



**CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 19, 2022  
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.*

**REGULAR MEETING – 7:00 P.M.**

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 September 6, 2022 City Council meeting.
  - b. Approve a Special Event permit - Iowa City High Cross County Run, Oct. 1, 2022
  - c. Approve a Special Event permit – Fall Fest, Oct. 8, 2022
  - d. Claims for 9/19/2022
  - e. June Monthly Financial report
7. Presentations/Communications/Open Forum
  - a. Kelli Rozinek Daughters of the American Revolution
8. Public Hearing/Non-Consent Agenda
  - a. **Resolution 2022-84** – Hiring Lucas Moore as a Police Officer for the City of West Branch and setting the hourly wage for the position until completion of the Law Enforcement Academy. / Move to action.
  - b. **Resolution 2022-85** A resolution approving an amendment to a private redevelopment agreement with BBCO, LLC. (Heritage Hill) / Move to action.
9. Discussion – Fences in utility and drainage easements
10. Discussion – Lead Service Line Mandates
11. Discussion – Upcoming Budget Amendments and Audit
12. Discussion – Planning and Zoning Design Standard Updates
13. Discussion – Police Staffing Updates
14. Discussion – Capital Improvement Plan Progress
  - a. Greenview Connection
  - b. Sewer Lagoon
  - c. Wapsi Creek
  - d. HH Roundabout
  - e. East Side Watermains

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



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**AGENDA CONTINUED – 7:00 P.M.**

15. City Administrator Report
  - a. Iowa League of Cities Conference Sep. 28-30
  - b. Corridor Area Leaders Live Mon. Oct. 3 4-6pm
16. City Attorney Report
17. City Engineer Report
18. City Staff Reports
19. Comments from Mayor and Council Members
20. 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](http://westbranchiowa.org). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**September 6, 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, Nick Goodweiler and Tom Dean. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Library Director Nick Shimmin and Police Chief John Hanna. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Parks & Recreation Director Melissa Russell, City Attorney Kevin Olson and City Engineer Dave Schechinger.

### **APPROVE THE AGENDA**

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

### **APPROVE CONSENT AGENDA**

Approve minutes from the August 15, 2022 City Council meeting.  
Approve minutes from the August 15, 2022 Special City Council meeting.  
Approve a Special Event permit – West Branch High School Homecoming Parade  
Approve West Branch Fire Department appointment  
Approve Christine Humrichouse to West Branch Tree Commission  
Claims for 9/6/2022

EXPENDITURES		9/6/2022
ANTHONY TATMAN	MMPI-2 EVALUATION - POLICE	75.00
BAKER & TAYLOR INC.	BOOKS	959.75
CEDAR COUNTY COOPERATIVE	FUEL - PW	1,052.62
HAWKINS INC	CHEMICALS	2,645.55
HI-LINE INC	HOSES - PW	4,572.58
IOWA LAW ENFORCEMENT ACADEMY	FIELD TRAINING - MURDOCK	580.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	58.50
JAYME CILEK	CLEANING SERVICES-CITY, TH	189.00
KELTEK INC	CAR EQUIP & INSTALL - POLICE	16,859.23
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,565.65
LRS HOLDINGS	WAPSI PARK PORTABLE SERVICE	215.00
MENARDS	BLDG SUPPLIES - P&R	409.29
OLSON, KEVIN D	LEGAL SERVICES & FILING FEE REIMBURSE	1,595.00
PREMIER PARTS	MANUAL BATTERY CHARGER - PW	174.00
WEST BRANCH COMM SCHOOLS	VAN RENTAL - P&R	543.00
TOTAL		31,494.17
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/19/2022, 8/22/2022, 9/2/2022	103,299.94
PAID BETWEEN MEETINGS		
BROWN'S WEST BRANCH FORD	2022 FORD EXPLORER SUV - POLICE	34,755.00
ALLIANT ENERGY	ALLIANT ENERGY	13,911.72
BUSINESS RADIO SALES	RADIO REPAIR AND PARTS	492.80
CEDAR COUNTY COOPERATIVE	FUEL FOR PW & FIRE	2,461.51
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	35.98
FELD FIRE EQUIPMENT	ANNUAL TRUCK SERVICE - FIRE	900.00
HAWKEYE POLYGRAPH	POLYGRAPH SERVICE - POLICE	350.00
IMPACT 7G	WIDENING WAPSI CREEK	17,253.00
IMWCA	IMWCA FY23 INSTALLMENT 2	2,035.00
JOHNSON CONTROLS	FIRE ALARM SERVICE CONTRACT LIBRARY	1,049.51
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LYNCH'S EXCAVATING	GREENVIEW MANHOLE AND EXTENSION	4,460.00
MEDIACOM	CABLE SERVICE	41.90
MIDWEST FRAME & AXLE	WATER PUMP REPAIR - FIRE	774.32
MOTOROLA SOLUTIONS	DASH CAMERA BUNDLE - POLICE CAR	4,279.00
OASIS ELECTRIC	ICE MACHINE INSTALL - FIRE	292.77

PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-CITY OFFICE, TOWN HALL	102.98
QUILL CORP	OFFICE SUPPLIES - LIBRARY	11.28
TYLER TECHNOLOGIES	DEDUCTION CODE SETUP	600.00
US BANK CORPORATE	CREDIT CARD PURCHASES	1,991.05
WEST BRANCH REPAIRS	EXHAUST FLOOD REPAIR-FIRE	39.90
WEST BRANCH TIMES	LEGAL PUBLICATIONS & HHTD AD	381.59
DIRK WIENEKE	WEED CONTROL -P&R, FIRE	1,250.00
WAGEWORKS	EMPLOYEE FLEX PLAN	367.00
JOHN DEERE FINANCIAL	UNIFORMS - PW	274.95
QC ANALYTICAL SERVICES	LAB ANALYSIS	804.75
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
VERIZON WIRELESS	VERIZON WIRELESS	403.15
TOTAL		90,197.18
GRAND TOTAL EXPENDITURES		224,991.29

FUND TOTALS	
001 GENERAL FUND	122,174.00
022 CIVIC CENTER	983.57
031 LIBRARY	16,241.16
036 TORT LIABILITY	1,937.87
110 ROAD USE TAX	14,699.75
112 TRUST AND AGENCY	21,009.46
321 WIDENING WAPSI CREEK	17,602.13
600 WATER FUND	17,213.27
610 SEWER FUND	11,615.10
950 BC/BS FLEXIBLE BENEFIT	1,514.98
GRAND TOTAL	224,991.29

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

## **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

CDG's Jessi Simon gave her quarterly report of the groups' activities. Simon said the group has received a grant for fifteen thousand dollars for the purpose of rebranding the West Branch Community Development Group which will also include a new logo. Simon also informed the Council that she just completed the submission of a hundred-thousand-dollar Challenge Grant for the former Presidential Motors building located at 209 E. Main Street. New owners, Todd and Jennifer Walker are planning to move The Serving Café which will provide additional seating and drive thru service. Simon added that former Challenge Grant recipient, the Opera Block is now complete. Simon said that planning has started for Christmas Past which will be held on December 2<sup>nd</sup> and 3<sup>rd</sup>.

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

Setting a Public Hearing date for October 3, 2022 to consider a request for rezoning 154 Ohrt Street from R-1 to R-2. / Move to action.

Sexton asked for clarification on why rezoning is requested and why the city had a say in what a property owner did with their private property. Staff explained that this request came from the Bowers wanting to build on their vacant lot next to their current property with the intention of combining the two lots for future expansion. Kofoed said currently the lots are zoned differently.

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

Setting a Public Hearing date for October 3, 2022 to consider a request for rezoning 222 N. 4<sup>th</sup> Street from R-3 to PUD AND a parcel along the east side of Wapsi Creek owned by the City of West Branch from P-1 to PUD. / Move to action.

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



Setting a date for Public Hearing for October 3, 2022 for Amending the Historic Preservation Commission Ordinance – Chapter 25 of the West Branch Code of Ordinances. / Move to action.  
Motion by Goodweiler, second by Miller. AYES: Goodweiler, Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-78 – Approving a Temporary Use Agreement with Bedrock LLC for a temporary brush pile location. / Move to action. / Move to action.

Sexton confirmed that the site would not have public access and Goodale confirmed that to be fact per the written agreement with Bedrock LLC. Sexton also asked if the public would be allowed to drop off debris at the city's other temporary location and Goodale said they would if they are large loads, other wise Public Works prefers to use the regular residential weekly pick-up.

Motion by Dean, second by Miller to approve Resolution 2022-78. AYES: Dean, Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-79 -Directing the City Attorney to file an action pursuant to Section 657A.10B of the Code of Iowa for 203 E. Green Street. / Move to action.

Dean asked if the property owner has attempted to contact the City. Kofoed said that he personally, along with the Police of Chief delivered the nuisance notice to the property owner earlier this summer and explained what steps the City would take if the property was not cleaned up. Kofoed further reminded the Council that the property owner also failed to appear in court on two occasions. Miller asked what the other members what “the end gain is for the property”. The majority of the Council felt that if the property would be rehabilitated, they would sell it. Attorney Olson added that if the City did end up selling the property for rehabilitation, they City would be allowed to keep the profits. Motion by Miller, second by Sexton to approve Resolution 2022-79. AYES: Miller, Sexton, Dean, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-80 – Approving a Permanent Easement Agreement with Roger & Connie Laughlin for the relocation of an emergency siren. / Move to action.

Kofoed stated that all details for the agreement were outlined in the staff sheet included in the Council packet. There were no comments.

Motion by Miller, second by Sexton to approve Resolution 2022-80. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: Dean. Motion carried.

Resolution 2022-81 - Approving Pay Estimate Number 2 in the amount of \$511,380.70 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-81. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-82 – Approving the West Branch Police Manual. / Move to action.

Hanna said this was just a portion of the new manual being adopted and more policies would be implemented over time. (Due to the number of pages of the manual, it was sent separately to the Council for their review. A copy is available in the Clerk's Office for public inspection.)

Motion by Miller, second by Goodweiler to approve Resolution 2022-82. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2022-83 – Accepting payment of \$300.00 and \$1500.00 civil penalties from Kum & Go #254. / Move to action.

Attorney Olson said that the business has had two violations in 2022. A subsequent violation would be a 30-day license suspension and an additional fine. He added that the Cedar County Sheriff's Office performs the checks who is paid by the State.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-83. AYES: Sexton, Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.

Discussion – Allowing the City Administrator to post a permanent part-time Public Works position for FY23 (budgeted expense)

Kofoed said that recent staffing changes helped spur the need to re-create the permanent part-time position in the Public Works department as there are many tasks which can be done by part-time staff. Kofoed wanted to remind the Council that permanent part-time positions are IPERS eligible positions. The Council had no concerns or comments and advised Kofoed to proceed with the posting.

Discussion – City Administrator update of police officer recruitment and retention bonus for current officers.

Kofoed explained that the recent police officer search resulted in one qualified candidate which prompted Hanna and him to brainstorm on how to attract and retain police officers now and in the future. While the Council had mixed emotions on how to address the national problem, they didn't want to be "held hostage" by what other cities are doing and paying. Sexton asked if staff had reached out to Cedar (or Johnson) County and what services they may be able to offer. He said he would like to see staff go that direction first. Hanna stated some of the barriers he acknowledges for recruitment are; West Branch officer pay is competitive to other cities our size, on-call time is burdensome although officers are paid, and the residency requirement currently in place, narrows the pool of candidates who may not want to move their families to West Branch. Kofoed asked the Council for direction to move forward with planning and discussing retention and recruitment bonuses. The Council hesitantly agreed but wanted to see what Cedar County could provide at what cost. Kofoed said the one candidate the city interviewed is not a certified officer and will need to go through the academy, which also comes at an expense and its something the Council needs to consider when hiring for this position.

**CITY ADMINISTRATOR REPORT**

Kofoed said he is investigating possible buy out grants for properties in the floodway and will let the Council know what he can find to help residents and businesses who are affected. He also mentioned re-structuring efforts of the Hoover's Hometown Days planning committee that is in progress for 2023 and beyond. Kofoed said he is meeting with CDG later this week on discussions of a joint position with the City.

**CITY ATTORNEY REPORT - Absent**

**CITY ENGINEER REPORT**

Schechinger gave updates various city projects noting no issues and that all are moving along.

**STAFF REPORTS – None**

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Stoolman asked Schechinger if the roundabout was designed big enough for fire trucks, farm equipment and school buses. Schechinger stated that all vehicular traffic will be able to navigate the roundabout on the colored portion of the circle that will have sloped curbs designed for larger vehicles. Stoolman also asked if the city had a response for fences placed in city easements. Kofoed, responded that he did not have a formal response for this meeting, but would have an agenda item added for the next Council meeting.

**ADJOURNMENT**

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

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## Special Event Permit Application

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

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

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

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

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### FOR CITY OFFICE USE:

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

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

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

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

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



## Special Event Permit Application

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

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

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

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

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

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

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

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

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

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

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

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

Event set up will begin: (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)

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

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

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

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

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

Please list other agencies involved. \_\_\_\_\_

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



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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

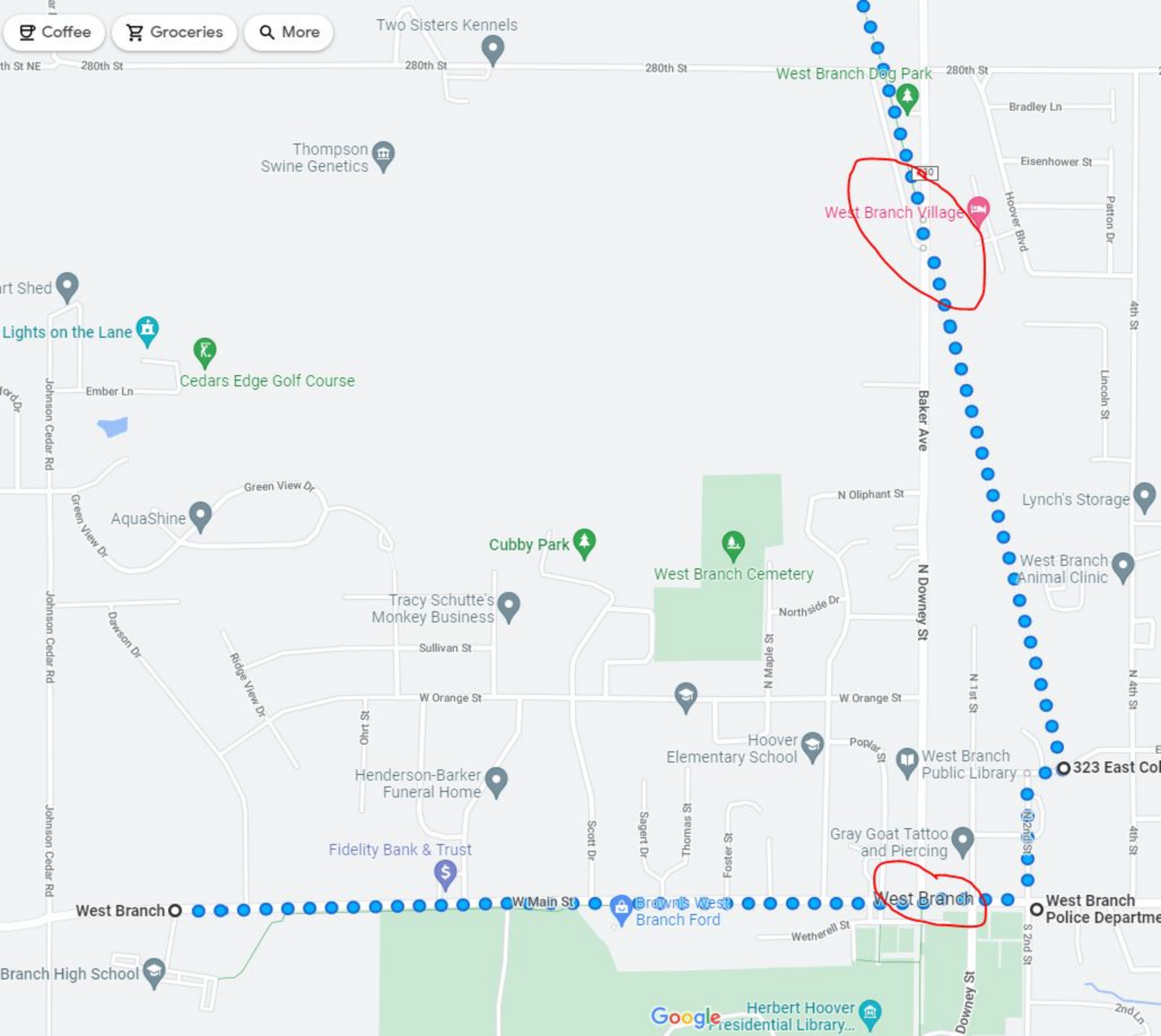
Insurance policy: \_\_\_\_\_

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

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

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

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





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

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



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

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

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Please list other agencies involved. \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

Signature: Jessi Simon Date: \_\_\_\_\_

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

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



Facebook Event: <https://fb.me/e/2QmhcOAMe>

## **Friday and Saturday: October 7 & 8**

**Sidewalk Sales on Main Street** will take place Friday & Saturday 11am-5pm! Stroll around to eat, shop and explore with our small businesses. Find your new favorite fall decor, outfit or start your holiday shopping early! Pop-up shops, special offers and fall menu items will be featured both days throughout our historic Main Street district.

**Scarecrow Contest** kicks off the weekend of Fall Fest! Stroll around downtown to view this year's creative entries and vote for your favorite scarecrow. Each one was made by a local resident! View and vote between October 7th-October 31st; all day, everyday.

**Children's StoryWalk™** is back! This is literally a children's book presented page by page in store windows throughout the Main Street district, available to families all day, everyday. Simply find the first page at the Rummells Center and follow the prompts to enjoy the story as you and your kids walk a loop around downtown (entire loop is about .6 miles). The StoryWalk™ will be in place October 7th-31st.

*The StoryWalk™ Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Vermont Bicycle & Pedestrian Coalition (VBPC) and the Kellogg Hubbard Library.*

## **Saturday Only - October 8th**

### **Volunteer Fair (Noon-3:00pm):**

Looking to get involved and make a difference in our community? Stop by Town Hall from Noon-3:00pm to explore volunteer opportunities available in West Branch and connect with local service organizations. Hosted by WB Community Development Group.

**Critters of the Prairie (2:00pm)** - Join Cedar County Conservation Naturalist, Miss Sarah, for a program about critters that call the prairie home at 2pm on Saturday, Oct 8th. This 45-minute program will focus on animal adaptations, conservation, and prairie ecology. The naturalist will use tracks, scat, furs, and skulls to teach about different animals. The free program is open to all ages and will be held at the Boy Scout shelter at Herbert Hoover National Historic Site.

**Fall Family Fun (5:30pm):** Join Whitney's Wings, WB Parks & Recreation and WB Public Library in Village Green Park for an evening of family fun featuring bounce houses, pumpkin decorating, yard games, crafts, ice cream and more! All FREE, the fun starts at 5:30pm.

**Outdoor Movie Screening (7:00pm):** Sponsored by Whitney's Wings simply to #spreadjoy - bring your blankets, snacks and coolers to enjoy "The Bad Guys" movie on a 26' screen in Village Green Park! This animated comedy and adventure film is rated PG.



# FALL FEST

7 - 8  
OCT  
2022



A Main Street Iowa Community

WB  
Public  
Library

★ = Sidewalk Sales  
Participating  
Business

Groom Station  
Cotton Creek Mill  
Heritage Museum  
Marg's Little Red  
House Antiques  
John Dick Guitars  
Fulwider Insurance

Downey Street

White Pumpkin Studio  
Elements Salon  
Iris & Ivy  
Herb  
N Lou's  
Rock Valley PT  
Springdale Agency  
Roots Salon  
Cornerstone Real Estate  
Polished & Handcrafted  
Branch Out Nutrition  
Jack & Jill Grocery

1st Street

Volunteer  
Fair  
Noon-3pm  
Saturday

Town  
Hall

Guys N Gals

Parkside Service

Wapsi Creek  
Park

Parking

Mural

Parking

2nd Street

Fire  
Station

223 Vintage Co.

Main Street

Farm Bureau  
Main Street Antiques  
A Beautiful Purpose  
Graceann Boutique  
Hoover Fine Arts  
The Downunder

Heritage  
Square

Corridor Home  
Redesign  
Touched by Power  
Main Street Sweets  
The Serving Cafe  
US Post Office  
Izzy's Treasures

Village Green  
Park

Parking

**Free Family Fun**  
Bounce House  
Pumpkin Patch  
Games/Crafts  
Outdoor Movie

## MAP KEY

Eat  
Shop  
Explore  
Photo Op.

City  
Office

Parking

Rummells  
Center

Parking

Poplar Street

High School & Middle School  
<<< 900 W Main St

Frerichs Alpaca Farm &  
3 Rail Farm Store  
Fish Barn  
<<< West of Town

Cedar's Edge Golf Course  
+ Birdie's Eats & Drinks  
<<< 3 Ember Lane

West Branch, Iowa

Eat. Shop. Explore. Exit 254.

Herbert Hoover  
National Historic Site

Herbert Hoover  
Presidential  
Library & Museum

Visitor's  
Center

Parking

Exit  
254



Mexico Lindo  
Grill & Cantina



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
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<b>AGENDA ITEM:</b> Claims
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> September 13, 2022
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### SUMMARY:

Claims Report: These are routine expenditures that include payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day-to-day operational disclosures.

**EXPENDITURES****9/19/2022**

AMAZON	VARIOUS ITEMS-LIBRARY	923.76
AMAZON.COM	CAR ITEMS - POLICE	241.01
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	72.84
CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	368.00
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
CROELL, INC.	GREENVIEW EXT SIDEWALK	1,281.60
DAVID MCILRATH	NUISANCE TREE SERVICE	1,000.00
ECKERMANN, CHARLES	BLDG INCENTIVE PAYMENT	2,147.10
HOLLYWOOD GRAPHICS	VB TSHIRTS YOUTH - P&R	606.60
IMPACT7G INC	WIDENING WAPSI CREEK	4,802.00
IMWCA	IMWCA FY23 INSTALLMENT 3	2,035.00
JAYME CILEK	CLEANING SERVICES-CITY, TH	450.00
JEFFREY & ELIZABETH JOHANNA	BLDG INCENTIVE PAYMENT	2,467.49
KANOPY	ON DEMAND VIDEO SERVICE	16.00
LAUGHLIN, ROGER	SIREN EASEMENT COMPENSATION	3,000.00
LEAF CAPITAL	COPIER LEASE - LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	195.41
LRS HOLDINGS, LLC	TRASH & RECYCLING AUGUST 2022	18,800.75
LYNCH'S PLUMBING INC	WATER PLANT REPAIR	6.40
MOBOTREX, INC	SCHOOL LIGHT BATTERIES	390.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	3.48
PARKSIDE SERVICE	SKIDLOADER TIRE REPAIR	40.00
PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	77.37
PREMIER PARTS TIPTON	FILTERS FOR BLOWER	273.00
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	13.50
QUILL CORP	OFFICE SUPPLIES	408.85
SCOTT ALLEN STUELAND	GREENVIEW EXT STUMP GRINDING	250.00
THE HOME DEPOT PRO	SUPPLIES - P&R	101.09
TYLER TECHNOLOGIES	DEDUCTION & FLEX CODE SETUP	600.00
VEENSTRA & KIMM	LOT SITE PLAN REVIEW	23,685.25
WESTRUM LEAK DETECTION	2022 LEAK DETECTION SURVEY	1,500.00
<b>TOTAL</b>		<b>65,919.52</b>

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

**9/16/2022****52,733.10****PAID BETWEEN MEETINGS**

GLOBAL PAYMENTS	AUGUST CC FEES	888.87
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 1	756,667.50
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 2	511,380.70
VARIOUS VENDORS	UB REFUNDS	463.56
AMAZON.COM	VOLLEYBALLS	219.06
ARSL	MEMBERSHIP RENEWAL-LIBRARY	50.00

AT&T MOBILITY	WIRELESS SERVICE	445.88
CITY OF TIPTON REC DEPT	CAMP ACTIVITIES	130.00
IMFOA	CLERK CERTIFICATION-BRICK	50.00
IA PARK & REC ASSOCIATION	MEMBERSHIP & WORKSHOP FEE	340.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	312.56
QUILL CORP	POWER CORD-LIBRARY	27.38

<b>TOTAL</b>		<b>1,270,975.51</b>
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<b>GRAND TOTAL EXPENDITURES</b>		<b>1,389,628.13</b>
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**FUND TOTALS**

001 GENERAL FUND	56,014.39
022 CIVIC CENTER	40.50
031 LIBRARY	8,504.61
036 TORT LIABILITY	1,937.86
110 ROAD USE TAX	430.00
112 TRUST AND AGENCY	16,019.66
304 EASTSIDE WATER MAINS	199.00
321 WIDENING WAPSI CREEK	5,598.00
324 WW TREATMENT FACILITY	1,286,708.70
326 ROUNDABOUT MAIN & CEDAR	3,134.25
600 WATER FUND	7,037.23
610 SEWER FUND	4,003.93
<b>GRAND FUND TOTAL</b>	<b>1,389,628.13</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	65.39
			OFFICE SUPPLIES	343.46
		AMAZON.COM.CA.,INC.	CAR ITEMS - POLICE	133.03
			TOTAL:	541.88
ROADS AND STREETS	GENERAL FUND	CROELL, INC.	GREENVIEW EXT SIDEWALK	1,281.60
		LAUGHLIN, ROGER	SIREN EASEMENT COMPENSATIO	3,000.00
		SCOTT ALLEN STUELAND	GREENVIEW EXT STUMP GRINDI	250.00
			TOTAL:	4,531.60
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	195.41
			TOTAL:	195.41
PARK & RECREATION	GENERAL FUND	HOLLYWOOD GRAPHICS	VB TSHIRTS YOUTH - P&r	606.60
		THE HOME DEPOT PRO	SUPPLIES - P&R	101.09
		AMAZON.COM.CA.,INC.	SUPPLIES-P&R	107.98
		PROTECT YOUTH SPORTS	BACKGROUND CHECKS	13.50
		JAYME CILEK	CLEANING SERVICES - PARKS	369.00
			TOTAL:	1,198.17
COMM & CULTURAL DEVEL	GENERAL FUND	LRS HOLDINGS, LLC	HHTD PORTABLE SERVICE	1,100.00
			TOTAL:	1,100.00
ECONOMIC DEVELOPMENT	GENERAL FUND	ECKERMAN, CHARLES & RAMONA	BLDG INCENTIVE PAYMENT	2,147.10
		JEFFREY & ELIZABETH JOHANNSEN	BLDG INCENTIVE PAYMENT	2,467.49
			TOTAL:	4,614.59
CLERK & TREASURER	GENERAL FUND	TYLER TECHNOLOGIES	DEDUCTION & FLEX CODE SETU	600.00
		DAVID MCILRATH	NUISANCE TREE SERVICE	325.00
			NUISANCE TREE SERVICE	675.00
		JAYME CILEK	CLEANING SERVICES-CITY, TH	40.50
			TOTAL:	1,640.50
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	21.00
			TOTAL:	21.00
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING AUGUST 2	17,130.75
			GARBAGE STICKERS	570.00
			TOTAL:	17,700.75
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	398.00
			MEADOWS PT5 REVIEW	497.50
			TOTAL:	895.50
TOWN HALL	CIVIC CENTER	JAYME CILEK	CLEANING SERVICES-CITY, TH	40.50
			TOTAL:	40.50
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	3.48
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE METER LEASE-LIBRAR	77.37
		AMAZON	VARIOUS ITEMS-LIBRARY	593.39
			VARIOUS ITEMS-LIBRARY	63.24
			VARIOUS ITEMS-LIBRARY	10.99
			VARIOUS ITEMS-LIBRARY	178.97
			VARIOUS ITEMS-LIBRARY	77.17
		KANOPY	ON DEMAND VIDEO SERVICE	16.00
		CAPITAL ONE	VARIOUS ITEMS - LIBRARY	3.97



DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			VARIOUS ITEMS - LIBRARY	68.87
		CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	368.00
		LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	142.02
			TOTAL:	1,603.47
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	533.27
			TOTAL:	533.27
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	699.32
			TOTAL:	699.32
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	17.99
			TOTAL:	17.99
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	343.50
			TOTAL:	343.50
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	26.62
			TOTAL:	26.62
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	219.44
			TOTAL:	219.44
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	56.87
			TOTAL:	56.87
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	40.85
			TOTAL:	40.85
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	SKIDLOADER TIRE REPAIR	40.00
		MOBOTREX, INC	SCHOOL LIGHT BATTERIES	390.00
			TOTAL:	430.00
CAPITAL PROJECT	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EASTSIDE WATER MAIN	199.00
			TOTAL:	199.00
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	WIDENING WAPSI CREEK	796.00
		IMPACT7G INC	WIDENING WAPSI CREEK	4,802.00
			TOTAL:	5,598.00
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY	11,400.00
			WW TREATMENT FACILITY	7,260.50
			TOTAL:	18,660.50
INVALID DEPARTMENT	ROUNDAABOUT MAIN &	VEENSTRA & KIMM INC.	HHH& CEDAR JOHNSON INTERSE	3,134.25
			TOTAL:	3,134.25
WATER OPERATING	WATER FUND	LYNCH'S PLUMBING INC	WATER PLANT REPAIR	6.40
		IMWCA	WORK COMP - WATER	77.21
		WESTRUM LEAK DETECTION INC.	2022 LEAK DETECTION SURVEY	1,500.00
			TOTAL:	1,583.61
SEWER OPERATING	SEWER FUND	IMWCA	WORK COMP - SEWER	19.93
		PREMIER PARTS TIPTON	FILTERS FOR BLOWER	273.00
			TOTAL:	292.93

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
	001	GENERAL FUND		32,439.40
	022	CIVIC CENTER		40.50
	031	LIBRARY		1,603.47
	036	TORT LIABILITY		1,937.86
	110	ROAD USE TAX		430.00
	304	EASTSIDE WATER MAINS		199.00
	321	WIDENING WAPSI CREEK @ BE		5,598.00
	324	WW TREATMT FAC IMP 2021		18,660.50
	326	ROUNDAABOUT MAIN & CEDAR-J		3,134.25
	600	WATER FUND		1,583.61
	610	SEWER FUND		292.93
-----				
		GRAND TOTAL:		65,919.52
-----				

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PROJECT	WW TREATMT FAC IMP	BOOMERANG CORP	WW TREATMNT PAY ESTIMATE 1	756,667.50
			WW TREATMNT PAY ESTIMATE 2	511,380.70
			TOTAL:	1,268,048.20

===== FUND TOTALS =====		
324	WW TREATMT FAC IMP 2021	1,268,048.20
-----		
	GRAND TOTAL:	1,268,048.20
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## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-City of West Branch  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 9/12/2022 THRU 9/12/2022

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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Department  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L R E P O R T  
SIGNATURE LINES: 0

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	AT & T MOBILITY	WIRELESS SERVICE	445.88
			TOTAL:	445.88
PARK & RECREATION	GENERAL FUND	IOWA PARK AND RECREATION ASSOCIATION	MEMBERSHIP	180.00
			WORKSHOP FEE	160.00
		CITY OF TIPTON REC DEPARTMENT	CAMP ACTIVITIES	130.00
		AMAZON.COM.CA., INC.	VOLLEYBALLS	219.06
			TOTAL:	689.06
CLERK & TREASURER	GENERAL FUND	IOWA MUNICIPAL FINANCE OFFICERS ASSN.	CLERK CERTIFICATION-BRICK	50.00
			TOTAL:	50.00
LIBRARY	LIBRARY	OVERDRIVE INC	DIGITAL & AUDIO BOOKS	312.56
		QUILL CORP	POWER CORD - LIBRARY	27.38
		ARSL	MEMBERSHIP RENEWAL-LIBRARY	50.00
			TOTAL:	389.94

===== FUND TOTALS =====	
001 GENERAL FUND	1,184.94
031 LIBRARY	389.94
-----	
GRAND TOTAL:	1,574.88
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
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<b>AGENDA ITEM:</b> June Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> September 2, 2022
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### SUMMARY:

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

<b>BANK TO BOOK RECONCILIATION</b>				
<b>6/30/2022</b>				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 5,146,232.54
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 30,150.60
	<b>SUB TOTAL</b>			<b>\$ 5,176,383.14</b>
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2023	\$ 11,179.41
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	6/11/2022	\$ 97,262.26
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1025	8/1/2022	\$ 55,333.39
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1026	9/2/2022	\$ 51,160.93
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1027	9/2/2022	\$ 23,983.81
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1028	12/6/2022	\$ 7,008.59
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,514.86
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,338.92
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>			<b>\$ 270,787.17</b>
	<b>SUB TOTAL</b>			<b>\$ 5,447,170.31</b>
	O/S DEPOSITS			\$ 256.29
LESS:	O/S CHECKS			\$ 49,890.65
	<b>ENDING BOOK BALANCE</b>			<b>\$ 5,397,535.95</b>
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

**CLERK'S REPORT FOR THE MONTH OF JUNE 2022**

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
<b>GENERAL</b>									
*(001) GENERAL OPERATING FUND	\$ 1,859,405.54	\$ 5.00	\$ 1,859,410.54	\$ 169,887.97		\$ 133,627.22			\$ 1,895,671.29
** FIRE APPARATUS RESERVE	\$ 400,132.05	\$ -	\$ 400,132.05						\$ 400,132.05
POLICE APPARATUS RESERVE	\$ 56,587.08	\$ -	\$ 56,587.08						\$ 56,587.08
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 11,030.00	\$ -	\$ 11,030.00						\$ 11,030.00
SIGNS-ACCIONA DTN INVESTMENT	\$ 0.00	\$ 7,003.00	\$ 7,003.00						\$ 7,003.00
PARK EQUIPMENT/RESERVE	\$ 1,500.00	\$ -	\$ 1,500.00						\$ 1,500.00
(022) CIVIC CENTER	\$ 36,273.39	\$ -	\$ 36,273.39	\$ 1,145.30		\$ 1,250.62			\$ 36,168.07
(027) MEMORIAL GARDEN PROJECT	\$ 314.00	\$ -	\$ 314.00	\$ 100.00					\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ 22,563.80	\$ 91,313.24	\$ 113,877.04	\$ 2,694.50		\$ 18,911.31			\$ 97,660.23
(036) TORT LIABILITY	\$ 12,805.13	\$ -	\$ 12,805.13	\$ 2,337.98					\$ 15,143.11
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 15,034.98	\$ -	\$ 15,034.98	\$ 44,070.37		\$ 14,886.45			\$ 44,218.90
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 259,362.38	\$ -	\$ 259,362.38	\$ 15,210.29		\$ 22,003.60			\$ 252,569.07
(119) EMERGENCY TAX FUND	\$ 1,083.20	\$ -	\$ 1,083.20	\$ 2,099.57					\$ 3,182.77
(121) LOCAL OPTION SALES TAX	\$ 250,343.60	\$ -	\$ 250,343.60	\$ 24,599.84					\$ 274,943.44
(125) TIF	\$ 1,665.99	\$ -	\$ 1,665.99	\$ 55,470.39		\$ 5,863.06			\$ 51,273.32
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 353,992.76	\$ -	\$ 353,992.76	\$ 19,075.24		\$ 103,590.04			\$ 269,477.96
<b>CAPITAL PROJECTS</b>									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 60,101.97	\$ -	\$ 60,101.97	\$ 3,091.30					\$ 63,193.27
(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	\$ 149,371.20	\$ -	\$ 149,371.20			\$ 55,291.00			\$ 94,080.20
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ (139,207.00)	\$ -	\$ (139,207.00)	\$ 8,000.00		\$ 21,651.55			\$ (152,858.55)
(326) ROUNDABOUT MAIN & CEDAR	\$ (6,429.00)	\$ -	\$ (6,429.00)			\$ 14,964.55			\$ (21,393.55)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 29,850.60	\$ 97,213.25	\$ 127,063.85	\$ 409.01					\$ 127,472.86
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,126.28	\$ 51,126.28	\$ 42.82					\$ 51,169.10
(502) KROUTH INTEREST FUND	\$ -	\$ 23,964.69	\$ 23,964.69	\$ 19.12					\$ 23,983.81
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 188,801.46	\$ -	\$ 188,801.46	\$ 47,522.74		\$ 34,767.52	\$ 5,080.00		\$ 196,476.68
(603) WATER SINKING FUND	\$ 58,444.17	\$ -	\$ 58,444.17	\$ -	\$ 5,080.00	\$ 58,418.75			\$ 5,105.42
(610) SEWER FUND	\$ 508,928.14	\$ -	\$ 508,928.14	\$ 68,837.71		\$ 23,534.98	\$ 40,241.89		\$ 513,988.98
(611) SEWER FUND SPECIAL	\$ 419,618.25	\$ -	\$ 419,618.25	\$ -	\$ 40,241.89				\$ 459,860.14
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 129,841.89	\$ -	\$ 129,841.89	\$ 5,624.93		\$ 550.00			\$ 134,916.82
(950) BC/BS FLEXIBLE BENEFIT	\$ (4,857.78)	\$ -	\$ (4,857.78)			\$ 1,217.50			\$ (6,075.28)
<b>TOTAL</b>	<b>\$ 5,167,199.56</b>	<b>\$ 270,625.46</b>	<b>\$ 5,437,825.02</b>	<b>\$ 470,239.08</b>	<b>\$ 45,321.89</b>	<b>\$ 510,528.15</b>	<b>\$ 45,321.89</b>	<b>\$ -</b>	<b>\$ 5,397,535.95</b>
<b>O/S CHECKS</b>			<b>\$4,010.37</b>						<b>\$49,890.65</b>
<b>O/S DEPOSIT</b>			<b>\$194.26</b>						<b>\$256.29</b>
<b>BANK STATEMENT BALANCE</b>			<b>\$5,441,641.13</b>						<b>\$5,447,170.31</b>



CITY OF WEST BRANCH  
MTD TREASURERS REPORT  
AS OF: JUNE 30TH, 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	2,353,003.06	169,887.97	133,627.22	2,389,263.81	0.00	0.00	2,389,263.81
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	36,273.39	1,145.30	1,250.62	36,168.07	0.00	0.00	36,168.07
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	314.00	100.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	113,877.04	2,694.50	18,911.31	97,660.23	0.00	0.00	97,660.23
036-TORT LIABILITY	12,805.13	2,337.98	0.00	15,143.11	0.00	0.00	15,143.11
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	15,034.98	44,070.37	14,886.45	44,218.90	0.00	0.00	44,218.90
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	259,362.38	15,210.29	22,003.60	252,569.07	0.00	0.00	252,569.07
119-EMERGENCY TAX FUND	1,083.20	2,099.57	0.00	3,182.77	0.00	0.00	3,182.77
121-OPTION TAX	250,343.60	24,599.84	0.00	274,943.44	0.00	0.00	274,943.44
125-T I F	1,665.99	55,470.39	5,863.06	51,273.32	0.00	0.00	51,273.32
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	353,992.76	19,075.24	103,590.04	269,477.96	0.00	0.00	269,477.96
300-CAPITAL IMPROV. RESERVE	60,101.97	3,091.30	0.00	63,193.27	0.00	0.00	63,193.27
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	149,371.20	0.00	55,291.00	94,080.20	0.00	0.00	94,080.20
322-SPLASH PAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
323-I-80 WEST, WATER MAIN REL (	24,271.48)	0.00	0.00	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021 (	139,207.00)	8,000.00	21,651.55	( 152,858.55)	0.00	0.00	( 152,858.55)
326-ROUNDAABOUT MAIN & CEDAR-J (	6,429.00)	0.00	14,964.55	( 21,393.55)	0.00	0.00	( 21,393.55)
327-SPONS WATER QUAL IMP 2021 (	20,000.00)	0.00	0.00	( 20,000.00)	0.00	0.00	( 20,000.00)
500-CEMETERY PERPETUAL FUND	127,063.85	409.01	0.00	127,472.86	0.00	0.00	127,472.86

CITY OF WEST BRANCH  
MTD TREASURERS REPORT  
AS OF: JUNE 30TH, 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	51,126.28	42.82	0.00	51,169.10	0.00	0.00	51,169.10
502-KROUTH INTEREST FUND	23,964.69	19.12	0.00	23,983.81	0.00	0.00	23,983.81
600-WATER FUND	188,801.46	47,522.74	39,847.52	196,476.68	0.00	0.00	196,476.68
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	58,444.17	5,080.00	58,418.75	5,105.42	0.00	0.00	5,105.42
610-SEWER FUND	508,928.14	68,837.71	63,776.87	513,988.98	0.00	0.00	513,988.98
611-SEWER FUND SPECIAL	419,618.25	40,241.89	0.00	459,860.14	0.00	0.00	459,860.14
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	129,841.89	5,624.93	550.00	134,916.82	0.00	0.00	134,916.82
950-BC/BS FLEXIBLE BENEFIT	( 4,857.78)	0.00	1,217.50	( 6,075.28)	0.00	0.00	( 6,075.28)
GRAND TOTAL	5,437,825.02	515,560.97	555,850.04	5,397,535.95	0.00	0.00	5,397,535.95

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

CITY OF WEST BRANCH  
YTD TREASURERS REPORT  
AS OF: JUNE 30TH, 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	2,161,135.07	1,519,103.45	2,389,263.81	0.00	0.00	2,389,263.81
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	15,599.80	22,715.52	36,168.07	0.00	0.00	36,168.07
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	314.00	100.00	0.00	414.00	0.00	0.00	414.00
028-SPLASH PAD RESERVE	100.00	0.00	0.00	100.00	0.00	0.00	100.00
031-LIBRARY	95,826.09	233,905.42	232,071.28	97,660.23	0.00	0.00	97,660.23
036-TORT LIABILITY	33,009.62	48,079.67	65,946.18	15,143.11	0.00	0.00	15,143.11
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	269,458.19	342,554.26	567,793.55	44,218.90	0.00	0.00	44,218.90
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	312,746.96	275,960.18	252,569.07	0.00	0.00	252,569.07
119-EMERGENCY TAX FUND	762.47	43,170.30	40,750.00	3,182.77	0.00	0.00	3,182.77
121-OPTION TAX	175,622.55	320,916.89	221,596.00	274,943.44	0.00	0.00	274,943.44
125-T I F	143,547.46	527,816.01	620,090.15	51,273.32	0.00	0.00	51,273.32
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	1,143,130.45	1,124,373.15	269,477.96	0.00	0.00	269,477.96
300-CAPITAL IMPROV. RESERVE	0.00	63,193.27	0.00	63,193.27	0.00	0.00	63,193.27
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	71,199.28	94,080.20	0.00	0.00	94,080.20
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)	217,783.03	203,751.62	( 24,271.48)	0.00	0.00	( 24,271.48)
324-WW TREATMT FAC IMP 2021	62,510.00	503,550.00	718,918.55	( 152,858.55)	0.00	0.00	( 152,858.55)
326-ROUNDAABOUT MAIN & CEDAR-J	0.00	0.00	21,393.55	( 21,393.55)	0.00	0.00	( 21,393.55)
327-SPONS WATER QUAL IMP 2021 (	6,524.60)	0.00	13,475.40	( 20,000.00)	0.00	0.00	( 20,000.00)
500-CEMETERY PERPETUAL FUND	126,078.58	1,394.28	0.00	127,472.86	0.00	0.00	127,472.86

CITY OF WEST BRANCH  
YTD TREASURERS REPORT  
AS OF: JUNE 30TH, 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	161.00	0.00	51,169.10	0.00	0.00	51,169.10
502-KROUTH INTEREST FUND	23,912.17	71.64	0.00	23,983.81	0.00	0.00	23,983.81
600-WATER FUND	162,777.76	618,052.35	584,353.43	196,476.68	0.00	0.00	196,476.68
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	61,125.00	61,112.50	5,105.42	0.00	0.00	5,105.42
610-SEWER FUND	339,461.60	772,566.14	598,038.76	513,988.98	0.00	0.00	513,988.98
611-SEWER FUND SPECIAL	150,915.50	308,944.64	0.00	459,860.14	0.00	0.00	459,860.14
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	65,231.11	56,924.77	134,916.82	0.00	0.00	134,916.82
950-BC/BS FLEXIBLE BENEFIT	( 1,478.55)	0.00	4,596.73	( 6,075.28)	0.00	0.00	( 6,075.28)
GRAND TOTAL	4,514,637.11	7,947,532.89	7,064,634.05	5,397,535.95	0.00	0.00	5,397,535.95

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

**PROGRAM EXPENDITURES FOR THE MONTH JUNE OF 2022**

100.00%

<b>FUNCTIONS</b>	<b>BUDGET</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING</b>	<b>PERCENT</b>
	<b>EXP</b>			<b>BALANCE</b>	<b>OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
POLICE DEPARTMENT					
GENERAL FUND	\$ 400,222.00	\$ 36,839.94	\$ 327,188.72	\$ 73,033.28	81.75%
TORT LIABILITY	\$ 12,102.00	\$ -	\$ 10,995.85	\$ 1,106.15	90.86%
TRUST & AGENCY	\$ 87,168.00	\$ 6,601.21	\$ 88,467.80	\$ (1,299.80)	101.49%
FIRE DEPARTMENT					
GENERAL FUND	\$ 259,000.00	\$ 11,003.47	\$ 89,539.48	\$ 169,460.52	34.57%
TORT LIABILITY	\$ 10,759.00	\$ -	\$ 25,530.17	\$ (14,771.17)	237.29%
TRUST & AGENCY	\$ 18,992.00	\$ 1,533.87	\$ 21,043.50	\$ (2,051.50)	110.80%
ANIMAL CONTROL	\$ 3,250.00	\$ -	\$ 1,797.74	\$ 1,452.26	55.32%
BUILDING INSPECTIONS	\$ 22,730.00	\$ 2,290.11	\$ 24,272.75	\$ (1,542.75)	106.79%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 814,223.00</b>	<b>\$ 58,268.60</b>	<b>\$ 588,836.01</b>	<b>\$ 225,386.99</b>	<b>72.32%</b>
<b>PUBLIC WORKS</b>					
ROADS & STREETS					
GENERAL FUND	\$ 69,472.00	\$ 386.22	\$ 15,397.33	\$ 54,074.67	22.16%
TORT LIABILITY	\$ 13,938.00	\$ -	\$ 12,891.36	\$ 1,046.64	92.49%
ROAD USE TAX FUND	\$ 582,717.00	\$ 14,886.45	\$ 567,793.55	\$ 14,923.45	97.44%
TRUST & AGENCY	\$ 60,668.00	\$ 4,726.04	\$ 56,653.85	\$ 4,014.15	93.38%
STREET LIGHTING - GENERAL FUND	\$ 37,000.00	\$ 2,965.89	\$ 35,489.31	\$ 1,510.69	95.92%
SOLID WASTE - GENERAL FUND	\$ 201,000.00	\$ 16,727.00	\$ 212,714.33	\$ (11,714.33)	105.83%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 964,795.00</b>	<b>\$ 39,691.60</b>	<b>\$ 900,939.73</b>	<b>\$ 63,855.27</b>	<b>93.38%</b>
<b>TOTAL HEALTH &amp; SOCIAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>CULTURE &amp; RECREATION</b>					
LIBRARY					
GENERAL FUND	\$ 242,484.00	\$ 18,911.31	\$ 232,071.28	\$ 10,412.72	95.71%
TORT LIABILITY	\$ 4,255.00	\$ -	\$ 4,194.81	\$ 60.19	98.59%
TRUST & AGENCY	\$ 37,173.00	\$ 2,943.32	\$ 35,880.68	\$ 1,292.32	96.52%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 210,930.00	\$ 22,028.56	\$ 189,147.01	\$ 21,782.99	89.67%
TORT LIABILITY	\$ 5,870.00	\$ -	\$ 5,598.92	\$ 271.08	95.38%
TRUST & AGENCY	\$ 34,750.00	\$ 2,810.31	\$ 31,505.70	\$ 3,244.30	90.66%
CEMETERY					
GENERAL FUND	\$ 94,044.00	\$ 4,722.14	\$ 72,248.75	\$ 21,795.25	76.82%
TORT LIABILITY	\$ 2,040.00	\$ -	\$ 1,854.29	\$ 185.71	90.90%



FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
TRUST & AGENCY	\$ 14,759.00	\$ 968.97	\$ 12,174.47	\$ 2,584.53	82.49%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 23,763.00	\$ 1,250.62	\$ 22,715.52	\$ 1,047.48	95.59%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 58,000.00	\$ 179.59	\$ 56,716.23	\$ 1,283.77	97.79%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 27,644.00	\$ 1,944.54	\$ 25,023.53	\$ 2,620.47	90.52%
TRUST & AGENCY	\$ 4,254.00	\$ 285.23	\$ 3,736.96	\$ 517.04	87.85%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 759,966.00</b>	<b>\$ 56,044.59</b>	<b>\$ 692,868.15</b>	<b>\$ 67,097.85</b>	<b>91.17%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 74,159.00	\$ 6,623.21	\$ 69,190.64	\$ 4,968.36	93.30%
PLANNING & ZONING	\$ 25,000.00	\$ 1,610.00	\$ 19,631.56	\$ 5,368.44	78.53%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 75,233.00	\$ 5,863.06	\$ 50,704.00	\$ 24,529.00	67.40%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 174,392.00</b>	<b>\$ 14,096.27</b>	<b>\$ 139,526.20</b>	<b>\$ 34,865.80</b>	<b>80.01%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 16,500.00	\$ 435.19	\$ 16,702.66	\$ (202.66)	101.23%
TRUST & AGENCY	\$ 2,564.00	\$ 47.39	\$ 1,510.59	\$ 1,053.41	58.92%
CLERK & TREASURER					
GENERAL FUND	\$ 148,777.00	\$ 23,538.47	\$ 143,526.01	\$ 5,250.99	96.47%
TORT LIABILITY	\$ 5,017.00	\$ -	\$ 4,676.57	\$ 340.43	93.21%
TRUST & AGENCY	\$ 20,799.00	\$ 1,753.00	\$ 21,473.69	\$ (674.69)	103.24%
LEGAL SERVICES	\$ 27,000.00	\$ 2,667.15	\$ 27,443.55	\$ (443.55)	101.64%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 220,657.00</b>	<b>\$ 28,441.20</b>	<b>\$ 215,333.07</b>	<b>\$ 5,323.93</b>	<b>97.59%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 1,124,374.15</b>	<b>\$ 103,590.04</b>	<b>\$ 1,124,373.15</b>	<b>\$ 1.00</b>	<b>100.00%</b>
<b>CAPITAL PROJECTS</b>					
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	\$ 55,291.00	\$ 71,199.28	\$ 158,800.72	30.96%
I-80 WEST WATER MAIN RELOCATION	\$ 150,000.00	\$ -	\$ 203,751.62	\$ (53,751.62)	135.83%
WW TREATMENT FACILITY IMP 2021	\$ 1,400,000.00	\$ 21,651.55	\$ 718,918.55	\$ 681,081.45	51.35%
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	\$ 14,964.55	\$ 21,393.55	\$ 88,606.45	19.45%
SPONSORED WATER QUAL IMP 2021	\$ -	\$ -	\$ 13,475.40	\$ (13,475.40)	#DIV/0!
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 2,580,000.00</b>	<b>\$ 91,907.10</b>	<b>\$ 1,069,208.40</b>	<b>\$ 1,510,791.60</b>	<b>41.44%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 510,195.00	\$ 34,767.52	\$ 483,228.43	\$ 26,966.57	94.71%
WATER SINKING FUND	\$ 61,113.00	\$ 58,418.75	\$ 61,112.50	\$ 0.50	100.00%
SEWER FUND	\$ 295,231.00	\$ 23,534.98	\$ 244,094.12	\$ 51,136.88	82.68%
WASTE WATER LIFT STATION	\$ -	\$ -	\$ -	\$ -	
STORM WATER UTILITY	\$ 67,000.00	\$ 550.00	\$ 56,924.77	\$ 10,075.23	84.96%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 933,539.00</b>	<b>\$ 117,271.25</b>	<b>\$ 845,359.82</b>	<b>\$ 88,179.18</b>	<b>90.55%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 50,000.00	\$ -	\$ 196,791.00	\$ (146,791.00)	393.58%
ROAD USE TAX	\$ -			\$ -	#DIV/0!
EMERGENCY TAX FUND	\$ 40,750.00	\$ -	\$ 40,750.00	\$ -	100.00%
LOCAL OPTION SALES TAX	\$ 221,471.00	\$ -	\$ 221,596.00	\$ (125.00)	100.06%
TIF	\$ 569,511.15	\$ -	\$ 569,386.15	\$ 125.00	99.98%
WATER FUND	\$ 101,113.00	\$ 5,080.00	\$ 101,125.00	\$ (12.00)	100.01%
SEWER FUND	\$ 285,000.00	\$ 40,241.89	\$ 353,944.64	\$ (68,944.64)	124.19%
BC/BS FLEXIBLE BENEFIT	\$ -	\$ 1,217.50	\$ 4,596.73	\$ (4,596.73)	#DIV/0!
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,267,845.15</b>	<b>\$ 46,539.39</b>	<b>\$ 1,488,189.52</b>	<b>\$ (220,344.37)</b>	<b>117.38%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 8,839,791.30</b>	<b>\$ 555,850.04</b>	<b>\$ 7,064,634.05</b>	<b>\$ 1,775,157.25</b>	

CITY OF WEST BRANCH  
EXPENDITURES BY ACTIVITY (UNAUDITED)  
AS OF: JUNE 30TH, 2022

001-GENERAL FUND

100.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,267,845.15	46,539.39	1,488,189.52	117.38 (	220,344.37)
TOTAL PUBLIC SAFETY	814,223.00	58,268.60	588,836.01	72.32	225,386.99
TOTAL PUBLIC WORKS	964,795.00	39,691.60	900,939.73	93.38	63,855.27
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	759,966.00	56,044.59	692,868.15	91.17	67,097.85
TOTAL COMMUNITY & ECON DEVELOP	174,392.00	14,096.27	139,526.20	80.01	34,865.80
TOTAL GENERAL GOVERNMENT	220,657.00	28,441.20	215,333.07	97.59	5,323.93
TOTAL DEBT SERVICE	1,124,374.15	103,590.04	1,124,373.15	100.00	1.00
TOTAL CAPITAL PROJECTS	2,580,000.00	91,907.10	1,069,208.40	41.44	1,510,791.60
TOTAL BUSINESS TYPE/ENTERPRISE	933,539.00	117,271.25	845,359.82	90.55	88,179.18
TOTAL EXPENDITURES	8,839,791.30	555,850.04	7,064,634.05	79.92	1,775,157.25
	=====	=====	=====	=====	=====





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
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<b>AGENDA ITEM:</b> Kelli Rozinek Daughters of the American Revolution
--

<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> September 14, 2022
---------------------------------

### SUMMARY:

Kelli Rozinek from the Cedar County Daughters of the American Revolution is wishing the mayor pass a proclamation in support of constitution week.

Staff expressed in the past our City Clerk was instructed not to pass proclamations and that was relayed to Ms. Rozinek.

### RECOMMENDATION:

Council should clarify to new admin staff and the public why proclamations may become political in nature causing division among nonpartisan offices. Or clarify another stance they may have.

Council, will not vote on this item, until a council member or mayor sponsors the item as staff had previous direction not to add proclamations.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
---

<b>AGENDA ITEM:</b> Resolution 2022-84 - Hiring Lucas Moore as a Police Officer for the City of West Branch and setting the hourly wage for the position until completion of the Law Enforcement Academy.
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<b>PREPARED BY:</b> John K. Hanna, Chief of Police
--

<b>DATE:</b> September 12, 2022
---------------------------------

### BACKGROUND:

Lucas Moore has successfully completed the following:

- Physical Fitness Test
- National Police Officer Selection Test (Written)
- Oral Interview
  - o Unanimously recommended to continue the process by interviewing panel.
- Background investigation, including
  - o Pre-Employment Polygraph
  - o Fingerprints
- Minnesota Multiphasic Personality Inventory-2 (MMPI-2: Psychological Screening)
- 2<sup>nd</sup> Oral Interview (Mayor, Chief of Police, City Administrator)
  - o Unanimously recommended making a conditional preliminary offer of employment, subject to Council final approval.
- Physical Examination
- Drug Screening

Moore has agreed to a wage of \$23.22/hr from his start date until successful completion of a Basic Academy at Iowa Law Enforcement Academy. After successful graduation from ILEA, Moore's wage will be increased \$2.00/hr to \$25.22/hr.

If approved, Moore will be sworn in at the October 3, 2022, City Council meeting, and will start his employment October 4, 2022.

Moore will shadow/train with full-time Officers of the Department until his academy start date in January 2023.

Moore will be subject to a Training Reimbursement Agreement, to be finalized by the City Attorney and City Administrator.

## RESOLUTION 2022-84

### A RESOLUTION HIRING LUCAS MOORE AS A POLICE OFFICER FOR THE CITY OF WEST BRANCH, AND SETTING THE HOURLY WAGE FOR THE POSITION UNTIL COMPLETION OF THE LAW ENFORCEMENT ACADEMY.

**WHEREAS**, the City of West Branch is interested in hiring Lucas Moore as a Police Officer; and

**WHEREAS**, the City Attorney will prepare an officer training reimbursement agreement which will also require City Council approval; and

**WHEREAS**, until such aforementioned agreement is approved and the completion of a Law Enforcement Academy is achieved the hourly wage within this resolution shall hold; and

Position	Name	Wage	Basic Hours
Police Officer	Lucas Moore	23.22	40 / Week

**WHEREAS**, upon successful graduation from ILEA, Moore's wage will increase to \$25.22 per hour.

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

**Section 1.** That the City of West Branch, Iowa will hire Lucas Moore as a Police Officer.

**Section 2** The following person and position named shall be paid the hourly wage indicated and the Finance Officer or City Clerk is authorized to issue payroll checks, less legally required or authorized deductions for the amounts set out above, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

**Section 3.** The above-named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

**Section 4.** Moore's employment date will be October 4, 2022.

**Section 5.** This resolution will be effective upon final passage of the City Council.

Passed and approved this 19<sup>th</sup> day of September 2022.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

## OFFICER TRAINING REIMBURSEMENT AGREEMENT

THIS AGREEMENT, made and entered this \_\_\_\_ day of October, 2022, by and between the City of West Branch, Iowa, an Iowa municipal corporation, 110 N. Poplar Street, West Branch, Iowa (The "CITY") and Lucas Moore, DOB 01/10/2003, 3224 Rohret Road, West Branch, Iowa 52358 (the "EMPLOYEE").

THE INTENT OF THIS AGREEMENT IS TO PROVIDE FOR THE TRAINING OF THE EMPLOYEE AS A POLICE OFFICER, AND TO SPECIFY THE CONSIDERATION THAT THE EMPLOYEE PROVIDES THE CITY IN RETURN FOR THE TRAINING. THIS AGREEMENT SHALL NOT BE CONSTRUED IN ANY WAY AS AN EMPLOYMENT AGREEMENT THAT WOULD PROFFER A PROPERTY RIGHT OR INTEREST ON THE EMPLOYEE.

NOW, THEREFORE, THE CITY AND THE EMPLOYEE, FOR CONSIDERATION HEREIN SET FORTH, DO MUTUALLY AGREE AS FOLLOWS:

### 1. TRAINING OF THE EMPLOYEE

A. The CITY and the EMPLOYEE hereby expressly agree that the CITY shall pay the total training expenses as defined and set forth below for the EMPLOYEE to attend the Iowa Law Enforcement Academy (The "Academy") as soon as the EMPLOYEE is accepted into the program. The CITY shall also pay for all other expenses, as detailed below, that are specifically related to the EMPLOYEE'S training. Total training expenses ("Total Training Expenses") represents the actual amounts of:

- a. Any overtime incurred by a field training officer for preparation or reporting of activities directly related to, and specifically for the EMPLOYEE'S training;
- b. The cost of travel to and from the Iowa Law Enforcement Academy;
- c. Any monies paid to the EMPLOYEE for reimbursable expenses while studying for classes at the Iowa Law Enforcement Academy;
- d. The EMPLOYEE'S mileage, food, lodging and tuition while attending the Iowa Law Enforcement Academy;
- e. All costs associated with the replacing of an officer while in training, if the replacement officer is a temporary employee hired for that purpose only, or if the replacement requires the payment of overtime; and
- f. Any other costs incurred by the CITY relating to the training of the EMPLOYEE.

2. "Total Training Expenses" do not include any time spent by the EMPLOYEE performing other services for the CITY, including dispatching, filing, patrol work, or other work assigned by the CITY.

3. An estimate of Total Training Expenses is set forth in Exhibit "A" attached hereto and incorporated by this reference for the EMPLOYEE'S reference. Both parties hereto acknowledge and agree that Total Training Expenses shall be based on actual costs incurred by the CITY. Accordingly, upon the EMPLOYEE'S successful completion of training at the Academy, certification as a law enforcement officer, and successful completion of Field Training, the CITY shall provide the EMPLOYEE with an itemization of Total Training Expenses incurred by the CITY hereunder for the EMPLOYEE'S files, as set forth in Exhibit "B," which will be completed at the conclusion of the training and supplied to the employee. This final accounting of actual Total Training Expenses shall be in essentially the same format as estimated costs are presented in Exhibit "A" of this Agreement.

B. In the event the EMPLOYEE elects not to complete the Academy training program or does not otherwise successfully complete the Academy training program, the EMPLOYEE shall be released from employment with the CITY, and the EMPLOYEE shall reimburse the CITY for Total Training Expenses incurred to date in accordance with the reimbursement obligations set forth in Section II below.

## II. REIMBURSEMENT OF TOTAL TRAINING EXPENSES

A. In consideration for the expenditures incurred by the CITY to train the EMPLOYEE as a police officer, the EMPLOYEE expressly agrees to serve as a full time police officer for the CITY for at least four (4) years from the date upon which the EMPLOYEE graduates from the Academy and has met all other criteria needed to receive proper certification as a law enforcement officer (the "Reimbursement Period").

B. If any of the following occurs during the Reimbursement Period:

1. The EMPLOYEE voluntarily resigns from the West Branch Police Department; OR
2. The EMPLOYEE is dismissed during the probationary period of nine (9) months from the date of certification as an Iowa Peace Officer (said probationary period to expressly include the training period hereunder); OR
3. The EMPLOYEE is properly terminated; THEN the EMPLOYEE shall reimburse the CITY for Total Training Expenses under the terms of this AGREEMENT as set forth below:

Years of Service Following Approved Training	Amount of Reimbursement
0-1 years	100% of actual costs
1-2 years	75% of actual costs
2-3 years	50% of actual costs
3-4 years	25% of actual costs
More than 4 years	No reimbursement required

C. In the event the EMPLOYEE is required to make reimbursement payments hereunder, one hundred per cent (100%) of the total reimbursement is due within thirty (30) days from the date of resignation, dismissal or termination, unless the EMPLOYEE contacts the City Finance Officer to make payment arrangements under the following terms:

1. The first payment shall be made within thirty (30) calendar days from the date of resignation, dismissal, or termination, as applicable, and on the same date for each successive month thereafter until the CITY has been reimbursed in full for Total Training Expenses hereunder.
2. The minimum monthly payment shall be three hundred dollars (\$300.00).
3. Interest shall commence from the date of resignation, dismissal or termination at the rate of six per cent (6%) per year, and shall be calculated on the unpaid principal balance to the date of each installment paid, with the payments being credited first to the accrued interest and then to the reduction of principal.
4. Until such time as the CITY has been reimbursed in full by the EMPLOYEE in accordance with the terms of this Agreement, the EMPLOYEE has an ongoing duty to notify the CITY of any change in

the EMPLOYEE'S place of residence. Such notice shall be in writing and shall be made no later than fifteen (15) calendar days from the date of any such change in place of residence.

The EMPLOYEE does hereby expressly acknowledge and understand that, in addition to any remedies at law or in equity that the CITY may have to recover Total Training Expenses hereunder, the CITY may, at its sole election, also seek to have the EMPLOYEE decertified as an Iowa law enforcement officer.

THE EMPLOYEE DOES FURTHER HEREBY EXPRESSLY ACKNOWLEDGE AND UNDERSTAND THAT THE REIMBURSEMENT OBLIGATION SET FORTH HEREUNDER IS MANDATORY. IN OTHER WORDS, WHILE THE CITY HAS THE DISCRETION TO DETERMINE WHETHER TO SEEK DECERTIFICATION OF THE EMPLOYEE AS A LAW ENFORCEMENT OFFICER, NO SUCH AFFIRMATIVE ELECTION OF ENFORCEMENT IS REQUIRED FOR REIMBURSEMENT HEREUNDER. FAILURE ON THE PART OF THE EMPLOYEE TO SATISFY THE EMPLOYEE'S EMPLOYMENT OBLIGATION DURING THE REIMBURSEMENT PERIOD HEREUNDER SHALL AUTOMATICALLY TRIGGER MANDATORY REIMBURSEMENT OF TOTAL TRAINING EXPENSES UNDER THIS AGREEMENT.

If the EMPLOYEE is dismissed for any reason other than those set forth in Section II(B) above, such as reduction in force, the EMPLOYEE shall not be required to reimburse the CITY for any unpaid Training Expenses incurred hereunder.

If the EMPLOYEE is killed or permanently and totally disabled, as defined under Chapter 85 and 411 of the Code of Iowa, while in the employ of the CITY, Total Training Expense reimbursement obligations hereunder shall be deemed satisfied in full.

### III. DUTIES DURING TRAINING

A. The EMPLOYEE may, at the CITY'S sole option, be required by the CITY to work for the West Branch Police Department while attending the Academy training program, and may be required to patrol, dispatch, operate computer systems, perform clerical tasks, or do other duties as assigned by the Chief of Police or the Chief's designee. The hours expended by the EMPLOYEE in attendance at the Academy training program and in service to the West Branch Police Department shall be subject to the same limitations and compensatory time policies as apply to all police officers of the CITY.

### IV. BONA FIDE EMPLOYMENT

A. The EMPLOYEE does hereby expressly acknowledge that the CITY is entering into this Agreement to facilitate the bona fide employment of the EMPLOYEE as a police officer by the CITY. Accordingly, the EMPLOYEE does hereby further acknowledge that the EMPLOYEE is not entering into this Agreement to achieve certification as a law enforcement officer by way of "sponsorship" through the CITY for the Academy training program.

### V. CONTROLLING LAW

A. This Agreement is to be governed by the laws of the State of Iowa. The parties hereto agree that any action, suit, or proceeding based upon any matter, claim or controversy arising under this Agreement shall be brought solely in the state courts located in Johnson County, Iowa. The parties hereto irrevocably waive objection to the venue of the above-mentioned courts, including any claim that such action, suit or proceeding has been brought in an inconvenient forum. Both parties hereby expressly acknowledge and agree that nothing contained in this Agreement shall be construed to require the parties to submit to mandatory arbitration or mediation in the event of a breach or dispute hereunder.

VI. HEADINGS

A. The heading of sections of this Agreement are for convenient reference only and shall not be deemed to limit, construe, affect, modify or alter the meaning of such sections.

VII. SEVERABILITY

A. If any section, subsection, term or provision of this agreement or the application thereof to the EMPLOYEE, the CITY or a particular circumstance shall, at any extent, be invalid or unenforceable, the remainder of said section, subsection, term or provision of this Agreement or the application of same to the EMPLOYEE, the CITY or particular circumstances other than that for which it was held valid or invalid or enforceable, shall not be affected thereby and each remaining section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent of the law.

VIII. AUTHORITY

A. The persons signing this Agreement warrant and represent that they have the authority to sign as, or on behalf of, the party for whom they are signing.

IX. FINAL AGREEMENT

A. Both the EMPLOYEE and the CITY hereby expressly acknowledge and agree that this Agreement is intended to set forth the entire agreement between the parties regarding reimbursement of Total Training Expenses by the EMPLOYEE, that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, and that no other monies or consideration have been solicited. No waiver, change, modification or amendment of this Agreement shall be binding upon either party hereto unless in writing and signed by both the EMPLOYEE and the CITY. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement.

EMPLOYEE:

CITY:

By: \_\_\_\_\_  
Lucas Moore

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

ATTEST:

\_\_\_\_\_  
Adam Kofoed, City Administrator

## EXHIBIT A

ITEM	COST
IOWA LAW ENFORCEMENT ACADEMY -BASIC ACADEMY TUITION -ROOM & BOARD	\$6,650.00
ILEA MEALS	\$2,122.72
ILEA UNIFORMS	\$230.00
ILEA TASER CERTIFICATION	\$225.00
ILEA PIT CERTIFICATION	\$225.00
ILEA FIREARM QUALIFICATION -250 ROUNDS DUTY AMMUNITION	\$102.25
MILEAGE (USE OF WBPd VEHICLE) @ \$0.655/mile -TRAVEL TO AND FROM TRAINING 16 WEEKS --TO ILEA FROM WEST BRANCH 127 MILES X 16 --TO WEST BRANCH FROM ILEA 127 MILES X 16	\$2,661.92
WBPd CLASS A S/S UNIFORM SHIRT X2 @ \$60.00	\$120.00
WBPd CLASS A L/S UNIFORM SHIRT X2 @ \$60.00	\$120.00
WBPd CLASS A UNIFORM PANTS X2 @ \$100.00	\$200.00
WBPd WINTER JACKET	\$300.00
WBPd BODY ARMOR	\$550.00
WBPd INNER DUTY BELT	\$40.00
WBPd OUTER DUTY BELT	\$60.00
<b>TOTAL COSTS</b>	<b>\$13,606.89</b>





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
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<b>AGENDA ITEM:</b>	A resolution approving an amendment to a private redevelopment agreement with BBCO, LLC. (Heritage Hill)
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<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
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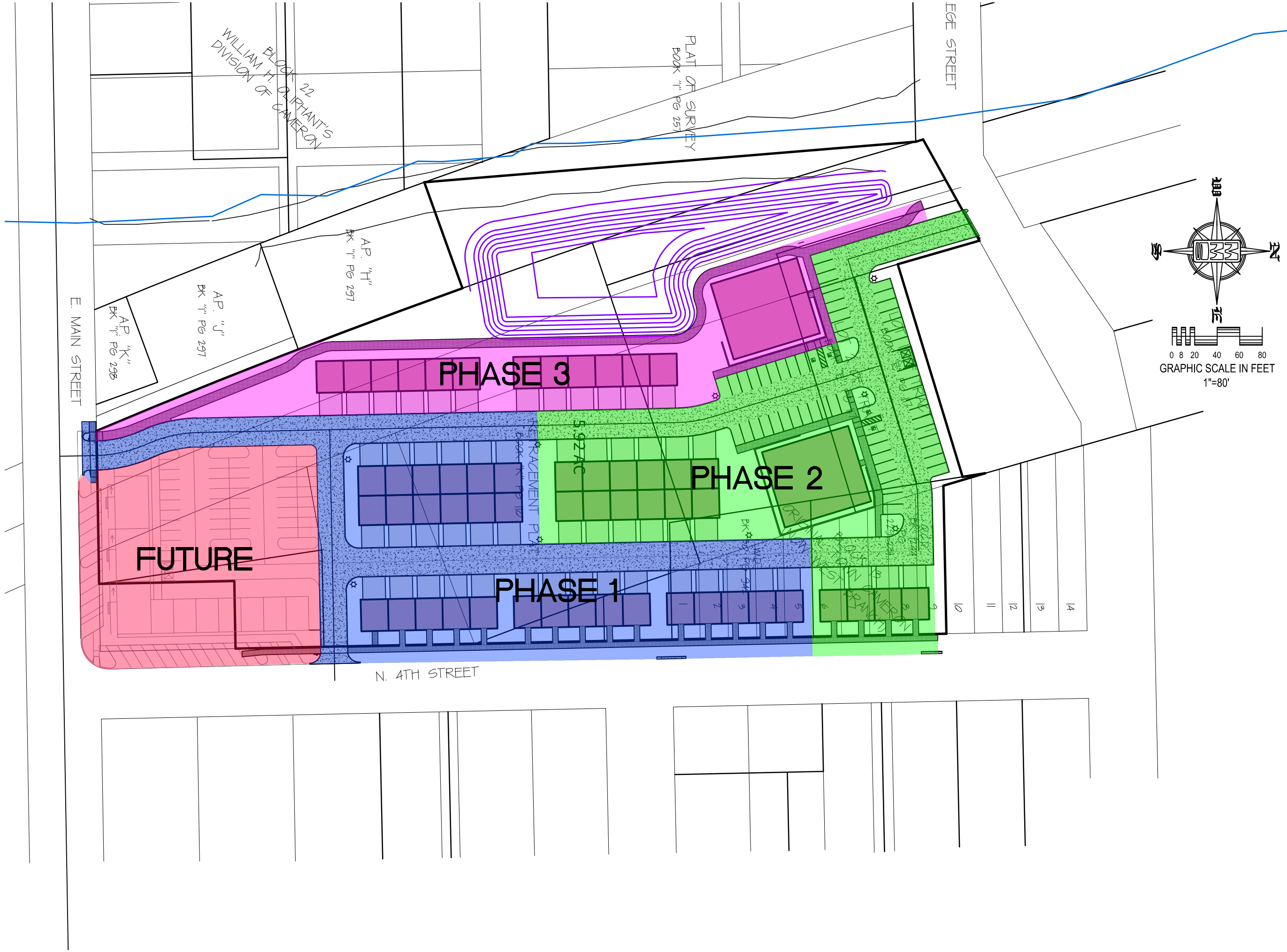
<b>DATE:</b>	September 14, 2022
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### SUMMARY:

Since the profitability of Heritage Hill is minimum as required by Iowa workforce housing tax credits, Midwest One Bank, the primary lender of Heritage Hill, is requesting a more precise timeline than our original agreement.

### RECOMMENDATION:

Approve



CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS

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

[www.mmsconsultants.net](http://www.mmsconsultants.net)

Date	Revision

# PHASING PLAN

HERITAGE HILL,  
LOT 1  
WEST BRANCH  
CEDAR COUNTY  
IOWA

MMS CONSULTANTS, INC.

Date:	8/31/22
Designed by:	KJC
Field Book No:	1343
Drawn by:	KJC
Scale:	1"=80'
Checked by:	KJB
Sheet No:	1
Project No:	11186-002
of:	1

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277  
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358

RESOLUTION NO. 2022-85

RESOLUTION APPROVING AN AMENDMENT TO THAT CERTAIN AGREEMENT FOR  
PRIVATE REDEVELOPMENT WITH BBCO, LLC.

WHEREAS, the City of West Branch and BBCO, LLC (the “Developer”), previously entered into that certain Agreement for Private Redevelopment (the “Agreement”) recorded in Book 1658 at Page 203, Records of the Cedar County Recorder’s Office; and

WHEREAS, in order to secure financing for the construction of the Project, the Developer requires certain amendments to the Agreement; and

WHEREAS, the phasing plan has changed since the adoption of the Agreement and requires amendment; and

WHEREAS, to that end, the parties desire to amend the Agreement to ensure that the Project can be constructed.

NOW, THEREFORE, It Is Resolved by the Council of the City of West Branch, Iowa, that the City Council of the City of West Branch that said Amendment is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute the agreement on behalf of the City.

Passed and approved this 19th day of September, 2022.

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Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, City Clerk

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277  
Return to: City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358

AMENDMENT TO THAT CERTAIN AGREEMENT FOR PRIVATE REDEVELOPMENT  
BY AND BETWEEN THE CITY OF WEST BRANCH, IOWA AND BBCO, LLC.

REFERENCE is hereby made to that certain Agreement for Private Redevelopment (the "Agreement") recorded in Book 1658 at Page 203, Records of the Cedar County Recorder's Office, by and between the City of West Branch, Iowa (the "City") and BBCO, LLC (the "Developer").

WHEREAS, the Developer and City entered into the Agreement to redevelop a blighted property located north of E. Main Street and west of 4<sup>th</sup> Street; and

WHEREAS, in order to secure financing for the construction of the Project, the Developer requires certain amendments to the Agreement; and

WHEREAS, to that end, the parties desire to amend the Agreement to ensure that the Project can be constructed.

NOW, THEREFORE, the parties agree as follows:

1. That Section 7.2 of this Agreement is hereby amended by replacing the current Exhibit "A" with the Exhibit "A" attached hereto.
2. Section 8.1(c) of this Agreement is hereby amended to reflect that the Total Aggregate Amount to be received by the Developer will be reduced by 50% of the sale proceeds of any tax credit received after the sale of the tax credits and payment of any applicable taxes. (By way of example, if \$1,000,000 tax credit is sold for \$900,000 and the Developer pays \$300,000 taxes on said tax credit, the total sum left is \$600,000, and the City's share would be reduced by \$300,000, or 50% of the net amount of the tax credit received by the Developer).
3. In all other aspects except as outlined in Sections 1-6 of this Amendment, the Agreement shall remain in full force and effect.

Dated this \_\_\_\_\_ day of September, 2022.

CITY:

DEVELOPER:

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

\_\_\_\_\_  
Robert B. Thomas, Manager

ATTEST:

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

\_\_\_\_\_  
Barry Frantz, Manager

STATE OF IOWA, COUNTY OF CEDAR, ss:

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2022, by Roger Laughlin and Leslie Brick, as Mayor and City Clerk respectively of the City of West Branch, Iowa.

\_\_\_\_\_  
Notary Public

STATE OF IOWA, COUNTY OF \_\_\_\_\_, ss:

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2022, by Robert B. Thomas and Barry Frantz, as Managers of BBCO, LLC.

\_\_\_\_\_  
Notary Public

STATE OF IOWA, COUNTY OF CEDAR, ss:

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2020, by Chris Kofoed, as Vice-President and Treasurer of Meadows Development, Inc.

\_\_\_\_\_  
Notary Public





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
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<b>AGENDA ITEM:</b> Claims
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> September 14, 2022
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### SUMMARY:

If City Hall were to summarize its most common complaints, drainage issues and fences would be #1 and #3. As a regular update to council, each week the City Administrator updates council on day to day updates including public notes. Councilperson Jodee Stoolman inquired more about the issues during the Sep. 6, 2022 council meeting.

As it stands currently, fences are not allowed in drainage easements and are approve as apart of each new subdivision agreement recorded in the final platting process. Public Works Director has been questioned from multiple property owners why they can't have a fence. City Administrator has had to back the Public Works Director on several occasions.

### THE DILEMA:

People love fences and hate drainage issues. It's a double edge sword as roughly 80% of the Meadows subdivision lots have fences, but council and city administrator are often battling upset residents experiencing drainage problems.

### NO MATTER WHAT COUNCIL DECIDES IT WILL BE UNPOPULAR

Pro Fencing	Pro Drainage Protections
Allows property owners to use their entire yard	Property owners should know what they are buying before purchasing a lot/home.
There may be certain occasions fencing will not affect drainage.	Fences, trees, and buildings will cause soil buildup and may actually worsen drainage issues in the long run.
Fences and trees may add property value.	Addresses the conflict up front versus leaving the conflict to the next council and staff.
You can add clauses city can knock over the fence in an emergency.	Second buyers will not understand those clauses and controversy between city and homeowner may occur.

### ATTACHMENTS:

Dave Schechinger found a fence policy and staff will present a scenario on Meadows Part 5.



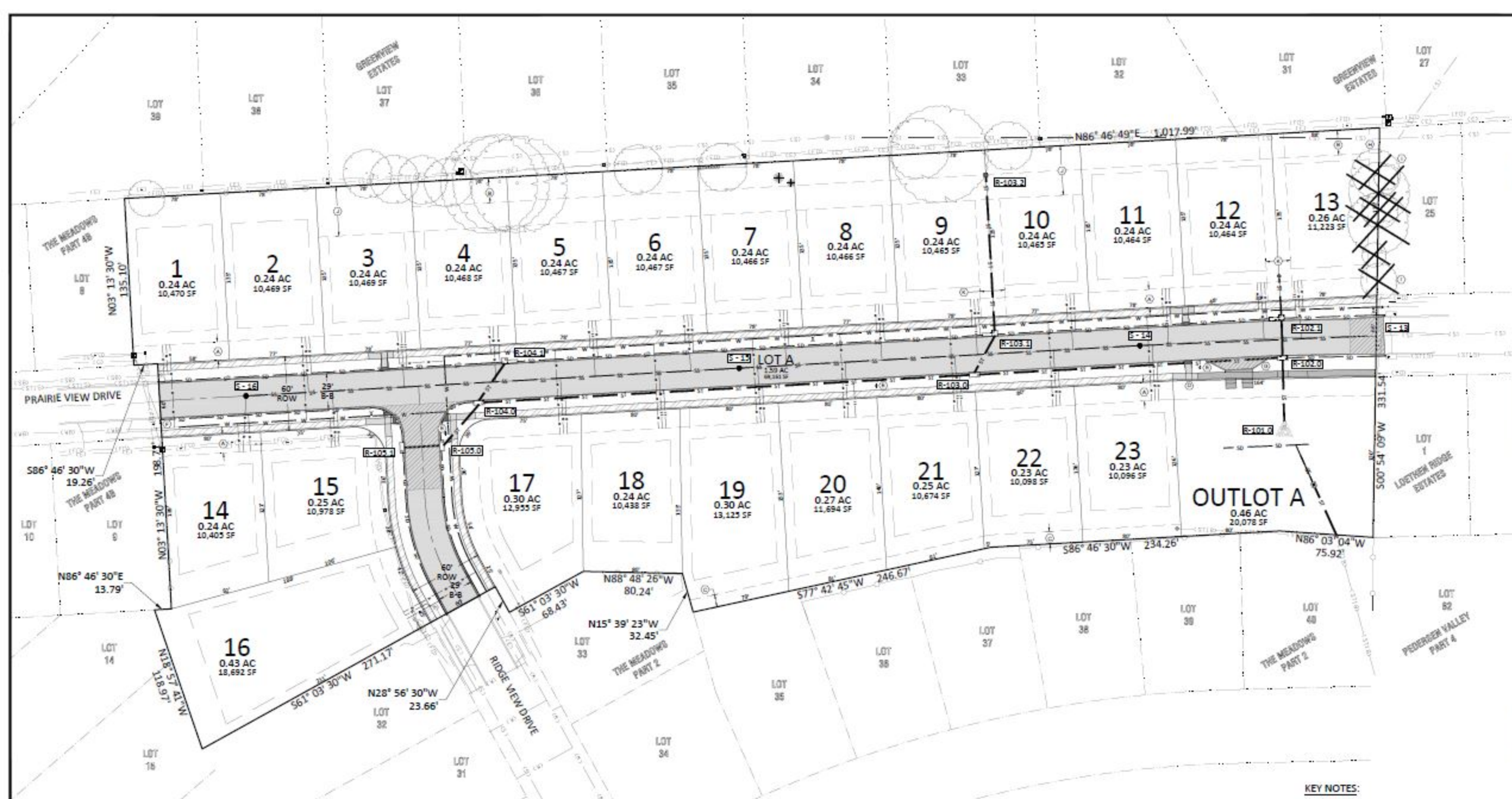


DATE	08/12/2022
REVISION	
DRAWING LOG	
DISCREPANCY	
REVISION	

PROJECT NAME: THE MEADOWS SUBDIVISION  
PART 5  
CLIENT NAME: KLM INVESTMENTS, INC.

SHEET NAME: OVERALL PROJECT AREA  
& UTILITY PLAN  
SHEET NUMBER: 21-0224  
DESIGN PROFESSIONAL: BOELK

A.11



LEGEND	
	PCC PAVEMENT
	PCC SIDEWALK BY DEVELOPER
	PCC SIDEWALK BY HOMEOWNERS

- KEY NOTES:**
- (A) 15' PUBLIC UTILITY EASEMENT
  - (B) 20' SANITARY SEWER EASEMENT
  - (C) 10' STORM SEWER AND DRAINAGE EASEMENT
  - (D) PROPOSED MAILBOX LOCATION
  - (E) PROPOSED LIGHTPOLE
  - (F) EXISTING LIGHTPOLE
  - (G) PULL-OFF AREA FOR MAILBOX TRAFFIC
  - (H) IF PRIVATE UTILITY EASEMENT
  - (I) TREE TO BE REMOVED
  - (J) 40' STORM SEWER AND DRAINAGE EASEMENT
  - (K) 20' STORM SEWER AND DRAINAGE EASEMENT



## Policy Regarding Encroachments of Fences within Drainage Easements and Lake Maintenance Easements

One of the most frequent complaints that are received by the County Surveyors Office is the issue of obstructions of Drainage Easements within platted subdivisions. Since the Drainage Code was put into place requirements regarding the prohibition of fences within drainage easements are required to be placed on any new plat. This plat language became more enforceable when both the City and the County passed ordinances in 2015 which allowed the Building Commissioners to issue removal orders subject to fines if fences were not removed. With these increased prohibitions and with more due diligence on the part of some home buyers and realtors, there has been an increase in the number of requests for the placement of fences within drainage easements. The issue of fences within easements has become more problematic with the placement of fences within easements prior to the completion and release of a developers letter of credit. It is not uncommon that fences on newly completed homes require movement or submittal of an encroachment agreement. In order to bring some order to the encroachment process the following policy is now effective.

As stated on many plats, approval is required by the Drainage Board to place fences within drainage easements for areas located outside of the incorporated boundaries of Evansville. The approval process is for an encroachment agreement to be filed with the County Surveyor's office. The encroachment agreement is a standard form that is available on the County Surveyor's website. Once reviewed by the Surveyor's Office the encroachment is taken to the Drainage Board for their approval or denial. If approved the agreement is then recorded.

Fences present a special problem in that in many cases homeowners desire to fence their entire property and therefore cross the easement with a fence. Unlike a utility easement in which a utility may need to remove a fence or other obstruction only if and when the utility needs to run new infrastructure or repair existing infrastructure, a drainage easement, especially for a ditch or swale needs the ability to function at all times. Attempts to place fences with partial openings rarely work and even if so may become clogged or be modified at a later date. With that in mind the following policy is in place as a guide for approval to encroach in a Drainage Easement for the purpose of placing a fence within a Drainage Easement.

***For Drainage Easements with open ditches or swales***, no fence shall be placed perpendicular to the easement to where the fence crosses the swale or ditch. The only exception to this shall be if the drainage easement is at the top of the drainage, so that if the fence were to block drainage it would only block water on the property in which the encroachment is granted. This does not apply to side yard easements which are platted for the purpose of carrying overflow from street drains and are discussed below. In the limited situations in which an allowable fence is desired to be installed a drainage encroachment agreement **MUST** be approved by the Drainage Board prior to installation.

Newer subdivisions often have ***side yard easements for the purpose of carrying storm sewer piping from street storm sewer inlets***. These easements besides protecting the storm sewer piping also serve as an overflow swale that have a profile beginning at the elevation at the top of the curb sloping to the back yards of the lots. These overflow swales are designed so that if the street inlets should become clogged the water will flow in the same location as the piping just on the top of the ground. This piping and the overflow swales are generally in an easement along the property line (side yard) between two

lots. In this case, an encroachment for a fence may be allowed assuming that the fence is not solid wood, vinyl or chain link. Allowable fences can be aluminum or other open section style fences that must have a minimum span of 4' and be installed such that the posts are at least 1' from the outside diameter of the storm sewer located within the easement. Solid wood, vinyl or chain link fences with a "cutout" for water flow do not meet this criteria. To install a fence such as described a drainage encroachment agreement MUST be approved by the Drainage Board prior to installation.

***For drainage easements in place solely for carrying storm sewers without any planned surface drainage,*** fences will also be allowed to cross perpendicular to the drainage easements provided that the easements are piped and that no surface drainage is designed to be carried within the drainage easement. Fences crossing easements for this case may be open style or solid (wood or vinyl) or chain link. The section crossing the pipe must be a minimum of a four foot (4') span and be installed such that the posts are at least 1' from the outside diameter of the storm sewer located within the easement. To install a fence such as described a drainage encroachment agreement MUST be approved by the Drainage Board prior to installation.

***Fences within a drainage easement that do not cross a flow line such as a fence that would run parallel to the flow line will be considered on a case by case basis.*** The criteria for installing such as described is that the fence must be a minimum of 3.5' from the center of the flow line in all places. The 3.5' is a minimum and is dependent upon the designed flow of the swale/ditch that is planned. To install a fence within a drainage easement such as described a drainage encroachment agreement MUST be approved by the Drainage Board prior to installation.

***For proposed fences within a Lake Maintenance Easement,*** the location of the proposed fence must be at the higher elevation of either (a) the design 100 year storm storage elevation of a retention or detention basin or (b) the elevation of the water discharging through the emergency outflow of a retention or detention pond during a 100 year storm. Any proposed fence within a lake maintenance easement must be of sufficient distance to allow for maintenance equipment to work between the proposed fence and the normal pool of a retention pond.

***In addition to meeting the above criteria, for subdivisions still under development in which the Developer has an outstanding letter of credit,*** no encroachment will be permitted in a Drainage Easement or Lake Maintenance Easement in which the letter of credit is still in effect without written approval from the Developer.

***Fences in urban areas and subdivisions with a legal drain as defined under Indiana Code 36-9-27 will not be permitted within the drain or within a minimum of 15' from the top of the bank.*** As with other situations, the placement of fences within the Right of Entry of a legal drain are on a case by case basis. Placement of fences within the legal right of entry shall be done utilizing the approved form regarding right of entry for legal drains. The county may also require a recorded encroachment agreement.

The above policy is a guidance document only. Any final decisions by the Vanderburgh County Drainage Board regarding any encroachment shall be on a case by case basis at the discretion of the Vanderburgh County Drainage Board.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
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<b>AGENDA ITEM:</b> Lead Service Line Updates
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> September 14, 2022
---------------------------------

### SUMMARY:

Federal government is requiring all municipalities to locate all lead and copper service lines in their cities by October of 2024.

City Administrator Kofoed is hoping to hear more at the Iowa League of Cities in regards to the mandate.

### BARRIERS IN AN INVENTORY:

Currently city does not locate nor keep track service lines. It will take countless man hours entering people's homes and/or threaten homeowners with fines if they don't let staff in their house to check their service line connection, within a reasonable timeframe.

If we were to track outside of the home it would take additional labor and testing (money).

### LIKELY OUTCOME

Staff projects that at some by 2025 or 2026 city will get mandates to require homeowners to replace service lines over a phased period of time.

### SOLUTIONS

#### 1. Reactive:

- a. Let the process ride out and hope staff can implement such programs.
- b. Hope feds come up with a financing problem or homeowners are on their own, when typically homeowners living in older homes have less income and equity.

#### 2. Proactive:

- a. Raise water rates sooner than previously discussed at council, thereby creating a low interest loan program to homeowners/have extra cash available for admin cost to oversee such a program.
- b. However, is it right to raise water fees when 30% of town may not benefit from said program? That's a council question to ponder.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
---

<b>AGENDA ITEM:</b> Budget Amendment and Audit Updates
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> September 14, 2022
---------------------------------

### AUDIT:

State is behind schedule on our audit we anticipate the following remarks.

1. Separation of duties at City Hall
2. Separation of duties at Friends of Library
3. Separation of duties at Fire Department
4. Bank Reconciliation needs improvement at Fire Department
5. Previous administration did not amend budget for CDBG Food Pantry grant.

All marks are minor and do not come with fines or grant barriers.

### AMMENDMENTS:

There will be a lot to amend due to admin staff's first-time budget. Most amendments are offset somewhere else such as increased revenue in building fees, park fees, and improvements to interfund transfers. However, the following upcoming amendments council needs to aware of:

1. Trust & Agency as liability insurance was larger than projected (mostly comes from employee benefits fund.)
2. Greenview Connection project, Peden Soil Cleanup project, and Laughlin easement. City roughly \$20,000 over budget. Will be taking from the general fund Tree Removal Budget. So, unless a tree is an emergency, residents will need to get on a waiting list for tree commission recommendations. (No cost at this time, but will be some if emergency tree removal is needed.)
3. LMI TIF was not budgeted from FY 22 staff from KLM development agreement. (\$10,000 from TIF which is at a healthy balance.)
4. Water needed a water treatment computer replacement. Was an emergency. \$7,000
5. Phone bills increased will affect all departments a few hundred dollars.

There are much more amendments needed, but they are offset with revenue.



## REQUEST FOR CONSIDERATION

<b>MEETING DATE:</b> August 23, 2022
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<b>AGENDA ITEM:</b> Planning and Zoning Design Standard Updates
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 17, 2022
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### BACKGROUND:

The Design Committee met last month. Here were main topics discussed for further consideration.

1. Visitability Standards
2. Accessory Dwelling Units
3. Parking Minimum Reduction Authority
4. Landscape Design
5. Floor and Exterior Diversity
6. Front Setback Exceptions to discourage snout houses but not ban them
7. Street Design
8. Commercial Façade Minimums
9. Housing Incentive to Encourage Front Porches since they are ideal for community engagement but add cost to homes.

### IMPLEMENTATION:

Each month, I will try to add a new section for the commissions review. When that section is fully approved by the board I will hold onto it, until the final design standard is adopted. Items marked in yellow in draft ordinances, I need commission direction or it could be a divisive topic when administering the ordinance.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> September 19, 2022
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<b>AGENDA ITEM:</b> Police Updates
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> September 14, 2022
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### SUMMARY:

Staff has spoke with the county for light conversations on contracts for better coverage or allowing no on call time for police officers.

Initial estimates are roughly \$140,000 for 48 hours of on call time. There is some language we want to flesh out because there is a difference between patrol time and stand by time.

### RECOMMENDATION:

Council feedback. Continue to research the following:

1. Retainment bonus
2. County stand by time
3. County per-diem agreement for no on call
4. No formal agreements with county but no on call time
5. Stay the course and make no changes

**From:** [Dave Schechinger](#)  
**To:** [adam@westbranchiowa.org](mailto:adam@westbranchiowa.org); [Matt Goodale](#)  
**Subject:** WWTP Progress  
**Date:** Thursday, September 15, 2022 12:55:12 PM  
**Attachments:** [IMG\\_8762.JPG](#)  
[IMG\\_8763.JPG](#)  
[IMG\\_8764.JPG](#)  
[IMG\\_8765.JPG](#)

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Adam,

Boomerang continues to work to get the bottom layer of the new aerated lagoon prepared for testing to ensure we have the seal that is required. They were able to get the standing water off the bottom and work on compaction yesterday. I have attached pictures for an update.

**Dave Schechinger, P.E.**



2600 University Parkway, Suite 1  
Coralville, Iowa 52241  
319-466-1000 (o)  
319-499-5236 (d)  
319-430-2227 (c)



















**From:** [Dave Schechinger](#)  
**To:** [Matt Goodale](#); [adam@westbranchiowa.org](mailto:adam@westbranchiowa.org)  
**Subject:** Channel Protection Preliminary Concept - Wapsinonoc Creek  
**Date:** Thursday, September 15, 2022 12:52:13 PM  
**Attachments:** [Prelim Creek Realign for Council w prop lines.pdf](#)  
[Prelim Creek Realign for Council.pdf](#)

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Please see the attached concept drawings for the creek stabilization. I have added an outline to the area I would propose purchasing from Gaskill. This is approximately 9 acres and is everything north of the south ROW of Maple Street.

**Dave Schechinger, P.E.**

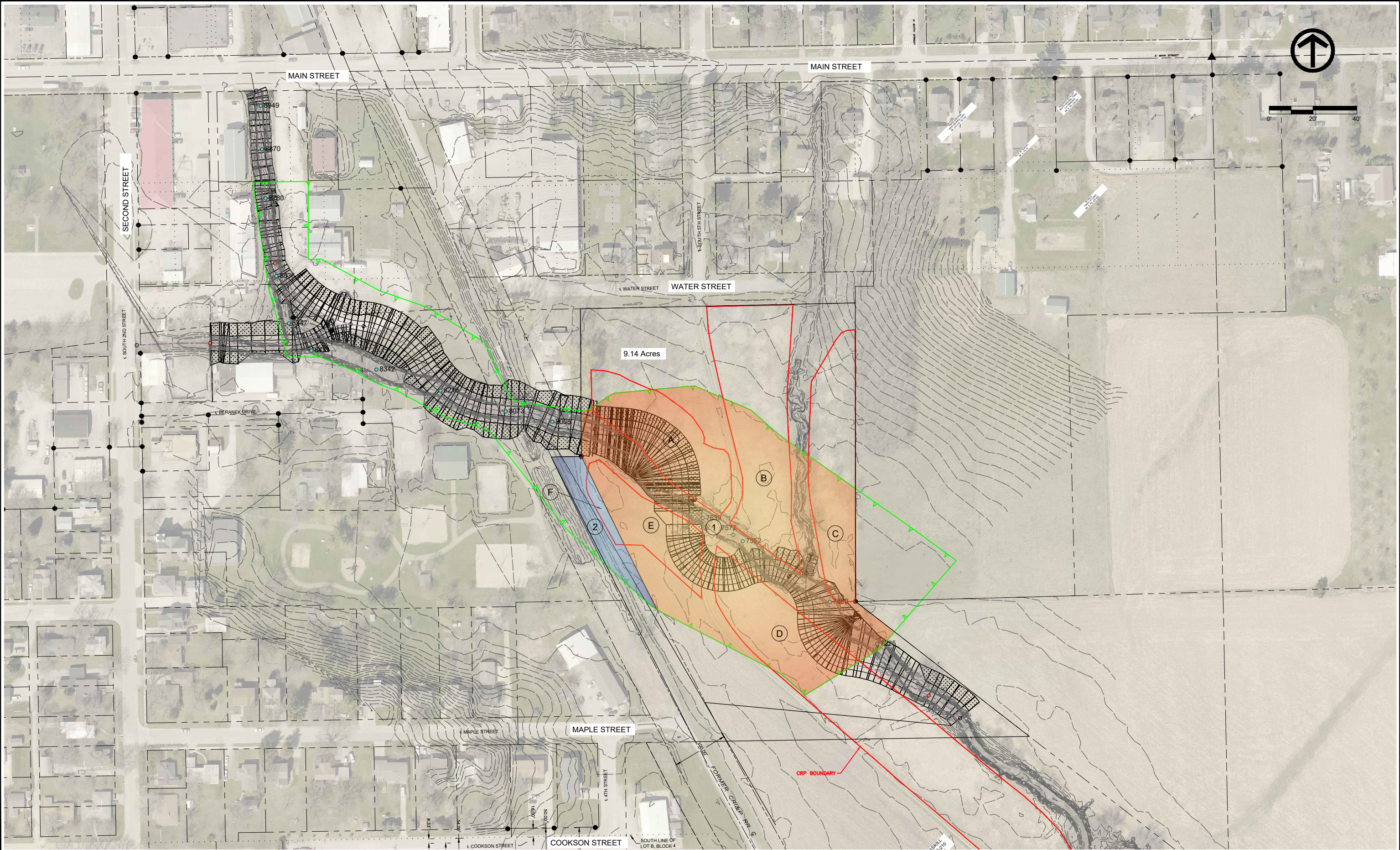


2600 University Parkway, Suite 1  
Coralville, Iowa 52241  
319-466-1000 (o)  
319-499-5236 (d)  
319-430-2227 (c)



X-REFS: 368274 Topo & WB Surveyed Prop Lines & Sanitary Model Map & Fema Flood 100yr-EDG & 2016 Cedar County Aerial & Gaskill Property Impact Exhibit  
FILE PATH: Z:\WEST BRANCH 368274 CHANNEL WIDENING FLOOD IMPROVEMENTS\DRAWINGS\DESIGN DRAWINGS\EXHIBITS\PRELIM CREEK REALIGN FOR COUNCIL

PLOTTED: Thursday, September 15, 2022 12:41:03 PM



DATE	REVISIONS	SCALE	AS NOTED
		DRAWN	EDG
		CHECKED	DRS
		APPROVED	###
		DATE	9/15/2022
		ISSUED FOR COUNCIL UPDATE	



WAPSINONOC CREEK IMPROVEMENTS WEST BRANCH, IOWA

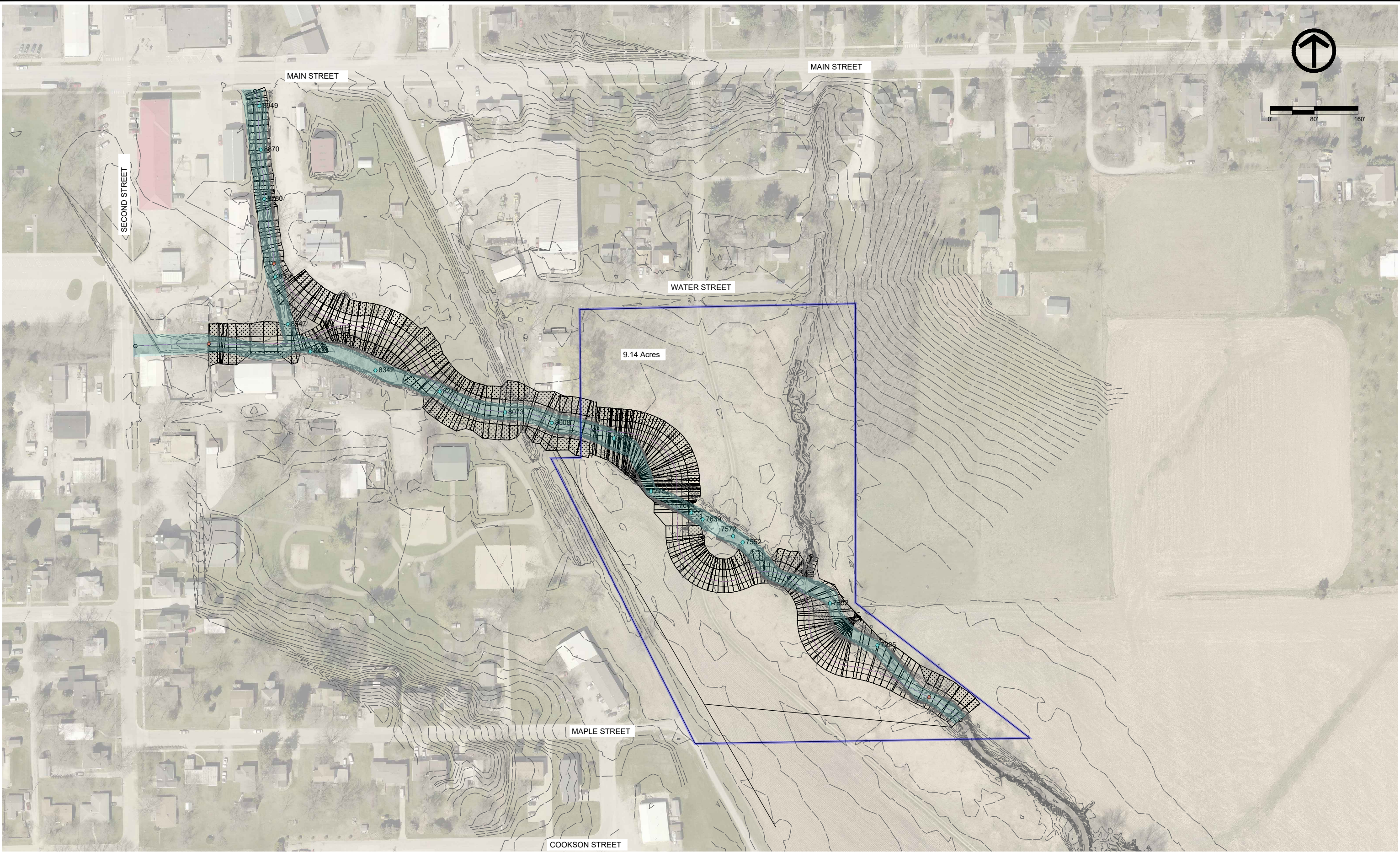
PRELIMINARY CHANNEL CONCEPT

DWG. NO.
V-2
PROJECT
###



X-REFS: 368274 Topo & WB Surveyed Prop Lines & Sanitary Model Map & Fema Flood 100yr-EDG & 2016 Cedar County Aerial & Gaskill Property Impact Exhibit  
FILE PATH: Z:\WEST BRANCH 368274 CHANNEL WIDENING FLOOD IMPROVEMENTS\DRAWINGS\DESIGN DRAWINGS\EXHIBITS\PRELIM CREEK REALIGN FOR COUNCIL

PLOTTED: Thursday, September 15, 2022 12:25:09 PM



DATE	REVISIONS	SCALE	AS NOTED
		DRAWN	EDG
		CHECKED	DRS
		APPROVED	###
		DATE	9/15/2022
		ISSUED FOR COUNCIL UPDATE	



WAPSINONOC CREEK IMPROVEMENTS WEST BRANCH, IOWA	

PRELIMINARY CHANNEL CONCEPT	

DWG. NO.	V-1
PROJECT	###