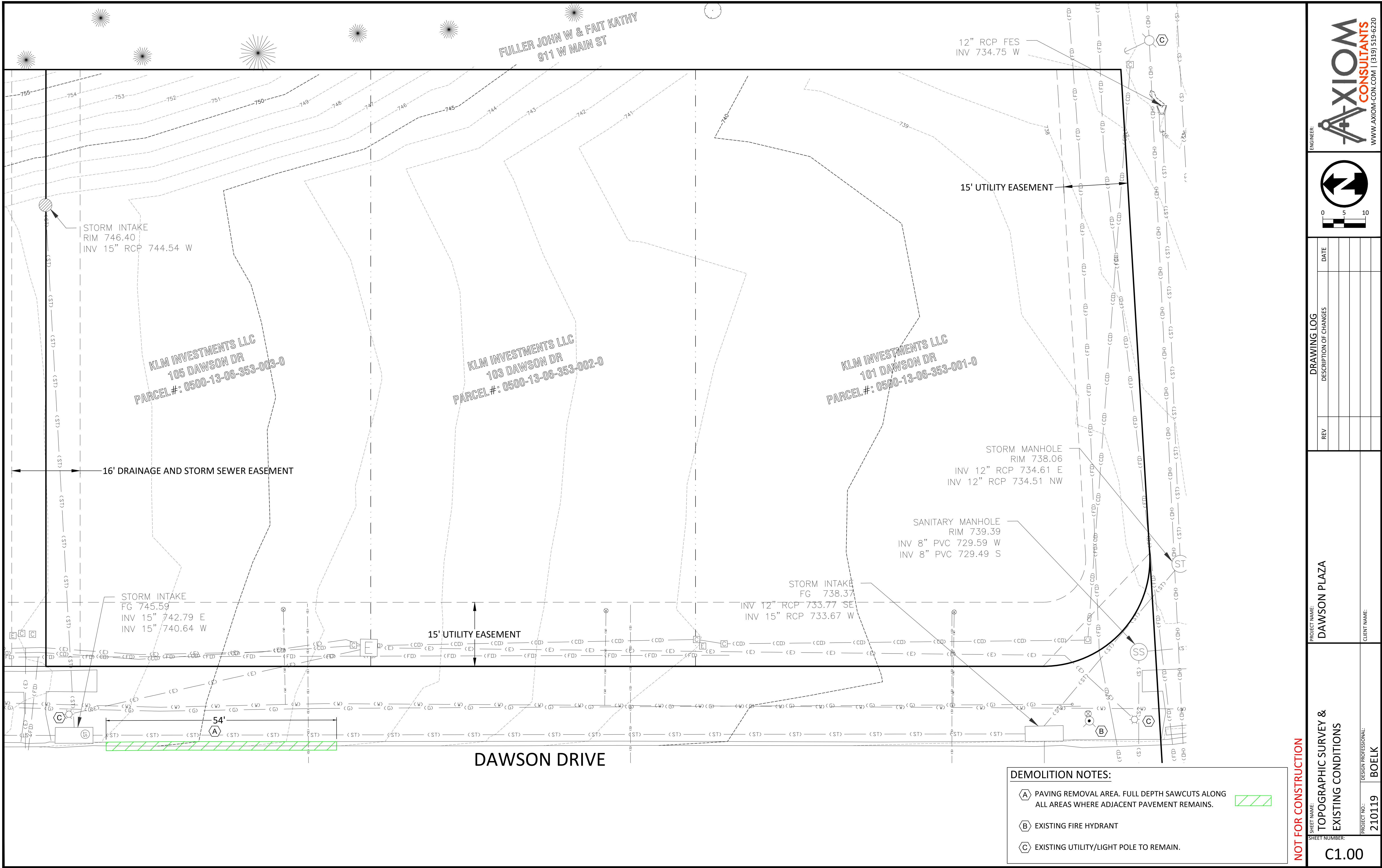
210119

DESIGN PROFESSIONAL:

BOELK


SHEET NUMBER:

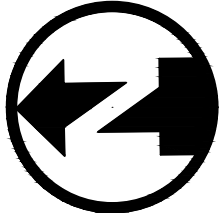
C0.02



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- DEMOLITION NOTES:
- (A)** PAVING REMOVAL AREA. FULL DEPTH SAWCUTS ALONG ALL AREAS WHERE ADJACENT PAVEMENT REMAINS.
  - (B)** EXISTING FIRE HYDRANT
  - (C)** EXISTING UTILITY/LIGHT POLE TO REMAIN.

ENGINEER:  
  
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0 5 10

DRAWING LOG		DATE
REV	DESCRIPTION OF CHANGES	

PROJECT NAME:  
**DAWSON PLAZA**

SHEET NAME:  
**TOPOGRAPHIC SURVEY & EXISTING CONDITIONS**

SHEET NO.:  
**210119**

SHEET NUMBER:  
**C1.00**

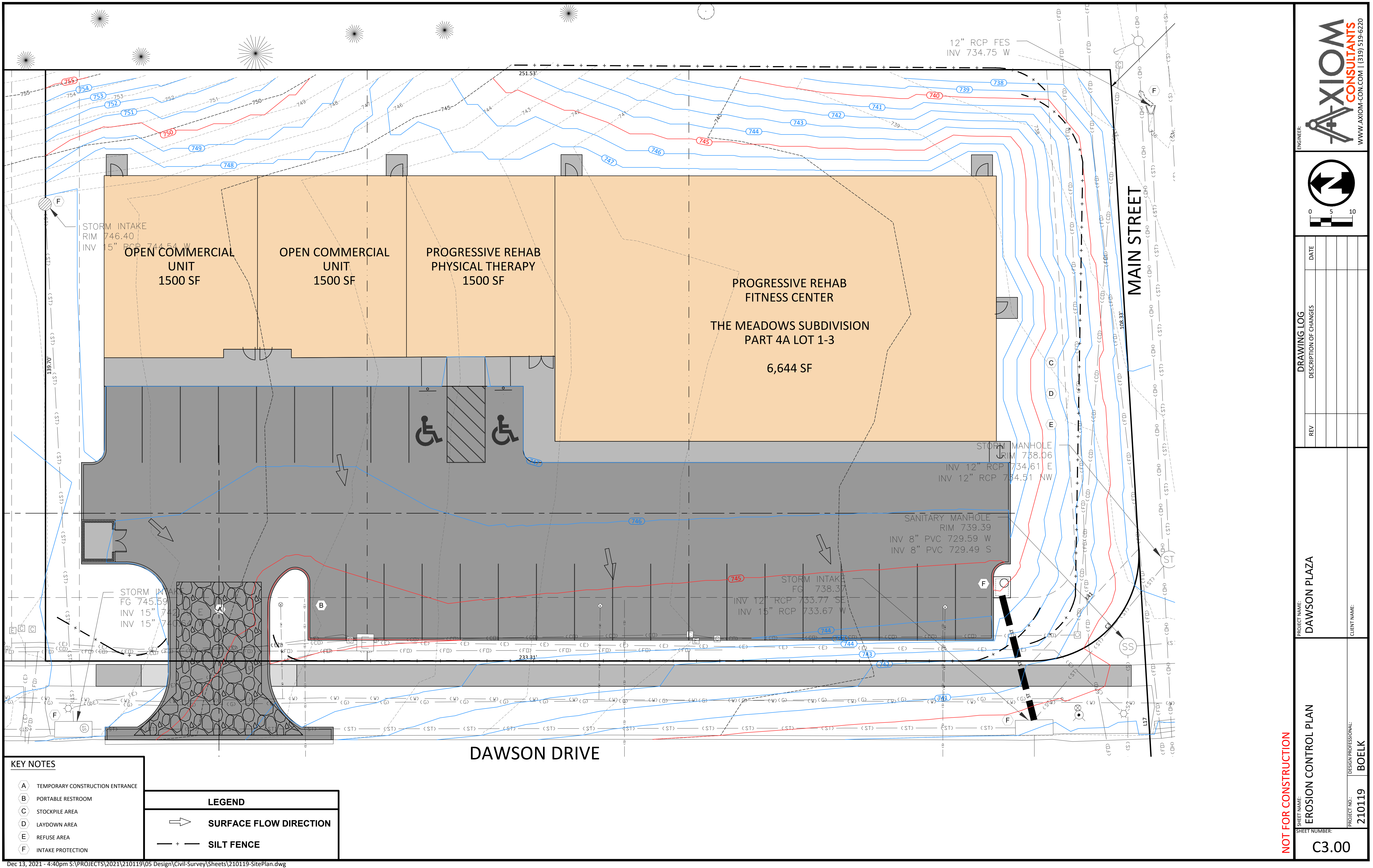
CLIENT NAME:

DESIGN PROFESSIONAL:  
**BOELK**









- KEY NOTES**
- A TEMPORARY CONSTRUCTION ENTRANCE
  - B PORTABLE RESTROOM
  - C STOCKPILE AREA
  - D LAYDOWN AREA
  - E REFUSE AREA
  - F INTAKE PROTECTION

**LEGEND**

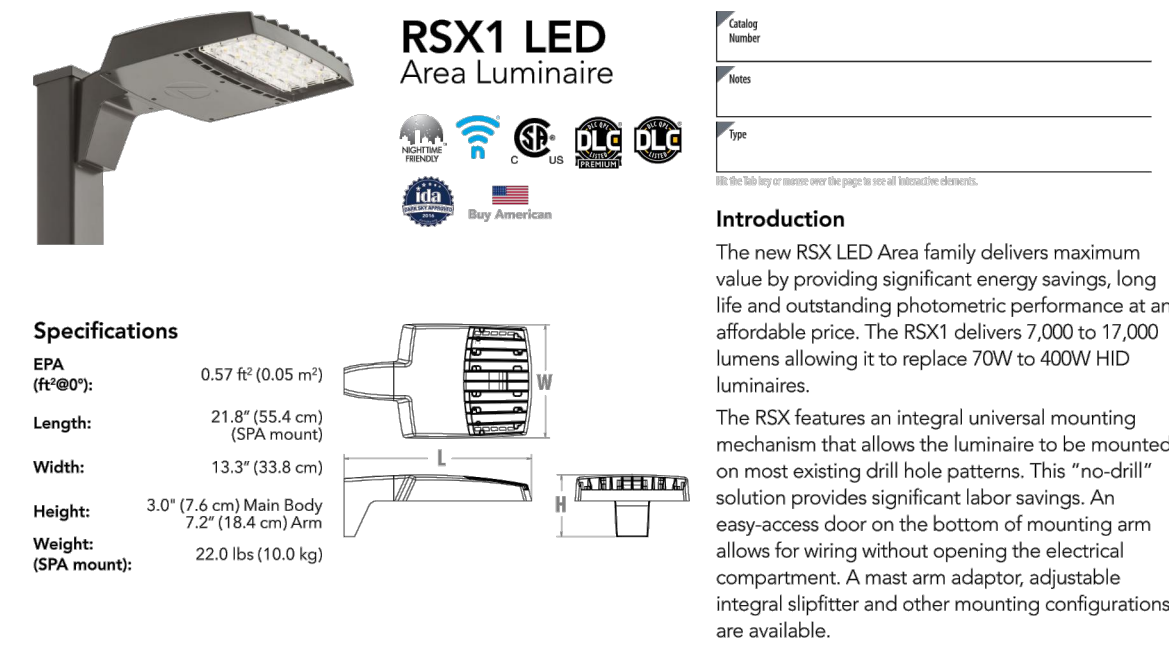
➔ **SURFACE FLOW DIRECTION**

— + — **SILT FENCE**

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<b>ENGINEER:</b>	
<b>DRAWING LOG</b>	
REV	DATE
<b>PROJECT NAME:</b> DAWSON PLAZA	
<b>CLIENT NAME:</b>	
<b>PROJECT NAME:</b> EROSION CONTROL PLAN	
<b>DESIGN PROFESSIONAL:</b> BOELK	
<b>PROJECT NO.:</b> 210119	
<b>SHEET NUMBER:</b> C3.00	

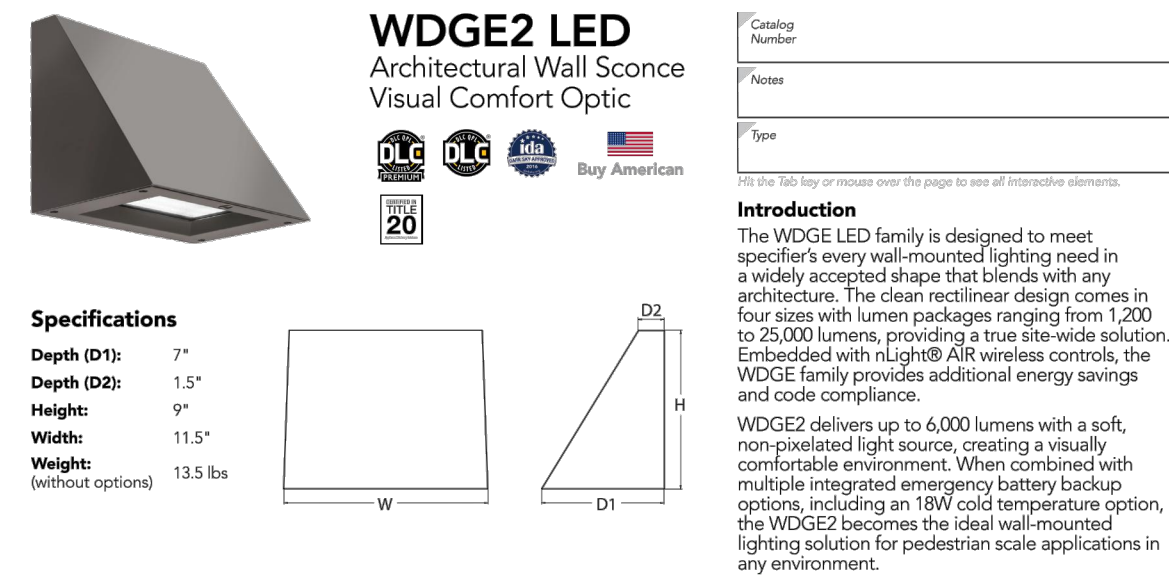




Ordering Information					EXAMPLE: RSX1 LED PA 40K R3 MVLSP SPA DBBX	
RSX1 LED		Color Temperature		Distribution	Voltage	Mounting
Sizes	Performance	Color	Color			
	Footcandle	Temp	Temp			
RSX1 LED	P1	304	3000K	R1	220V (200V-270V)*	SPA
	P2	486	4200K	R2	480V (480V-480V)	SPA
	P3	508	3000K	R3	220V (200V-270V)*	SPA
				R4	480V (480V-480V)	SPA
				R5	220V (200V-270V)*	SPA
				R6	480V (480V-480V)	SPA
				R7	220V (200V-270V)*	SPA
				R8	480V (480V-480V)	SPA
				R9	220V (200V-270V)*	SPA
				R10	480V (480V-480V)	SPA

Options		Remarks
<b>Software installed</b>	<b>Standard installed</b>	
HS	House-shed standard	<b>Shedding and Network Sensors/Controls (Factory default settings, see table page 9)</b>
PE	Pre-enclosed, heavy-duty	NEMO – High speed (pre-wired)
PEX	Pre-enclosed, lightweight, adjustable	PE – Pre-enclosed, standard
PC	Pre-wired back hatch installed only (see comment 1)	PEA – Pre-enclosed, ambient sensor (for use with NEMO) (See 9)
PC4	Control panel (400V/208V)	SAN – Networked, All-in-One
SP	Super speed (120, 277, 347V)	
SP4	Super speed (208, 240, 480V)	
SP400V	200V Super speed (300V standard)	
IND	Field Application (see 9)	
ING	0-200 Amps (control panel built in) (only for external control) (control panel and back of shed assembly)	
		<b>Standard requires (requires some field assembly)</b>
		EGS – External gate (see 9)
		EGV – External gate (see 9) (large light aperture)
		RS – Back gate
		DOBIO – Dark Interior
		DAW – Natural Ambient
		DWHD – White
		DOHD – Natural Dark Interior
		DOHDG – Natural Natural Ambient
		DOHDG – Natural Natural Ambient
		DOHDG – Natural White

 One Lithonia Way • Corvys, Georgia 30012 • Phone: 1-800-705-SERV (7378) • [www.acuitybrands.com](http://www.acuitybrands.com)  
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WDGE LED Family Overview										
Luminaires	Family	Standard/Max, 0%	Grid 1M, 20%	Sensor	Approximate Lumen (1000W, 6000K)					
					B0	B1	B2	B3	B4	B5
WDGE1 LED	Visual Comfort	4W			750	1,200	2,000			
WDGE2 LED	Visual Comfort	10W	18W	Standard / night		1,200	2,000	3,000	4,500	6,000
WDGE2 LED	Precision Reflective	10W	18W	Standard / night	700	1,200	2,000	3,000	4,200	5,400
WDGE3 LED	Precision Reflective	15W	18W	Standard / night		7,500	8,500	10,000	12,000	
WDGE4 LED	Precision Reflective			Standard / night		12,000	14,000	16,000	20,000	25,000

Series		Package	Order Temperature	CW	Refrigeration	Voltage	Flowing	Shipped included	Shipped separately
WDG2-LED	P1	PSW	27K / 200K	800W	YV	Model 347	30M	Super mounting board	MS / PSW
	P2	P2SW	30K / 300K	900W	YV	Model 440	30M	Super mounting board	MS / PSW
	P3	PSW	30K / 300K	900W	YV	Model 347	30M	Super mounting board	MS / PSW
	P4	SW with water and fan (P4 is not available for 300K)	40K / 300K	1000W	YV	Model 347	30M	Super mounting board	MS / PSW
	P5	SW with water and fan (P5 is not available for 300K)	50K / 300K	1000W	YV	Model 347	30M	Super mounting board	MS / PSW

[illegible]

 **LITHONIA LIGHTING** COMMERCIAL OUTDOOR One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • [www.lithonia.com](http://www.lithonia.com) WDGCE LED  
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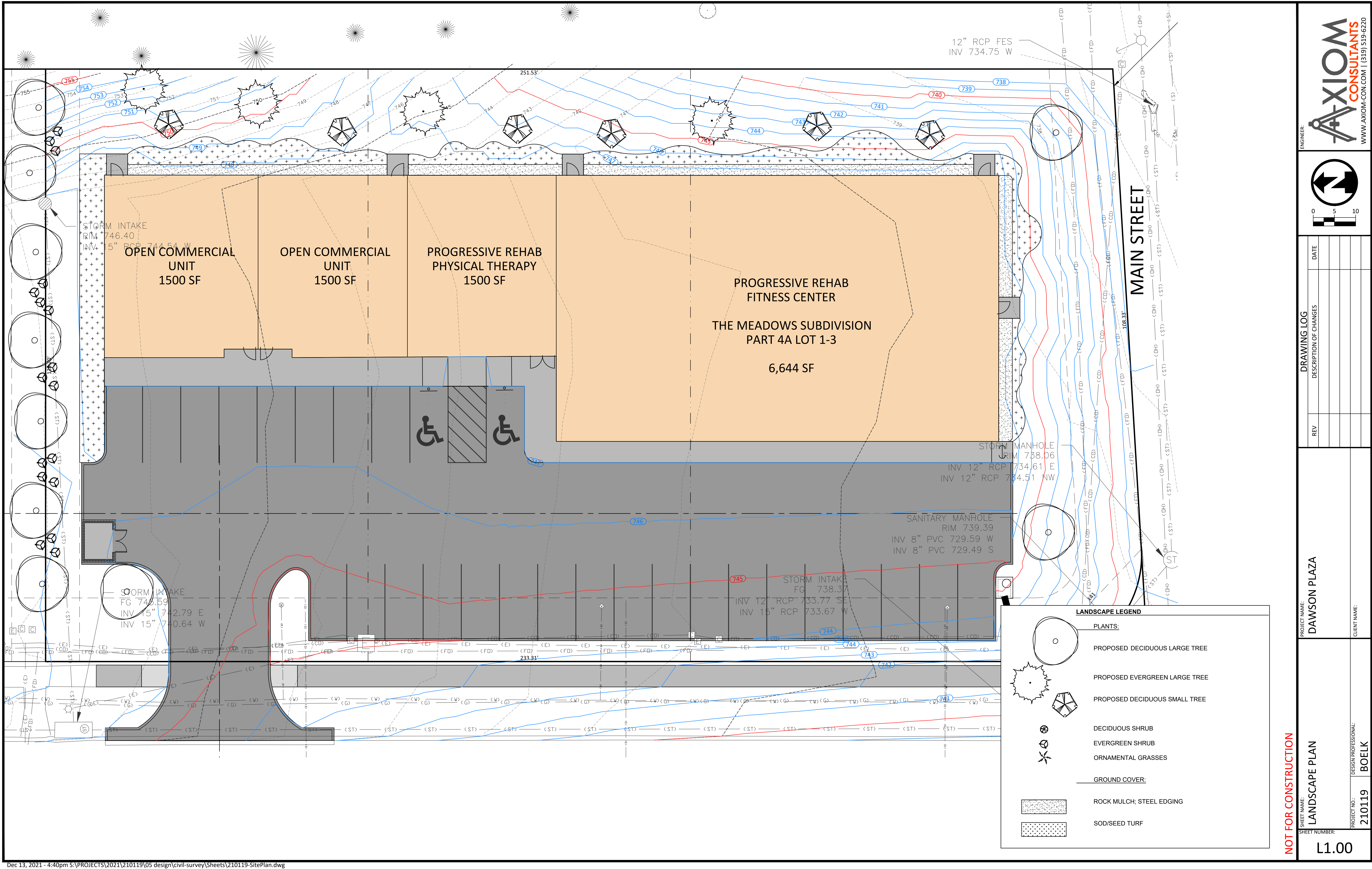
1 F-1: PROPOSED LIGHT FIXTURE  
MANUFACTURER: LITHONIA LIGHTING  
MODEL #: RSX1 LED P1 40K R2  
MOUNTING: 20'  
POLE: RSS20F500-D1-24-5-XXX (COLOR)  
WATTAGE: 51.3435

2 F-2: PROPOSED LIGHT FIXTURE  
MANUFACTURER: LITHONIA LIGHTING  
MODEL #: WDGE2 LED P0 40K 70CRI T3  
MOUNTING: 12' BUILDING  
WATTAGE: 6.8946

TOTAL OUTDOOR LIGHT OUTPUT			
TAG	QUANTITY	LUMENS	TOTAL LUMENS
F-1	2	7,121	14,242
F-2	4	822	3,288
		TOTAL	17,530
LUMENS PER NET ACRE (0.81)			21,642

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ENGINEER:  
  
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DRAWING LOG	
REV	DATE

PROJECT NAME:  
DAWSON PLAZA

SHEET NAME:  
LANDSCAPE PLAN

SHEET NO.:  
210119

DESIGN PROFESSIONAL:  
BOELK

SHEET NUMBER:  
L1.00



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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 20, 2021
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<b>AGENDA ITEM:</b>	Resolution 2063 – Approve the annual agreement in the amount of \$8,640 with the U.S. Geological Survey for the ongoing operation and maintenance of the Streamflow Gaging located on the Wapsinonoc Creek at College Street.
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<b>PREPARED BY:</b>	
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<b>DATE:</b>	December 14, 2021
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### BACKGROUND INFORMATION:

In May 2015, the City of West Branch partnered with the U.S. Geological Survey (USGS) to install a streamgage on the West Branch of the Wapsinonoc Creek at College Street. The USGS streamgage collects and computes highly accurate real-time water-level and streamflow data. These data were critical for the development of a watershed flood inundation model (published in 2018).

The highest recorded flood event since the start of record in 2015 occurred in 2018. Continuation of the streamgage for 2022 will continue to provide ongoing real-time monitoring and alerts for the West Branch of the Wapsinonoc Creek at College Street. The USGS would continue the O&M on the streamgage which includes routine site visits, daily checks of the data, immediate repair if malfunctioning, and processing data for historical storage. Continuing data collection will also have the benefit of collecting data to possibly improve flood inundations models, better simulations of flood plain alteration, and streamflow statistics such as the 100-year flood.



# United States Department of the Interior

U.S. GEOLOGICAL SURVEY

CENTRAL MIDWEST WATER SCIENCE CENTER

MISSOURI

ILLINOIS

IOWA

1400 Independence Rd. MS100  
Rolla, MO 65401

405 N. Goodwin Ave.  
Urbana, IL 61801

400 S. Clinton St. Rm 269  
Iowa City, IA 52240

December 14, 2021

Mr. Adam Kofoed  
City Administrator  
City of West Branch  
PO Box 218 110 N. Poplar St  
West Branch, IA 52358

Dear Mr. Kofoed:

Attached is our standard joint-funding agreement for the operation and maintenance of one streamflow-gaging station located on WB Wapsinonoc Creek on College Street in West Branch, Iowa, for the period January 1, 2022 through December 31, 2022 in the amount of \$8,640 from your agency. U.S. Geological Survey contributions for this agreement are \$5,760 for a combined total of \$14,400. Please sign and return one fully-executed original to Alex D. Arduser via email at [aarduser@usgs.gov](mailto:aarduser@usgs.gov).

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement by **January 1, 2022**. If, for any reason, the agreement cannot be signed and returned by the date shown above, please contact Jon Nania by phone number (319) 358-3655 or email [jfnania@usgs.gov](mailto:jfnania@usgs.gov) to make alternative arrangements.

This is a fixed cost agreement to be billed annually via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Alex Arduser at phone number (319) 358-3656 or email at [aarduser@usgs.gov](mailto:aarduser@usgs.gov).

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Jon Nania  
Deputy Director, Central Midwest WSC

Enclosure  
22NEJFA126



U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000004586  
Agreement #: 22NEJFA126  
Project #: NE009KT  
TIN #: 42-6005357

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of the January 1, 2022, by the U.S. GEOLOGICAL SURVEY, Central Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of West Branch party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation, **the operation and maintenance of one streamflow-gaging station located on WB Wapsinonoc Creek on College Street in West Branch, Iowa**, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$5,760 by the party of the first part during the period  
January 1, 2022 to December 31, 2022
- (b) \$8,640 by the party of the second part during the period  
January 1, 2022 to December 31, 2022
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR

Customer #: 6000004586  
Agreement #: 22NEJFA126  
Project #: NE009KT  
TIN #: 42-6005357

Water Resource Investigations

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Jon Nania  
Supervisory Hydrologist  
Address: 400 S Clinton St Rm 269  
Iowa City, IA 52240  
Telephone: (319) 358-3655  
Fax: (319) 358-3606  
Email: jfnania@usgs.gov

Customer Technical Point of Contact

Name: Adam Kofoed  
City Administrator  
Address: PO Box 218 110 N. Poplar St  
West Branch, IA 52358  
Telephone: (319) 643-5888  
Fax: (319) 643-2305  
Email: adam@westbranchiowa.org

USGS Billing Point of Contact

Name: Alex Arduser  
Budget Analyst  
Address: 400 S Clinton St Rm 269  
Iowa City, IA 52240  
Telephone: (319) 358-3656  
Fax: (319) 358-3606  
Email: aarduser@usgs.gov

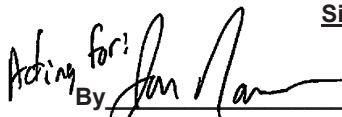
Customer Billing Point of Contact

Name: Leslie Brick  
Deputy City Clerk  
Address: PO Box 218 110 N. Poplar  
West Branch, IA 52358  
Telephone: (319) 648-5888  
Fax: (319) 643-2305  
Email: leslie@westbranchiowa.org

U.S. Geological Survey  
United States  
Department of Interior

City of West Branch

Signature

Acting for: 

By \_\_\_\_\_ Date: 12/14/2021

Name: Amy Beussink

Title: Director, Central Midwest WSC

Signatures

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

Name:

Title:

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

Name:

Title:

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

Name:

Title:

City of West Branch  
Attachment for 22NEJFA126  
1/1/2022 to 12/31/2022

SURFACE WATER

SITE NUMBER & DESCRIPTION	FUNDS		
	USGS	COOP	TOTAL
0546494170 WB Wapsinonoc Cr at College St at West Branch, IA Full Range Streamflow Station	\$5,760	\$8,640	\$14,400
Total:	\$5,760	\$8,640	\$14,400
GRAND TOTAL:	\$5,760	\$8,640	\$14,400

## **RESOLUTION 2063**

### **APPROVE THE ANNUAL AGREEMENT IN THE AMOUNT OF \$8,640 WITH THE U.S. GEOLOGICAL SURVEY FOR THE ONGOING OPERATION AND MAINTENANCE OF THE STREAMFLOW GAGING LOCATED ON THE WAPSINONOC CREEK AT COLLEGE STREET.**

**WHEREAS**, the USGS Iowa Water Science Center proposes to continue streamgage monitoring in the Wapsinonoc Creek watershed at the College Street Bridge; and

**WHEREAS**, the streamgage provides real-time information, allowing city officials and residents to view current levels in the creek to be better prepared for the possibility of flooding; and

**WHEREAS**, these gages are intended to provide data that can be used for future flood inundation modeling; and

**WHEREAS**, the monitoring location will continue to assist city officials in implementing flood mitigation practices; and

**WHEREAS**, a joint funding agreement for monitoring has been provided to the City of West Branch by the USGS Iowa Water Science Center for the time period beginning January 1, 2022 through December 31, 2022; and

**WHEREAS**, the City of West Branch would pay \$8,640 annually for the services under this agreement; and

**WHEREAS**, it is now necessary to approve said agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa that the aforementioned joint funding agreement between the City of West Branch and the United States Geologic Survey (USGS) Iowa Water Science Center for stormwater monitoring is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

\* \* \* \*

**Passed and approved this 20th day of December, 2021.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	December 20, 2021
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<b>AGENDA ITEM:</b>	Discussion – Fireworks contract for Hoover’s Hometown Day 2022
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<b>PREPARED BY:</b>	City Clerk, Leslie Brick
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<b>DATE:</b>	December 14, 2021
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### BACKGROUND INFORMATION:

Due to rising inflation costs, J&M Displays has provided two quotes for fireworks for Hoover’s Hometown Days 2022:

Quote 1: \$25,000 (Budgeted amount with a shortened fireworks show)

Quote 2: \$31,250 (25% price increase) – same show as in prior years



# J&M Displays Proposal for: City of West Branch Hoover's Hometown Days \$31250 25% increase

## Main Event

### Ignition Items

Quantity	Name	Rising Effect
110	Igniter 2 meter leads	
370	Igniter 3 meter leads	
35	Igniter 5 meter leads	

Category Shell Count: 0

### 4 Inch Color Shells

Quantity	Name	Rising Effect
2	Lemon Dahlia	
2	Orange Dahlia	
2	Pink Dahlia	
2	Red and Blue Dahlia with silver glitter	
2	Blue to dark to red	
6	Crossette assorted	
4	Glittering willow with blue pistil	
4	Spiral ring pattern	
2	White strobe and red dahlia	
2	Assortment M of 10 different J&M Brand shells ELECTRIC FIRE	
2	Assortment U of 10 different J&M Brand shells ELECTRIC FIRE	
2	Assortment Z of 10 different J&M Brand shells ELECTRIC FIRE	
2	Assortment V of 20 different Patriotic J&M Brand shells ELECTRIC FIRE	
2	Assortment Y Of 20 different J&M Brand shells ELECTRIC FIRE	

Category Shell Count: 166

### 4 Inch Special Effect shells

Quantity	Name	Rising Effect
2	1/2 blue to green & 1/2 green to blue peony w/strobing pistil	
6	Blooming Flowers	
2	Blue ghost peony	
2	Ghost Green to crackle peony	
12	Gold Strobe	
4	Golden strobe crown	
2	Happy Face pattern	
2	Kamuro Chry	
4	Six Angle brocade crown	
2	Farfallas and gold to blue glitter peony ELECTRIC FIRE ONLY (cylinder)	
2	Farfallas and silver to red glitter peony ELECTRIC FIRE ONLY (cylinder)	
2	Farfallas double ring w/ Green center ELECTRIC FIRE ONLY (cylinder)	
2	Lemon Glitter with Blue Chry	

Category Shell Count: 44

### 4 Inch Finales

Quantity	Name	Rising Effect
3	Mixed effect color 8 shot finale chain	
2	Waterfall to red white and blue 8 shot finale chain	

Category Shell Count: 40



# J&M Displays Proposal for: City of West Branch Hoover's Hometown Days \$31250 25% increase

## Main Event

### 5 Inch Color Shells

Quantity	Name	Rising Effect
3	CHANSAN SHELL - Mixed color peony	
1	Dahlia, assorted colors	
5	Crossette assorted	
2	Glitter crossette	
4	Glittering willow	
3	Green peony with crackling with flash willow pistil	
1	Lemon dahlia with white strobe to report	
3	Silver to dark to silver crackling	
1	Three color change peony with glittering willow pistil	
3	Twitter glitter to red to blue with red strobe pistil	
3	White flickering crossette	
1	Assortment L of 15 different J&M Brand shells ELECTRIC FIRE	
2	Assortment T of 15 different J&M Brand Shells ELECTRIC FIRE	
2	Assortment W of 15 different J&M Brand Shells ELECTRIC FIRE	

Category Shell Count: 104

### 5 Inch Special Effect Shells

Quantity	Name	Rising Effect
2	Blooming Flowers	
2	Ghost shell green	
2	Ghost shell red to green	
1	Glitter Silver to Blue Chrysanthemum w/Red to White Strobe Pistil w/Silver Tail	
3	Glitter rays with magenta pistil	
3	Golden palm tree w/golden strobe pistil	
2	Golden strobe circle	
3	Golden wave to var. color swimming w/crackling pistil	
4	Green willow	
2	Half lemon half magenta w/crackling pistil	
1	Kamuro Chry	
2	Kamuro with Smile Face	
3	Lemon ghost peony	
3	Lemon strobe dahlia	
4	Nishiki Kamuro	
1	Purple Sun w/Glitter Palm Core & Glitter Tail	
2	Red Thousand Ring	
2	Smiley Face	
3	Lemon Saturn ring w/ magic peony	
1	Farfallas and gold to blue glitter peony ELECTRIC FIRE ONLY	
1	Farfallas and silver to red glitter peony ELECTRIC FIRE ONLY	

Category Shell Count: 47



# J&M Displays Proposal for: City of West Branch Hoover's Hometown Days \$31250 25% increase

## Main Event

### 6 Inch Color Shells

Quantity	Name	Rising Effect
1	Purple peony with gold coco with green pistil	
2	Red and blue dahlia with silver glitter	
3	Blue willow	
1	Brocade Crown with silver strobe pistils	
1	Crossette chrysanthemum assorted	
1	Glitter chrysanthemum to magenta with kamuro to blue dahlia ring	
1	Glittering willow	
1	Gold strobe with blue to green pistil	
1	Green strobe willow	
1	Magenta peony with silver coco with Lemon pistil	
2	Red crossette	
1	White strobe red dahlia	
1	Assortment B of 9 different J&M brand shells ELECTRIC FIRE	
1	Assortment T of 9 different J&M brand shells ELECTRIC FIRE	
1	Assortment W of 9 different J&M Brand Shells ELECTRIC FIRE	

Category Shell Count: 43

### 6 Inch Special Effect Shells

Quantity	Name	Rising Effect
2	1/2 blue to green 1/2 green to blue peony w/strobe pistil w/golden tail	
1	Aqua magic peony w/smiling face	
1	Aqua to red magic peony w/smiling face	
1	Blue to red to crackling ghost peony	
2	Blue to yellow to green ghost peony	
1	Double palm tree w/white strobe pistil	
1	Golden palm tree w/golden strobe pistil w/gold tail	
1	Multi-Color Flowers	
2	Nishiki kamuro to blue butterfly w/blue circle	
1	Nishiki kamuro to golden strobe w/orange strobe pistil	
1	Reddish gamboge to blue to red chrys	
1	Var. swimming chrys w/white strobing pistil (reddish gamboge to silver meteor w/white strobing pistil)	
2	Golden coconut to purple small flowers	
1	Three pistils blue and green	

Category Shell Count: 18

**Section Shell Count: 462**

## Finales

### 4 Inch Finales

Quantity	Name	Rising Effect
9	Screaming with Color Moving Star (Green, Purple) 8 shot finale chain	

Category Shell Count: 72

**Section Shell Count: 72**

## Free for Advertising





# J&M Displays Proposal for: **City of West Branch** **Hoover's Hometown Days \$31250 25% increase**

## **Free for Advertising**

### **3 Inch Finales**

Quantity	Name	Rising Effect
9	Red white and blue dahlia 10 Shot finale chain	
6	Report and palm 10 Shot finale chain	
Category Shell Count: 150		

### **4 Inch Special Effect shells**

Quantity	Name	Rising Effect
4	Multi color strobe	
4	Red strobe	
6	Red Crackling waterfall	
Category Shell Count: 14		

### **5 Inch Color Shells**

Quantity	Name	Rising Effect
7	White strobe and red dahlia	
2	Assortment X of 10 different J&M Brand shells ELECTRIC FIRE	
Category Shell Count: 27		

### **5 Inch Special Effect Shells**

Quantity	Name	Rising Effect
2	Blue to Red to Crackling Ghost Lamp	
Category Shell Count: 2		

### **6 Inch Special Effect Shells**

Quantity	Name	Rising Effect
3	Nishiki kamuro to white strobe with white strobe pistil	
Category Shell Count: 3		
<b>Section Shell Count: 196</b>		



## J&M Displays Proposal for: **City of West Branch** **Hoover's Hometown Days \$31250 25% increase**

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Total Price of Show: **\$31,250.00**

Total Shot Count: 730

Packing Check: 770

Date of Display: 08/06/22

Customer Number: 10946

### **Please Note the Following Comments:**

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.

Actual items may vary based on the selection of music.  
This proposal is based on a 25% price increase.



# J&M Displays Proposal for: City of West Branch Hoover's Hometown Days 25k 12 - 15 minutes

## Main Event

### Ignition Items

Quantity	Name	Rising Effect
----------	------	---------------

325	Igniter 3 meter leads	
50	Igniter 4 meter leads	
25	Igniter 5 meter leads	

Category Shell Count: 0

### 4 Inch Color Shells

Quantity	Name	Rising Effect
----------	------	---------------

2	Red and Blue Dahlia with silver glitter	
2	Blue to dark to red	
6	Crossette assorted	
4	Glittering willow with blue pistil	
2	White strobe and red dahlia	
2	Assortment U of 10 different J&M Brand shells ELECTRIC FIRE	
2	Assortment Z of 10 different J&M Brand shells ELECTRIC FIRE	
2	Assortment V of 20 different Patriotic J&M Brand shells ELECTRIC FIRE	
1	Assortment Y Of 20 different J&M Brand shells ELECTRIC FIRE	

Category Shell Count: 116

### 4 Inch Special Effect shells

Quantity	Name	Rising Effect
----------	------	---------------

2	1/2 blue to green & 1/2 green to blue peony w/strobing pistil	
6	Blooming Flowers	
2	Blue ghost peony	
12	Gold Strobe	
4	Golden strobe crown	
2	Happy Face pattern	
2	Kamuro Chry	
4	Six Angle brocade crown	
2	Farfallas and gold to blue glitter peony ELECTRIC FIRE ONLY (cylinder)	
2	Farfallas and silver to red glitter peony ELECTRIC FIRE ONLY (cylinder)	
2	Farfallas double ring w/ Green center ELECTRIC FIRE ONLY (cylinder)	
2	Lemon Glitter with Blue Chry	

Category Shell Count: 42

### 4 Inch Finales

Quantity	Name	Rising Effect
----------	------	---------------

6	Color (rainbow) 8 shot finale chain	
6	Mixed color peony 8 shot finale chain	

Category Shell Count: 96



## J&M Displays Proposal for: **City of West Branch** **Hoover's Hometown Days 25k 12 - 15 minutes**

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Total Price of Show: **\$25,000.00**

Total Shot Count: 610

Packing Check: 586

Date of Display: 08/06/22

Customer Number: 10946

### **Please Note the Following Comments:**

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.

Actual items may vary based on the selection of music.



<b>MEETING DATE:</b> December 20, 2021
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<b>AGENDA ITEM:</b> Draft Strategic Goals & Priorities.
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<b>PREPARED BY:</b> Adam Kofoed
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<b>DATE:</b> December 14, 2021
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**SUMMARY:**

Normally, each December we will review past goals and set council priorities for the next year and beyond. For the transition and to save on time, I included some of the recent priority's council has discussed and added goals from last year that have not been completed.

Goals are separated in two parts. The first section is goals we realistically hope to achieve in the next 12 months. Section 2 are goals that we hope to accomplish in the next several years, but if an opportunity presents itself, staff will prioritize.

Please review and make comments so that council can formally pass the resolution at the first meeting of next year.

RESOLUTION 2022-01

A RESOLUTION SETTING STRATEGIC GOALS & PRIORITIES  
FOR THE CITY OF WEST BRANCH FOR 2022 AND BEYOND

WHEREAS, be it resolved by the City Council of the City of West Branch, Iowa that the following projects, activities, and initiatives are the Council's priorities and goals for the specified time period, and that the City Administrator and City Staff are directed to work towards them:

Section 1. That the following projects and activities are the top priorities of the West Branch City Council for 2022:

1. Complete a capital improvement plan that prioritizes Cedar Johnson roundabout and eastside watermain.
2. Remain financially sound by starting and implementing a reserve requirement policy.
3. Complete the third wastewater lagoon.
4. Complete Wapsi Creek widening project.
5. Conduct employee salary surveys and implement a wage policy for full time employees.
6. Create and implement TIF policy/procedures.
7. Implement a streets capital improvement plan.
8. Start a marketing campaign for renewing the local option sales tax referendum.

Section 2. That the following projects and activities are goals of the West Branch City Council for the next 2 to 5 years:

1. Develop a parks capital improvement plan.
2. Consider opportunities to fund reconstructing Cedar Johnson Road.
3. Investigate and consider incentives and alternatives for developing the Croell Site.
4. Consider adding another full-time employee, where necessary.

PASSED AND APPROVED this 3rd day of January 2022.

Attest:

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

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