



CITY COUNCIL MEETING NOTICE
MONDAY, APRIL 4, 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. Approve Minutes from the March 21, 2022 City Council meeting.
 - b. Approve Sydney Robb as a first responder with the West Branch Fire Department.
 - c. Approve a Special Event Permit Application from Jessi Simon, WBCDG Executive Director.
 - d. Motion to appoint Paula Verlo to the Zoning Board of Adjustment, term expires 12/31/2025.
 - e. Motion to appoint Greg Humrichouse to the Zoning Board of Adjustment, term expires 12/31/2026.
 - f. Temporary Street Closure, Elm Street.
 - g. Claims for 4/4/2022
 - h. Monthly Financial Report (January 2022)
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **First Reading Ordinance 792** – Amending Chapter 165 of the Code of Ordinances of the City of West Branch regarding Signs in the HCI Zoning District. / Move to action.
 - b. **Resolution 2022-30** – Setting a date for Consultation and a date for a Public Hearing on the proposed Amendment #5 to the Amended and Restated West Branch Urban Renewal Plan. / Move to action.
 - c. **Resolution 2022-31**- Approve the Preliminary Plat for Parkside Hills – Second Addition. / Move to action.
 - d. **Resolution 2022-32** - Allowing the consumption of alcohol on a public street within the City of West Branch, Iowa from 4:00 p.m. on Saturday June 4, 2022 to 12:00 a.m. on Sunday June 5, 2022 on the 100 block of North Downey Street for a free community concert. / Move to action.
 - e. **Resolution 2022-33** – Approving an entertainment contract for Hoover's Hometown Days 2022 in the amount of \$250.00. / Move to action.
 - f. **Resolution 2022-34** – Approve the Preliminary Plat for The Meadows Part 3. / Move to action.
 - g. **Resolution 2022-35** – Approve a cleaning services agreement with Jayme Cilek. / Move to action.
9. Discussion – Building Permit Fees
10. Discussion – Alternative temporary brush pile site
11. City Administrator Report
12. City Attorney Report
13. City Engineer Report
14. City Staff Reports
15. Comments from Mayor and Council Members
16. 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 at westbranchiowa.org. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**March 21, 2022
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 present: Colton Miller, Jerry Sexton, Jodee Stoolman, and Nick Goodweiler. Tom Dean was absent. City Staff present: City Clerk Leslie Brick, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman, City Attorney Kevin Olson and City Engineer Dave Schechinger. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Chief John Hanna.

APPROVE THE AGENDA

Motion by Goodweiler, second by Miller to approve the agenda. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve Minutes from the March 7, 2022 City Council regular meeting

Approve a contract with Frontline Warning Systems in the amount of \$600.00

Appoint Nate Bartz to the Animal Control Commission – term expiration 12/31/2022

Approve Claims

EXPENDITURES	3/21/2022	
ACTION SEWER & SEPTIC	MAIN LINE CLEANING THOMAS ST	717.50
AMAZON	VARIOUS ITEMS - LIBRARY	389.51
AMAZON.COM.CA.,INC.	OFFICE SUPPLIES	399.43
AMERICAN WATER WORKS ASSOC	DUES GOODALE 5-1-22 TO 4-30-23	92.00
BAKER & TAYLOR INC.	BOOKS	164.13
CAPITAL ONE	VARIOUS ITEMS FOR LIBRARY	123.35
CARRIE A HOURIGAN	CLEANING SERVICES - LIBRARY	230.00
CATHERINE STEEN	INNER BELT - POLICE	18.14
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
HAWKINS INC	CHEMICALS	560.90
HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	13.46
HENNINGSEN DANIEL	BLGD INCENTIVE PAYMENT	1,094.03
HOLLYWOOD GRAPHICS	TRUCK VINYL LETTERING	152.30
IMPACT7G INC	WATER GRANT APP FEE - MEADOWS	10,000.00
JOHNSON COUNTY REFUSE	TRASH & RECYCLING FEB 2022	16,478.75
KANOPY	ON DEMAND VIDEO SERVICE	48.00
LYNCH'S PLUMBING INC	MAIN LINE CLEANING THOMAS DR	250.00
MENARDS	FLAG AND POLE FOR CITY HALL	24.97
NORTHWESTERN UNIVERSITY	COURSE FEE - STEEN	525.00
PARKSIDE SERVICE	TIRES	1,177.04
PITNEY BOWES GLOBAL	POSTAGE METER LEASE LIBRARY	154.74
PORT 'O' JONNY INC.	SERVICE-WAPSI SERVICE	233.00
PREMIER PARTS TIPTON	SHOP SUPPLIES - PW	359.95
QUILL CORP	SUPPLIES	96.78
RUSSELL, MELISSA	SUPPLIES, EQUIP - PARKS, LIBRARY	238.00
STATE HYGIENIC LAB	LAB ANALYSIS	284.00
STEPHEN R HORCHA	BOOK BIKE - 2ND FINAL PAYMENT	2,956.00
THOMAS HEATING & AIR	FURNACE FOR TOWN HALL	10,694.00
VEENSTRA & KIMM INC	VARIOUS PROJECTS	122,748.55
WEST BRANCH REPAIRS	VEHICLE SERVICE - POLICE	54.20
WEST BRANCH TIMES	LEGAL PUBLICATIONS	2,041.05
XCESSORIES SQUARED	OMNI SLEEVES	1,306.50
ZACK MURDOCK	BUSINESS MEALS	154.26
TOTAL		173,793.54
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	10,246.38
AT&T MOBILITY	WIRELESS SERVICE	344.16
BARRON MOTOR SUPPLY	ABSORBANT	100.00
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	43.94

FRONTLINE PLUS FIRE	WARNING SIRENS MAINT SERVICE	600.00
IA MUNICIPAL FINANCE OFFICERS	DUES FOR BRICK, VAN AUKEN	100.00
KIRKWOOD COMMUNITY	TRAINING -FIRE	28.00
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	128.50
LINN COUNTY REC	STREET LIGHTS	207.80
OASIS ELECTRIC	ELECTRICAL SERVICE -FIRE	358.08
RELIANT FIRE APPARATUS	AIR EJECT	296.05
WEST BRANCH REPAIRS	INSTALL AIR EJECT, EXHAUST FLOOD	107.70
WEX BANK	VEHICLE FUEL	1,179.79
GLOBAL PAYMENTS	FEBRUARY CREDIT CARD FEES	542.98
VARIOUS VENDORS	UTILITY REFUNDS	124.58
WAGeworks	EMPLOYEE FLEX PLAN	599.01
TOTAL		15,006.97
GRAND TOTAL EXPENDITURES	188,800.51	
FUND TOTALS		
001 GENERAL FUND	29,020.62	
022 CIVIC CENTER	11,397.44	
031 LIBRARY	4,806.45	
110 ROAD USE TAX	3,415.10	
321 WIDENING WAPSI CREEK	4,271.00	
324 WW TREATMENT FACILITY	116,600.00	
327 SPONS WATER QUALITY	1,691.55	
600 WATER FUND	4537.19	
610 SEWER FUND	2,462.15	
740 STORM WATER UTILITY	10,000.00	
950 BC/BS FLEXIBLE BENEFIT	599.01	
GRAND FUND TOTAL	188,800.51	

Laughlin informed the Council that the \$10,000 payment to Impact7G for the grant application for Resolution 2022-15 passed on February 22nd is being held for further information. Laughlin said Kofoed was informed that the project that was selected by Impact7G “did not meet the minimum requirements” and therefore declined. Laughlin said Kofoed reached out to Impact7G for an explanation and was waiting on a response. Melissa Campbell, Impact7G was present on Zoom and stated that they were also surprised by the outcome and had reached out to the Iowa Finance Authority for clarification on what was missing on the grant application and would report back to the Council when more information was available. Campbell explained that this was a new grant which attracted a lot of projects and said she was hopeful that another opportunity would surface and that Impact7G would apply again at no additional charge to the city. Miller asked for further explanation on the payments to Frontline Warning Systems, Thomas Heating & Air (furnace replacement at Town Hall) and employee meal cost for Zach Murdock. Staff provided responses to his questions, there were no other comments.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Clara Oleson, West Branch resident thanked the Council for their community service and asked that they educate themselves on domestic violence and consider providing financial support for the efforts of the Domestic Violence Shelter in Iowa City. Oleson provided statistics in Iowa and asked that the Council check with the local police department for city and county number of incidents as well.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – on the Fiscal Year 2023 Annual Budget

Laughlin opened the public hearing at 7:26 p.m. Van Auken provided an explanation of the twelve-cent tax increase which is mainly due to future projects that the city will bond for in 2022/2023. Van Auken said not much else was changing in the budget for FY2023. There were no public comments. Laughlin closed the public hearing at 7:31 p.m.

Resolution 2022-24 – Adopting the final proposed Fiscal Year 2023 Annual Budget. / Move to action.

Miller questioned how salary increases were being handled this year. Van Auken (on behalf of absent City Administrator Kofoed) responded that salaries were still being reviewed but that Kofoed budgeted four percent as the max which would include the COLA. Stoolman added that the focus group reviewing the salary survey conducted in February/March did recognize some salary shortfalls compared to other communities and that it will take the city a few years to bring employees salaries up to market value.

Motion by Miller, second by Sexton to approve Resolution 2022-24. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-25– Approving a Professional Services Agreement with Impact7G Inc. to assist with the design and construction of an SRF Sponsored Project - Wapsi Creek Widening. /Move to action.

Schechinger explained that as part of the SRF Sponsored Project funding received by the City in the amount \$719,000, Impact7G will assist with the design and construction of the project. Impact7G's fees will be paid out of the \$719,000 received for the project. Schechinger added that Impact7G will focus on water quality and his firm will concentrate on flood protection. Schechinger recommended approval of the agreement.

Motion by Miller, second by Sexton to approve Resolution 2022-25. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-26 – Authorizing the City Administrator to enter into a contract with Lighthouse Hotel Development Group for the purpose of a Hotel Feasibility Study in the amount of \$7,700.00. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2022-26. AYES: Miller, Sexton, Goodweiler, Stoolman. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-27- Approving 28E Agreements between the City of West Branch, IA and the Board of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and other emergencies. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-27. AYES: Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-28- Authorizing an internal loan and approving the purchase of a Pierce Velocity PUC Tanker Pumper. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2022-28. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-29 – Approving a 28E Agreement with Johnson County regarding the Herbert Hoover Highway and Cedar/Johnson Road Improvements. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2022-29. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

CITY ADMINISTRATOR REPORT – Absent.

CITY ATTORNEY REPORT - No Report.

CITY ENGINEER REPORT

Schechinger gave updates on recent city projects. He said he had received the preliminary plat for The Meadows Part 3 which he is reviewing. He also said that he is still awaiting IDNR concurrence approval for the waste water treatment facility. Schechinger added that he had received building permits for two lots in Parkside Hills Subdivision as well as several others last week.

STAFF REPORTS

Goodale gave an update on his departments upcoming activities which include the start of the construction of an addition to the cemetery shed that will be used by the West Branch Lions Club for storage. The West Branch Lions is paying for the entire cost of the addition. Goodale also said the city's mural, painted on panels in 2019 will be erected at the former Casey's site within the next couple of weeks, depending on weather conditions.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller asked for a timeline on when Dave Peden's property would be cleaned up from the salt issue. Goodale said he would check if Peden had returned from his winter vacation and if the property was cleared so that his crew could do the work. Stoolman asked how yard waste will be handled now that the brush pile has been closed. Goodale said curbside collection will start on Monday, April 4th. Sexton asked when potholes would start to be repaired. Goodale said crews will start later this week.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 4, 2022
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AGENDA ITEM:	Approve Sydney Robb as a first responder with the West Branch Fire Department.
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PREPARED BY:	City Clerk Leslie Brick
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DATE:	March 25, 2022
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BACKGROUND INFORMATION:

The West Branch Fire Department voted Cadet, Sydney Robb as a full member on the West Branch Fire Department effective March 9, 2022.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 4, 2022

AGENDA ITEM:	Approve a Special Event Permit Application from Jessi Simon, WBCDG Executive Director
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PREPARED BY:	City Clerk, Leslie Brick
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DATE:	March 25, 2022
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BACKGROUND:

WBCDG is planning their annual Kick-Off to Summer event for June 3rd and 4th that includes sidewalk sales and a community concert.

Simon is requesting to close the 100 block of N. Downey Street for a music concert on Saturday, June 4, 2022 from 4:00 p.m. to midnight. Simon is also requesting a special exception to allow beer sales and consumption during the street closure. (see Resolution 2022-32 to follow.)

Herb & Lou's and The Down Under will be selling the beverages under a special event permit with ABD (to be approved by Council at a later date).



Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration AK West Branch Fire Department LC West Branch Police Department JMA

West Branch Public Library N/A West Branch Public Works MLJ West Branch Parks and Recreation N/A

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Kickoff to Summer - Main Street Activities (Sidewalk Sales & Community Concert)
Event Organization: WB Community Development Group Phone: 643-7100
Organization Address: 127 W Main St Tax ID #: 203304311
City: West Branch State: IA Zip Code: 52358
Event Website: mainstreetwestbranch.org Event Email: mainstreetwestbranch@gmail.com
Event Coordinator Name and Title: Jessi Simon, WBCDG Executive Director
Event Coordinator Email: mainstreetwestbranch@gmail.com
Event Coordinator Cell Number: 319-530-2985
Event Coordinator Address: 127 W Main St
City: West Branch State: IA Zip Code: 52358
Description of Event: Sidewalk Sales and retail event Friday & Saturday 10am-5pm, street closure for outdoor community concert on Saturday evening to boost our businesses and promote our "Eat, Shop, Explore Exit 254" goals

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

See attached map. Street closure of Downey Street between W Main and Green St from 4pm - 12am for outdoor concert

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
Sidewalk Sales - Fri. June 3, 2022 at 9AM	Friday, June 3 at 10AM	Saturday, June 4 at 7PM	Saturday, June 4 at 10PM
Concert - Sat. June 4 at 4PM	Sat. June 4 at 6PM	Saturday, June 4 at 10PM	Saturday, June 4 at Midnight

Maximum Number of Participants: 300 Maximum Number of Vehicles: 75

Will there be an admission fee? No What is the admission fee? _____

Will food be sold? Yes (by WB restaurants) Organizers are responsible for making sure vendors have secured the appropriate permits.

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

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

Traffic Control Plan (please attach diagram): Route traffic around the block to N 1st Street & Green Street when N Downey Street is closed for the concert.



Public Notification Plan: Newspaper, website, posters around town, social media announcements

Amplified Sound/Noise Plan: We have hired a sound tech to assist with amplified sound during the concert
Proposed concert time is 7-10pm. Will need access to 50amp, 4 wire plug w/in 50 ft of stage.

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

Security Plan: CDG will work with WBPD as recommended to ensure safety and security. Prepared to hire
reserve officer for the event if required. Area fenced off for dramshop requirements.

Restoration Plan: Concert ends at 10pm. Crowd encouraged to disperse to local establishments.
Volunteer CDG crew to tear down fence/signs/tables etc. Stage to be removed from street by midnight

Trash Management Plan: Additional trash cans are requested from Public Works on Friday to use
during Saturday evening event. CDG will provide recycling bins for cans.

Restroom Plan: Public use of restrooms will be available at Downunder & Herb N Lou's as well as the
addition of 1-2 Porta Potties.

Signs/Banner Plan: Sponsor banner will be displayed on stage area. Vendors encourage to display
their own sign at booth.

Insurance policy: Event policy is in the works for CDG. Alcohol licensees will carry required dramshop coverage.

Signature: *Jessi Simon* Date: 2/25/2022

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

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

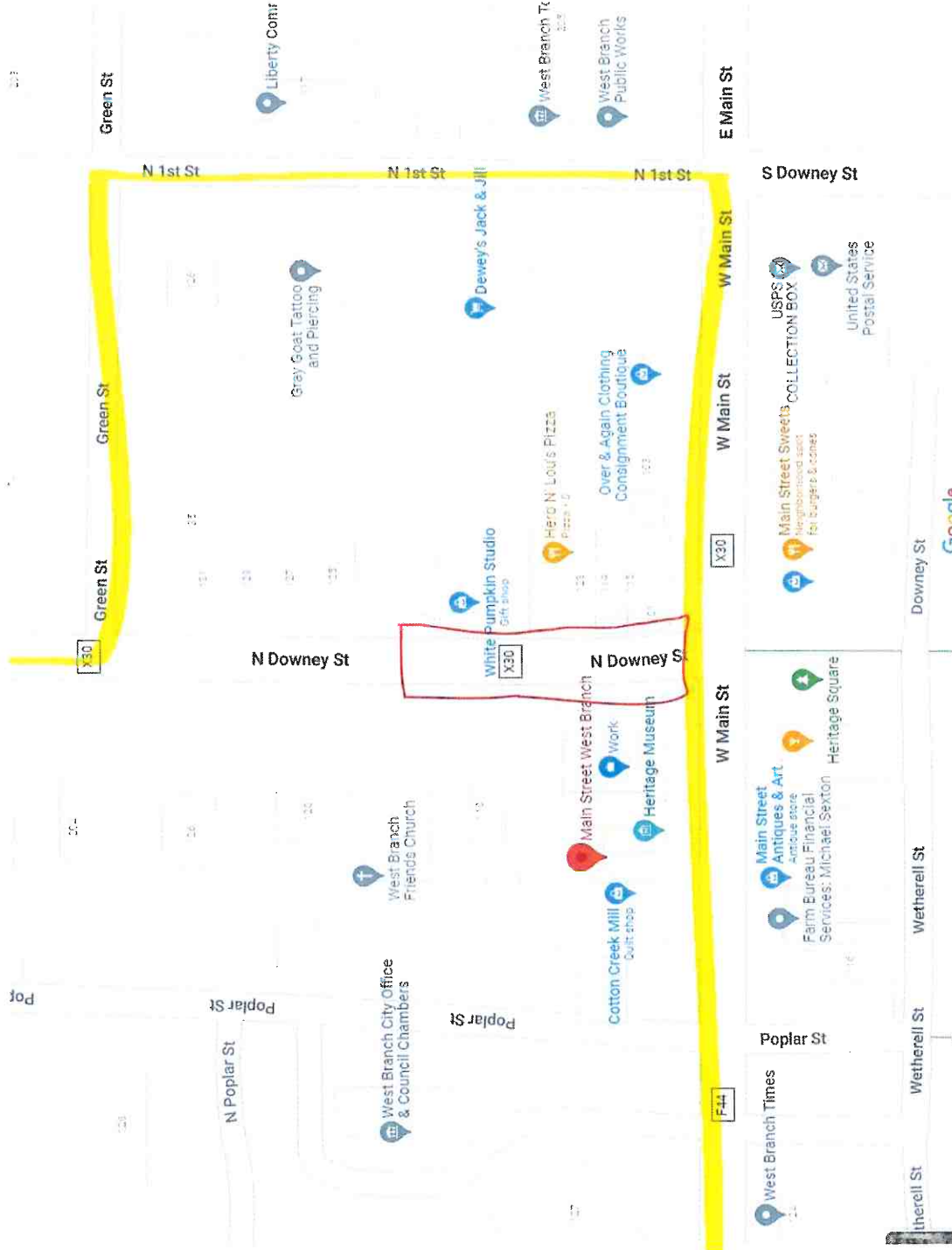
Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.

Traffic Control Plan

Kickoff to Summer
Outdoor Concert
June 4, 2022

Street closed in area
outlined in red.

Traffic re-routed
around the block as
outlined in yellow.

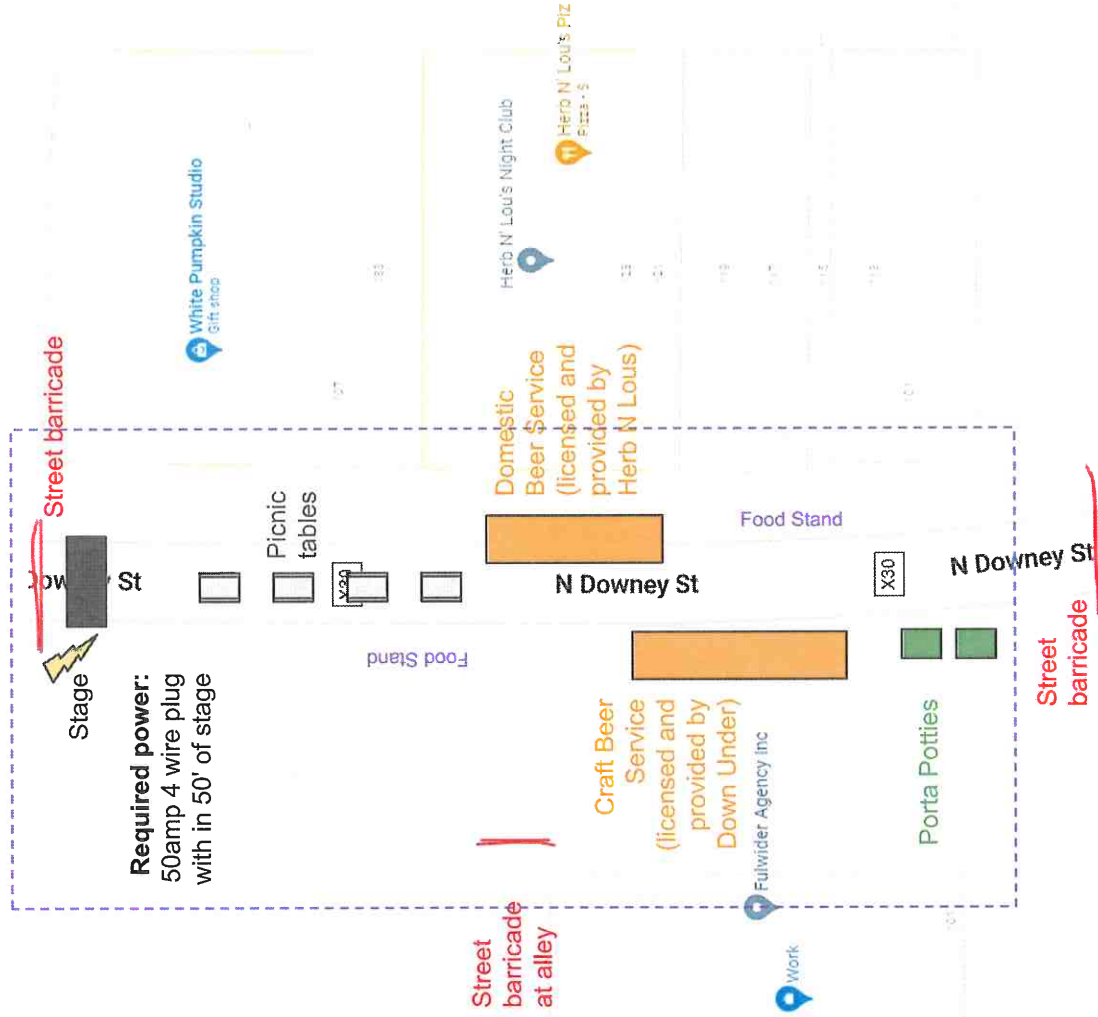


Proposed Site Plan

Kickoff to Summer
Outdoor Concert
June 4, 2022

Needed from City Staff:

- Confirmed access to working power (50amp, 4 wire plug within 50 feet of stage)
- Picnic Tables & Trash Cans dropped near the area on Friday (volunteers will move to street area Sat)
- Street Barricades
- Possibly borrow a few tables/chairs from Town Hall





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Springdale Agency, Inc.
101 N DOWNEY ST
WEST BRANCH, IA 52358-8667

CONTACT NAME:	
PHONE (A/C, No, Ext): 319-643-5525	FAX (A/C, No): 319643-2674
E-MAIL ADDRESS: springdli@lcom.net	
INSURER(S) AFFORDING COVERAGE	
INSURER A: Great American Insurance Company	NAIC # 16691
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:
Friends Of Downtown West Branch
127 W MAIN ST
WEST BRANCH, IA 52358-9636

COVERAGES **CERTIFICATE NUMBER:** GAS100097 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		PAC 4265294	06/03/2022 12:00 AM	06/05/2022 12:01 AM	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$0
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$1,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$1,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person)
	<input type="checkbox"/> HIRED AUTO						BODILY INJURY (Per accident)
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE
	EXCESS LIAB						AGGREGATE
	DED RETENTION \$						
A	Professional Liability	X		PAC 4265294	06/03/2022 12:00 AM	06/05/2022 12:01 AM	EACH OCCURRENCE \$1,000,000 AGGREGATE LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Covered Activities: Special Events

The Certificate Holder is added as an additional insured but only with respect to liability arising out of the named insured during the policy period.

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER

City of West Branch
Box 218
West Branch, IA 52358

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Springdale Agency, Inc.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 4, 2022
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AGENDA ITEM:	Appoint Paula Verlo to the Zoning Board of Adjustment– term expires 12/31/2025
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PREPARED BY:	City Administrator Adam Kofoed
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DATE:	March 29, 2022
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BACKGROUND INFORMATION:

Paula is a retired executive secretary from ACT (Iowa City). Paula has lived in West Branch since 1982 and understands some of the challenges a homeowner faces having owned properties on the east, west and newer side of West Branch. Paula feels that her experience with reading and interpreting contracts will help her in this role on the commission.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 4, 2022
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AGENDA ITEM:	Appoint Greg Humrichouse to the Zoning Board of Adjustment– term expires 12/31/2026
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PREPARED BY:	City Administrator Adam Kofoed
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DATE:	March 29, 2022
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BACKGROUND INFORMATION:

Greg is retired from the City of Iowa City having served that community for 33 years. Greg has served on several boards and committees and is familiar law enforcement. Greg describes himself as an unbiased, independent thinker.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 4, 2022

AGENDA ITEM: Temporary Street Closure, ELM STREET
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PREPARED BY: John K. Hanna, Chief of Police
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DATE: March 21, 2022

BACKGROUND:

On March 21, 2022, upon consultation with City Administrator Kofoed, Public Works Director Goodale, I ordered the temporary closure of Elm Street from its intersection with Parkside Drive to its intersection with S. 2nd Street. This closure was necessary due to construction adjacent to the street as well as for the developer to complete Elm Street up to Parkside Drive within the Parkside Hills development area. This closure is effective March 21, 2022, until final improvements to Elm Street are accepted by the City or as modified by resolution of the Council.

John K. Hanna
Chief of Police



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 4, 2022

AGENDA ITEM: Claims

PREPARED BY: Heidi Van Auken

DATE: March 30, 2022

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.

EXPENDITURES**4/4/2022**

ABBY NOELCK	ZUMBA CLASSES	200.00
AE OUTDOOR POWER	MOWER REPAIRS	506.62
ALATORRE LLC	WINDOW CLEANING - CITY BLDG	70.00
AMAZON.COM.CA.,INC	UPS BATTERY BACKUP SURGE PROTECTOR	381.78
BAKER & TAYLOR INC	BOOKS	471.38
BAYCOM INC	TABLET DOCKING STATION	993.00
BOOK FARM LLC	BOOKS	570.40
BROWN'S WEST BRANCH	VEHICLE SERVICE	517.86
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,648.00
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
DIAMOND VOGEL, INC	PAINT & PARTS FOR LINE PAINTER	3,526.94
ELITE HOLDING COMPANY	SHIRTS FOR PW	759.30
FUTURE LINE TRUCK BODIES	SALT SPREADER COVER REPAIR	55.85
HI-LINE INC	SHOP SUPPLIES	65.00
JAYME CILEK	CLEANING SERVICES	216.00
JJ NICHTING COMPANY	VEHICLE FILTERS	101.25
KOCH OFFICE GROUP	COPIER MAINTENANCE	406.67
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,544.88
LINDSAY MURDOCK	BLDG INCENTIVE PAYMENT	1,218.87
LYNCH'S EXCAVATING INC	ROADSTONE SHED PAD, PARKING	300.05
MATT PARROTT/STOREY KENWORTH	OFFICE SUPPLIES	180.00
MCSELFRESH, SARA	BLDG INCENTIVE PAYMENT	1,207.19
MOSS, TIM	BUSINESS MEALS WHILE TRAVELING	29.36
MUNDELL, JENNIFER	BLDG INCENTIVE PAYMENT	1,572.23
MUNICIPAL SUPPLY INC	WATER PLANT METERS	5,634.65
NELSON, CATHERINE OR WATER	BLGD INCENTIVE PAYMENT	1,092.12
OLSON, KEVIN D	LEGAL SERVICES - APRIL 2022	1,500.00
PITNEY BOWES INC	POSTAGE METER RENTAL	236.52
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	347.08
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	83.22
PREMIER PARTS TIPTON	MAINTENANCE SUPPLIES	618.56
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	804.75
QUILL CORP	OFFICE SUPPLIES	217.78
SHAY, ALLEN	BLDG INCENTIVE PAYMENT	919.54
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
USA BLUE BOOK	SEWER TESTING SUPPLIES	279.17
VEENSTRA & KIMM INC	VARIOUS PROJECTS	35,662.60

TOTAL		64,244.62
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**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS**

3/18/2022 59,838.93

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS**

4/1/2022 43,874.16

PAID BETWEEN MEETINGS

JOHN DEERE FINANCIAL	UNIFORMS - PW	271.93
MAINSTAY SYSTEMS OF IOWA	LICENSE FOR POLICE FIREWALL	1,105.00
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	500.00
QUILL CORP	OFFICE SUPPLIES	92.72
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	1,226.88
VERIZON WIRELESS	VERIZON WIRELESS	392.52
WELLMARK, INC	FSA ADMIN FEES	178.20
WAGeworks	EMPLOYEE FLEX PLAN	1,026.33
UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	662.15
WELLMARK	HEALTH INSURANCE	18,968.70
TOTAL		24,466.33

GRAND TOTAL EXPENDITURES	192,424.04
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FUND TOTALS

001 GENERAL FUND	57,008.61
022 CIVIC CENTER	190.74
031 LIBRARY	13,814.87
110 ROAD USE TAX	20,144.76
112 TRUST AND AGENCY	33,214.98
324 WW TREATMT FAC IMP 2021	33,710.00
327 SPONS WATER QUAL IMP 2021	105.05
600 WATER FUND	20,734.89
610 SEWER FUND	12,473.81
950 BC/BS FLEXIBLE BENEFIT	1026.33
GRAND FUND TOTAL	192,424.04

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	BROWN'S WEST BRANCH	VEHICLE SERVICE	91.62
			VEHICLE SERVICE	426.24
		LIBERTY COMMUNICATIONS	SERVICES	291.47
		BAYCOM INC	TABLET DOCKING STATION	993.00
		AMAZON.COM.CA., INC.	UPS BATTERY BACKUP SURGE P	179.99
			TOTAL:	1,982.32
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	SERVICES	87.40
			TOTAL:	87.40
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	43.93
		LIBERTY COMMUNICATIONS	SERVICES	278.12
		AMAZON.COM.CA., INC.	SUPPLIES	17.99
			SUPPLIES	110.91
			OFFICE SUPPLIES	72.89
		ABBY NOELCK	ZUMBA CLASSES	200.00
			TOTAL:	723.84
CEMETERY	GENERAL FUND	LYNCH'S EXCAVATING INC	ROADSTONE SHED PAD, PARKIN	300.05
		PORT 'O' JONNY INC.	SERVICE - CEMETERY	39.29
		AE OUTDOOR POWER	MOWER REPAIRS	506.62
			TOTAL:	845.96
ECONOMIC DEVELOPMENT	GENERAL FUND	MUNDELL, JENNIFER	BLDG INCENTIVE PAYMENT	1,572.23
		MCSELFRESH, SARA	BLDG INCENTIVE PAYMENT	1,207.19
		NELSON, CATHERINE OR WATERS, CHRISTY	BLGD INCENTIVE PAYMENT	1,092.12
		SHAY, ALLEN	BLDG INCENTIVE PAYMENT	919.54
		LINDSAY MURDOCK	BLDG INCENTIVE PAYMENT	1,218.87
			TOTAL:	6,009.95
CLERK & TREASURER	GENERAL FUND	MATT PARROTT/STOREY KENWORTHY	OFFICE SUPPLIES	180.00
		KOCH OFFICE GROUP	COPIER MAINTENANCE	406.67
		LIBERTY COMMUNICATIONS	SERVICES	424.59
		PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
		JAYME CILEK	CLEAINING SERVICES	99.00
		ALATORRE LLC	WINDOW CLEANING CITY BLDG	70.00
			TOTAL:	1,360.26
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES - APRIL 202	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	SERVICES	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PALN REVIEW	744.00
			MEADOWS 3&4 CONST REVIEW	389.55
			TIDEWATER RETAINING WALL	714.00
			TOTAL:	1,847.55
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	SERVICES	43.90
		JAYME CILEK	CLEAINING SERVICES	117.00
			TOTAL:	160.90
LIBRARY	LIBRARY	BAKER & TAYLOR INC.	BOOKS	26.51-
			BOOKS	245.17
			BOOKS	252.72

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	347.08
		D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
		LIBERTY COMMUNICATIONS	SERVICES	236.50
		PITNEY BOWES INC	POSTAGE METER RENTAL LIBR	56.52
		BOOK FARM LLC	BOOKS	570.40
			TOTAL:	1,751.88
ROADS & STREETS	ROAD USE TAX	DIAMOND VOGEL, INC.	PAINT & PARTS FOR LINE PAI	1,614.00
			PAINT & PARTS FOR LINE PAI	1,912.94
		CEDAR COUNTY COOPERATIVE	FUEL-PW	1,648.00
		LIBERTY COMMUNICATIONS	SERVICES	39.32
		HI-LINE INC	SHOP SUPPLIES	65.00
		JJ NICHING COMPANY	VEHICLE FILTERS	101.25
		PREMIER PARTS TIPTON	MAINTENANCE SUPPLIES	263.47
			BULK OIL	262.52
			MAINTENANCE SUPPLIES	36.87
			MAINTENANCE SUPPLIES	40.68
			MAINTENANCE SUPPLIES	15.02
			TOTAL:	5,999.07
CAPITAL PROJECT	WW TREATMT FAC IMP VEENSTRA & KIMM INC.		WW TREATMENT FACILITY	29,150.00
			WW TREATMENT FACILITY	4,560.00
			TOTAL:	33,710.00
CAPITAL PROJECT	SPONS WATER QUAL I VEENSTRA & KIMM INC.		SPONSORED WATER QUALITY	105.05
			TOTAL:	105.05
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER PLANT METER	2,370.65
			WATER METERS FOR NEW HOMES	3,264.00
		MOSS, TIM	BUSINESS MEALS WHILE TRAVE	29.36
		LIBERTY COMMUNICATIONS	SERVICES	39.31
		USA BLUE BOOK	PAINT FOR WATER LOCATES	144.76
			TOTAL:	5,848.08
SEWER OPERATING	SEWER FUND	QUILL CORP	OFFICE SUPPLIES	217.78
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	804.75
		FUTURE LINE TRUCK BODIES	SALT SPREADER COVER REPAIR	55.85
		LIBERTY COMMUNICATIONS	SERVICES	39.32
		ELITE HOLDING COMPANY	SHIRTS FOR PW	759.30
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
		USA BLUE BOOK	SEWER TESTING SUPPLIES	134.41
			TOTAL:	2,247.41

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====			
001	GENERAL FUND		14,422.23
022	CIVIC CENTER		160.90
031	LIBRARY		1,751.88
110	ROAD USE TAX		5,999.07
324	WW TREATMT FAC IMP 2021		33,710.00
327	SPONS WATER QUAL IMP 2021		105.05
600	WATER FUND		5,848.08
610	SEWER FUND		2,247.41

GRAND TOTAL:			64,244.62



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 4, 2022

AGENDA ITEM: January Monthly Financial Report
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PREPARED BY: Heidi Van Auken

DATE: March 30, 2022

SUMMARY:

Monthly Financial Report: This report includes revenue, investments, expenditures, and balances for the month of January 2022.

BANK TO BOOK RECONCILIATION				
1/31/2022				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 4,772,718.77
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 29,190.60
	SUB TOTAL			\$ 4,801,909.37
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2022	\$ 11,157.28
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	6/11/2022	\$ 97,165.34
	LIBRARY-HANSEN CD DONATION	UICCU-1025	8/1/2022	\$ 55,245.69
	LIBRARY-HANSEN CD DONATION	UICCU-1026	9/2/2022	\$ 51,079.85
	LIBRARY-HANSEN CD DONATION	UICCU-1027	9/2/2022	\$ 23,945.80
	GEN FUND-STREETSCAPE-ACCIONA DONATION	UICCU-1028	12/6/2022	\$ 6,997.48
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	UICCU-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,512.75
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,334.87
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 270,444.06
	SUB TOTAL			\$ 5,072,353.43
	O/S DEPOSITS			\$ 209.30
LESS:	O/S CHECKS			\$ 24,741.19
	ENDING BOOK BALANCE			\$ 5,047,821.54

CLERK'S REPORT FOR THE MONTH OF JANUARY 2022

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 1,578,063.20	\$ 5.00	\$ 1,578,068.20	\$ 58,097.72		\$ 76,734.36			\$ 1,559,431.56
** 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	\$ 0.00	\$ 6,997.48	\$ 6,997.48						\$ 6,997.48
PARK EQUIPMENT/RESERVE	\$ 1,500.00	\$ -	\$ 1,500.00						\$ 1,500.00
(022) CIVIC CENTER	\$ 45,185.24	\$ -	\$ 45,185.24	\$ 177.70		\$ 920.19			\$ 44,442.75
(027) MEMORIAL GARDEN PROJECT	\$ 314.00	\$ -	\$ 314.00						\$ 314.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (91,053.82)	\$ 91,246.47	\$ 192.65	\$ 414.45		\$ 25,915.55			\$ (25,308.45)
(036) TORT LIABILITY	\$ (5,328.85)	\$ -	\$ (5,328.85)	\$ 511.49		\$ 2,065.82			\$ (6,883.18)
SPECIAL REVENUE									\$ -
(110) ROAD USE TAX	\$ 38,368.77	\$ -	\$ 38,368.77	\$ 28,438.34		\$ 46,991.15			\$ 19,815.96
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 246,425.38	\$ -	\$ 246,425.38	\$ 3,327.36		\$ 22,553.72			\$ 227,199.02
(119) EMERGENCY TAX FUND	\$ 23,693.09	\$ -	\$ 23,693.09	\$ 459.29					\$ 24,152.38
(121) LOCAL OPTION SALES TAX	\$ 359,992.79	\$ -	\$ 359,992.79	\$ 24,614.78					\$ 384,607.57
(125) TIF	\$ 394,187.40	\$ -	\$ 394,187.40	\$ 6,038.87					\$ 400,226.27
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									\$ -
(226) DEBT SERVICE	\$ 252,619.02	\$ -	\$ 252,619.02	\$ 3,806.51					\$ 256,425.53
CAPITAL PROJECTS									\$ -
(300) CAPITAL IMPROVEMENT RESERVE	\$ 33,393.26	\$ -	\$ 33,393.26	\$ 676.25					\$ 34,069.51
(302) ARPA NEU FUND	\$ 186,305.60	\$ -	\$ 186,305.60						\$ 186,305.60
(304) W MAIN ST STORMWATER IMP	\$ 10,000.00	\$ -	\$ 10,000.00						\$ 10,000.00
(308) PARK IMP - PEDERSEN VALLEY	\$ 14,827.20	\$ -	\$ 14,827.20						\$ 14,827.20
(312) DOWNTOWN EAST REDEVELOPMENT	\$ 173,912.82	\$ -	\$ 173,912.82						\$ 173,912.82
(319) RELOCATION OF WATER & SEWER LINES	\$ (4,655.22)	\$ -	\$ (4,655.22)						\$ (4,655.22)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 153,793.70	\$ -	\$ 153,793.70			\$ 151.50			\$ 153,642.20
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (52,220.51)	\$ -	\$ (52,220.51)			\$ 180,275.80			\$ (232,496.31)
(324) WW TREATMT FAC IMP 2021	\$ (8,140.00)	\$ -	\$ (8,140.00)			\$ 87,450.00			\$ (95,590.00)
(326) ROUNDABOUT MAIN & CEDAR	\$ (5,771.00)	\$ -	\$ (5,771.00)			\$ 372.00			\$ (6,143.00)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (17,087.40)	\$ -	\$ (17,087.40)			\$ 744.00			\$ (17,831.40)
PERMANENT									\$ -
(500) CEMETERY PERPETUAL FUND	\$ 29,190.60	\$ 97,165.34	\$ 126,355.94						\$ 126,355.94
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,083.97	\$ 51,083.97						\$ 51,083.97
(502) KROUTH INTEREST FUND	\$ -	\$ 23,945.80	\$ 23,945.80						\$ 23,945.80
ENTERPRISE		\$ 23,945.80							\$ -
(600) WATER FUND	\$ 173,130.87	\$ -	\$ 173,130.87	\$ 49,702.89		\$ 22,065.05	\$ 5,095.00		\$ 195,673.71
(603) WATER SINKING FUND	\$ 32,969.17	\$ -	\$ 32,969.17	\$ -	\$ 5,095.00				\$ 38,064.17
(610) SEWER FUND	\$ 452,791.09	\$ -	\$ 452,791.09	\$ 62,814.99		\$ 19,904.36	\$ 28,314.00		\$ 467,387.72
(611) SEWER FUND SPECIAL	\$ 279,310.50	\$ -	\$ 279,310.50	\$ -	\$ 28,314.00				\$ 307,624.50
(740) STORM WATER UTILITY	\$ 102,325.14	\$ -	\$ 102,325.14	\$ 5,714.65					\$ 108,039.79
(950) BC/BS FLEXIBLE BENEFIT	\$ (1,478.55)		\$ (1,478.55)			\$ 109.77			\$ (1,588.32)
TOTAL	\$ 5,018,835.46	\$ 294,389.86	\$ 5,289,279.52	\$ 244,795.29	\$ 33,409.00	\$ 486,253.27	\$ 33,409.00	\$ -	\$ 5,047,821.54
O/S CHECKS			\$16,379.30						\$24,741.19
O/S DEPOSIT			\$189.05						\$209.30
BANK STATEMENT BALANCE			\$5,305,469.77						\$5,072,353.43

CITY OF WEST RANCH
MTD TREASURER'S REPORT
AS OF: JANUARY 31ST, 2022

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	2,071,655.20	58,097.72	76,734.36	2,053,018.56	0.00	0.00	2,053,018.56
011-POLICE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014-FIRE APPARATUS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
016-CEMETERY BLDG/EQUIP RES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
017-PARK & REC RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-CIVIC CENTER	45,185.24	177.70	920.19	44,442.75	0.00	0.00	44,442.75
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	192.65	414.45	25,915.55	(25,308.45)	0.00	0.00	(25,308.45)
036-TORT LIABILITY	(5,328.85)	511.49	2,065.82	(6,883.18)	0.00	0.00	(6,883.18)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	38,368.77	28,438.34	46,991.15	19,815.96	0.00	0.00	19,815.96
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	246,425.38	3,327.36	22,553.72	227,199.02	0.00	0.00	227,199.02
119-EMERGENCY TAX FUND	23,693.09	459.29	0.00	24,152.38	0.00	0.00	24,152.38
121-OPTION TAX	359,992.79	24,614.78	0.00	384,607.57	0.00	0.00	384,607.57
125-T I F	394,187.40	6,038.87	0.00	400,226.27	0.00	0.00	400,226.27
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	252,619.02	3,806.51	0.00	256,425.53	0.00	0.00	256,425.53
300-CAPITAL IMPROV. RESERVE	33,393.26	676.25	0.00	34,069.51	0.00	0.00	34,069.51
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	186,305.60	0.00	0.00	186,305.60	0.00	0.00	186,305.60
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-EASTSIDE WATER MAINS	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	14,827.20	0.00	0.00	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	(4,655.22)	0.00	0.00	(4,655.22)	0.00	0.00	(4,655.22)
320-LIBRARY PARKING LOT IMPRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321-WIDENING WAPSI CREEK @ BE	153,793.70	0.00	151.50	153,642.20	0.00	0.00	153,642.20
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL	(52,220.51)	0.00	180,275.80	(232,496.31)	0.00	0.00	(232,496.31)
324-WW TREATMT FAC IMP 2021	(8,140.00)	0.00	87,450.00	(95,590.00)	0.00	0.00	(95,590.00)
326-ROUNDAABOUT MAIN & CEDAR-J	(5,771.00)	0.00	372.00	(6,143.00)	0.00	0.00	(6,143.00)
327-SPONS WATER QUAL IMP 2021	(17,087.40)	0.00	744.00	(17,831.40)	0.00	0.00	(17,831.40)
500-CEMETERY PERPETUAL FUND	126,355.94	0.00	0.00	126,355.94	0.00	0.00	126,355.94

CITY OF WEST BRANCH
MTD TREASURERS REPORT
AS OF: JANUARY 31ST, 2022

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
501-KROUTH PRINCIPAL FUND	51,083.97	0.00	0.00	51,083.97	0.00	0.00	51,083.97
502-KROUTH INTEREST FUND	23,945.80	0.00	0.00	23,945.80	0.00	0.00	23,945.80
600-WATER FUND	173,130.87	49,702.89	27,160.05	195,673.71	0.00	0.00	195,673.71
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	32,969.17	5,095.00	0.00	38,064.17	0.00	0.00	38,064.17
610-SEWER FUND	452,791.09	62,814.99	48,218.36	467,387.72	0.00	0.00	467,387.72
611-SEWER FUND SPECIAL	279,310.50	28,314.00	0.00	307,624.50	0.00	0.00	307,624.50
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	102,325.14	5,714.65	0.00	108,039.79	0.00	0.00	108,039.79
950-BC/BS FLEXIBLE BENEFIT	(1,478.55)	0.00	109.77	(1,588.32)	0.00	0.00	(1,588.32)
GRAND TOTAL	5,289,279.52	278,204.29	519,662.27	5,047,821.54	0.00	0.00	5,047,821.54

*** END OF REPORT ***

CITY OF WEST RANCH
YTD TREASURERS REPORT
AS OF: JANUARY 31ST, 2022

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	1,103,616.61	797,830.24	2,053,018.56	0.00	0.00	2,053,018.56
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	8,405.46	7,246.50	44,442.75	0.00	0.00	44,442.75
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	15,664.01	136,798.55	(25,308.45)	0.00	0.00	(25,308.45)
036-TORT LIABILITY	33,009.62	26,053.38	65,946.18	(6,883.18)	0.00	0.00	(6,883.18)
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	202,956.34	452,598.57	19,815.96	0.00	0.00	19,815.96
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	169,449.46	158,032.73	227,199.02	0.00	0.00	227,199.02
119-EMERGENCY TAX FUND	762.47	23,389.91	0.00	24,152.38	0.00	0.00	24,152.38
121-OPTION TAX	175,622.55	208,985.02	0.00	384,607.57	0.00	0.00	384,607.57
125-T I F	143,547.46	274,530.81	17,852.00	400,226.27	0.00	0.00	400,226.27
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	188,462.98	182,758.11	256,425.53	0.00	0.00	256,425.53
300-CAPITAL IMPROV. RESERVE	0.00	34,069.51	0.00	34,069.51	0.00	0.00	34,069.51
301-REAP GRANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
302-ARPA NEU FUND	0.00	186,305.60	0.00	186,305.60	0.00	0.00	186,305.60
303-FIRE CAP PROJECT ADDITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304-EASTSIDE WATER MAINS	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	5,220.00	(4,655.22)	0.00	0.00	(4,655.22)
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	11,637.28	153,642.20	0.00	0.00	153,642.20
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	194,193.42	(232,496.31)	0.00	0.00	(232,496.31)
324-WW TREATMT FAC IMP 2021	62,510.00	69,960.00	228,060.00	(95,590.00)	0.00	0.00	(95,590.00)
326-ROUNDBOUT MAIN & CEDAR-J	0.00	0.00	6,143.00	(6,143.00)	0.00	0.00	(6,143.00)
327-SPONS WATER QUAL IMP 2021	(6,524.60)	0.00	11,306.80	(17,831.40)	0.00	0.00	(17,831.40)
500-CEMETERY PERPETUAL FUND	126,078.58	277.36	0.00	126,355.94	0.00	0.00	126,355.94

CITY OF WEST BRANCH
YTD TREASURERS REPORT
AS OF: JANUARY 31ST, 2022

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
501-KROUTH PRINCIPAL FUND	51,008.10	75.87	0.00	51,083.97	0.00	0.00	51,083.97
502-KROUTH INTEREST FUND	23,912.17	33.63	0.00	23,945.80	0.00	0.00	23,945.80
600-WATER FUND	162,777.76	380,718.07	347,822.12	195,673.71	0.00	0.00	195,673.71
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	35,665.00	2,693.75	38,064.17	0.00	0.00	38,064.17
610-SEWER FUND	339,461.60	437,549.68	309,623.56	467,387.72	0.00	0.00	467,387.72
611-SEWER FUND SPECIAL	150,915.50	156,709.00	0.00	307,624.50	0.00	0.00	307,624.50
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	37,804.08	56,374.77	108,039.79	0.00	0.00	108,039.79
950-BC/BS FLEXIBLE BENEFIT	(1,478.55)	0.00	109.77	(1,588.32)	0.00	0.00	(1,588.32)
GRAND TOTAL	4,514,637.11	3,560,681.78	3,027,497.35	5,047,821.54	0.00	0.00	5,047,821.54

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH JANUARY OF 2022

58.33%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 357,004.00	\$ 25,000.35	\$ 184,107.63	\$ 172,896.37	51.57%
TORT LIABILITY	\$ 12,102.00	\$ 418.26	\$ 10,995.85	\$ 1,106.15	90.86%
TRUST & AGENCY	\$ 83,466.00	\$ 7,731.68	\$ 50,216.27	\$ 33,249.73	60.16%
FIRE DEPARTMENT					
GENERAL FUND	\$ 259,000.00	\$ 1,594.02	\$ 65,209.57	\$ 193,790.43	25.18%
TORT LIABILITY	\$ 10,759.00	\$ 811.68	\$ 25,530.17	\$ (14,771.17)	237.29%
TRUST & AGENCY	\$ 18,992.00	\$ 975.57	\$ 12,150.82	\$ 6,841.18	63.98%
ANIMAL CONTROL	\$ 3,250.00	\$ 1,648.06	\$ 1,676.81	\$ 1,573.19	51.59%
BUILDING INSPECTIONS	\$ 16,611.00	\$ 1,325.23	\$ 13,630.50	\$ 2,980.50	82.06%
TOTAL PUBLIC SAFETY	\$ 761,184.00	\$ 39,504.85	\$ 363,517.62	\$ 397,666.38	47.76%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 69,472.00	\$ -	\$ 12,725.00	\$ 56,747.00	18.32%
TORT LIABILITY	\$ 13,938.00	\$ 431.54	\$ 12,891.36	\$ 1,046.64	92.49%
ROAD USE TAX FUND	\$ 400,040.00	\$ 46,991.15	\$ 452,598.57	\$ (52,558.57)	113.14%
TRUST & AGENCY	\$ 57,468.00	\$ 5,569.27	\$ 32,015.97	\$ 25,452.03	55.71%
STREET LIGHTING - GENERAL FUND	\$ 37,000.00	\$ 3,030.79	\$ 21,042.69	\$ 15,957.31	56.87%
SOLID WASTE - GENERAL FUND	\$ 201,000.00	\$ 16,401.50	\$ 129,597.58	\$ 71,402.42	64.48%
TOTAL PUBLIC WORKS	\$ 778,918.00	\$ 72,424.25	\$ 660,871.17	\$ 118,046.83	84.84%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 220,949.00	\$ 25,915.55	\$ 136,798.55	\$ 84,150.45	61.91%
TORT LIABILITY	\$ 4,255.00	\$ 44.13	\$ 4,194.81	\$ 60.19	98.59%
TRUST & AGENCY	\$ 32,923.00	\$ 2,925.16	\$ 20,402.72	\$ 12,520.28	61.97%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 210,930.00	\$ 7,022.83	\$ 106,648.28	\$ 104,281.72	50.56%
TORT LIABILITY	\$ 5,870.00	\$ 242.60	\$ 5,598.92	\$ 271.08	95.38%
TRUST & AGENCY	\$ 34,750.00	\$ 2,313.35	\$ 18,550.66	\$ 16,199.34	53.38%
CEMETERY					
GENERAL FUND	\$ 94,044.00	\$ 6,151.79	\$ 41,731.34	\$ 52,312.66	44.37%
TORT LIABILITY	\$ 2,040.00	\$ 68.34	\$ 1,854.29	\$ 185.71	90.90%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
TRUST & AGENCY	\$ 14,759.00	\$ 1,005.21	\$ 7,170.15	\$ 7,588.85	48.58%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,750.00	\$ 920.19	\$ 7,246.50	\$ 12,503.50	36.69%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 58,000.00	\$ 67.00	\$ 50,447.11	\$ 7,552.89	86.98%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 27,644.00	\$ 2,049.06	\$ 14,607.76	\$ 13,036.24	52.84%
TRUST & AGENCY	\$ 4,254.00	\$ 305.18	\$ 2,148.76	\$ 2,105.24	50.51%
TOTAL CULTURE & RECREATION	\$ 730,168.00	\$ 49,030.39	\$ 417,399.85	\$ 312,768.15	57.16%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 74,159.00	\$ 1,111.91	\$ 30,376.69	\$ 43,782.31	40.96%
PLANNING & ZONING	\$ 25,000.00	\$ 186.00	\$ 14,322.69	\$ 10,677.31	57.29%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 75,233.00	\$ -	\$ 17,852.00	\$ 57,381.00	23.73%
TOTAL COMMUNITY & E.D.	\$ 174,392.00	\$ 1,297.91	\$ 62,551.38	\$ 111,840.62	35.87%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 16,500.00	\$ 514.25	\$ 14,526.71	\$ 1,973.29	88.04%
TRUST & AGENCY	\$ 2,564.00	\$ 47.39	\$ 1,273.64	\$ 1,290.36	49.67%
CLERK & TREASURER					
GENERAL FUND	\$ 148,777.00	\$ 8,830.27	\$ 85,143.81	\$ 63,633.19	57.23%
TORT LIABILITY	\$ 5,017.00	\$ 26.24	\$ 4,676.57	\$ 340.43	93.21%
TRUST & AGENCY	\$ 20,799.00	\$ 1,490.86	\$ 12,144.10	\$ 8,654.90	58.39%
LEGAL SERVICES	\$ 27,000.00	\$ 2,014.38	\$ 14,199.92	\$ 12,800.08	52.59%
TOTAL GENERAL GOVERNMENT	\$ 220,657.00	\$ 12,923.39	\$ 131,964.75	\$ 88,692.25	59.81%
GO DEBT SERVICE	\$ 1,013,986.00	\$ -	\$ 182,758.11	\$ 831,227.89	18.02%
CAPITAL PROJECTS					
PARK IMP - PEDERSEN VALLEY	\$ 40,000.00	\$ -	\$ 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	\$ -	\$ 5,220.00	\$ 444,780.00	1.16%
WIDENING WAPSI CREEK @ BERANEK	\$ 230,000.00	\$ 151.50	\$ 11,637.28	\$ 218,362.72	5.06%
I-80 WEST WATER MAIN RELOCATION	\$ 150,000.00	\$ 180,275.80	\$ 194,193.42	\$ (44,193.42)	129.46%
WW TREATMENT FACILITY IMP 2021	\$ 1,400,000.00	\$ 87,450.00	\$ 228,060.00	\$ 1,171,940.00	16.29%
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	\$ 372.00	\$ 6,143.00	\$ 103,857.00	5.58%
SPONSORED WATER QUAL IMP 2021	\$ -	\$ 744.00	\$ 11,306.80	\$ (11,306.80)	#DIV/0!
TOTAL CAPITAL PROJECTS	\$ 2,580,000.00	\$ 268,993.30	\$ 491,810.50	\$ 2,088,189.50	19.06%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 409,707.00	\$ 22,065.05	\$ 312,157.12	\$ 97,549.88	76.19%
WATER SINKING FUND	\$ 61,113.00	\$ -	\$ 2,693.75	\$ 58,419.25	4.41%
SEWER FUND	\$ 295,231.00	\$ 19,904.36	\$ 152,914.56	\$ 142,316.44	51.79%
WASTE WATER LIFT STATION	\$ -	\$ -	\$ -	\$ -	
STORM WATER UTILITY	\$ 45,000.00	\$ -	\$ 56,374.77	\$ (11,374.77)	125.28%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 811,051.00	\$ 41,969.41	\$ 524,140.20	\$ 286,910.80	64.62%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	
ROAD USE TAX	\$ -	\$ -	\$ -	\$ -	
EMERGENCY TAX FUND	\$ 40,750.00	\$ -	\$ -	\$ 40,750.00	0.00%
LOCAL OPTION SALES TAX	\$ 221,471.00	\$ -	\$ -	\$ 221,471.00	0.00%
TIF	\$ 459,123.00	\$ -	\$ -	\$ 459,123.00	0.00%
WATER FUND	\$ 101,113.00	\$ 5,095.00	\$ 35,665.00	\$ 65,448.00	35.27%
SEWER FUND	\$ 285,000.00	\$ 28,314.00	\$ 156,709.00	\$ 128,291.00	54.99%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
STORM WATER UTILITY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
BC/BS FLEXIBLE BENEFIT	\$ -	\$ 109.77	\$ 109.77	\$ (109.77)	#DIV/0!
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 1,157,457.00	\$ 33,518.77	\$ 192,483.77	\$ 964,973.23	16.63%
TOTAL FOR ALL FUNCTIONS	\$ 8,227,813.00	\$ 519,662.27	\$ 3,027,497.35	\$ 5,200,315.65	

CITY OF WEST BRANCH
EXPENDITURES BY ACTIVITY (UNAUDITED)
AS OF: JANUARY 31ST, 2022

001-GENERAL FUND

58.33% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,157,457.00	33,518.77	192,483.77	16.63	964,973.23
TOTAL PUBLIC SAFETY	761,184.00	39,504.85	363,517.62	47.76	397,666.38
TOTAL PUBLIC WORKS	778,918.00	72,424.25	660,871.17	84.84	118,046.83
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	730,168.00	49,030.39	417,399.85	57.16	312,768.15
TOTAL COMMUNITY & ECON DEVELOP	174,392.00	1,297.91	62,551.38	35.87	111,840.62
TOTAL GENERAL GOVERNMENT	220,657.00	12,923.39	131,964.75	59.81	88,692.25
TOTAL DEBT SERVICE	1,013,986.00	0.00	182,758.11	18.02	831,227.89
TOTAL CAPITAL PROJECTS	2,580,000.00	268,993.30	491,810.50	19.06	2,088,189.50
TOTAL BUSINESS TYPE/ENTERPRISE	811,051.00	41,969.41	524,140.20	64.62	286,910.80
TOTAL EXPENDITURES	8,227,813.00	519,662.27	3,027,497.35	36.80	5,200,315.65

REVENUE-FISCAL YEAR 2022**FUND****JANUARY**

001 GENERAL FUND	58,097.72
022 CIVIC CENTER	177.70
031 LIBRARY	414.45
036 TORT LIABILITY	511.49
110 ROAD USE TAX	28,438.34
112 TRUST & AGENCY	3,327.36
119 EMERGENCY TAX FUND	459.29
121 LOCAL OPTION SALES TAX	24,614.78
125 TIF	6,038.87
226 DEBT SERVICE	3,806.51
300 CAPITAL IMPROVEMENT RESERVE	676.25
600 WATER FUND	49,702.89
610 SEWER FUND	62,814.99
740 STORM WATER UTILITY	5,714.65
TOTAL	244,795.29



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 4, 2022
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AGENDA ITEM:	First Reading Ordinance 792 – Amending Chapter 165 of the Code of Ordinances of the City of West Branch regarding Signs in the HCI District
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PREPARED BY:	City Clerk, Leslie Brick
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DATE:	March 25, 2022
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BACKGROUND INFORMATION:

The City Office receives several inquiries annually regarding signage in the HCI District (south of I-80). When the HCI District was created the Code did not list any requirements regarding signage.

Building Inspector Terry Goerdts was asked to research signage requirements in other cities and come up with suitable requirement to help guide signage requests.

Planning & Zoning approved the ordinance language at their March 22nd meeting.

ORDINANCE NO. 792

AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH REGARDING SIGNS IN HCI ZONING DISTRICT.

WHEREAS, the Planning and Zoning Commission has recommended changes to the zoning code as outlined below.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 165.42 of the Code of Ordinances is hereby amended by adding a new section (3) and (4), which read as follows:

“3. Sign requirements in HCI Zoning Districts.

- a. Fascia Signs: Fascia signs shall have a maximum square footage of 15% of the sign wall area. It shall not extend above the roof surface.
- b. Monument Signs: Monument signs are required to be set back a minimum of 5’ from the property line. Sign shall not exceed 6’ on height. The maximum sign size shall be two square feet for each linear foot of lot frontage not to exceed 200sf or 100sf per sign face.
- c. Freestanding Signs: Freestanding signs shall be set back from the property line a minimum of 5’. Signs shall not be lower than 10’ above grade and shall not exceed 65’ above grade. The maximum size of a freestanding sign is not limited. Freestanding signs shall be designed by a licensed professional and plans shall be stamped.
- d. Canopy signs: Canopy signs shall not have a maximum height or area.
- e. Awning Signs: Awning signs shall have a maximum height of the top of the first story and shall not be limited in size.
- f. Window Signs: Window signs shall have a maximum square footage of 25% of the window glazing area.
- g. All signs permitted in a Residential District.
- h. Illumination: Illuminated signs in HCI Zones can be illuminated internally or externally. If illuminated externally it must be downcast lighting. Illumination shall not exceed a maximum of 1 foot candle measured at the property line. Illumination shall be non-flashing and shall not contain a rotating, oscillating, revolving beam or beacon of light.
- i. Location: At street intersections, freestanding and monument signs shall not be located within a triangle area composed of its sides thirty feet (30) in length and measured along the curb lines from the point of intersection of the above referenced lines.

4. Prohibited Signs in all Zoning Districts.

- a. Animated signs, excluding barber pole signs that do not exceed three feet in height and nine inches in diameter and excluding time and temperature signs and excluding changeable message signs.
 - b. Hazardous signs
 - c. Obsolete signs
 - d. Portable signs, including signs on wheels
 - e. Roof signs, unless complying with the City Building Code
 - f. Search lights
 - g. Spinners or other similar devices
 - h. Swinging lights
 - i. Signs not anchored for wind load except real estate or like signs.”
2. Amendment. The Code of Ordinances is hereby amended by renumbering the current sub section.
3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
4. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
5. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: April 4, 2022
Second reading:
Third Reading:

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

RESOLUTION 2022-30

RESOLUTION SETTING A DATE FOR CONSULTATION AND A DATE FOR A PUBLIC HEARING ON THE PROPOSED AMENDMENT NO. 5 TO THE AMENDED AND RESTATED WEST BRANCH URBAN RENEWAL PLAN.

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to prepare Amendment No. 5 to the Amended and Restated West Branch Urban Renewal Plan, said Amended and Restated West Branch Urban Renewal Plan being approved in May, 2016, by the West Branch City Council; and

WHEREAS, the City Attorney has prepared said Amendment No. 5 to the Amended and Restated West Branch Urban Renewal Plan; and

WHEREAS, Chapter 403 of the Code of Iowa requires prior to passage of an Urban Renewal Plan Amendment, the holding of a consultation among the affected taxing entities and the publication and holding of a public hearing.

NOW, THEREFORE, the City Council of the City of West Branch, Cedar County, Iowa, hereby set a consultation date for Monday, April 25, 2022 at 11:00 a.m. in the Council Chambers at City Hall. Further, the City Clerk is directed that said Notice of Consultation be sent to the affected taxing entities, along with a proposed copy of the Amended and Restated West Branch Urban Renewal Plan.

BE IT FURTHER RESOLVED, that the City Council shall hold a public hearing at 7:00 p.m. on Monday, May 2, 2022 on the proposed Amendment No. 5 to the Amended and Restated West Branch Urban Renewal Plan. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 4th day of April, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

RESOLUTION 2022-31

RESOLUTION APPROVING THE PRELIMINARY PLAT OF PARKSIDE HILLS - SECOND ADDITION, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a preliminary for Parkside Hills, West Branch, Iowa, which is legally described on Exhibit "A" attached hereto; and

WHEREAS, the aforementioned preliminary plat and subdivision is found to conform with Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said preliminary plat of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the preliminary plat of the proposed subdivision be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the preliminary platting of Parkside Hills - Second Addition, West Branch, Iowa, be and the same is hereby approved.

* * * * *

Passed and approved this 4th day of April, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date Revision

PRELIMINARY PLAT

PARKSIDE HILLS
- SECOND ADDITION

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date: 02-23-2022
Designed by: RLA Field Book No: FIELDBOOK
Drawn by: JDM Scale: 1"=50'
Checked by: RLA Sheet No: 1
Project No: 6992-377

6992-377 of: 1

STANDARD LEGEND AND NOTES

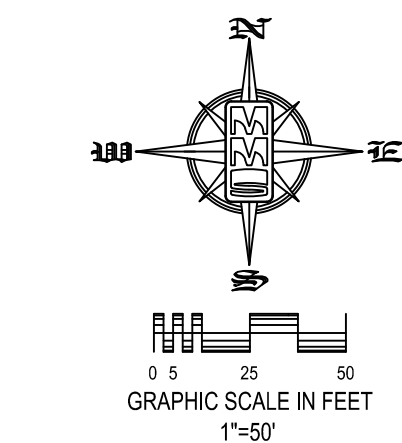
- EXIST -	- PROP -
22-1	22-1
PROPERTY &/or BOUNDARY LINES	CONGRESSIONAL SECTION LINES
RIGHT-OF-WAY LINES	EXISTING RIGHT-OF-WAY LINES
CENTER LINES	EXISTING CENTER LINES
LOT LINES, INTERNAL	LOT LINES, PLATTED OR BY DEED
PROPOSED EASEMENT LINES	EXISTING EASEMENT LINES
BENCHMARK	RECORDED DIMENSIONS
CURVE SEGMENT NUMBER	
POWER POLE	POWER POLE W/DROP
POWER POLE W/TRANS	POWER POLE W/LIGHT
GUY POLE	LIGHT POLE
SANITARY MANHOLE	FIRE HYDRANT
WATER VALVE	DRAINAGE MANHOLE
CURB INLET	FENCE LINE
EXISTING SANITARY SEWER	PROPOSED SANITARY SEWER
EXISTING STORM SEWER	PROPOSED STORM SEWER
WATER LINES	ELECTRICAL LINES
TELEPHONE LINES	GAS LINES
CONTOUR LINES (2' INTERVAL)	PROPOSED GROUND
EXISTING TREE LINE	
EXISTING DECIDUOUS TREE & SHRUB	
EXISTING EVERGREEN TREES & SHRUBS	

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

NOTES:
1. PRIVATE DRIVES AND UTILITIES IN LOTS 1 AND 2 SHALL BE CONSTRUCTED WITH SITE PLAN IMPROVEMENTS UNLESS NOTED OTHERWISE.

PARKSIDE HILLS - SECOND ADDITION
WEST BRANCH, IOWA

LOCATION MAP
NOT TO SCALE



PRELIMINARY PLAT
PARKSIDE HILLS - SECOND ADDITION
WEST BRANCH, CEDAR COUNTY, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

OWNER/APPLICANT:
ADVANTAGE DEVELOPMENT INC.
760 LIBERTY WAY
NORTH LIBERTY, IOWA 52317

APPLICANT'S ATTORNEY:
MATTHEW J. ADAM
1150 5TH STREET, SUITE 170
CORALVILLE, IA 52241

LEGAL DESCRIPTION:
LOT 14 OF PARKSIDE HILLS, CEDAR COUNTY, WEST BRANCH, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 1622, AT PAGES 81-120, IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE. SAID TRACT OF LAND CONTAINS 2.99 ACRES AND IS SUBJECT TO EASEMENTS AND PLATS OF RECORD.

DEVELOPMENT CHARACTERISTICS

EXISTING ZONING: PUD

LOTS 1 AND 2
FRONT YARD SETBACK (ELM STREET) 15 FEET
SIDE YARD SETBACK 15 FEET
REAR YARD SETBACK 20 FEET



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
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Date Revision

PROPERTY EXHIBIT

PARKSIDE HILLS
- SECOND ADDITION

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

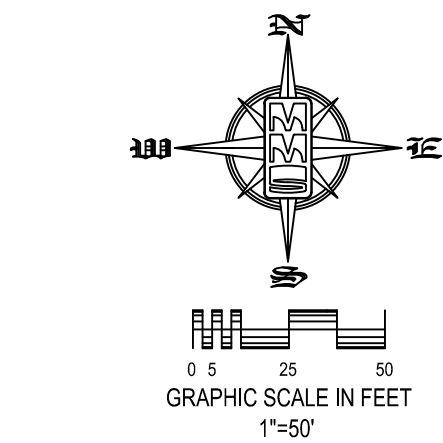
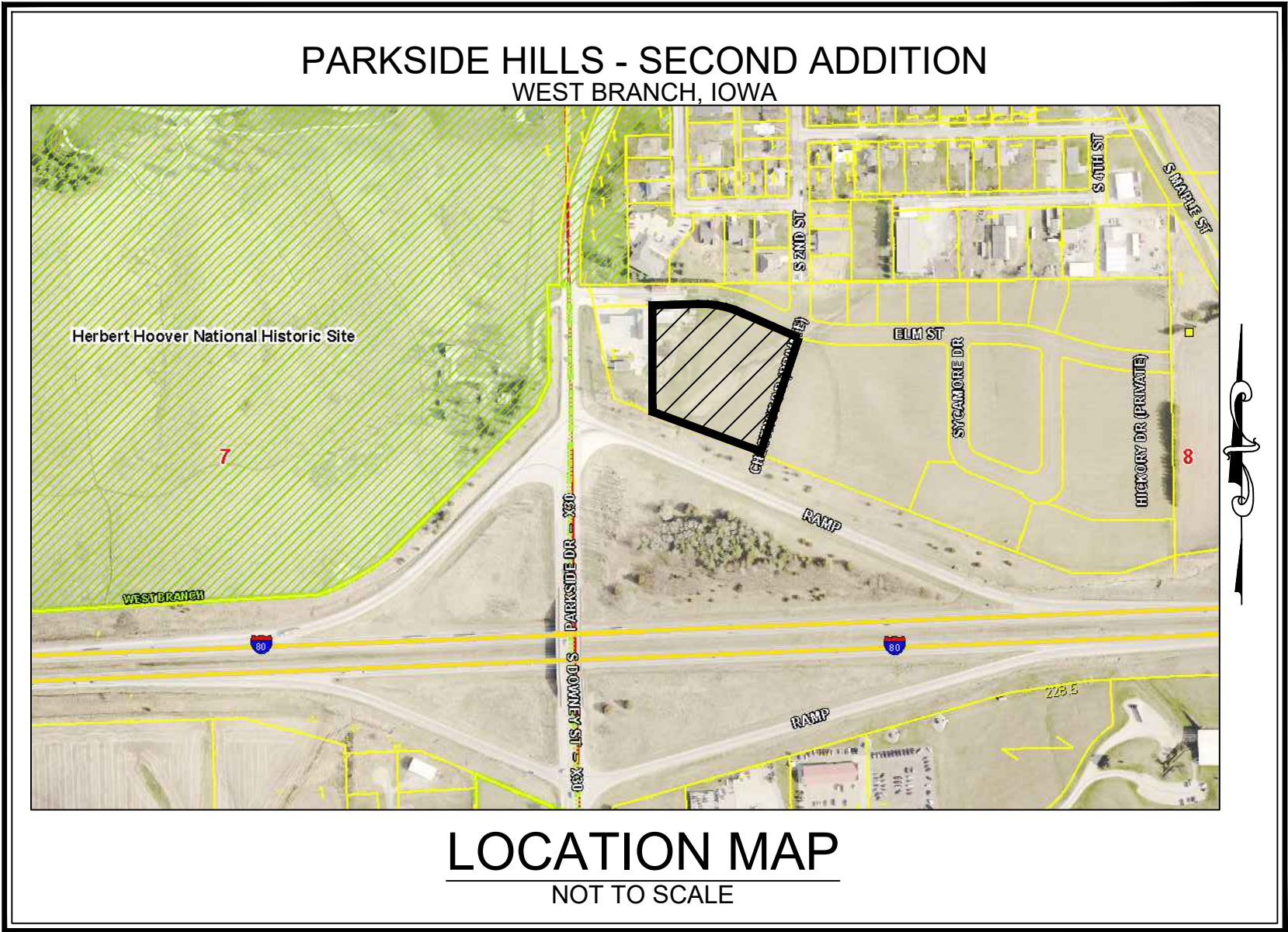
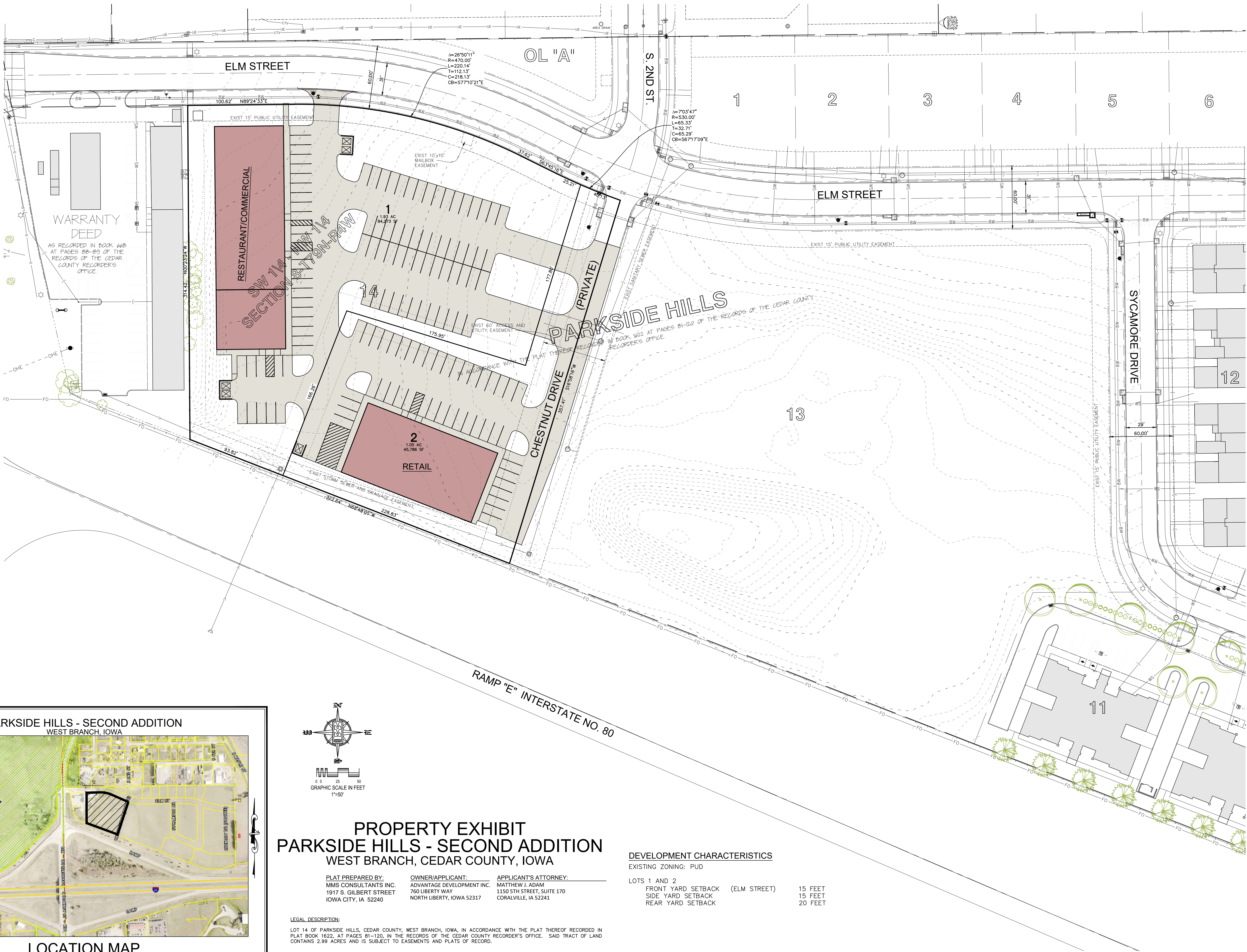
Date: 02-23-2022

Designed by: RLA Field Book No: FIELDBOOK

Drawn by: JDM Scale: 1"=50'

Checked by: RLA Sheet No: 1

Project No: 6992-377 of: 1



PROPERTY EXHIBIT
PARKSIDE HILLS - SECOND ADDITION
WEST BRANCH, CEDAR COUNTY, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

OWNER/APPLICANT:
ADVANTAGE DEVELOPMENT INC.
760 LIBERTY WAY
NORTH LIBERTY, IOWA 52317

APPLICANT'S ATTORNEY:
MATTHEW J. ADAM
1150 5TH STREET, SUITE 170
CORALVILLE, IA 52241

LEGAL DESCRIPTION:
LOT 14 OF PARKSIDE HILLS, CEDAR COUNTY, WEST BRANCH, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 1622, AT PAGES 81-120, IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE. SAID TRACT OF LAND CONTAINS 2.99 ACRES AND IS SUBJECT TO EASEMENTS AND PLATS OF RECORD.

DEVELOPMENT CHARACTERISTICS
EXISTING ZONING: PUD

LOTS 1 AND 2
FRONT YARD SETBACK (ELM STREET) 15 FEET
SIDE YARD SETBACK 15 FEET
REAR YARD SETBACK 20 FEET

RESOLUTION 2022-32

A RESOLUTION ALLOWING THE CONSUMPTION OF ALCOHOL ON A PUBLIC STREET WITHIN THE CITY OF WEST BRANCH, IOWA FROM 4:00 P.M. ON SATURDAY JUNE 4, 2022 TO 12:00 A.M. ON SUNDAY JUNE 5, 2022 ON THE 100 BLOCK OF NORTH DOWNEY STREET FOR A FREE COMMUNITY CONCERT.

WHEREAS, the West Branch Community Development Group (WBCDG) has requested the allowance of alcohol consumption on the 100 block of North Downey Street for a free community concert; and

WHEREAS, Section 45.02(2) of the Code of Ordinances of the City of West Branch, Iowa prohibits the consumption of alcoholic liquor, wine and beer upon the public streets and highways unless permitted by separate resolution of the City Council; and

WHEREAS, staff has reviewed their Special Event application and determined that only beer (no hard liquor or glass containers) should be allowed to be served or consumed on the street for the event; and

WHEREAS, WBCDG also requests a street closure for the 100 block of North Downey Street from 4:00 P.M. on Saturday June 4, 2022 to 12:00 a.m. on Sunday June 5, 2022 for the free concert: and

WHEREAS, it is now necessary for the City Council to approve said consumption of alcohol on a public street and street closure for the event.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of West Branch, Iowa that the aforementioned street closure and allowance of alcohol consumption on the 100 block of North Downey Street from 4 p.m. on June 4, 2022 to 12:00 a.m. on June 5, 2022 is hereby approved.

Passed and approved this 4th day of April 2022.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk



A Main Street Iowa Community

March 18, 2022

West Branch City Council:

This letter formally requests a special exception of Chapter 45.02(2) of the West Branch Code of Ordinances to allow beer sales and consumption in a specified section of public street for a community event on June 4, 2022.

West Branch Community Development Group is planning to expand our "Kickoff to Summer" event to include a free outdoor concert for the community to enjoy, featuring live performance by Jarrod Hogan & South 55 (area band known for country and southern rock covers). This will be in addition to Sidewalk Sales and other activities designed to attract people to Eat, Shop & Explore in our historic Main Street district. The ultimate goal is to drive traffic to our local businesses, promote West Branch and provide an opportunity to make positive memories in our community. Full details and sketch of the event area can be found on our Special Event Permit request.

WBCDG is prepared to execute all safety requirements related to this special exception including street barricades, fencing and signage to indicate the designated area. The liquor licenses will be carried by Herb N Lous and The Downunder, both of which are prepared to carry dramshop coverage and work together to handle alcohol sales during the concert. We will also encourage local eateries to host food stands or offer grab & go meals for attendees to enjoy during the show.

Thank you in advance for supporting our efforts to build community and support our local businesses.

Sincerely,

A handwritten signature in black ink that reads "Jess Simon".

Jess Simon

Executive Director

West Branch Community Development Group

319-643-7100

A handwritten signature in black ink that reads "Nicki Brick".

Nicki Brick

Board President



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 4, 2022

AGENDA ITEM:	Resolution 2022-33 - Approving an entertainment contract for Hoover's Hometown Days 2022 in the amount of \$250.00.
---------------------	---

PREPARED BY:	Melissa Russell, Parks and Recreation Director
---------------------	--

DATE:	March 25, 2022
--------------	----------------

BACKGROUND:

The following performer will play downtown during Hoover's Hometown Days between 11am-5pm. The exact times will be decided at a later date.

Cassie and Randy Band -\$250 at Heritage Square for 1.5 hours.

Sponsorship will be provided by a private donor or business.

RESOLUTION 2022-33

A RESOLUTION APPROVING AN ENTERTAINMENT CONTRACT FOR
HOOVER'S HOMETOWN DAYS 2022 IN THE AMOUNT OF \$250.00.

WHEREAS, the City's premier event of the year is Hoover's Hometown Days; and

WHEREAS, the fiscal year 2022-2023 budget for Hoover's Hometown Days
includes funding for entertainment and services for the event; and

WHEREAS, the planning committee has selected the Cassie & Randy Band to perform
on Heritage Square on Saturday, August 6, 2022; and

WHEREAS, it is now necessary to approve said performance contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West
Branch, Iowa, that the aforementioned agreement is hereby approved. Further, the Mayor is
directed to execute the agreement on behalf of the City.

* * * * *

Passed and approved this 4th day of April, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

City of West Branch PERFORMANCE CONTRACT

This contract (the "Agreement") is made on this day of February 16, 2022, between The City of West Branch ("City") and Cassie & Randy Band (the "Performer") for the hiring of the Performer as independent contractors to perform (the "Show") for the City in Heritage Square Park (the "Venue"), located at the end of North Downey Street, West Branch, Iowa.

It is agreed as follows:

1. **Place, date, and time of Show.** The parties agree that the time and place of Show will be Venue, located near The Downunder in Heritage Square Park at the end of Downey Street, on the 6th day of August, 2022 for at least 1.5 hours at the agreed upon time (TBD), between Noon and 5pm.

2. **Description of Show:** Solo performance in Heritage Square Park during Hoover's Hometown Days. Performer to provide all sound equipment. City to provide a stage or designated area and access to power.

Show will last a minimum of 90 minutes.

3. **Payment.** Compensation for the Show will be \$250, payable by check being the "Fee." The whole of the Fee is due immediately following the Performer's Show, but may be made earlier.

4. **Cancellation.** Cancellation may be made by City before two days prior to the time of Show. The City is unable and therefore will not pay funds if the Show is not performed for any reason.

5. **Force Majeure.** In the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of the Performer, the 50% deposit of Fee is non-refundable, but no other portion of Fee is due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, with no further deposit of Fee due, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.

6. **Food and Drink.** The Performer is responsible for providing all food and drink required to complete the performance.

7. **Parking.** The City will secure sufficient parking for the Performer's personnel and equipment transportation within a reasonably convenient distance to Venue for a minimum period of 2 hours prior to the show and lasting until 1 hour after the show.

8. **Sound Systems Check.** A sound check conducted by the Performer of Venue's sound system is required, at a time to be mutually arranged between the Performer and the City.

9. **Insurance, Security, Health, and Safety.** The Performer is required to have Proof of Insurance provided to the City at the time that this contract is signed. Insurance documents must show coverage for any and all damage to equipment as well as any personal injury that may be incurred as a result of the scheduled Show. The City warrants that the Venue will be of sufficient

size to safely conduct Show, that the Venue is of stable construction and sufficiently protected from weather, and that there will be adequate security and/or emergency medical responders available if foreseeably necessary.

10. **Indemnification.** The City indemnifies and holds the Performer harmless for any claims of property damage or bodily injury caused by Show attendees. The Performer indemnifies and holds the City harmless for any claims of property or bodily injury caused by performance in the Show.

11. **Severability.** If any portion of Agreement is in conflict with any applicable law, such portion will become inoperative, but all other portions of Agreement will remain in force.

12. **Interpretation.** Agreement will be interpreted according to the laws of Iowa.

13. **Riders.** Nothing in Agreement shall prevent any rider from being added to Agreement that is favorable to the Performer or City, as judged by the City. All riders must be in writing and signed by the party against whom enforcement is sought.

The below-signed the Performer Representative warrants s/he has authority to enforceably sign this agreement for the Performer in its entirety. The below signed the City's Representative warrants s/he has authority to bind the City and Venue (above).

Signature of the Performer: _____

Performer's typed name: Randy Phelps

Performer's Address: 711 Sycamore St. Tipton IA, 52772

Performer's Phone #: 563 357 8575.

City's Representative Signature: _____

City's Representative typed name and title: _____

RESOLUTION 2022-34

RESOLUTION APPROVING THE PRELIMINARY PLAT OF THE MEADOWS SUBDIVISION,
PART THREE, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a preliminary plat for The Meadows Part Three, West Branch, Iowa, which is legally described on Exhibit "A" attached hereto; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said preliminary plat of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the preliminary plat of the proposed subdivision be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the preliminary plat of The Meadows Subdivision, Part Three, West Branch, Iowa, be and the same is hereby approved.

* * * * *

Passed and approved this 4th day of April, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 4, 2022

AGENDA ITEM:	Resolution 2022-35 – Approving a cleaning services agreement with Jayme Cilek.
---------------------	--

PREPARED BY:	Melissa Russell, Parks and Recreation Director
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DATE:	March 29, 2022
--------------	----------------

BACKGROUND:

Jayme Cilek is currently cleaning Town Hall and City Offices as an independent contractor and has done an excellent job. She has met the required insurance requirements. Therefore, I would like to hire Jayme Cilek for additional restroom cleaning services of certain city parks (Cubby and Beranek Park and Lions Field.)

Park bathrooms are open around April 15-October 15. Total custodial hours worked between April-October are not to exceed 112 hours. On average, cleaning will take between 2-4 hours a week. Cleaning of the park bathrooms will occur once or twice a week during the busy season.

This is a budgeted expense in the Parks and Recreation FY22 and FY23 budget.

West Branch Parks and Recreation Custodian Duties at Beranek Park, Lions Field and Cubby Park April-October

- Sweep and mop floors (Beranek, Lions Field, and Cubby Park-**1 to 2 times a week as needed.**
- Bathrooms- **1-2 times a week at Beranek, Lions Field and Cubby Park**
 - Clean toilets/urinal
 - Wipe down partitions, counters, sinks, doorknobs, frequent touch surfaces & diaper changing stations
 - Replace paper products
 - Empty trash and place in the dumpster at Beranek and Cubby.
 - Clean mirrors

Mops, brooms, cleaning supplies, & paper/plastic supplies are in the concession storage room at Cubby Park. Keys will be provided for the storage and park facilities.

Please leave us a note when supplies are running low or needed. Please report any damage or hazard conditions at the parks immediately to the Parks and Recreation Director.

Thank you!

Melissa Russell

319-930-0393(cell)

RESOLUTION 2022-35

A RESOLUTION APPROVING A CLEANING SERVICES AGREEMENT
WITH JAYME CILEK

WHEREAS, the City is interested in contracting with Jayme Cilek for cleaning services for certain City Parks in the City of West Branch; and

WHEREAS, this is a budgeted expense in the Parks and Recreation budget for fiscal year 2022 and 2023; and

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

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

Passed and approved this 4th day of April, 2022.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is dated this 4th day of April.

The City of West Branch (Client) agrees to engage Jayme Cilek (Contractor) to provide cleaning services per the attached specifications. The Contractor will charge the Client a fee of \$18 per hour for the services specified. Weekly services will be performed for no more than 28 weeks April-October not to exceed a total of 112 hours. Additional services may be requested at the same hourly rate.

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

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

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

Attachment: Custodial Specifications

Client: The City of West Branch: _____ Date _____

Contractor: Jayme Cilek Date 3-29-22
Jayme Cilek



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	April 4, 2022
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AGENDA ITEM:	Discussion – Building Permit Fees
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PREPARED BY:	City Administrator Adam Kofoed & City Clerk Leslie Brick
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DATE:	March 30, 2022
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BACKGROUND INFORMATION:

In 2015, City Council approved Ordinance 790 (attached) which removed building permit fees from the Code to the West Branch Schedule of Fees (Resolution 1299 attached). Building fees are calculated from the project valuation provided on the building permit from the applicant. That amount is applied to the fee schedule and fees are calculated accordingly.

The Building Incentive Program which ran from May 2015 to June 30 2021, Council approved a flat building permit fee for all new construction to help spur development. Since the sunseting of the program, staff has noticed that applicants may not be submitting a “true project value” thus under-cutting the permit fees on new construction builds.

Building Inspector Terry Goerdts provided information on the International Code of Council (ICC) dated February 2021* on how permit fees should be calculated. After further discussion on the topic, it was determined that the ICC square footage cost was a ***national average at \$130.58* per square foot.***

Goerdts suggested that the valuation calculated at 80% of the national average would be fair.

Staff is looking for direction and/or approval on calculating building permit fees on **finished square footage at 80% (\$104.46)*** of the ICC national average for new construction.

*Subject to change based on national average.

ORDINANCE NO. 730

AN ORDINANCE AMENDING TITLE "BUILDING PERMIT FEES," CHAPTER 155
"STATE BUILDING CODE"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 155.02 "BUILDING PERMIT FEES" of the Code of West Branch, Iowa is hereby amended by deleting section 155.02 in its entirety and inserting in lieu thereof:

155.02 BUILDING PERMIT FEES. Building permit fees shall be set by the West Branch City Council and included in the West Branch Schedule of Fees.

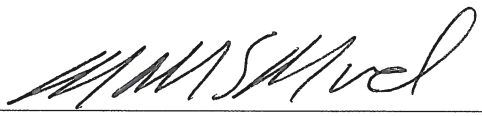
2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 1st day of June, 2015.

First Reading:	May 4, 2015
Second Reading:	May 18, 2015
Third Reading:	June 1, 2015


Colton Miller, Mayor Pro Tem

Attest:


Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1299

RESOLUTION ADDING BUILDING PERMIT AND CEMETERY FEES TO THE WEST
BRANCH SCHEDULE OF FEES

WHEREAS, the Planning and Zoning Commission has made recommendations for new demolition, electrical, fence, mechanical, and plumbing permits and corresponding fees; and

WHEREAS, an ad-hoc Development Incentive Committee has made recommendations on a housing incentive program; and

WHEREAS, the City Council has determined that building permit fees should be placed in the West Branch Schedule of Fees; and

WHEREAS, the City Administrative Staff has made recommendations that the fees currently contained in the Rules and Regulations of the West Branch Municipal Cemetery should be added to the West Branch Schedule of Fees; and

WHEREAS, Council has determined that the fees included in this Resolution are appropriate and are reasonably related to the purpose for which such fees are charged.

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

Section 1. That the fees set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 4th day of May, 2015.



Mark Worrell, Mayor

Attest:



Matt Muckler, City Administrator/Clerk

CITY OF WEST BRANCH SCHEDULE OF FEES

NUISANCE ABATEMENT MUNICIPAL INFRACTION FEES

First Offense	\$100
Second Offense	\$250
Each Offense Thereafter	\$500

PARK & RECREATION PROGRAM FEES

Volleyball	\$35
3 rd /4 th Grade Flag Football	\$35
PreK-2 nd Grade Flag Football , with jersey	\$35
PreK-2 nd Grade Flag Football , without jersey	\$20
PreK-2 nd Grade Basketball, with jersey	\$35
PreK-2 nd Grade Basketball, without jersey	\$20
PreK Tball, with jersey	\$35
PreK Tball, without jersey	\$20
PreK Soccer, with jersey	\$35
PreK Soccer, without jersey	\$20

VENDOR FEES

West Branch Resident Nonprofit	\$10
West Branch Commercial Business	\$25
Non-Resident Nonprofit	\$25
Non-Resident Commercial Business	\$50

SITE PLAN FEES

Site Plan Application Fee	\$200 + Actual costs occurred for engineering review
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PUBLIC FACILITY USER FEES*

Town Hall Hourly Rental	\$10/Hour
Town Hall Daily Rental, no alcohol	\$65/Day
Town Hall Rental (for any period of time), with alcohol	\$100/Day
Refundable Alcohol Deposit (in addition to rental fee)	\$100

*Non-profit organizations are exempt from Town Hall Rental Fees.

Revised June 1, 2015

WEST BRANCH DOG PARK FEES

Single Day Pass	\$5
One Year Resident Tag	\$15
One Year Non-Resident Tag	\$20
Two Year Resident Tag	\$30
Two Year Non-Resident Tag	\$40
Three Year Resident Tag	\$45
Three Year Non-Resident Tag	\$60
Surcharge for non-spayed or neutered animals	\$5

WEST BRANCH ANIMAL CONTROL FACILITY FEES

Boarding of Impounded Animals	\$15/day
Adoption of Impounded Animal Fee	\$25
Owner Reclamation of Impounded Animal Fee	\$25
Euthanasia and Disposal	\$15
Feline Leukemia and FIV Testing	\$30

WEST BRANCH ANIMAL REGISTRATION FEES

One Year Tag, per animal	\$5
Surcharge for each non-spayed or neutered animal	\$5
Penalty for each late registration (after January 31 st)	\$5

WEST BRANCH MUNICIPAL CEMETERY FEES

Interment, Summer	\$600
Interment, Winter	\$600 plus \$40 for gas if conditions require
Infant	\$150
Ashes	\$125
Saturdays	\$100 extra
Sundays & Holidays	\$200 extra
Disinterment – Cost varies according to size and location:	
Suitcase Type (baby)	\$100
Half-sized Vault (child)	\$175-\$400
Full-sized Vault (adult)	\$400-\$700

BUILDING PERMIT FEES

<u>Total Valuation</u>	<u>Fee</u>
Up to \$500	\$23.50
\$501 to \$2000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2001 to \$25,000	\$69.25 for the first \$2000 plus \$14 for each additional \$1000, or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$391.25 for first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each Additional \$1,000, or fraction thereof.

Other Inspections and Fees

Inspections outside of normal business hours (Minimum charge – two hours)	\$47 per hour
Reinspection fees assessed under provisions of Section 305.8	\$47 per hour
Inspections for which no fee is specifically indicated (Min. charge – 1/2 hour)	\$47 per hour
Additional plan review required by changes, additions and inspections, or both (Minimum charge – 1/2 hour)	\$47 per hour
For use of outside consultants for plan checking and inspections, or both	Actual Costs

Demolition Permit Fee	\$100
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Electrical, Mechanical and Plumbing Permit Fees

<u>Dollar Volume of Work</u>	<u>Permit Fee</u>
Up to \$1,500	\$25
\$1,501-\$5,000	\$50
\$5,001-\$25,000	\$75
\$25,001-\$50,000	\$100
\$50,001-\$75,000	\$125
\$75,001-\$100,000	\$150
\$100,001-\$125,000	\$175
Add \$25.00 per every \$25,000 of valuation thereafter	

Fence Permit Fee	\$25
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Revised June 1, 2015



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: April 4, 2022

AGENDA ITEM: Discussion - Alternative Temporary Brush Pile Site
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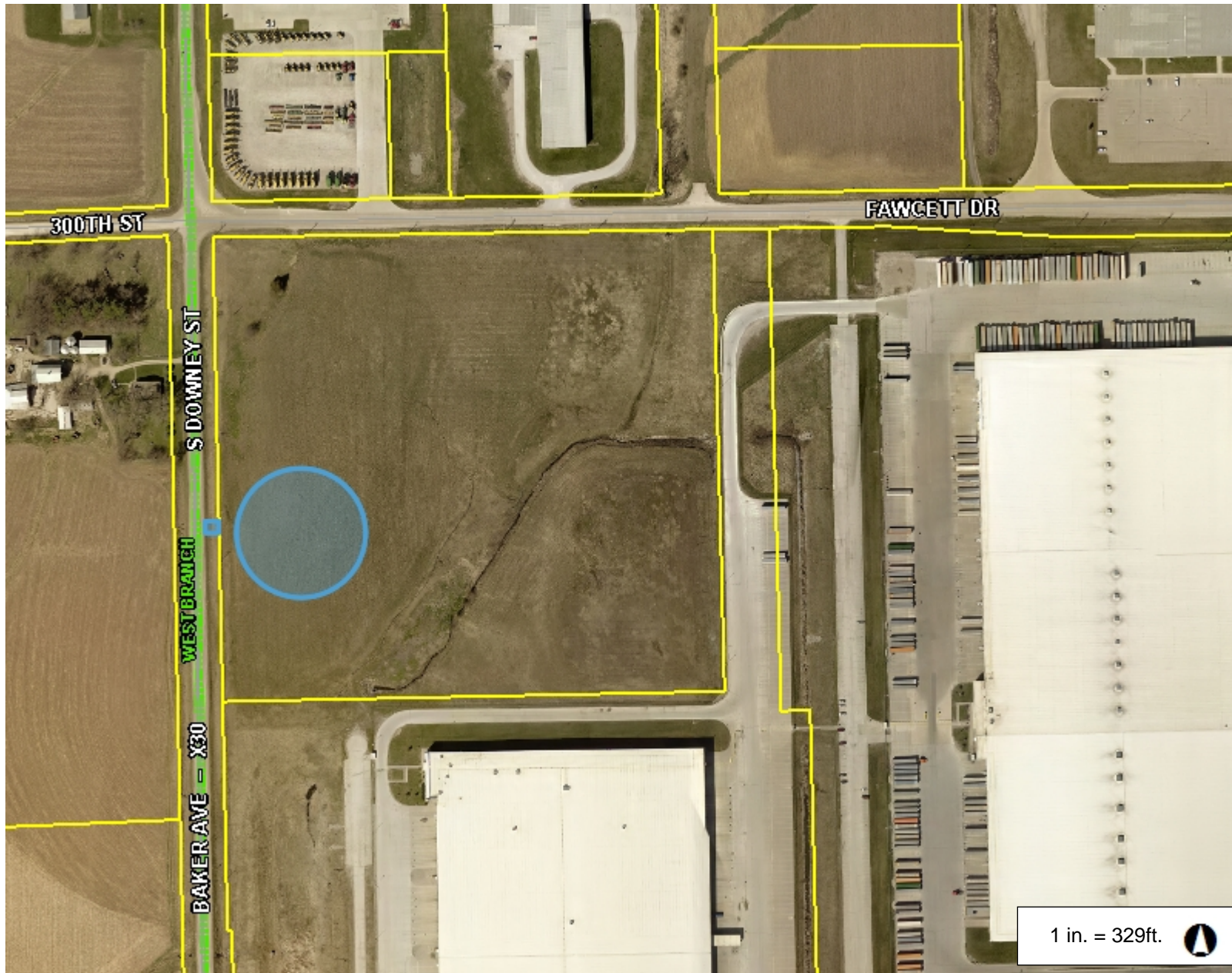
PREPARED BY: Public Works Director, Matt Goodale

DATE: March 29, 2022

BACKGROUND: The City brush pile is located in an area that will be directly impacted by the wastewater treatment plant expansion that is scheduled to begin this spring and continue into summer/fall of 2023. The brush pile will not be able to be used where it currently sits during that timeframe. After the discussion at the last council meeting I reached out to the owner of the property on the south east corner of Fawcett Drive and Baker where the temporary Croell plant is anticipated to be placed. After meeting him on site he agreed to allow the city to use a portion of his property for the duration of the wastewater treatment plant project as that time frame also coincides with the time frame that Croell will be on site. After discussion he requested that we have a temporary drive installed that could possibly later be converted to a permanent drive off of Baker about 500 foot south of the intersection with Fawcett Drive. (pending site plan approval at a later date) I later met with City Engineer Dave Schechinger who confirmed that installation in that location would work for line of site and turn distances. The property owner also owns a large tub grinder and debris could be ground on site at the conclusion of the use of the property.

Seeking a consensus on whether Council would like staff to pursue this further.

West Branch, IA



Legend

Active Work Orders

- ★ Building Maintenance
- ★ Cemetery
- ★ Code Enforcement
- ★ Electric
- ★ Parks/Trails
- ★ Sewer/Storm Water
- ★ Solid Waste
- ★ Special Events
- ★ Streets
- ★ Water
- ★ Zoning
- ★ Other

Closed Work Orders

- ✖ Building Maintenance
- ✖ Cemetery
- ✖ Code Enforcement
- ✖ Electric
- ✖ Parks/Trails
- ✖ Sewer/Storm Water
- ✖ Solid Waste
- ✖ Special Events
- ✖ Streets
- ✖ Water
- ✖ Zoning
- ✖ Other

Notes

658.7 0 329.36 658.7 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION