



**CITY COUNCIL MEETING NOTICE**  
**MONDAY, JANUARY 3, 2022 - 7:00 P.M.**  
**CITY COUNCIL CHAMBERS**  
**110 N. POPLAR STREET, WEST BRANCH, IOWA**

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

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

**AGENDA**

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
  - a. Minutes from the December 20, 2021 City Council regular meeting.
  - b. Approve the 2022 City Council Meeting Schedule
  - c. Appoint Adam Kofoed as the City's representative to CCEDCO
7. Presentations/Communications/Open Forum
  - a. Water Tower Maintenance Proposal, Melinda Kurtz, Suez Utility System Consultant
8. Public Hearing/Non-Consent Agenda
  - a. Accept the resignation of Douglas Klein from the Park's & Recreation Commission. /Move to action.
  - b. Mayor Roger Laughlin – Appointments/Reappointments / Move to action.
    - i. Mayor Pro Tem – Colton Miller
    - ii. Official City Newspaper – West Branch Times
    - iii. Animal Control Facility – West Branch Animal Clinic
    - iv. City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.
    - v. Ryan Bowers – Reappoint to Planning & Zoning Commission, December 31, 2025
    - vi. Alan Beyer- Reappoint to Animal Control Commission, December 31, 2024
    - vii. Ashley Wildman – Reappoint to Animal Control Commission, December 31, 2024
    - viii. Dana Gafeller – Reappoint to Historic Preservation, December 31, 2024
    - ix. Tom Burger – Reappoint to Parks & Recreation Commission, December 31, 2024
    - x. Brian Pierce – Reappoint to Parks & Recreation Commission, December 31, 2024
    - xi. Jennie Embree – Reappoint to Zoning Board of Adjustment, December 31, 2022
  - c. Third Reading Ordinance 786 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”. / Move to action.
  - d. Third Reading Ordinance 787 – Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”. / Move to action.
  - e. Second Reading Ordinance 789 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”. / Move to action.
  - f. Second Reading Ordinance 788 – Adopting the “Code of Ordinances of the City of West Branch, Iowa. / Move to action.
  - g. Resolution 2022-01 – adopting a policy authorizing the Finance Officer or City Clerk to pay certain bills prior to the City Council's approval. / Move to action.
  - h. Resolution 2022-02 – setting the standard mileage rate for city officials and employees of the City of West Branch. / Move to action.
  - i. Resolution 2022-03 - setting strategic goals and priorities for the City of West Branch for 2022 and beyond-. /Move to action.
  - j. Resolution 2202-04 – accepting the I-80 Water Main Relocation, West Branch, Iowa Project as substantially complete. /Move to action.
9. Discussion – (DRAFT) Water Fund Budget – birds eye view summary
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. 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 20, 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 and City Attorney Kevin Olson City Staff attending via Zoom: Parks & Recreation Director Melissa Russell, Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna, and City Engineer Dave Schechinger. Absent: Public Works Director Matt Goodale and Fire Chief Kevin Stoolman.

**SWEARING IN OF RE-ELECTED MAYOR AND CITY COUNCIL MEMBERS**

Mayor Pro Tem Miller swore in Mayor Roger Laughlin to his third term.  
Mayor Roger Laughlin swore in Councilperson Jodee Stoolman and Nick Goodweiler to their second terms.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Minutes from the December 6, 2021 City Council regular meeting.  
Records Destruction – Community State Bank check drafts.  
Claims & October Monthly Financial Report.

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
<b>BROWN'S WEST BRANCH FORD**</b>	<b>2022 FORD TRUCK FOR PW</b>	<b>49,275.00</b>
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
JOHANNNS, 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
KANOPI	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
TOTAL		103,029.17

12/10/2021

REGULAR PAYROLL	42,451.45
COUNCIL ANNUAL PAYROLL	12,293.23
FIRE ANNUAL PAYROLL	43,471.99
TOTAL PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	98,216.67

PAID BETWEEN MEETINGS

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
TOTAL		24,704.93

GRAND TOTAL EXPENDITURES 225,950.77

FUND TOTALS

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

GRAND FUND TOTAL 225,950.77

REVENUE-FISCAL YEAR 2022  
FUND OCTOBER

001 GENERAL FUND	458,277.06
022 CIVIC CENTER	3,736.54
031 LIBRARY	2,154.50
036 TORT LIABILITY	15,253.13
110 ROAD USE TAX	27,871.07
112 TRUST & AGENCY	99,233.10
119 EMERGENCY TAX FUND	13,697.95
121 LOCAL OPTION SALES TAX	24,050.82
125 TIF	132,459.04
226 DEBT SERVICE	107,912.16
300 CAPITAL IMPROVEMENT RESERVE	20,167.94
600 WATER FUND	56,627.61

610 SEWER FUND	61,945.52
740 STORM WATER UTILITY	5,112.00
TOTAL	1,028,498.44

\*\*Stoolman stated that she would not approve the claim for \$49,275.00 to Brown’s West Branch Ford for the recent truck purchase by Public Works. Sexton asked if the truck purchase was budgeted and which truck it replaced. Goodale was absent this evening but Kofoed confirmed that it was in the Public Works budget for FY22 and was paid for from water, sewer, roads and streets and road use tax funds. Kofoed was not sure which truck it replaced, but said he would find out and report back to Council.

Sexton amended his motion to approve of all of the Consent agenda items (excluding the truck purchase – to be voted on separately.) Goodweiler seconded the amended motion. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Motion by Dean, second by Sexton to approve the Brown’s West Branch Ford claim in the amount of \$49,275.00 for a truck purchase. AYES: Dean, Sexton, Miller, Goodweiler. NAYS: Stoolman. Motion carried.

### **COMMUNICATIONS / OPEN FORUM**

Laughlin read a letter from Pastor Chad Whaley of Bethany Lutheran Church commending Officer Cathy Steen on a recent interaction with her regarding assisting a transient person who sought out help from the church.

#### Nick Shimmin, West Branch Public Library Strategic Plan 2022-2024

Shimmin presented the West Branch Public Library Strategic Plan which covers a three-year time period. The plan includes a mission statement, goals and objectives which he said is reviewed annually. Shimmin said the plan ‘guides everything they do at the library’ and was derived by a community survey conducted earlier this year to discover what residents are wanting in the community.

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

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.

#### **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

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

ATTEST:

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

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

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

Sexton asked how no parking zones were determined. Staff responded that no parking zones are determined by which side of the street fire hydrants are placed.

Motion by Goodweiler, second by Sexton to approve second reading of Ordinance 786. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

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

There were no comments.

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

First Reading Ordinance 789 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”.  
/ Move to action.

This ordinance covers no parking zones in the three remaining subdivisions; Loethen Ridge Estates, The Meadows (Parts 2 and 4), and Cedar’s Edge. There were no other comments.

Motion by Miller, second by Goodweiler to approve first reading of Ordinance 789. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.

Public Hearing – For the public inspection on the proposed “Code of Ordinances of the City of West Branch, Iowa.”

Laughlin opened the public hearing at 7:38. There were no public comments. Laughlin closed the public hearing at 7:39.

First Reading Ordinance 788 – Adopting the “Code of Ordinances of the City of West Branch, Iowa. / Move to action.

The Council had no comments.

Motion by Miller, second by Goodweiler to approve first reading of Ordinance 788. AYES: Miller, Goodweiler, Sexton. Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2061 – Approving annual insurance renewals with Wellmark Blue Cross and Blue Shield for health and dental insurance. / Move to action.

The council discussed the 20 percent increase in premiums at their last Council meeting and no further questions for staff regarding the renewal rates.

Motion by Goodweiler, second by Dean to approve Resolution 2061. AYES: Goodweiler, Dean, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2062 – Approving the Site Plan for Dawson Plaza (Lots 1, 2 & 3) of the Meadows Part 4A, West Branch, Iowa. / Move to action.

Schechinger advised the Council of two items to consider before approving the site plan. 1) A future sidewalk on the south end of the property should a sidewalk connection be made in the future and; 2) The developer will need to obtain a flood plain permit from the City for these lots. The Council discussed Schechinger’s comments and felt that they could ask the developer to pay for a future sidewalk, but put the money in a trail fund. Miller said he doubted that the City would ever put in a sidewalk on the north side of West Main Street and infrastructure would be required in doing so. Olson said that trail fund could be made part of the Developer’s Agreement and the Council was satisfied with that. The Council asked Schechinger to prepare a cost estimate for the sidewalk. Brad Larson, co-owner of The Meadows Inc. and Dawson Plaza addressed the Council on his final thoughts on the project saying that this project meets three of the community needs listed in the West Branch Strategic Plan: new businesses, recreation and new housing. Scott Thoma, Progressive Rehabilitation Associates addressed the Council and shared his excitement over the project and reiterated how the project will help fill a need of the community. Thoma said the fitness center will offer cardio, strength training and classroom fitness options and will benefit the high school, Park & Recreation and the general community.

Motion by Sexton, second by Dean to approve Resolution 2062. AYES: Sexton, Dean, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

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 Gauging located on the Wapsinonoc Creek at College Street. /Move to action.

Jon Nania, USGS said this is the city’s sixth year of data collection with the stream flow gauge. The gauge collects real-time data throughout the year and is beneficial for modeling for how to minimize flooding impacts. Although the Council felt that the agreement should be continued, Sexton asked when it should end. Miller responded “until the issue is mitigated both upstream and downstream”. Laughlin added that the data collected has been used to apply for grants such as the SRF Sponsored project and Schechinger agreed. Nania reminded that the cost of the gauge and monitoring is grand-fathered and not changed since the start of the program. The Council had no other comments or questions.

Motion by Dean, second by Goodweiler to approve Resolution 2063. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Discussion – Fireworks contract for Hoover’s Hometown Days 2022

Brick presented two quotes provided from the fireworks vendor. Brick said that due to rising costs of goods and products, the usual \$25,000-dollar show will now cost \$31,250.00, a 25 percent increase. The Council discussed the two options, but felt it was best to wait until they had their budget work session before deciding on which quote to go with. The Council also asked to see the 2022 Hoover’s Hometown Days budget to see where money was being sent on the event from Russell, the event coordinator.

Discussion – Draft Strategic Goals and Priorities

Kofoed presented a draft resolution that listed projects and top priorities for the Council to review so as to give staff direction for 2022. Included in the list was to formally develop and adopt a capital improvements plan for city projects the City Council would like to see completed.

### **CITY ADMINISTRATOR REPORT**

Kofoed announced boards and commissions vacancies and asked the mayor and council to encourage residents to volunteer their time. Kofoed briefly explained the budget process and current tax roll-back for residential and commercial properties and how that will reflect the upcoming and future budgets. Kofoed mentioned that inflation is up approximately 6 percent and how that will impact all budgets. He also said that the fire department is struggling with volunteers for calls and is considering some type of on-call pay for the volunteers as a recruitment or retainment tool.

### **CITY ATTORNEY REPORT**

No report.

### **CITY ENGINEER REPORT**

Schechinger provided updates on various city projects including:

Herbert Hoover Highway / Cedar Johnson Road round-a-bout, Wapsi Creek widening, waste water treatment plant, I-80 widening project, residential site plan pre-sod inspections and assisting with the financial planning of future city projects. Schechinger said all projects are moving forward.

### **STAFF REPORTS**

No reports.

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

Miller asked Public Works to do a review of street signs within the city limits and replace faded signs as needed.

### **ADJOURNMENT**

Motion to adjourn the regular meeting by Dean, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:50 p.m.

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk



---

REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 3, 2022
<b>AGENDA ITEM:</b>	Approve the 2022 City Council Meeting Schedule
<b>PREPARED BY:</b>	City Clerk, Leslie Brick / City Administrator Adam Kofoed
<b>DATE:</b>	December 22, 2021

BACKGROUND INFORMATION:

By the West Branch Code of Ordinance (Chapter 17), City Council meetings are scheduled on the first and third Monday of each month beginning at 7:00 p.m. Due to certain Federal holidays observed by the City of West Branch, results in an altered schedule for certain months. The following meeting dates have been established for 2022:

- Monday, January 3, 2022
- Tuesday, January 18, 2022**
- Monday, February 7, 2022
- Tuesday, February 22, 2022**
- Monday, March 7, 2022
- Monday, March 21, 2022
- Monday, April 4, 2022
- Monday, April 18, 2022
- Monday, May 2, 2022
- Monday, May 16, 2022
- Monday, June 6, 2022
- Monday, June 20, 2022
- Tuesday, July 5, 2022**
- Monday, July 18, 2022
- Monday, August 1, 2022
- Monday, August 15, 2022
- Tuesday, September 6, 2022**
- Monday, September 19, 2022
- Monday, October 3, 2022
- Monday, October 17, 2022
- Monday, November 7, 2022
- Monday, November 21, 2022
- Monday, December 5, 2022
- Monday, December 19, 2022





---

**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 3, 2022
<b>AGENDA ITEM:</b>	Water Tower Maintenance Proposal, Melinda Kurtz, Suez Utility System Consultant
<b>PREPARED BY:</b>	City Administrator, Adam Kofoed
<b>DATE:</b>	December 29, 2021

Melinda Kurtz, Suez Utility System Consultant will present a water tower maintenance program for City Council consideration. This presentation was requested on behalf of Public Works Director Matt Goodale and Lead Water Operator Tim Moss.

City Administrator Kofoed will present the DRAFT Water Budget (birds eye view) during later in this meeting.

**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 new subsections to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

*(Insert after current subsection)*

The north side of Elm Street.

*(Insert after current subsection)*

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

*(Insert after current subsection)*

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.

Renumber all remaining subsections after these changes.

**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 3rd day of January, 2022**

First Reading: December 6, 2021  
Second Reading: December 20, 2021  
Third Reading: January 3, 2022

---

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 new subsections to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

*(Insert after current subsection)*

The west bound lane of Elm Street to its intersection with Parkside Drive.

*(Insert after current subsection)*

The south bound lane of South Second Street to its intersection with Elm Street.

*(Insert after current subsection)*

On Sycamore Drive at both intersections with Elm Street.

*(Insert after current subsection)*

The north bound lane of Chestnut Drive (private) at its intersection with Elm Street.

*(Insert after current subsection)*

The north bound lane of Hickory Drive (private) at its intersection with Elm Street.

*(Insert after current subsection)*

The west bound land of Hickory Drive (private) at its intersection with Sycamore Drive.

ReNUMBER all remaining subsections after these changes.

**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 3rd day of January, 2022

First Reading: December 6, 2021  
Second Reading: December 20, 2021  
Third Reading: January 3, 2022

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

ATTEST:

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

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 new subsections to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

(Insert after current subsection)

The west side of Ohrt Street from the intersection of West Orange Street to the south curb cut of Lot 11 Lynch Heights.

(Insert after current subsection)

The east side of Ridgeview Drive from the south curb cut of Lot 12 Meadows Subdivision Part 1 to the end of the street.

(Insert after current subsection)

The west side of Dawson Drive from its intersection with West Main Street to a point 290 feet to the north.

(Insert after current subsection)

The east side of Dawson Drive.

(Insert after current subsection)

The south side of Prairie View Drive.

(Insert after current subsection)

The north side of Ember Lane.

(Insert after current subsection)

The west side of Lazy Brook Drive.

(Insert after current subsection)

The north side of Serenity Circle from the west lot line of Lot 7 Cedars Edge 1st Addition to the end of the street.

(Insert after current subsection)

The south side of Serenity Circle from its intersection with Cedar Johnson Road to its intersection with Greenview Drive.

Renumber all remaining subsections after these changes

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: January 3, 2022
Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**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 )  
 ) SS  
County of \_\_\_\_\_ )

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 NO. 2022-01

A RESOLUTION ADOPTING A POLICY AUTHORIZING THE FINANCE OFFICER OR CITY CLERK TO PAY CERTAIN BILLS PRIOR TO THE CITY COUNCIL'S APPROVAL.

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

Section 1. The City Council hereby establishes the following policy authorizing the Finance Officer or City Clerk to pay the following bills prior to the City Council's approval:

- Utility Deposit Refunds
- Payroll
  - Payroll taxes and other checks relative to the Payroll (such as garnishments, insurance, etc.)
- Postage
- Library Bills approved by the Library Board of Trustees
- Trash & Recycling Contract
- Conferences
  - Registration fees, mileage, meals, books and lodging
- Employee Reimbursements
- Recording and Filing Fees
- Loan and Bond Payments
- Authorize the Finance Officer or City Clerk to issue checks for immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late fee or additional interest cost.

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

PASSED AND APPROVED, this 3rd day of January 2022.

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk



# IRS issues standard mileage rates for 2022

IR-2021-251, December 17, 2021

WASHINGTON — The Internal Revenue Service today issued the 2022 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2022, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58.5 cents per mile driven for business use, up 2.5 cents from the rate for 2021,
- 18 cents per mile driven for medical, or moving purposes for qualified active-duty members of the Armed Forces, up 2 cents from the rate for 2021 and
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2021.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

Notice 2021-03 [PDF](#), contains the optional 2022 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2022 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

*Page Last Reviewed or Updated: 17-Dec-2021*

RESOLUTION NO. 2022-02

RESOLUTION SETTING THE STANDARD MILEAGE REIMBURSEMENT RATE FOR CITY OFFICIALS AND EMPLOYEES OF THE CITY OF WEST BRANCH.

WHEREAS, the City Council of the City of West Branch set the mileage reimbursement rate with the passage of Resolution 1639 on June 26, 2017 at 53.5 cents per mile; and

WHEREAS, on December 17, 2021 the Internal Revenue Service issued the 2022 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes at 58.5 cents per mile; and

WHEREAS, this rate is to take effect on January 1, 2022; and

WHEREAS, the City Council intends for the City reimbursement rate to equal the IRS rate.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the standard mileage reimbursement rate for city officials and employees is set to 58.5 cents per mile.

PASSED AND APPROVED this 3rd day of January, 2022.

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

ATTEST:

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

RESOLUTION 2022-03

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 Herbert Hoover Highway / Cedar-Johnson roundabout and Eastside water mains.
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

# **CERTIFICATE OF COMPLETION**

## **I-80 WATER MAIN RELOCATION WEST BRANCH, IOWA**

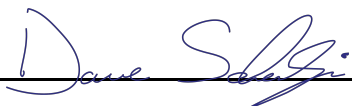
December 15, 2021

We hereby certify that we have made an on-site review of the completed construction of the **I-80 Water Main Relocation** under the Contract as performed by Summers' Enterprise, Inc. of Masonville, Iowa.

As Engineers for the project, it is our opinion that the work performed is in substantial accordance with the plans and specifications, and that the final amount of the contract is One Hundred Eighty-Nine Thousand Seven Hundred Sixty-Four and 00/100 Dollars (\$189,764.00).

**VEENSTRA & KIMM, INC.**

Accepted: **CITY OF WEST BRANCH, IOWA**

By 

By \_\_\_\_\_

Title Project Engineer

Title Mayor

Date December 16, 2021

Date \_\_\_\_\_

RESOLUTION 2022-04

RESOLUTION ACCEPTING THE I-80 WATER MAIN RELOCATION, WEST BRANCH,  
IOWA PROJECT AS SUBSTANTIALLY COMPLETED.

WHEREAS, Summers' Enterprise, Inc., of Masonville, Iowa was awarded the construction contract for the I-80 Water Main Relocation, West Branch, Iowa Project (the "Project") by the West Branch City Council through the passage of Resolution 1983 on March 1, 2021 in the amount of \$189,764; and

WHEREAS, Veenstra & Kimm, Inc. has declared that said Project has now been completed in accordance with the plans and specifications on the Project, based on observations during construction, certification by the material suppliers, testing performed, and an on-site review of the completed construction by Project Engineer Dave Schechinger, P.E.; and

WHEREAS, it is now necessary for the City Council to accept the aforementioned Project as substantially completed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the I-80 Water Main Relocation, West Branch, Iowa Project is accepted as substantially completed.

\* \* \* \* \*

PASSED AND APPROVED this 3<sup>rd</sup> day of January 2022.

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

ATTEST:

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



---

**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 3, 2022
<b>AGENDA ITEM:</b>	(Draft) Water Fund Budget - birds eye view summary
<b>PREPARED BY:</b>	City Administrator, Adam Kofoed
<b>DATE:</b>	December 29, 2021

**WATER BUDGET INFORMATION:**

There will be brief presentation of the water budget in preparation for the new budget work session. Council should focus on the first two pages which is the birds eye view or general summary of the budget and reserve requirements for each fund.

(Optional Read) If council wishes to know the water fund budget details, the following pages in green are revenue and in purple are expenses.

Attachments as follows:

1. Birdseye Summary for Water Fund
2. Reserve Requirements (Sample)
3. Revenue for Water Fund
4. Expenses for Water Fund

## City of West Branch FY-23 Budget Summary

Fund	Projected	Projected		Rev vs. Exp	Transfers In	Transfers Out+	To/From	Projected
	Beginning	Revenues	Expenses				Fund Balance	Ending
	<u>Balance</u>							<u>Balance</u>
13. Water Funds	\$251,331	\$656,901	\$404,389	\$252,512	\$0	\$108,419	\$144,093	\$395,424
13a. Sinking Water Fund	\$20,378	\$0	\$0	\$0	\$0	\$0	\$0	\$20,378
14. Sewer Fund	\$464,037	\$760,907	\$315,694	\$445,214	\$0	\$473,000	-\$27,787	\$436,250
14a. Sewer Fund Special	\$218,028	\$0	\$0	\$0	\$0	\$0	\$0	\$218,028
15. Storm Sewer	\$40,703	\$66,272	\$51,018	\$15,254	\$0	\$0	\$15,254	\$55,956
TOTAL	\$3,132,243	\$14,981,635	\$14,676,029	\$305,606	\$1,440,507	\$1,440,507	\$305,606	\$3,437,849



## City Council Self Imposed Reserve Goals

<u>Fund</u>	<u>Reserve Requirement</u>	<u>Amount</u>	To Meet Goal
1. General Fund	25% or 3 Months Operating Expenses	\$ 446,126	\$ 48,543
1a. Hotel/Motel	One Year's Receipts	\$ 20,000	\$ 39,195
1f. Town Hall	50% of Expected Operating Expenses	\$ 19,975	\$ 24,854
2. Employee Benefits Fund	50% of Expected Operating Expenses	\$ 148,774	\$ (49,170)
3. Road Use Tax	50% of Expected Operating Expenses	\$ 164,402	\$ 13,549
4. Local Option Fund	One Year's Receipts	\$ 255,659	\$ (43,874)
5. Water Fund	50% of Operating Expenses & 100% Annual Debt Pmts	\$ 310,613	\$ 84,811
6. Sewer Fund	50% of Operating Expenses & 100% of Annual Debt Pmts	\$ 584,847	\$ 69,431
7. Storm Sewer Fund	50% of Expected Operating Expenses	\$ 25,509	\$ 30,447



City of West Branch  
FY-23 Budget Worksheets

**WATER REVENUES**

**WATER FUND**

	2-YEARS AGO	LAST BUDGET	CURRENT BUDGET	YTD	NEW BUDGET	Change	
1. 600-810-4500 WATER SALES	\$485,726	\$538,366	\$560,000	\$250,354	\$600,850	\$40,850	
2. 600-810-4530 PENALTIES	\$5,727	\$7,605	\$6,000	\$3,104	\$5,000	\$1,000	
3. 600-810-4540 Deposit and Hookup Fees	\$5,700	\$3,800	\$5,000	\$3,600	\$5,000	\$0	
4. 600-810-4550 Water Conn Charge	\$10,050	\$14,070	\$9,000	\$9,246	\$10,000	\$1,000	
5. 600-810-4560 Sales Tax	\$27,706	\$30,459	\$32,500	\$13,890	\$36,051	\$3,551	6.00% of Water Sales
6. 600-810-45699 Other Income	\$0	\$0	\$0	\$2	\$0	\$0	of Water Sales
7. 600-810-4710 REIMBURSEMENTS	\$0	\$0	\$0	\$9,210	\$0	\$0	6.00% \$300
7. 600-810-4745 Sale of Salvage	\$0	\$914	\$0	\$0	\$0	\$0	
<b>TOTAL WATER REVENUES</b>	<b>\$534,909</b>	<b>\$595,214</b>	<b>\$612,500</b>	<b>\$289,405</b>	<b>\$656,901</b>	<b>\$0</b>	

City of West Branch  
FY-23 Budget Worksheets

WATER FUND WATER FUND EXPENSES	2-YEARS AGO	LAST BUDGET	CURRENT BUDGET	YTD	NEW BUDGET	Change	
1. 600-810-6010 SALARIES	\$126,461	\$132,388	\$116,199	\$47,468	\$96,660	-\$19,539	\$96,655 Total from Wages Spreads
2. 600-810-6110 7.65% of Salaries CITY FICA/MEDICARE	\$9,167	\$9,576	\$8,889	\$3,412	\$7,400	-\$1,489	\$7,394
3. 600-810-6130 9.44% of Salaries CITY IPERS	\$11,666	\$12,038	\$10,969	\$3,497	\$9,130	-\$1,839	\$9,125
4. 600-810-6150 GROUP INSURANCE/BENEFITS	\$17,566	\$18,857	\$18,476	\$7,283	\$26,590	\$8,114	\$26,584.07 Insurance Premiums
5. 600-810-6160 WORKERS COMP INS	\$830	\$2,153	\$1,276	\$1,105	\$1,300	\$24	
6. 600-810-6210 DUES/MEMBERSHIPS/SUBSCRIPTIONS	\$1,797	\$2,202	\$2,000	\$2,197	\$2,200	\$200	
7. 600-810-6230 and 6240 EDUCATION/TRAINING	\$2,236	\$5,237	\$4,000	\$190	\$4,000	\$0	
8. 600-810-6310, 6320 BLDING MAINTENANCE & Grounds	\$12,006	\$7,325	\$7,000	\$1,497	\$10,500	\$3,500	
9. 600-810-6331 FUEL	\$1,676	\$2,690	\$3,000	\$767	\$4,200	\$1,200	Inflation
10. 600-810-6332, 6350, 6521 Repair, Eq. Repair, Motor Veh. Maint	\$0	\$1,653	\$2,500	\$0	\$5,000	\$2,500	
11. 600-810-6371 Utilities	\$36,665	\$38,835	\$37,000	\$22,646	\$67,938	\$30,938	Inflation
12. 600-810-6373 Telephone	\$2,125	\$1,918	\$3,000	\$628	\$3,000	\$0	
13. 600-810-64081 Liability Insurance	\$5,278	\$5,003	\$6,228	\$5,991	\$6,250	\$22	
14. 600-810-6412 Lab Analysis	\$718	\$1,050	\$2,500	\$373	\$2,500	\$0	
15. 600-810-6414 Advertising	\$277	\$403	\$2,500	\$0	\$2,500	\$0	
16. 600-810-6418 WATER EXCISE TAX	\$27,863	\$30,484	\$30,000	\$15,086	\$36,051	\$6,051	6.22% of Sales

17. 600-810-6419							
Technology Services	\$1,950	\$2,040	\$2,000	\$0	\$2,000	\$0	
18. 600-810-6490 + 6497, 6498							
Consultant, Contract, Prof. Services	\$5,119	\$20,170	\$13,000	\$11,238	\$9,500	-\$3,500	
19. 600-810-6407							
Chemicals	\$15,649	\$18,414	\$20,000	\$5,431	\$20,000	\$0	
20. 600-810-6506							
Office Supplies	\$889	\$405	\$750	\$385	\$750	\$0	
21. 600-810-6408							
Postage and Shipping	\$2,172	\$2,004	\$2,000	\$834	\$2,000	\$0	
22. 600-810-6529							
Uniforms	\$382	\$486	\$420	\$72	\$420	\$0	
23. 600-810-6598							
Water Deposit Refunds	\$3,652	\$2,994	\$4,500	\$3,200	\$4,500	\$0	
24. 600-810-6599							
Misc. Supplies	\$32,618	\$22,922	\$22,000	\$19,561	\$22,000	\$0 Meters	
25. 600-810-6727							
Move/Change							
Capital Equipment	\$14,345	\$13,360	\$15,500	\$0	\$10,000	-\$5,500	
26. 600-810-6783							
Utilities System Replacement	\$60,504	\$81,985	\$75,000	\$88,182	\$58,000	-\$17,000 work on water main repairs, projects	
<b>TOTAL WATER</b>	<b>\$393,611</b>	<b>\$436,592</b>	<b>\$314,480</b>	<b>\$241,043</b>	<b>\$414,389</b>	<b>\$99,909</b>	

sheet