



**CITY COUNCIL MEETING**  
**MONDAY, OCTOBER 17, 2022 – 7:00 p.m.**  
**CITY COUNCIL CHAMBERS**  
**110 N. POPLAR STREET, WEST BRANCH, IOWA**

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

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

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 October 3, 2022 City Council meeting
  - b. Accept the resignation of Emilie Walsh, Planning & Zoning Commission
  - c. Street Finance Report FY22
  - d. Claims for 10/3/2022
  - e. August Financial Report
7. Presentations/Communications/Open Forum
  - a. Cedar County Sheriff, Warren Wethington
8. Public Hearing/Non-Consent Agenda
  - a. **Second Reading Ordinance 797** – Re-zoning that certain parcel of real property located at 154 Ohrt Street from R-1 Residence District to R-2 Residence District. / Move to action.
  - b. **Second Reading Ordinance 798** – Re-zoning that certain parcel of real property located north of E. Main Street and West of N. 4<sup>th</sup> Street from R-3 Residence District to Planned Unit Development District. / Move to action.
  - c. **Second Reading Ordinance 799** – Establishing a Historic Preservation Commission for the City of West Branch Iowa; Providing for the recognition and promotion of Historic Sites and Defining Powers and Duties of the Commission. / Move to action.
  - d. **Resolution 2022-92** – Hiring Andrew Finnegan as a Streets Maintenance worker for the City of West Branch, Iowa and setting the salary for the position for Fiscal Year 2023. / Move to action.
  - e. **Resolution 2022-93** – Approving a salary adjustment for Henry (Max) Kober and Logan Cilek for Fiscal Year 2023. / Move to action.
  - f. **Resolution 2022-94** – Hiring Gerry Brick as a Regular Part-Time Public Works Laborer for the City of West Branch, Iowa and setting the salary for the position for Fiscal Year 2023. / Move to action.
  - g. **Resolution 2022-95** - Approving Pay Estimate Number 3 in the amount of \$1,265,515.11 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.
  - h. **Resolution 2022-96** – Approving a performance contract with Jake McVey, Purple Cow Records Inc. for Hoover’s Hometown Days 2023 in the amount of \$4,500.00. / Move to action.
  - i. **Resolution 2022-97** – Approving a partial acquisition agreement with the West Branch Community School District. / Move to action.
9. Accepting and placing on file – Main Street Executive Director / Community Development Director job description.
10. Mayor Direction – Setting the date and time for Trick-or-Treat 2022
11. City Administrator Report
12. City Attorney Report
13. City Engineer Report
14. City Staff Reports
15. Comments from Mayor and Council Members
16. Motion to adjourn.

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection at [westbranchiowa.org](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**

**October 3, 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: Jerry Sexton, Jodee Stoolman, Nick Goodweiler and Tom Dean. Absent: Colton Miller. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, City Attorney Kevin Olson, Fire Chief Kevin Stoolman. City Staff attending via Zoom: Library Director Nick Shimmin and City Engineer Dave Schechinger. Absent: Heidi Van Auken and Melissa Russell.

### **APPROVE THE AGENDA**

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

### **APPROVE CONSENT AGENDA**

Approve minutes from the September 19, 2022 City Council meeting.

Claims for 10/3/2022

July Financial Report

Amended Clerk's report – June 2022

EXPENDITURES	10/3/2022	
AMAZON.COM	FLOOR TAPE FOR GYM	143.49
BAKER & TAYLOR INC.	BOOKS	277.53
BARNHART'S CUSTOM SERVICES	GREENVIEW CONNECTION	195.00
CEDAR COUNTY COOPERATIVE	CEMETERY FUEL	767.56
CJ COOPER & ASSOCIATES	DRUG TESTING	65.00
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
ELECTRIC PUMP INC	TRASH BASKET REPAIRS	1,394.25
GIESE, JACOB	BLDG INCENTIVE PAYMENT	790.43
HAWKINS INC	CHEMICALS	1,298.92
HENNINGSEN DANIEL	BLDG INCENTIVE PAYMENT	1,085.73
IMPACT7G INC	WATER GRANT APP FEE- MEADOWS	10,000.00
IOWA CODIFICATION INC	CODE UPDATE JULY 2022	863.00
JETCO ELECTRIC INC	TOWER COMM REPAIR	369.10
KELLY, COLE	PS BBALL REFUND-AYLA	20.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	326.39
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,559.33
LRS HOLDINGS, LLC	WAPSI & CEMETERY PORTABLE SERVICE	260.70
MARK D & AMBER KLEVEN	BLDG INCENTIVE PAYMENT	2,924.69
MCSELFRESH, SARA	BLDG INCENTIVE PAYMENT	363.18
MUNDELL, JENNIFER	BLDG INCENTIVE PAYMENT	276.07
MUNICIPAL SUPPLY INC	DUAL PORT POI	1,260.00
OLSON, KEVIN D	LEGAL SERVICES - OCTOBER 2022	1,500.00
PITNEY BOWES INC	POSTAGE METER RENTAL CITY	180.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	854.25
THE HOME DEPOT PRO	BLDG SUPPLIES	26.90
USA BLUE BOOK	REPAIR PARTS FOR PUMPS	534.70
VEENSTRA & KIMM INC.	SEVERAL PROJECTS	37,121.51
WEST BRANCH COMM DEV	CHRISTMAS PAST CONTRIBUTION	3,000.00
WEST BRANCH COMM SCHOOLS	VOLLEYBALL GYM RENTAL	210.00
TOTAL		67,737.73
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/30/2022	42,812.77
PAID BETWEEN MEETINGS		
METLIFE	INSURANCE	1,493.50
SISCO	INSURANCE	11,000.19
HY-VEE	CONCESSION SUPPLIES	112.10
JOHN DEERE FINANCIAL	HAND TOOLS & GLOVES	617.75

MEDIACOM		CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER		REPLENISH POSTAGE-CITY	1,005.00
QUILL CORP		APC BACKUPS	48.13
US BANK CORP CARD		CREDIT CARD PURCHASES	2,593.67
VERIZON WIRELESS		VERIZON WIRELESS	402.43
ALLIANT ENERGY		ALLIANT ENERGY	14,633.04
CURTIS L CASPER		MOW & TRIM NUISANCE	114.00
CULLIGAN WATER TECH		WATER SOFTNER SERVICE	29.99
HEIMAN FIRE EQUIPMENT		UNIFORMS - FIRE	2,131.54
MENARDS		STRAPS FOR WATER TRUCK	122.95
PITNEY BOWES PURCHASE POWER		POSTAGE SUPPLIES-LIBRARY	50.00
PLUNKETT'S PEST CONTROL		PEST CONTROL	102.98
PREMIER PARTS TIPTON		VEHICLE SUPPLIES - PW	983.69
QUILL CORP		OFFICE SUPPLIES - CITY	184.26
SPRINGDALE AGENCY		FIRE PAK INSURANCE RENEWAL	15,667.00
STATE HYGENIC LAB		LAB ANALYSIS	40.50
WEST BRANCH REPAIRS		SERVICE - FIRE	1,225.27
WEST BRANCH TIMES		LEGAL PUBLICATIONS & ADS	955.20
WEX BANK		VEHICLE FUEL	1,999.46
WAGEWORKS		EMPLOYEE FLEX PLAN	35.00
TOTAL			55,589.55
GRAND TOTAL EXPENDITURES			166,140.05
FUND TOTALS			
001 GENERAL FUND	49,910.71		
022 CIVIC CENTER	920.37		
031 LIBRARY	9,465.47		
036 TORT LIABILITY	15,667.00		
110 ROAD USE TAX	6,069.63		
304 EASTSIDE WATER MAINS	3,841.13		
112 TRUST AND AGENCY	15,285.23		
321 WIDENING WAPSI CREEK	6,452.25		
324 WW TREATMENTT FACILITY	20,709.75		
326 ROUNDABOUT MAIN & CEDAR	5,198.13		
600 WATER FUND	14,140.54		
610 SEWER FUND	8,444.84		
740 STORM WATER UTILITY	10,000.00		
950 BC/BS FLEXIBLE BENEFIT	35.00		
GRAND FUND TOTAL	166,140.05		

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

## PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Sam Becker, 613 Prairie View Drive addressed the Council with a concern over a fence he would like to have installed on his property. Becker, said recently he was made aware of easements on his property that will limit where he can place his fence. He said he was not made aware of any easements on his property by his selling agent when he purchased the property and feels mislead that he can't do what he wants with his property because of the easements. Becker said other residents in his subdivision were also 'unaware' of the easement restriction and some already have fences installed in the easement areas. Becker said he contacted that seller (D R Horton – Iowa LLC) and they said they were also 'unaware' of the easements on the property and therefore did not disclose at the time of purchase. Becker asked the city to consider where easements are needed on future plats so that it will not limit what property owners can do with their property. Becker added that many residents do not know what drainage easements are and asked that the city 'educate' the public.

Steve Dole, 122 N 4<sup>th</sup> Street addressed the Council with concerns on the alley behind his property which he uses to access his garage since no on-street parking is available. Dole asked the Council if they had any plans for hard-surfacing the alley in the future and reducing the slope of the alley as it enters East Main Street.

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

### Public Hearing on proposal to rezone one lot located on Ohrt Street from R-1 to R-2 Residential District.

Mayor Laughlin opened the public hearing at 7:16 p.m. There were no public comments. Laughlin closed the public hearing at 7:17 p.m.

### First Reading Ordinance 797 – Re-zoning that certain parcel of real property located at 154 Ohrt Street from R-1 Residence District to R-2 Residence District. / Move to action.

The rezoning request was made by the property owner who owns the adjacent lot in the Lynch Heights Subdivision which is zoned R-2. The property owner would like to do an auditor's parcel and join the two lots to make improvements in the future and has asked for their existing property to be re-zoned to match the zoning of their adjacent lot.

Motion by Dean, second by Sexton to approve the first reading of Ordinance 797. AYES: Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Colton Miller. Motion carried.

### Public Hearing on proposal to rezone various parcels in the area bounded by N. 2<sup>nd</sup> St., E. College St., E. Main St., and N. 4<sup>th</sup> St.

Laughlin opened the public hearing at 7:22 p.m. There were no public comments. Laughlin closed the public hearing at 7:23 p.m.

### First Reading Ordinance 798 – Re-zoning that certain parcel of real property located north of E. Main Street and West of N. 4<sup>th</sup> Street from R-3 Residence District to Planned Unit Development District. / Move to action.

The purpose of this rezoning request is to include a parcel on N. 4<sup>th</sup> Street into the project area as well as an additional piece of land along the creek to allow for the placement of a detention pond.

Motion by Sexton, second by Goodweiler to approve the first reading of Ordinance 798. AYES: Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Absent: Colton Miller. Motion carried.

### Public Hearing regarding an amendment to the Historic Preservation Ordinance (Chapter 25).

Laughlin opened the public hearing at 7:24 p.m. There were no public comments. Laughlin closed the public hearing at 7:25 p.m.

### First Reading Ordinance 799 – Establishing a Historic Preservation Commission for the City of West Branch Iowa; Providing for the recognition and promotion of Historic Sites and Defining Powers and Duties of the Commission. / Move to action.

The purpose of this ordinance is to re-establish the Historic District in Chapter 25 of the West Branch Code of Ordinances and add the Townsend's Rest to that district (at the owner's request). Due to a recent re-codification of the city Code, a section of the Historic Preservation Commission chapter was omitted. In addition, Kofoed further added some language to the ordinance (as presented).

Motion by Dean, second by Goodweiler to approve the first reading of Ordinance 799. AYES: Dean, Goodweiler, Sexton, Stoolman. NAYS: None. Absent: Colton Miller. Motion carried.

### Resolution 2022-86 – Entering into an Officer Training Reimbursement Agreement with Lucas Moore. / Move to action.

Motion by Sexton, second by Dean to approve Resolution 2022-86. AYES: Sexton, Dean, Goodweiler, Stoolman. NAYS: None. Absent: Colton Miller. Motion carried.

### Oath of Office - Police Officer Lucas Moore.

Laughlin swore in Lucas Moore as the city's fourth officer.

Resolution 2022-87 – Approving the Preliminary Plat of Heritage Hill, West Branch, Iowa. / Move to action.

The Council had no comments.

Motion by Dean, second by Sexton to approve Resolution 2022-87. AYES: Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Colton Miller. Motion carried.

Resolution 2022-88 – Approving the Final Plat for Heritage Hill, West Branch, Iowa. / Move to action.

Kofoed explained that approving the final plat this early is a variation of the process but is required for the developer to continue with keeping his timeline and securing his financing of the project. Kofoed further explained that should any changes be required as the project moves forward, the developer will be responsible for all costs associated with those changes and that an advisory review committee will oversee the project. The Council had no comments.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-88. AYES: Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Absent: Colton Miller. Motion carried.

Resolution 2022-89- Approving the Site Plan for Lot 1, Heritage Hill Site, West Branch, Iowa. / Move to action.

Schechinger made note that the detention basin would be ‘dry’ basin and not a ‘wet’ pond. Kofoed said the city looked into the costs associated with a wet pond and determined that it was not feasible for the city to maintain. Kofoed added that the developer will construct a trail through the property and the city will maintain it in the future.

Motion by Dean, second by Stoolman to approve Resolution 2022-89. AYES: Dean, Stoolman, Sexton, Goodweiler. NAYS: None. Absent: Colton Miller. Motion carried.

Resolution 2022-90 – Authorizing the city administrator to formally request a deed from Johnson County for a portion of Cedar-Johnson Road. / Move to action.

Olson explained that a deed for Cedar-Johnson Road should be accepted so that the city can use future TIF funds for road improvements. Currently, the city owns the east half of Cedar-Johnson Road. A 28E Agreement signed in the seventies with Johnson County, required the city to maintain both sides of the road from West Main Street, north to 350<sup>th</sup> St. (Bickford Drive) and Greenview Drive. Olson said, “if we’re going to maintain it, we might as well own it”. Olson said once the deed had been accepted the city could annex the road.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-90. AYES: Sexton, Goodweiler, Stoolman, Dean. NAYS: None. Absent: Colton Miller. Motion carried.

Resolution 2022-91 - Authorizing an Emergency Responder Advocacy Committee to speak on behalf of the City Council. / Move to action.

Kofoed explained some of the challenges facing emergency responder personnel and said the problem isn’t going to ‘go away’. He said that the number of calls is increasing and it is getting more and more difficult to respond to those calls because volunteers aren’t always readily available. Kofoed asked the Council for their support on organizing a committee to advocate on behalf of the West Branch Fire Department.

Motion by Goodweiler, second by Dean to approve Resolution 2022-91. AYES: Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Absent: Colton Miller. Motion carried.

Discussion – Greenview connection driveway access

Based on the last Council meeting discussion, staff asked for direction on how to proceed with finishing the Greenview Drive connection. Two engineer drawings were shown. One connecting Greenview Drive to the south edge of Greenview Circle, the second, connecting Greenview Drive to the north side of the Greenview Circle with connecting driveways to the new road for 25, 26 and 27 Greenview. Laughlin suggested that the north portion of Greenview Circle be ‘abandoned’ by the city and the leaving the southwest corner of the circle for 26 and 27 Greenview to use as their access to the new road (with no new driveway connections being made). Councilperson Dean agreed with Laughlin’s proposal and Laughlin took an informal vote with the remaining members. The Council consensus was to agree with Laughlin’s proposal.

**CITY ADMINISTRATOR REPORT**

Kofoed attended the Iowa League of Cities Annual Conference in Waterloo this past week and provided a brief update.

**CITY ATTORNEY REPORT**

Olson said he has filed documents with the judge in Davenport for the Gaskill property. He also said that Hills Bank will start the foreclosure proceedings for 203 E. Green Street and that they have a potential buyer for the property who intends to rehab it.

**CITY ENGINEER REPORT**

Schechinger gave brief updates on the Wastewater Treatment Facility project and roundabout. Schechinger said bids are expected to go for that project in mid-November or early December.

**STAFF REPORTS** – None

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS** - None

**ADJOURNMENT**

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:14 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b> Accept the resignation of Emilie Walsh, Planning & Zoning Commission
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<b>PREPARED BY:</b> Leslie Brick
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<b>DATE:</b> October 11, 2022
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### SUMMARY:

Emilie Walsh has resigned from the Planning & Zoning Commission effective immediately. Emilie has served on the commission since January 2017 and has helped guide the commission through its recent growth.

We have enjoyed Emilie's participation on the Planning & Zoning Commission.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b> Street Finance Report FY22
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> October 7, 2022
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### SUMMARY:

Street Finance Report: Iowa Code section 312.14 requires all cities to submit the SFR to the Iowa Department of Transportation (DOT) by December 1 of each year. The intent of this report is to provide an accounting of the entire roads/streets program of our city for a fiscal year.





Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2022

West Branch

10/7/2022 11:07:41 AM

### Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets	\$78	\$181,228					\$181,306
Benefits - Roads/Streets	\$4,140	\$225	\$56,654				\$61,019
Training & Dues		\$330					\$330
Building & Grounds Maint. & Repair	\$752	\$12,007					\$12,759
Road Beautification		\$96,913					\$96,913
Vehicle & Office Equip Operation and Repair		\$26,933					\$26,933
Operational Equipment Repair		\$1,913					\$1,913
Other Maintenance and Repair	\$1,536	\$3,936					\$5,472
Engineering		\$4,052			\$21,394		\$25,446
Insurance	\$8,752						\$8,752
Other Professional Services	\$531	\$160					\$691
Other Contract Services		\$721					\$721
Chemicals		\$1,614					\$1,614
Minor Equipment Purchases		\$2,990					\$2,990
Office Supplies		\$360					\$360
Postage & Safety		\$9,703					\$9,703



## City Street Finance Report

Fiscal Year 2022

Bureau of Local Systems

West Branch

Ames, IA 50010

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	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Other Supplies		\$4,220					\$4,220
Heavy Equipment		\$20,428					\$20,428
Other Capital Equipment	\$12,500	\$12,500					\$25,000
Storm Drainage		\$4,500					\$4,500
Street - New Roadway		\$92,722					\$92,722
Street - Capacity Improvement		\$65,298					\$65,298
Principal Payment				\$227,119			\$227,119
Interest Payment				\$34,969			\$34,969
Bond Registration Fees				\$876			\$876
Street Lighting	\$35,489						\$35,489
Snow Removal		\$20,101					\$20,101
Depreciation & Building Utilities		\$4,940					\$4,940
<b>Total</b>	\$63,778	\$567,794	\$56,654	\$262,964	\$21,394		\$972,584



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2022

West Branch

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### Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$63,723		\$56,654	\$262,964			\$383,341
State Revenues - Road Use Taxes		\$342,166					\$342,166
Charges/fees	\$55					\$0	\$55
Contributions		\$388					\$388
<b>Total</b>	\$63,778	\$342,554	\$56,654	\$262,964		\$0	\$725,950



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2022

West Branch

10/7/2022 11:07:41 AM

### Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
GO corporate purpose bond - street improvements	\$570,000	\$90,000	\$11,938	\$45,000	\$5,969	\$480,000
GO corporate purpose bond - bridge, street and park	\$3,010,000	\$365,000	\$80,673	\$92,119	\$20,360	\$2,645,000
GO Corp Bond 2015	\$375,000	\$90,000	\$8,640	\$90,000	\$8,640	\$285,000



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2022

West Branch

10/7/2022 11:07:41 AM

### Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
FORD DUMP TRUCK W/BLADE	2004	Purchased	\$29,500	Sold
OSHKOSH P1823 PLOW TRUCK	2000	Purchased	\$146,000	No Change
INTERNATIONAL 4900 W/PLOW	1991	Purchased	\$10,550	No Change
MAXEY 83" WIDE DUMP TRAILER	2014	Purchased	\$7,350	No Change
TARCO LEAF VAC W/LEAF BOX	2014	Purchased	\$46,900	No Change
CATERPILLAR 262C2 SA SKID LOADER W.BUCKET	2012	Purchased	\$50,000	No Change
Sterling L7500	2009	Purchased	\$35,205	No Change
DODGE RAM 1500 ST	2012	Purchased	\$25,800	No Change
FORD F-550	2016	Purchased	\$71,135	No Change
DODGE RAM 1500 PICKUP	2016	Purchased	\$25,435	No Change
FORD	2017	Purchased	\$26,000	No Change
DODGE RAM 1500	2017	Purchased	\$31,100	Traded
FORD RANGER PICKUP	1997	Purchased	\$24,000	Sold
FORD F-550 SUPER DUTY	2019	Purchased	\$68,976	No Change
PELICAN SWEEPER	2013	Purchased	\$165,203	No Change
JOHN DEERE 1025R UTILITY TRACTOR	2022	Purchased	\$18,915	New
FORD F-550 4X4	2022	Purchased	\$76,168	New



Bureau of Local Systems

Ames, IA 50010

## City Street Finance Report

Fiscal Year 2022

West Branch

10/7/2022 11:07:41 AM

### Street Projects

Project Description	Contract Price	Final Price	Contractor Name
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Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2022

West Branch

10/7/2022 11:07:41 AM

### Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$0	\$269,458	\$0	\$0	\$0	\$0	\$269,458
SubTotal Expenses (-)	\$63,778	\$567,794	\$56,654	\$262,964	\$21,394		\$972,584
Subtotal Revenues (+)	\$63,778	\$342,554	\$56,654	\$262,964		\$0	\$725,950
Ending Balance	\$0	\$44,218	\$0	\$0	(\$21,394)	\$0	\$22,824

Resolution Number:

Execution Date: Monday, October 17, 2022

Signature: Heidi Van Auken



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 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> October 11, 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****10/17/2022**

AE OUTDOOR POWER	MOWER PART	60.29
AMAZON	VARIOUS ITEMS - LIBRARY	480.23
ARSL	MEMBERSHIP RENEWAL	50.00
BAKER & TAYLOR INC	BOOKS	1,003.11
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	103.33
CEDAR COUNTY RECORDER	RECORDING FEES	59.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	85.00
D & N FENCE COMPANY INC	GREENVIEW CONN FENCE DEPOSIT	2,030.00
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	637.60
EMYLEE & RYAN HARNEY	BLDG INCENTIVE PAYMENT	842.23
HI-LINE INC	SHOP SUPPLIES	121.09
IMWCA	IMWCA FY23 INSTALLMENT 4	2,035.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	806.86
IOWA DNR	2023 ANNUAL WATER USE FEE	115.00
IOWA ONE CALL	UTILITY LOCATOR SERVICE	64.80
JAYME CILEK	CLEANING SERVICES-CITY, TH, PARKS	450.00
KANOPY	ON DEMAND VIDEO SERVICE	34.00
LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	202.50
LRS HOLDINGS, LLC	TRASH & RECYCLING SEPT 2022	17,226.75
LYNCH'S EXCAVATING INC	GREENVIEW CONNECTION	1,155.15
MOORE'S WELDING INC	MOWER BLOCK REPAIR	400.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	301.44
PARKSIDE SERVICE	MOWER TIRE REPAIR	110.32
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
PREMIER PARTS TIPTON	BATTERY-PW	315.94
SHAY, ALLEN	BLDG INCENTIVE PAYMENT	894.41
SHIMMIN, NICK	CONF TRAVEL-SHIMMIN, KNOCHE	708.15
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
STEFANIE & ANTHONY ARNAMAN	BLDG INCENTIVE PAYMENT	1,290.73
SURVEYING AND MAPPING, LLC	ANNUAL GIS WEBSITE MAINTENANCE	3,600.00
THE HOME DEPOT PRO	BLDG SUPPLIES	151.15
THE NORTHWAY CORPORATION	WELL 2 ABANDONMENT	20,800.00
THOMAS MARK & JEANETTE	BLDG INCENTIVE PAYMENT	811.39
WEST BRANCH TIMES	LEGAL PUBLICATIONS & ADS	734.51

<b>TOTAL</b>		<b>57,962.50</b>
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**PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS**
**10/14/2022****46,988.83****PAID BETWEEN MEETINGS**

GLOBAL PAYMENTS	SEPTEMBER CC FEES	921.79
AMAZON.COM	AMAZON MEMBERSHIP FEE - PD	129.00

AT&T MOBILITY	WIRELESS SERVICE	364.84
BROWN'S WEST BRANCH	VEHICLE SERVICE - PD	325.16
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
WEX BANK	VEHICLE FUEL	1,403.46
VARIOUS VENDORS	UB REFUNDS	262.05
METLIFE	INSURANCE	1,493.37
SISCO	INSURANCE	12,289.59

<b>TOTAL</b>		<b>17,425.26</b>
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<b>GRAND TOTAL EXPENDITURES</b>		<b>122,376.59</b>
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**FUND TOTALS**

001 GENERAL FUND	51,538.29
022 CIVIC CENTER	81.00
031 LIBRARY	9,114.32
036 TORT LIABILITY	1,937.87
110 ROAD USE TAX	4,522.81
112 TRUST AND AGENCY	19,319.20
600 WATER FUND	31,467.63
610 SEWER FUND	4,395.47

<b>GRAND FUND TOTAL</b>	<b>122,376.59</b>
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ROADS AND STREETS	GENERAL FUND	LYNCH'S EXCAVATING INC D & N FENCE COMPANY INC	GREENVIEW CONNECTION	1,155.15
			GREENVIEW CONN FENCE DEPOS	2,030.00
			TOTAL:	3,185.15
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	202.50
			TOTAL:	202.50
PARK & RECREATION	GENERAL FUND	JAYME CILEK	CLEANING SERVICES-PARKS	283.50
			TOTAL:	283.50
CEMETERY	GENERAL FUND	PARKSIDE SERVICE  AE OUTDOOR POWER MOORE'S WELDING INC PREMIER PARTS TIPTON	MOWER TIRE REPAIR	45.32
			MOWER TIRE REPAIR	35.00
			MOWER PART	60.29
			MOWER BLOCK REPAIR	400.00
			PARTS - CEMETERY	13.39
			TOTAL:	554.00
ECONOMIC DEVELOPMENT	GENERAL FUND	THOMAS MARK & JEANETTE SHAY, ALLEN STEFANIE & ANTHONY ARNAMAN DAVID & RENEE HAUGLAND EMYLEE & RYAN HARNEY	BLDG INCENTIVE PAYMENT	811.39
			BLDG INCENTIVE PAYMENT	894.41
			BLDG INCENTIVE PAYMENT	1,290.73
			BLDG INCENTIVE PAYMENT	637.60
			BLDG INCENTIVE PAYMENT	842.23
			TOTAL:	4,476.36
CLERK & TREASURER	GENERAL FUND	JAYME CILEK	CLEANING SERVICES-CITY	85.50
			TOTAL:	85.50
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES CEDAR COUNTY RECORDER	LEGAL PUBLICATIONS	611.51
			RECORDING FEES	59.00
			TOTAL:	670.51
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING SEPT 202	17,226.75
			TOTAL:	17,226.75
TOWN HALL	CIVIC CENTER	JAYME CILEK	CLEANING SERVICES-TH	81.00
			TOTAL:	81.00
LIBRARY	LIBRARY	OVERDRIVE INC  SHIMMIN, NICK BAKER & TAYLOR INC.   PITNEY BOWES PURCHASE POWER AMAZON   THE HOME DEPOT PRO KANOPY ARSL CAPITAL ONE  LEAF CAPITAL FUNDING LLC	DIGITAL & AUDIO BOOKS	299.95
			DIGITAL & AUDIO BOOKS	1.49
			CONF TRAVEL-SHIMMIN, KNOCH	708.15
			BOOKS	442.76
			BOOKS	198.84
			BOOKS	361.51
			REPLENISH POSTAGE-LIBRARY	100.00
			VARIOUS ITEMS - LIBRARY	351.60
			VARIOUS ITEMS - LIBRARY	63.37
			VARIOUS ITEMS - LIBRARY	65.26
			BLDG SUPPLIES	151.15
			ON DEMAND VIDEO SERVICE	34.00
			MEMBERSHIP RENEWAL	50.00
			VARIOUS ITEMS - LIBRARY	3.42
			VARIOUS ITEMS - LIBRARY	59.00
			VARIOUS ITEMS - LIBRARY	40.91
			COPIER LEASE - LIBRARY	142.02
			TOTAL:	3,073.43

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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	18.00
			TOTAL:	18.00
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	TRUCK TIRE REPAIR	30.00
		CEDAR COUNTY TRANSFER STATION	TRSH DISPOSAL	85.00
		HI-LINE INC	SHOP SUPPLIES	121.09
		PREMIER PARTS TIPTON	BATTERY-PW	159.05
			PARTS-PW	143.50
			TOTAL:	538.64
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATOR SERVICE	32.40
		IOWA DEPARTMENT OF NATURAL RESOURCES	2023 ANNUAL WATER USE FEE	115.00
		STATE HYGIENIC LAB	LAB ANALYSIS	40.50
		WEST BRANCH TIMES	PW JOB AD	123.00
		IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING	806.86
		IMWCA	WORK COMP - WATER	77.21
		THE NORTHWAY CORPORATION	WELL 2 ABANDONMENT	20,800.00
		SURVEYING AND MAPPING, LLC	ANNUAL GIS WEBSITE MAINTEN	3,600.00
			TOTAL:	25,594.97
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATOR SERVICE	32.40
		IMWCA	WORK COMP - SEWER	19.92
			TOTAL:	52.32

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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===== FUND TOTALS =====		
001	GENERAL FUND	26,684.27
022	CIVIC CENTER	81.00
031	LIBRARY	3,073.43
036	TORT LIABILITY	1,937.87
110	ROAD USE TAX	538.64
600	WATER FUND	25,594.97
610	SEWER FUND	52.32
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	GRAND TOTAL:	57,962.50
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	848.28
		BROWN'S WEST BRANCH	VEHICLE SERVICE - POLICE	325.16
		AT & T MOBILITY	WIRELESS SERVICE	364.84
		AMAZON.COM.CA.,INC.	AMAZON MEMBERSHIP FEE - PO	129.00
			TOTAL:	1,667.28
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	137.87
			TOTAL:	137.87
PARK & RECREATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	94.39
			TOTAL:	94.39
ROADS & STREETS	ROAD USE TAX	WEX BANK	VEHICLE FUEL	107.64
			TOTAL:	107.64
WATER OPERATING	WATER FUND	WEX BANK	VEHICLE FUEL	107.64
			TOTAL:	107.64
SEWER OPERATING	SEWER FUND	WEX BANK	VEHICLE FUEL	107.64
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
			TOTAL:	343.64

===== FUND TOTALS =====		
001	GENERAL FUND	1,899.54
110	ROAD USE TAX	107.64
600	WATER FUND	107.64
610	SEWER FUND	343.64
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	GRAND TOTAL:	2,458.46
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b> August Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> September 29, 2022
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### SUMMARY:

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

<b>BANK TO BOOK RECONCILIATION</b>				
<b>8/31/2022</b>				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 4,273,771.75
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 30,750.60
	<b>SUB TOTAL</b>			<b>\$ 4,304,522.35</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	1/11/2024	\$ 97,262.26
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1029 (Old 1025)	8/1/2023	\$ 55,348.43
	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>\$ 270,802.21</b>
	<b>SUB TOTAL</b>			<b>\$ 4,575,324.56</b>
	O/S DEPOSITS			\$ 668.92
LESS:	O/S CREDIT CARD			\$ 109.43
LESS:	O/S CHECKS			\$ 5,537.65
	<b>ENDING BOOK BALANCE</b>			<b>\$ 4,570,346.40</b>
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00



**CLERK'S REPORT FOR THE MONTH OF AUGUST 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	\$ 742,357.86	\$ 5.00	\$ 742,362.86	\$ 54,261.39		\$ 183,181.00		\$ 1,261.91	\$ 614,705.16
** FIRE APPARATUS RESERVE	\$ 573,415.80	\$ -	\$ 573,415.80						\$ 573,415.80
POLICE APPARATUS RESERVE	\$ 109,530.35	\$ -	\$ 109,530.35						\$ 109,530.35
PARK & RECREATION RESERVE	\$ 17,340.39	\$ -	\$ 17,340.39						\$ 17,340.39
PUBLIC WORKS RESERVE	\$ 11,030.00	\$ -	\$ 11,030.00						\$ 11,030.00
CEMETERY BLDG/EQUIP INVESTMENT	\$ -	\$ -	\$ -						\$ -
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,008.59	\$ 7,008.59						\$ 7,008.59
PARK EQUIPMENT/RESERVE	\$ 8,000.00	\$ -	\$ 8,000.00						\$ 8,000.00
(022) CIVIC CENTER	\$ 34,849.74	\$ -	\$ 34,849.74	\$ 425.38		\$ 1,083.56			\$ 34,191.56
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (11,729.87)	\$ 91,358.41	\$ 79,628.54	\$ 260.89		\$ 24,325.74			\$ 55,563.69
(036) TORT LIABILITY	\$ 15,533.54	\$ -	\$ 15,533.54	\$ 1.31		\$ 45,996.68			\$ (30,461.83)
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 56,531.91	\$ -	\$ 56,531.91	\$ 25,598.14		\$ 52,737.68		\$ 428.25	\$ 29,820.62
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 231,326.23	\$ -	\$ 231,326.23	\$ 2,408.12		\$ 11,859.17			\$ 221,875.18
(119) EMERGENCY TAX FUND	\$ 3,262.32	\$ -	\$ 3,262.32	\$ 0.75					\$ 3,263.07
(121) LOCAL OPTION SALES TAX	\$ 299,543.28	\$ -	\$ 299,543.28	\$ 21,601.78					\$ 321,145.06
(125) TIF	\$ 51,510.35	\$ -	\$ 51,510.35	\$ 25.97					\$ 51,536.32
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 270,187.58	\$ -	\$ 270,187.58	\$ 140.77					\$ 270,328.35
<b>CAPITAL PROJECTS</b>									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 63,310.39	\$ -	\$ 63,310.39	\$ 1.09					\$ 63,311.48
(302) ARPA NEU FUND	\$ 186,305.60	\$ -	\$ 186,305.60	\$ 186,305.59					\$ 372,611.19
(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	\$ 84,312.20	\$ -	\$ 84,312.20			\$ 18,529.05			\$ 65,783.15
(322) SPLASH PAD	\$ -	\$ -	\$ -						\$ -
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ (152,858.55)	\$ -	\$ (152,858.55)			\$ 13,380.13			\$ (166,238.68)
(326) ROUNDABOUT MAIN & CEDAR	\$ (21,393.55)	\$ -	\$ (21,393.55)			\$ 995.00			\$ (22,388.55)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 30,210.60	\$ 97,262.26	\$ 127,472.86	\$ 600.00					\$ 128,072.86
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,169.10	\$ 51,169.10						\$ 51,169.10
(502) KROUTH INTEREST FUND	\$ (0.00)	\$ 23,983.81	\$ 23,983.81						\$ 23,983.81
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 210,374.03	\$ -	\$ 210,374.03	\$ 57,605.76		\$ 38,220.70	\$ 5,079.17	\$ 491.26	\$ 225,171.18
(603) WATER SINKING FUND	\$ 10,184.59	\$ -	\$ 10,184.59	\$ -	\$ 5,079.17				\$ 15,263.76
(610) SEWER FUND	\$ 540,907.44	\$ -	\$ 540,907.44	\$ 81,682.26		\$ 23,213.71	\$ 38,635.32	\$ 271.11	\$ 561,011.78
(611) SEWER FUND SPECIAL	\$ 497,741.33	\$ -	\$ 497,741.33	\$ -	\$ 38,635.32				\$ 536,376.65
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 140,273.39	\$ -	\$ 140,273.39	\$ 5,641.49		\$ 8,640.00			\$ 137,274.88
(950) BC/BS FLEXIBLE BENEFIT	\$ (6,391.29)	\$ -	\$ (6,391.29)			\$ 367.00			\$ (6,758.29)
<b>TOTAL</b>	<b>\$ 4,283,075.43</b>	<b>\$ 270,787.17</b>	<b>\$ 4,553,862.60</b>	<b>\$ 436,560.69</b>	<b>\$ 43,714.49</b>	<b>\$ 422,529.42</b>	<b>\$ 43,714.49</b>	<b>\$ 2,452.53</b>	<b>\$ 4,570,346.40</b>
O/S CHECKS			\$45,810.71						\$5,537.65
O/S DEPOSIT			\$629.02						\$668.92
O/S CREDIT CARD									\$109.43
<b>BANK STATEMENT BALANCE</b>			<b>\$4,599,673.31</b>						<b>\$4,575,324.56</b>

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

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,468,687.99	54,261.39	183,181.00	1,339,768.38	0.00	1,261.91	1,341,030.29
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	34,849.74	425.38	1,083.56	34,191.56	0.00	0.00	34,191.56
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	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	79,628.54	260.89	24,325.74	55,563.69	0.00	0.00	55,563.69
036-TORT LIABILITY	15,533.54	1.31	45,996.68	( 30,461.83)	0.00	0.00	( 30,461.83)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	56,531.91	25,598.14	52,737.68	29,392.37	0.00	428.25	29,820.62
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	231,326.23	2,408.12	11,859.17	221,875.18	0.00	0.00	221,875.18
119-EMERGENCY TAX FUND	3,262.32	0.75	0.00	3,263.07	0.00	0.00	3,263.07
121-OPTION TAX	299,543.28	21,601.78	0.00	321,145.06	0.00	0.00	321,145.06
125-T I F	51,510.35	25.97	0.00	51,536.32	0.00	0.00	51,536.32
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	270,187.58	140.77	0.00	270,328.35	0.00	0.00	270,328.35
300-CAPITAL IMPROV. RESERVE	63,310.39	1.09	0.00	63,311.48	0.00	0.00	63,311.48
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	186,305.59	0.00	372,611.19	0.00	0.00	372,611.19
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	84,312.20	0.00	18,529.05	65,783.15	0.00	0.00	65,783.15
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	( 152,858.55)	0.00	13,380.13	( 166,238.68)	0.00	0.00	( 166,238.68)
326-ROUNDABOUT MAIN & CEDAR-J	( 21,393.55)	0.00	995.00	( 22,388.55)	0.00	0.00	( 22,388.55)
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	127,472.86	600.00	0.00	128,072.86	0.00	0.00	128,072.86

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

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
501-KROUTH PRINCIPAL FUND	51,169.10	0.00	0.00	51,169.10	0.00	0.00	51,169.10
502-KROUTH INTEREST FUND	23,983.81	0.00	0.00	23,983.81	0.00	0.00	23,983.81
600-WATER FUND	210,374.03	57,605.76	43,299.87	224,679.92	0.00	491.26	225,171.18
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	10,184.59	5,079.17	0.00	15,263.76	0.00	0.00	15,263.76
610-SEWER FUND	540,907.44	81,682.26	61,849.03	560,740.67	0.00	271.11	561,011.78
611-SEWER FUND SPECIAL	497,741.33	38,635.32	0.00	536,376.65	0.00	0.00	536,376.65
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	140,273.39	5,641.49	8,640.00	137,274.88	0.00	0.00	137,274.88
950-BC/BS FLEXIBLE BENEFIT	( 6,391.29)	0.00	367.00	( 6,758.29)	0.00	0.00	( 6,758.29)
GRAND TOTAL	4,553,862.60	480,275.18	466,243.91	4,567,893.87	0.00	2,452.53	4,570,346.40

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

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

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	2,389,263.81	99,127.72	1,148,623.15	1,339,768.38	0.00	1,261.91	1,341,030.29
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	36,168.07	629.92	2,606.43	34,191.56	0.00	0.00	34,191.56
026-SIGNS-ACCIONA DONATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
027-MEMORIAL GARDEN PROJECT	414.00	0.00	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	97,660.23	522.49	42,619.03	55,563.69	0.00	0.00	55,563.69
036-TORT LIABILITY	15,143.11	391.74	45,996.68	( 30,461.83)	0.00	0.00	( 30,461.83)
050-HOME TOWN DAYS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-ROAD USE TAX	44,218.90	52,147.52	66,974.05	29,392.37	0.00	428.25	29,820.62
111-POLICE RECOVERY ACT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-TRUST AND AGENCY	252,569.07	2,682.68	33,376.57	221,875.18	0.00	0.00	221,875.18
119-EMERGENCY TAX FUND	3,182.77	80.30	0.00	3,263.07	0.00	0.00	3,263.07
121-OPTION TAX	274,943.44	46,201.62	0.00	321,145.06	0.00	0.00	321,145.06
125-T I F	51,273.32	263.00	0.00	51,536.32	0.00	0.00	51,536.32
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	269,477.96	850.39	0.00	270,328.35	0.00	0.00	270,328.35
300-CAPITAL IMPROV. RESERVE	63,193.27	118.21	0.00	63,311.48	0.00	0.00	63,311.48
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	186,305.59	0.00	372,611.19	0.00	0.00	372,611.19
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	94,080.20	0.00	28,297.05	65,783.15	0.00	0.00	65,783.15
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	( 152,858.55)	0.00	13,380.13	( 166,238.68)	0.00	0.00	( 166,238.68)
326-ROUNDAABOUT MAIN & CEDAR-J	( 21,393.55)	0.00	995.00	( 22,388.55)	0.00	0.00	( 22,388.55)
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	127,472.86	600.00	0.00	128,072.86	0.00	0.00	128,072.86

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

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
501-KROUTH PRINCIPAL FUND	51,169.10	0.00	0.00	51,169.10	0.00	0.00	51,169.10
502-KROUTH INTEREST FUND	23,983.81	0.00	0.00	23,983.81	0.00	0.00	23,983.81
600-WATER FUND	196,476.68	113,995.76	85,792.52	224,679.92	0.00	491.26	225,171.18
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	5,105.42	10,158.34	0.00	15,263.76	0.00	0.00	15,263.76
610-SEWER FUND	513,988.98	162,193.88	115,442.19	560,740.67	0.00	271.11	561,011.78
611-SEWER FUND SPECIAL	459,860.14	76,516.51	0.00	536,376.65	0.00	0.00	536,376.65
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	134,916.82	10,998.06	8,640.00	137,274.88	0.00	0.00	137,274.88
950-BC/BS FLEXIBLE BENEFIT	( 6,075.28)	0.00	683.01	( 6,758.29)	0.00	0.00	( 6,758.29)
GRAND TOTAL	5,397,535.95	763,783.73	1,593,425.81	4,567,893.87	0.00	2,452.53	4,570,346.40

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

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

16.67%

<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	\$ 409,802.00	\$ 63,440.03	\$ 90,956.60	\$ 318,845.40	22.20%
TORT LIABILITY	\$ 13,326.00	\$ 10,591.88	\$ 10,591.88	\$ 2,734.12	79.48%
TRUST & AGENCY	\$ 118,349.00	\$ 3,081.25	\$ 8,453.67	\$ 109,895.33	7.14%
FIRE DEPARTMENT					
GENERAL FUND	\$ 293,500.00	\$ 6,351.12	\$ 828,803.84	\$ (535,303.84)	282.39%
TORT LIABILITY	\$ 29,216.00	\$ 6,678.19	\$ 6,678.19	\$ 22,537.81	22.86%
TRUST & AGENCY	\$ 12,950.00	\$ (544.42)	\$ 989.45	\$ 11,960.55	7.64%
ANIMAL CONTROL	\$ 3,000.00	\$ -	\$ 32.50	\$ 2,967.50	1.08%
BUILDING INSPECTIONS	\$ 21,077.00	\$ 2,964.97	\$ 6,376.15	\$ 14,700.85	30.25%
TORT LIABILITY	\$ 190.00	\$ 78.00	\$ 78.00	\$ 112.00	41.05%
TRUST & AGENCY	\$ 2,400.00	\$ 519.30	\$ 1,300.85	\$ 1,099.15	54.20%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 903,810.00</b>	<b>\$ 93,160.32</b>	<b>\$ 954,261.13</b>	<b>\$ (50,451.13)</b>	<b>105.58%</b>
<b>PUBLIC WORKS</b>					
ROADS & STREETS					
GENERAL FUND	\$ 51,508.00	\$ 4,555.82	\$ 22,846.70	\$ 28,661.30	44.36%
TORT LIABILITY	\$ 15,002.00	\$ 11,903.00	\$ 11,903.00	\$ 3,099.00	79.34%
ROAD USE TAX FUND	\$ 317,355.00	\$ 52,737.68	\$ 66,974.05	\$ 250,380.95	21.10%
TRUST & AGENCY	\$ 55,371.00	\$ 2,104.97	\$ 5,820.33	\$ 49,550.67	10.51%
STREET LIGHTING - GENERAL FUND	\$ 45,477.00	\$ 3,088.97	\$ 6,102.13	\$ 39,374.87	13.42%
SOLID WASTE - GENERAL FUND	\$ 212,447.00	\$ 16,976.49	\$ 49,323.31	\$ 163,123.69	23.22%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 697,160.00</b>	<b>\$ 91,366.93</b>	<b>\$ 162,969.52</b>	<b>\$ 534,190.48</b>	<b>23.38%</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	\$ 226,587.00	\$ 24,325.74	\$ 42,619.03	\$ 183,967.97	18.81%
TORT LIABILITY	\$ 4,885.00	\$ 4,696.96	\$ 4,696.96	\$ 188.04	96.15%
TRUST & AGENCY	\$ 56,035.00	\$ 2,234.93	\$ 5,338.28	\$ 50,696.72	9.53%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 223,546.00	\$ 21,095.04	\$ 42,781.44	\$ 180,764.56	19.14%
TORT LIABILITY	\$ 6,585.00	\$ 4,960.88	\$ 4,960.88	\$ 1,624.12	75.34%
TRUST & AGENCY	\$ 38,361.00	\$ 2,128.46	\$ 5,711.99	\$ 32,649.01	14.89%
CEMETERY					



FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 61,028.00	\$ 4,318.93	\$ 16,685.13	\$ 44,342.87	27.34%
TORT LIABILITY	\$ 2,228.00	\$ 1,652.50	\$ 1,652.50	\$ 575.50	74.17%
TRUST & AGENCY	\$ 10,891.00	\$ 489.95	\$ 1,335.10	\$ 9,555.90	12.26%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,975.00	\$ 1,083.56	\$ 2,606.43	\$ 17,368.57	13.05%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 62,225.00	\$ 38,164.86	\$ 38,186.80	\$ 24,038.20	61.37%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 19,244.00	\$ 1,521.60	\$ 3,025.88	\$ 16,218.12	15.72%
TRUST & AGENCY	\$ -	\$ 182.27	\$ 343.19	\$ (343.19)	#DIV/0!
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 731,590.00</b>	<b>\$ 106,855.68</b>	<b>\$ 169,943.61</b>	<b>\$ 561,646.39</b>	<b>23.23%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 67,159.00	\$ 6,409.00	\$ 8,909.00	\$ 58,250.00	13.27%
PLANNING & ZONING	\$ 29,383.00	\$ -	\$ 32.50	\$ 29,350.50	0.11%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 77,268.00	\$ -	\$ -	\$ 77,268.00	0.00%
<b>TOTAL COMMUNITY &amp; E.D.</b>	<b>\$ 173,810.00</b>	<b>\$ 6,409.00</b>	<b>\$ 8,941.50</b>	<b>\$ 164,868.50</b>	<b>5.14%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 17,800.00	\$ 655.19	\$ 1,090.38	\$ 16,709.62	6.13%
TRUST & AGENCY	\$ 2,228.00	\$ 47.39	\$ 94.78	\$ 2,133.22	4.25%
CLERK & TREASURER					
GENERAL FUND	\$ 155,820.00	\$ 11,625.79	\$ 29,209.52	\$ 126,610.48	18.75%
TORT LIABILITY	\$ 6,066.00	\$ 5,435.27	\$ 5,435.27	\$ 630.73	89.60%
TRUST & AGENCY	\$ 36,715.00	\$ 1,285.01	\$ 3,658.87	\$ 33,056.13	9.97%
LEGAL SERVICES	\$ 27,000.00	\$ 2,013.19	\$ 4,261.27	\$ 22,738.73	15.78%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 245,629.00</b>	<b>\$ 21,061.84</b>	<b>\$ 43,750.09</b>	<b>\$ 201,878.91</b>	<b>17.81%</b>
<b>GO DEBT SERVICE</b>	<b>\$ 1,439,005.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,439,005.00</b>	<b>0.00%</b>
<b>CAPITAL PROJECTS</b>					
ARPA FUNDED PROJECT	\$ 371,367.00	\$ -	\$ -	\$ 371,367.00	0.00%
EASTSIDE WATER MAINS	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	
DOWNTOWN EAST REDEVELOPMENT	\$ 160,000.00	\$ -	\$ -	\$ 160,000.00	0.00%
RELOCATING WATER & SEWER LINES	\$ 658,100.00	\$ -	\$ -	\$ 658,100.00	0.00%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 18,529.05	\$ 28,297.05	\$ 971,702.95	2.83%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 13,380.13	\$ 13,380.13	\$ 6,986,619.87	0.19%
ROUNDBOUT MAIN & CEDAR	\$ 1,000,000.00	\$ 995.00	\$ 995.00	\$ 999,005.00	0.10%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 11,189,467.00</b>	<b>\$ 32,904.18</b>	<b>\$ 42,672.18</b>	<b>\$ 11,146,794.82</b>	<b>0.38%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 412,791.00	\$ 38,427.20	\$ 75,840.68	\$ 336,950.32	18.37%
WATER SINKING FUND	\$ 61,538.00	\$ -	\$ -	\$ 61,538.00	0.00%
SEWER FUND	\$ 312,772.00	\$ 23,337.27	\$ 39,049.24	\$ 273,722.76	12.48%
STORM WATER UTILITY	\$ 50,960.00	\$ 8,640.00	\$ 8,640.00	\$ 42,320.00	16.95%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 838,061.00</b>	<b>\$ 70,404.47</b>	<b>\$ 123,529.92</b>	<b>\$ 714,531.08</b>	<b>14.74%</b>
<b>NON-DEPARTMENTAL TRANSFERS</b>					
GENERAL FUND	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.00%
ROAD USE TAX	\$ -	\$ -	\$ -	\$ -	#DIV/0!
EMERGENCY TAX FUND	\$ 40,986.00	\$ -	\$ -	\$ 40,986.00	0.00%
LOCAL OPTION SALES TAX	\$ 287,310.00	\$ -	\$ -	\$ 287,310.00	0.00%
TIF	\$ 459,642.00	\$ -	\$ -	\$ 459,642.00	0.00%
WATER FUND	\$ 122,888.00	\$ 5,079.17	\$ 10,158.34	\$ 112,729.66	8.27%
SEWER FUND	\$ 335,995.00	\$ 38,635.32	\$ 76,516.51	\$ 259,478.49	22.77%
SEWER FUND SPECIAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
STORM WATER UTILITY	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
BC/BS FLEXIBLE BENEFIT	\$ -	\$ 367.00	\$ 683.01	\$ (683.01)	#DIV/0!
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,386,821.00</b>	<b>\$ 44,081.49</b>	<b>\$ 87,357.86</b>	<b>\$ 1,299,463.14</b>	<b>6.30%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 17,605,353.00</b>	<b>\$ 466,243.91</b>	<b>\$ 1,593,425.81</b>	<b>\$ 16,011,927.19</b>	



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

001-GENERAL FUND

16.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,386,821.00	44,081.49	87,357.86	6.30	1,299,463.14
TOTAL PUBLIC SAFETY	903,810.00	93,160.32	954,261.13	105.58 (	50,451.13)
TOTAL PUBLIC WORKS	697,160.00	91,366.93	162,969.52	23.38	534,190.48
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	731,590.00	106,855.68	169,943.61	23.23	561,646.39
TOTAL COMMUNITY & ECON DEVELOP	173,810.00	6,409.00	8,941.50	5.14	164,868.50
TOTAL GENERAL GOVERNMENT	245,629.00	21,061.84	43,750.09	17.81	201,878.91
TOTAL DEBT SERVICE	1,439,005.00	0.00	0.00	0.00	1,439,005.00
TOTAL CAPITAL PROJECTS	11,189,467.00	32,904.18	42,672.18	0.38	11,146,794.82
TOTAL BUSINESS TYPE/ENTERPRISE	<u>838,061.00</u>	<u>70,404.47</u>	<u>123,529.92</u>	<u>14.74</u>	<u>714,531.08</u>
TOTAL EXPENDITURES	<u>17,605,353.00</u>	<u>466,243.91</u>	<u>1,593,425.81</u>	<u>9.05</u>	<u>16,011,927.19</u>



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b> Sherriff Warren Wethington Coverage Proposal
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> October 11, 2022
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### BACKGROUND:

CA Kofoed and Chief Hanna continue to research best possible options to retain our current WBPD officers as nation and statewide show a decrease in officer job applications.

### SHERRIFF WETHINGTON EMAIL

“I know we talked about my office contracting West Branch at a rate of \$148,000.00. However, I don’t believe I have sufficient staff to provide a quality service. In talking with Kevin and my staff we feel we would like to help West Branch through these difficult times.

Cedar County charges \$58 per capita for the contract towns. This would cost West Branch \$147,726.00 with your population of 2547. My proposal would be to cut that cost in half. And charge West Branch monthly until your 4<sup>th</sup> officer is trained. This would be a cost of \$6155 per month. For that charge the Cedar County Sheriff’s office would cover your on-call time. We would take any calls from West Branch with the exception of City Code. Any incident requiring follow investigation would be turned over to the WBPD. Also understand that if my deputies are busy in the county your staff may still need called out. When your 4<sup>th</sup> officer is trained and ready to be scheduled we would end the contract.

It is my opinion West Branch has grown to the point of needing 6 full time officers. It is very important officers have quality time off. West Branch is a very active community with close proximity to Iowa city and Coralville. I80 running through your city generates a great number of calls also. I’m sure you would agree West Branch needs someone on duty 24/7. I will plan on attending the October 17th meeting unless.”



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b> Second Reading Ordinance 797 - Request for rezoning 154 Ohrt Street from R-1 to R-2.
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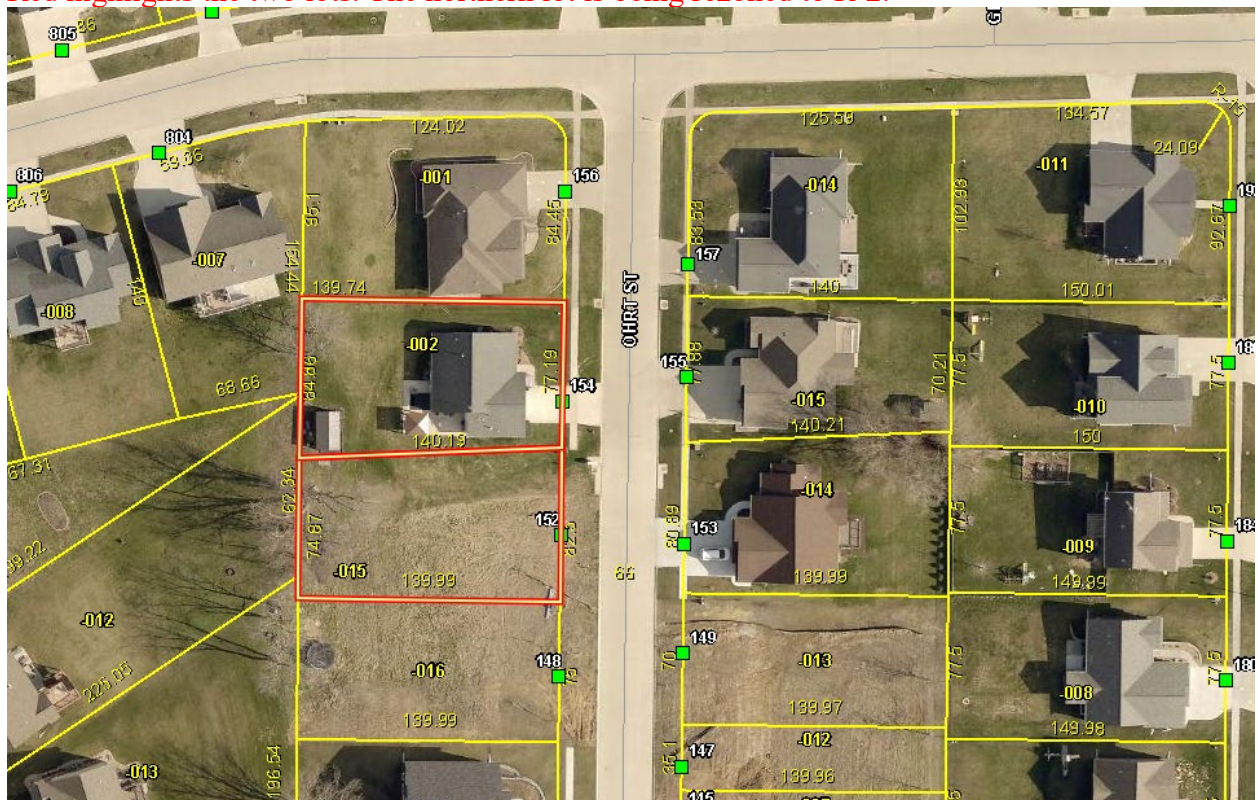
<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 29, 2022
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### BACKGROUND:

Brad and Dawn Bower are requesting to rezone their property from R-1 to R-2. The request is required as the adjoining vacant lot (Bower's own) is zoned R-2. They are wishing to join the two lots for future building expansion and a possible accessory dwelling unit, if council adopts an ADU zoning ordinance.

Red highlights the two lots. The northern lot is being rezoned to R-2.



### RECOMMENDATION

Approval for hearing as lots north are R-1 and lots south are R-2. Staff has no initial concerns with the request.

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277  
Return to: City of West Branch, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358 (319)643-5888

## ORDINANCE NO. 797

### **AN ORDINANCE RE-ZONING THAT CERTAIN PARCEL OF REAL PROPERTY LOCATED AT 154 OHRT STREET FROM R-1 RESIDENCE DISTRICT TO R-2 RESIDENCE DISTRICT.**

WHEREAS, the owner of 154 Ohrt Street has petitioned the City of West Branch for a zoning district amendment for properties located in the Pederson Valley subdivision, said parcel being legally described as:

*Lot 54, Pedersen Valley, Part Four, West Branch, Cedar County, Iowa (the "Parcel").*

WHEREAS, the owner has requested that the Parcel be rezoned to be located in an R-2 Residence Business District, in place of an R-1 Residence District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

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

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a R-2 Residence District in place of R-1 Residence District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

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

Read First Time:     October 3, 2022  
Read Second Time:   October 17, 2022  
Read Third Time:

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

**MEETING DATE:** October 17, 2022

**AGENDA ITEM:** Second Reading Ordinance 798 - Request for rezoning 222 N. 4<sup>th</sup> Street from R-3 to PUD and a triangle parcel along the east side of Wapsi Creek owned by the City of West Branch from P-1 to PUD

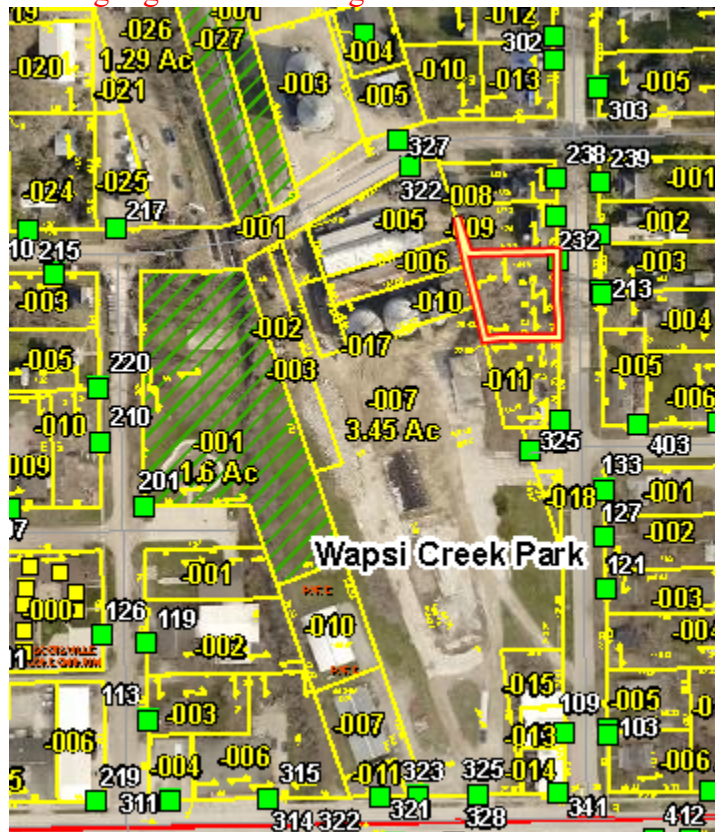
**PREPARED BY:** Adam Kofoed, City Administrator

**DATE:** August 29, 2021

### BACKGROUND:

Blaine Thomas from BBCO is looking to rezone the Clark property from R-3 to PUD. The Clark property was never rezoned as staff/mayor didn't know what properties would get purchased.

Red highlights the lot being rezoned to PUD.



### RECOMMENDATION

Approval for hearing as lots north are all zoned PUD. Staff has received written approval from the owners as BBCO LLC does not officially own them yet.

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277  
Return to: City of West Branch, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358 (319)643-5888

## ORDINANCE NO. 798

### **AN ORDINANCE RE-ZONING THAT CERTAIN PARCELS OF REAL PROPERTY LOCATED NORTH OF E. MAIN STREET AND WEST OF N. 4<sup>TH</sup> STREET FROM R-3 RESIDENCE DISTRICT TO PLANNED UNIT DEVELOPMENT DISTRICT.**

WHEREAS, BBCO, LLC, has petitioned the City of West Branch for a zoning district amendment for properties located north of E. Main Street and west of N. 4<sup>th</sup> Street, said parcel being legally described as:

All that portion of former Depot Street as shown in the 1901 Replat of West Branch, Iowa, as shown in Book S, pages 351-353, Recorder's Office, Cedar County, Iowa, and more particularly described as follows: Beginning at the NW corner of Lot Five (5), Block Thirteen (13) in the Town of West Branch, Cedar County, Iowa; thence westerly 20.48 feet along the northerly line of said Lot Five (5) produced westerly to a point; thence northerly along a straight line to the NW corner of Lot Ten (1), said Block Thirteen (13), thence southeasterly along the westerly line of said Block Thirteen (13) to a point of beginning; and also

Lots Six (6), Seven (7) and Eight (8) in Block Thirteen (13) in the Original Town of Cameron, now West Branch, Cedar County, Iowa; also beginning at the NE corner of Lot Seven (7) of Block Thirteen (13) of the plat of the Original Town of Cameron as recorded in Book E at pages 436-438 of the Town Lot Deed Records of Cedar County, Iowa; thence north to the SE corner of Lot Eight (8) in said Block Thirteen (13); thence west along the south line of said Lot Eight (8) to the SW corner of Lot Eight (8); thence south to the NW corner of Lot Seven (7) of said Block Thirteen (13); thence east along the north line of Lot Seven (7) to the place of beginning; and also

Beginning at the NW corner of Lot 5 in Block 13, 1901 Replat of West Branch, Cedar County, Iowa, as shown in Book S, pages 351-353, Recorder's Office of Cedar County, Iowa; thence northerly to the SW corner of Lot 6 in Block 13; thence westerly along the southerly border of said Lot 6 to the SW corner thereof; thence southeasterly along the northern lot line of said Lot 5 to the point of beginning; and also

Lot 9, Block 13 in the Original Town of Cameron, now West Branch, Cedar County, Iowa; and also

That portion of Wapsi Creek Park shown on that certain preliminary plat of Heritage Hill Subdivision, West Branch, Iowa. (*the "Parcel"*).

WHEREAS, the owner has requested that the Parcel be rezoned to be located in a Planned Unit Development District, in place of an R-3 Residence District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and



WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

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

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a Planned Unit Development District in place of R-3 Residence District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

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

Read First Time:      October 3, 2022

Read Second Time:    October 17, 2022

Read Third Time:

---

Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b> Second Reading Ordinance 799 - Amending the Historic Preservation Commission Ordinance – Chapter 25 of the West Branch Code of Ordinances
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> August 29, 2022
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### BACKGROUND:

In January 2022, the city and its contractor completed a process known as “recodification” which adopts all amendments to the West Branch Code of Ordinances. Re-codifying makes it easier for the public and city officials to read through the city’s laws which are ever changing.

Somewhere in the process, the Historic Preservation chapter omitted our Historic Preservation District section. This finding kick-started improvements to the historic preservation chapter.

### SUMMARY OF CHANGES

1. Re-establishes the hold historic preservation district.
2. Re-establishes nonvoting advisory members from the NPS, Hoover Foundation, and Presidential Museum.
3. Establishes an Underground Railroad Historic District to preserve James Townsend’s Traveler’s Rest.
4. Establishes administrative review rights for historic signage. Authority given to City Administrator and Chairperson of Historic Preservation Commission. If a disagreement occurs or they deem the signs to be controversial, commission will vote on signage at the next scheduled quarterly meeting.

## **ORDINANCE NO. 799**

### **AN ORDINANCE ESTABLISHING A HISTORIC PRESERVATION COMMISSION FOR THE CITY OF WEST BRANCH, IOWA; PROVIDING FOR THE RECOGNITION AND PROMOTION OF HISTORIC SITES AND DEFINING POWERS AND DUTIES OF THE COMMISSION.**

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

Section 1. Amendment. The Code of Ordinances of the City of West Branch, Iowa, is hereby amended by adding and incorporating Chapter 25 entitled "Historic Preservation," which reads as follows:

#### **"25.01. PURPOSE AND INTENT.**

The purpose of this ordinance is to:

- a. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance;
- b. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance;
- c. Stabilize and improve property values;
- d. Foster pride in the legacy of beauty and achievements of the past;
- e. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
- f. Strengthen the economy of the City;
- g. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

#### **25.02. DEFINITIONS.**

- a. Commission. The City of West Branch Historic Preservation Commission, as established by this ordinance.
- b. Historic District. An area which contains a significant portion of sites including archaeological sites, buildings, structures, objects and/or other improvements which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and
  1. embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or
  2. that represents a significant and distinguishable entity whose components may lack individual distinction; or

3. is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
4. possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area.
5. is associated with the lives of persons significant in our past; or
6. has yielded, or may be likely to yield, information important in prehistory or history.

c. Historic Landmark. A site including archaeological sites, object, structure or building which,

1. is associated with events that have made a significant contribution to the broad patterns of our history; or
2. is associated with the lives of persons significant in our past; or
3. embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
4. has yielded, or may be likely to yield, information important in prehistory or history.

d. Districts

1. “West Branch Historic District” consists of any building in West Branch that is listed on the National Register of Historic Places. All of the terms of this chapter apply to property located within the West Branch Historic District. (See Map included in the Appendix to this Code of Ordinances.)

2. “West Branch Preservation District” consists of all of those properties located within the West Branch Historic District, together with all of those properties in the West Branch Preservation District, as shown on the map included in the Appendix to this Code of Ordinances. The provisions of this chapter relating to signs apply to property located within the West Branch Preservation District. Any properties adjacent to a district, may be included in the West Branch Preservation District upon application of the property owner to the City Office. (See form of application in the Appendix to this Code of Ordinances.)

3. “West Branch Underground Railroad Preservation District” consist of any building or site in West Branch known to be affiliated with the underground railroad; or is a nearby property or site affiliated with the West Branch Underground Railroad. (See Map included in the Appendix to this Code of Ordinances.)

## **25.03. WEST BRANCH HISTORIC PRESERVATION COMMISSION.**

- a. The Commission shall initially consist of (not less than three, 3) members who shall be residents of the City.

- b. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
- c. The original appointment of the members of the Commission shall be, three for two years, and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for a term of three years.
- d. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
- e. Members may serve for more than one term and each member shall serve until the appointment of a successor.
- f. Vacancies shall be filled by the City according to the original selection as aforesaid.
- g. Members shall serve without compensation.
- h. A simple majority of the commission shall constitute a quorum for the transaction of business.
- i. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the commission's proceedings.
- j. The Commission shall meet at least three (3) times a year.

Because the West Branch Historic Preservation Commission has a strong interest in liaison with organizations that have a special affinity with local history, the Commission may recommend to the Mayor and Council that up to three Ex. Officio (non-voting) honorary members be appointed to the Commission by the Mayor with the advice and consent of the City Council. These Ex. Officio (non-voting) honorary members may be representatives of the Herbert Hoover National Historic Site, the Herbert Hoover Presidential Library-Museum and the Hoover Presidential Foundation.

#### **25.04. POWERS OF THE COMMISSION.**

- a. The Commission may conduct studies for the identification and designation of historic districts and landmarks meeting the definitions established by this ordinance. The commission may proceed at its own initiative or upon a petition from any person, group, or association. The Commission shall maintain records of all studies and inventories for public use.
- b. The Commission may make a recommendation to the State Historic Preservation Office for the listing of a historic district or landmark in the National Register of Historic Places and may conduct a public hearing thereon.
- c. The Commission may investigate and recommend to the City Council the adoption of ordinances designating historic landmarks and historic districts if they qualify as defined herein; and
- d. Provide information for the purpose of historic preservation to the governing body.

- e. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.
- f. Other Powers. In addition to those duties and powers specified above, the Commission may, with City Council approval:
  - i. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation.
  - ii. Acquire by purchase, bequest, or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties.
  - iii. Preserve, restore, maintain and operate historic properties, under the ownership or control of the Commission.
  - iv. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.
  - v. Contract, with the approval of the governing body, with the state or the federal government or other organizations. Cooperate with the federal, state and local governments in the pursuance of the objectives of historic preservation.

**25.05. PERMIT REQUIRED.** It is unlawful for any person to begin new construction or to make any external alteration or repairs, including signs, in any manner whatsoever to any building within the confines of the Historic District, or to install or change a sign within the Preservation District, without first obtaining a permit as provided herein. Permits may be found and turned in at the City Office.

**25.06. APPLICATION.** Applicants for permit under this chapter must file with the City Administrator an application in writing on a form furnished for such purpose, which shall give the following information:

1. Name of applicant and property owner.
2. Permanent address of applicant and full address of property owner.
3. A detailed description of the nature of the proposed construction, external alteration and/or repair to the building.
4. A drawing or sketch of proposed construction or external alteration.
5. The intended start and finish dates for alteration and/or repair.

*(See the Appendix to this Code of Ordinances for Permit Application Form.)*

**25.07. ADMINISTRATIVE REVIEW AUTHORITY.** The City Administrator or designee and the Historic Preservation Commission Chair, will have authoritative review rights on window decals that meet design standards. The Historic Preservation Commission will be the appeal board on window decal administrative review.

#### **25.08. INVESTIGATION AND ISSUANCE.**

1. Upon receipt of application for permit under this chapter by the City Administrator or designated alternate, the application shall be checked for compliance with the City of West Branch Building Codes within five (5) days. It shall also be referred upon receipt to the Chairperson of the West Branch Preservation Commission.
2. Applications for construction, alterations and/or repairs not in compliance with City of West Branch Building Codes will be returned to the applicant with a complete explanation of changes necessary for compliance.
3. Upon receipt of application, the Chairperson of the West Branch Preservation Commission shall call a meeting of said Commission. The Commission shall approve or disapprove the application by majority vote based on the *Basic Standards for the Restoration and Rehabilitation of Historic Structures, Standards for Signage Design and Display, Checklist and Example of Prohibited Signs*. (See Appendix to this Code of Ordinances.) The application and a report of Commission action shall be returned to the Mayor within ten (10) calendar days from date of receipt.
4. Upon receipt of the application and report from the West Branch Preservation Commission, the City Administrator or designated agent will issue a permit to authorize construction, alterations and repairs receiving approval of the Commission. The permit shall be issued within twelve (12) calendar days from the date of the application. The permit fee shall be \$10.00.
5. Upon receipt of an unfavorable report from the West Branch Preservation Commission, the City Administrator or his or her assigned agent will notify applicant of the rejection and the reason therefor. The applicant will also be informed in the same notification that the rejection can be appealed through the Council at the following regular meeting, or that a revised application may be submitted to the Commission for review.
6. The Council shall serve as an arbitrator on all appeals. The Council shall decide within 30 days of an appeal. An appeal of the decision of Council, if any, must be made with the Clerk of District Court within 60 days of the decision of Council.

**25.09. VIOLATION.** Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor; if such violation continues, each day's violation shall be considered a separate offense.

**25.10. NONCONFORMING SIGNS.** All signs installed or displayed on September 9, 1991, are allowed to remain. All signs installed or displayed subsequent to September 9, 1991, and all future signs, including replacements or modifications, must fully comply with this chapter. Variances may be granted upon showing of undue hardship. Before any variance is granted the following conditions must be shown to be present: the sign must be located outside a building and must display a trademark or symbol recognized State-wide or nationally.

#### **25.11. AMENDATORY PROVISIONS.**

The City may amend this ordinance to meet any unforeseen circumstances which may affect the duties and responsibilities of the Commission."

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

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

First Reading:           October 3, 2022  
Second Reading:       October 17, 2022  
Third Reading:

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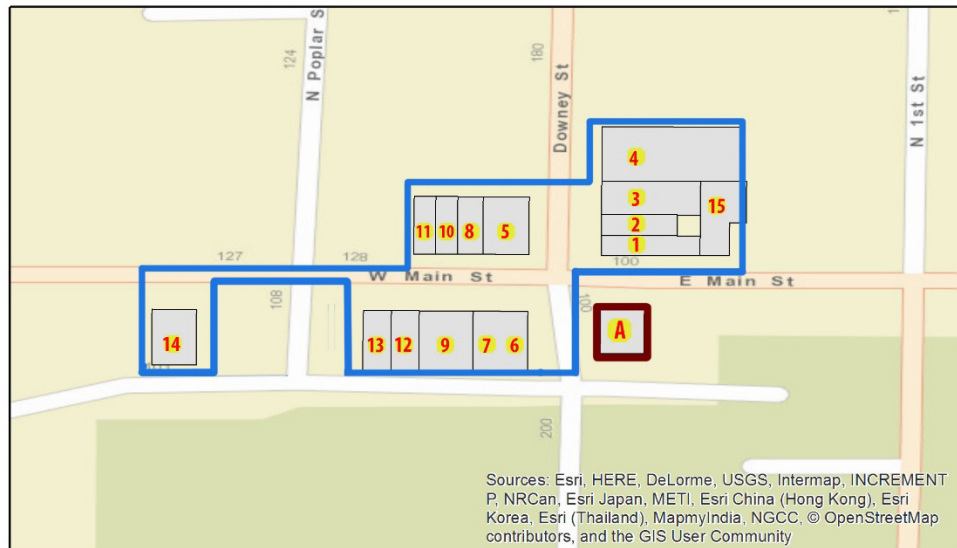
Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

# West Branch Preserved Historic Buildings



## Legend

- Preserved Buildings
- Historic District
- Preservation District

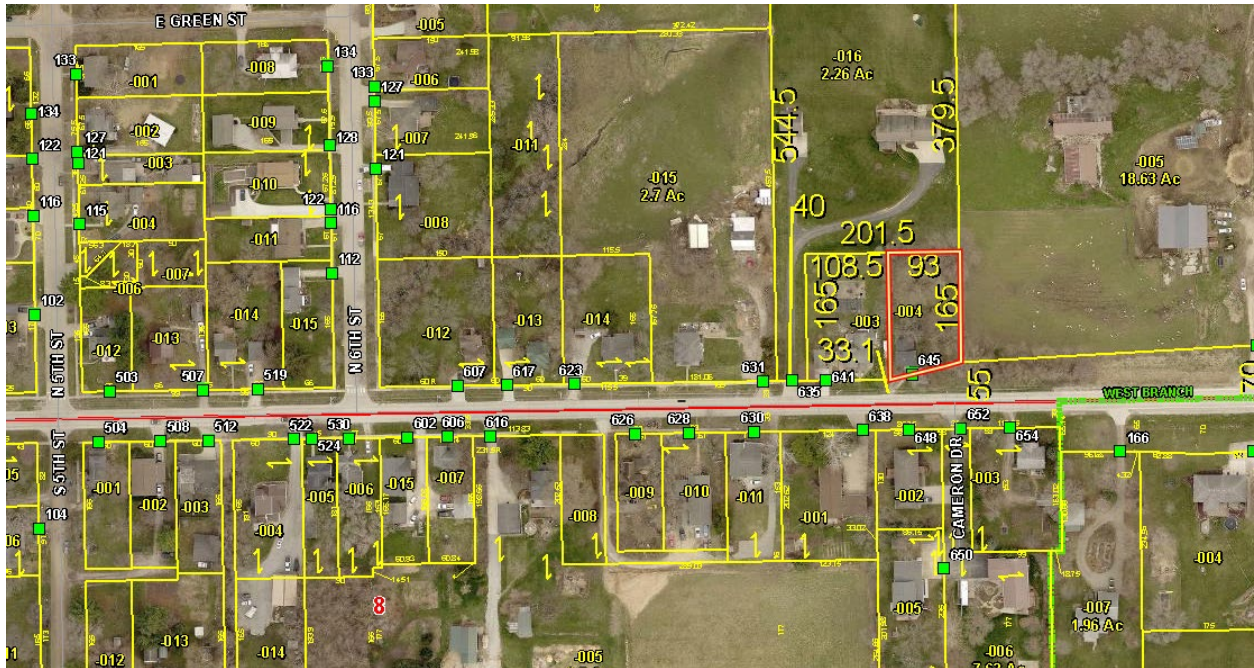
## Building Legend

1. Citizen's Savings Bank (1908)
2. Leech Building (1912)
3. Leech-Gruwell Garage (1911)
4. Opera Block (1895)

5. Old West Branch State Bank (1916)
6. Crook's Hotel/Hoover House (1870)
7. West Branch Bank (1875)
8. Veterans Memorial Building (1947)
9. Union Block (1895)
10. Patterson-Leech Building (1890)

11. Gruwell-Crew Building (1894)
12. Earliest Citizen's Savings Bank (1898)
13. Grinnell Building (1869)
14. Enlow Building (1904)
15. Rich and Bailey Block (1895)
- A- Albin-Douglass Building





**Red:** West Branch Underground Railroad Preservation District, selected property is known as Townsend's Traveler's Rest.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
---------------------------------------

<b>AGENDA ITEM:</b>	Resolution 2022-92 - Hiring Andrew Finnegan as a Streets Maintenance worker for the City of West Branch, Iowa and setting the salary for Fiscal Year 2023
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<b>PREPARED BY:</b>	Public Works Director, Matt Goodale
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<b>DATE:</b>	October 12, 2022
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### BACKGROUND:

In order to fill a vacancy in the Public Works Department the Streets Maintenance position was posted for applications in August. We received 16 applications and on September 23<sup>rd</sup> Administrator Kofoed, Mayor Laughlin, Councilperson Goodweiler, Park and Recreation Director Russell and I interviewed the top five applicants.

Of those applicants Andrew Finnegan (Drew) stuck out as the top candidate. Drew has experience running a wide range of equipment, has led a crew grading, installing sod, hard scaping, building retaining walls, was easy to talk to and came across as a someone who is driven to get work completed. He was also spoken of highly by his references. His skills, work ethic and demeanor will fit well with the rest of the Public Works team and we are looking forward to getting him on board.

Drew will be hired as a full-time employee at rate of \$21.50/hr. with a start date of October 18, 2022.

## RESOLUTION 2022-92

### **A RESOLUTION HIRING ANDREW FINNEGAN AS A STREETS MAINTENANCE WORKER FOR THE CITY OF WEST BRANCH, IOWA, AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2023.**

WHEREAS, the City of West Branch is interested in hiring Andrew Finnegan as a Streets Maintenance worker with the Public Works Department.

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

Section 1. That the City of West Branch, Iowa will hire Andrew Finnegan as a Streets Maintenance worker.

Section 2. Employee start date will be October 18, 2022.

Section 3. The following person and position named shall be paid the hourly wage indicated and the Finance Officer or City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Streets Maintenance worker	Andrew Finnegan	\$21.50/hour	40/week

Section 4. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

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

Passed and Approved this 17th day of October, 2022.

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
---------------------------------------

<b>AGENDA ITEM:</b> Resolution 2022-93 - Approving a salary adjustment for Henry (Max) Kober and Logan Cilek for Fiscal Year 2023.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> October 11, 2022
-------------------------------

### BACKGROUND:

Our new candidate will be starting at a higher rate than Max and Logan. The hiring committee felt the new candidate should be somewhere in between Max and Logan to start. This does not ensure staff will be paid the same in the future as merit will compensate higher performing employees over others.

#### Current Pay:

Drew Finnegan \$21.50

Max Kober \$21.46 (Has one certification)

Logan Cilek \$20.69

#### If Council Approves:

Max Kober: \$22.46 (Has one certification)

Logan Cilek: \$21.69

Drew Finnegan: \$21.50

### IS IT BUDGETED

Yes, the previous public works employee who left was making more and each year city administrator budgets public works employees high, in case employee receive all their certifications in one fiscal year.

**RESOLUTION 2022-93**

**A RESOLUTION APPROVING A SALARY ADJUSTMENT FOR  
HENRY (MAX) KOBER AND LOGAN CILEK FOR FISCAL YEAR 2023**

**WHEREAS**, Henry (Max) Kober (Kober) and Logan Cilek (Cilek) have multiple years of public service with the City of West Branch, other municipalities and other relevant work experience; and

**WHEREAS**, the City Administrator conducted a salary survey from peer cities and according to that system, Kober and Cilek should receive a market adjustment raise; and

**WHEREAS**, the salary survey justifies a \$1.00 per hour salary adjustment for Kober and Cilek that would place the Public Works positions in the seven-year range with other peer communities; and

**WHEREAS**, the City Administrator and Public Works Director recommend approval of the salary adjustments.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned resolution is hereby approved and effective with the payroll cycle beginning October 24, 2022.

**Passed and approved this 17th day of October, 2022.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
---------------------------------------

<b>AGENDA ITEM:</b>	Resolution 2022-94 – Hiring Gerry Brick as a Regular Part-time Public Works Laborer for the City of West Branch, Iowa and setting the salary for the position for Fiscal Year 2023.
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<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
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<b>DATE:</b>	October 11, 2022
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### BACKGROUND:

City Staff is wishing to keep Gerry Brick on as a permanent part time employee, instead of a seasonal mower. Gerry has considerable strengths in mechanical skills and has a CDL which will be useful in the winter months.

### IS IT BUDGETED

Yes, per discussion in one month ago before posting the position internally.

## RESOLUTION 2022-94

### **A RESOLUTION HIRING GERRY BRICK AS A REGULAR PART-TIME PUBLIC WORKS LABORER FOR THE CITY OF WEST BRANCH, IOWA AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2023.**

WHEREAS, the City of West Branch is interested in hiring Gerry Brick as a regular part-time public works laborer.

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

Section 1. That the City of West Branch, Iowa will hire Gerry Brick as a regular part-time public works laborer.

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 warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours	Effective Date
Regular Part-Time	Gerry Brick	\$17.30/hr	20/week	10/24/2022

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

SECTION 4. This resolution will be effective upon final passage of the City Council.

Passed and Approved this 17th day of October, 2022.

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

ATTEST:

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b>	Resolution 2022-95 - Approving Pay Estimate Number 3 in the amount of \$1,265,515.11 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project.
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<b>PREPARED BY:</b>	Leslie Brick
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<b>DATE:</b>	October 11, 2022
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### SUMMARY:

Boomerang Corp. of Anamosa, Iowa was awarded the construction contract for the Wastewater Treatment Facility Improvements Project for West Branch, Iowa by the West Branch City Council through the passage of Resolution 2022-19 on March 7, 2022 in the amount of \$8,837,000.00.

The City has received and paid the following Pay Estimates for the project to date:

Pay Estimate Number	Amount	Resolution #	Date
1	\$756,667.50	2022-73	August 1, 2022
2	\$511,380.70	2022-81	September 6, 2022



**RESOLUTION 2022-95**

**A RESOLUTION APPROVING PAY ESTIMATE NUMBER 3 IN THE AMOUNT OF \$1,265,515.11 TO BOOMERANG CORP. FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT.**

**WHEREAS**, Boomerang Corp. of Anamosa, Iowa was awarded the construction contract for the Wastewater Treatment Facility Improvements Project for West Branch, Iowa (the “Project”) by the West Branch City Council through the passage of Resolution 2022-19 on March 7, 2022 in the amount of \$8,837,000.00; and

**WHEREAS**, Boomerang Corp. has declared that said project has started and work has been rendered in accordance with drawings and specifications on the Project and based on observations by project managers of Veenstra & Kimm who are contracted with the City of West Branch to oversee the construction process.

**WHEREAS**, the City Council of West Branch, previously approved Pay Estimate Number 1 and 2 in the amount of \$1,268,048.20 to Boomerang Corp. of Anamosa, IA to date; and

**WHEREAS**, it is now necessary for the City Council to accept Pay Estimate Number 3 in the amount of \$1,265,515.11.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Pay Estimate Number 3 in the amount of \$1,265,515.11 to Boomerang Corp. of Anamosa, IA is approved.

Passed and approved this 17th day of October, 2022.

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

ATTEST:

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



# VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1  
Coralville, Iowa 52241

319.466.1000 // 888.241.8001  
www.v-k.net

PAY ESTIMATE NO. 3  
WASTEWATER TREATMENT FACILITY IMPROVEMENTS  
WEST BRANCH, IOWA

October 9, 2022

Boomerang Corp.  
P.O. Box 227  
Anamosa, Iowa 52205

Contract Amount \$8,837,000.00  
Contract Date March 7, 2022  
Pay Period August 18, 2022 - September 26, 2022

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Bonds/Permits/Insurance	LS	xxxxx	xxxxx	\$ 155,000.00	100%	\$ 155,000.00
1.2	Adminstration/Project Management	LS	xxxxx	xxxxx	\$ 100,000.00	35%	\$ 35,000.00
1.3	Mobilization	LS	xxxxx	xxxxx	\$ 230,000.00	50%	\$ 115,000.00
1.4	Toilets/Dumpster/Etc	LS	xxxxx	xxxxx	\$ 5,200.00	38%	\$ 2,000.00
1.5	Testing	LS	xxxxx	xxxxx	\$ 15,000.00	21%	\$ 3,200.00
1.6	Survey	LS	xxxxx	xxxxx	\$ 40,000.00	50%	\$ 20,000.00
1.7	SWPPP Prep./Maint./Inspection	LS	xxxxx	xxxxx	\$ 20,000.00	100%	\$ 20,000.00
2.1	Fence Removal	LS	xxxxx	xxxxx	\$ 2,500.00	80%	\$ 2,000.00
2.2	Silt Fence	LS	xxxxx	xxxxx	\$ 12,500.00	100%	\$ 12,500.00
2.3	Clear & Grub	LS	xxxxx	xxxxx	\$ 45,000.00	100%	\$ 45,000.00
2.4	Demo Piping/ Aeration/ Manholes	LS	xxxxx	xxxxx	\$ 25,000.00		
2.5	Sludge Removal Cell #2	LS	xxxxx	xxxxx	\$ 170,000.00		
2.6	Sludge Removal Cell #3	LS	xxxxx	xxxxx	\$ 95,000.00		
2.7	Synthetic Lining System Cell #1A, 1B	LS	xxxxx	xxxxx	\$ 75,000.00		
2.8	Synthetic Lining system Cell #2A, 2B	LS	xxxxx	xxxxx	\$ 75,000.00		
2.9	Buried Piping Materials	LS	xxxxx	xxxxx	\$ 950,000.00	4%	\$ 40,500.00
2.10	Buried Piping Labor	LS	xxxxx	xxxxx	\$ 475,000.00	32%	\$ 150,000.00
2.11	Wire Fence	LS	xxxxx	xxxxx	\$ 35,000.00		
2.12	Seeding/ Matting	LS	xxxxx	xxxxx	\$ 45,000.00		
2.13	Lagoon Construction Labor & Equip.	LS	xxxxx	xxxxx	\$ 625,000.00	75%	\$ 468,750.00
2.14	Strip/Respread Topsoil	LS	xxxxx	xxxxx	\$ 60,000.00	83%	\$ 50,000.00
3.1	Reinforcing Materials	LS	xxxxx	xxxxx	\$ 180,000.00		
3.2	Reinforcing Submittals	LS	xxxxx	xxxxx	\$ 3,000.00	100%	\$ 3,000.00
3.3	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	90%	\$ 4,500.00
3.4	Sampler Building Labor	LS	xxxxx	xxxxx	\$ 40,000.00		
3.5	Sampler Building Concrete Mat'ls	LS	xxxxx	xxxxx	\$ 10,000.00		
3.6	UV Building Labor	LS	xxxxx	xxxxx	\$ 125,000.00		
3.7	UV Building Materials	LS	xxxxx	xxxxx	\$ 45,000.00		
3.8	Effluent Flume Labor	LS	xxxxx	xxxxx	\$ 35,000.00		
3.9	Effluent Flume Materials	LS	xxxxx	xxxxx	\$ 10,000.00		
3.10	SAGR Control #1 Labor	LS	xxxxx	xxxxx	\$ 60,000.00		
3.11	SAGR Control #1 Materials	LS	xxxxx	xxxxx	\$ 30,000.00		
3.12	SAGR Control #2 Labor	LS	xxxxx	xxxxx	\$ 40,000.00		
3.13	SAGR Control #2 Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
3.14	SAGR Control #3 Labor	LS	xxxxx	xxxxx	\$ 60,000.00		
3.15	SAGR Control #3 Materials	LS	xxxxx	xxxxx	\$ 30,000.00		
3.16	SAGR control #4 Labor	LS	xxxxx	xxxxx	\$ 40,000.00		
3.17	SAGR control #4 Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
3.18	UV Building Labor	LS	xxxxx	xxxxx	\$ 90,000.00	44%	\$ 40,000.00
3.19	UV Materials	LS	xxxxx	xxxxx	\$ 45,000.00		
3.20	Gen. Pad/Misc. Concrete/Pads L&M	LS	xxxxx	xxxxx	\$ 15,000.00		

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
4.1	Masonry Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
4.2	Masonry Labor	LS	xxxxx	xxxxx	\$ 100,000.00		
4.3	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	50%	\$ 2,500.00
5.1	Structure Embeds Materials	LS	xxxxx	xxxxx	\$ 65,000.00		
5.2	Grating Materials & Labor	LS	xxxxx	xxxxx	\$ 50,000.00		
5.3	Handrail Labor & Materials	LS	xxxxx	xxxxx	\$ 45,000.00		
5.4	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
6.1	UV Building Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
6.2	UV Building Labor	LS	xxxxx	xxxxx	\$ 50,000.00		
6.3	Sampler Building Materials	LS	xxxxx	xxxxx	\$ 15,000.00		
6.4	Sampler Building Labor	LS	xxxxx	xxxxx	\$ 20,000.00		
6.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	40%	\$ 2,000.00
7.1	UV Building Insulation	LS	xxxxx	xxxxx	\$ 5,000.00		
7.2	Sampler Building Insulation	LS	xxxxx	xxxxx	\$ 2,000.00		
7.3	UV Building Metal Roof Panels L&M	LS	xxxxx	xxxxx	\$ 20,000.00		
7.4	Samp. Bldg Metal Roof Panels L&M	LS	xxxxx	xxxxx	\$ 10,000.00		
7.5	UV Building Metal Wall Panels L&M	LS	xxxxx	xxxxx	\$ 10,000.00		
7.6	Samp. Bldg Metal Wall Panels L&M	LS	xxxxx	xxxxx	\$ 7,500.00		
7.7	Gutters & Downspouts L&M	LS	xxxxx	xxxxx	\$ 3,000.00		
7.8	Joint Sealants Labor & Materials	LS	xxxxx	xxxxx	\$ 7,500.00		
7.9	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	30%	\$ 1,500.00
8.1	Steel Doors, Frames & Hdwe Mat'ls	LS	xxxxx	xxxxx	\$ 20,000.00		
8.2	Steel Doors Frames & Hdwe Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
8.3	Coiling /Overhead Door L&M	LS	xxxxx	xxxxx	\$ 25,000.00		
8.4	Access Hatches Labor & Materials	LS	xxxxx	xxxxx	\$ 2,500.00		
8.5	Glazing	LS	xxxxx	xxxxx	\$ 5,000.00		
8.6	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
9.1	Painting Labor & Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
9.2	Gypsum Board Labor & Materials	LS	xxxxx	xxxxx	\$ 35,000.00		
9.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
10.1	Fire Extinguisher	LS	xxxxx	xxxxx	\$ 300.00		
11.1	Sluice Gates Installation	LS	xxxxx	xxxxx	\$ 80,000.00		
11.2	Sluice Gates Materials	LS	xxxxx	xxxxx	\$ 200,000.00		
11.3	Primary SAGR Sac. Walls Mat'ls	LS	xxxxx	xxxxx	\$ 50,000.00		
11.4	Secondary SAGR Sac. Wall Mat'ls	LS	xxxxx	xxxxx	\$ 50,000.00		
11.5	Primary SAGR Walls Labor	LS	xxxxx	xxxxx	\$ 75,000.00		
11.6	Secondary SAGR Walls Labor	LS	xxxxx	xxxxx	\$ 75,000.00		
11.7	Primary SAGR Aggregate L&M	LS	xxxxx	xxxxx	\$ 400,000.00		
11.8	Secondary SAGR Aggregate L&M	LS	xxxxx	xxxxx	\$ 400,000.00		
11.9	Mulch Labor & Materials	LS	xxxxx	xxxxx	\$ 60,000.00		
11.10	Fine grade for Liners L&M	LS	xxxxx	xxxxx	\$ 60,000.00		
11.11	Inter SAGR piping Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
11.12	Inter SAGR Piping Labor	LS	xxxxx	xxxxx	\$ 100,000.00		
11.13	Nexom Blower/Aeration Equip. Mat'ls	LS	xxxxx	xxxxx	\$ 738,000.00		
11.14	Blower/Aeration Equipment Labor	LS	xxxxx	xxxxx	\$ 250,000.00		
11.15	Nexom Blower/Aeration Downpaym't	LS	xxxxx	xxxxx	\$ 82,000.00	100%	\$ 82,000.00
11.16	Sampler Labor & Materials	LS	xxxxx	xxxxx	\$ 12,000.00		
11.17	UV Equipment Materials	LS	xxxxx	xxxxx	\$ 225,000.00		
11.18	UV Equipment Labor	LS	xxxxx	xxxxx	\$ 92,000.00		
11.19	UV Equipment Down payment	LS	xxxxx	xxxxx	\$ 25,000.00		
11.20	Sanitary Pump Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
11.21	Pumps Labor	LS	xxxxx	xxxxx	\$ 10,000.00		
11.22	Submittals UV/NEXOM/ sampler	LS	xxxxx	xxxxx	\$ 15,000.00	100%	\$ 15,000.00

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
12.1	Laboratory Casework Materials	LS	xxxxx	xxxxx	\$ 20,000.00		
12.2	Laboratory Casework Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
12.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
13.1	Process Piping Labor & Materials	LS	xxxxx	xxxxx	\$ 275,000.00		
13.2	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00		
14.1	Hoists Equipment Materials	LS	xxxxx	xxxxx	\$ 25,000.00		
14.2	Hoists Equipment Labor	LS	xxxxx	xxxxx	\$ 5,000.00		
14.3	Submittals	LS	xxxxx	xxxxx	\$ 1,000.00		
15.1	HVAC Materials	LS	xxxxx	xxxxx	\$ 75,000.00		
15.2	HVAC Labor	LS	xxxxx	xxxxx	\$ 9,000.00		
15.3	Plumbing Materials	LS	xxxxx	xxxxx	\$ 50,000.00		
15.4	Plumbing Labor	LS	xxxxx	xxxxx	\$ 15,000.00		
15.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
16.1	Generator & Transfer Switch Material	LS	xxxxx	xxxxx	\$ 65,000.00		
16.2	Generator & Transfer Switch Labor	LS	xxxxx	xxxxx	\$ 45,000.00		
16.3	Electrical Materials	LS	xxxxx	xxxxx	\$ 115,000.00		
16.4	Electrical Labor	LS	xxxxx	xxxxx	\$ 65,000.00		
16.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	60%	\$ 3,000.00
17.1	Process Control & Instrument L&M	LS	xxxxx	xxxxx	\$ 160,000.00		
17.2	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00		
Contract Price:					\$ 8,837,000.00		\$ 1,287,450.00

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
2.9	Buried Pipe (Schimberg)		\$ 817,990.61	\$ 817,990.61
3.1	Reinforcing Materials (CMI)		\$ 35,192.10	\$ 35,192.10
3.9	Parshall Flume		\$ 10,000.00	\$ 10,000.00
5.1	Structure Embeds Materials (Breuer)		\$ 9,976.04	\$ 9,976.04
11.13	Nexom Blower & Aeration Equipment Materials		\$ 506,300.00	\$ 506,300.00
Total			\$	1,379,458.75

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 8,837,000.00	\$ 1,287,450.00
Approved Change Order (list each)			
Revised Contract Price		\$ 8,837,000.00	\$ 1,287,450.00

Stored \$ 1,379,458.75

Total Earned \$ 2,666,908.75

Retainage (5%) \$ 133,345.44

Total Earned Less Retainage \$ 2,533,563.31

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 756,667.50	
	Pay Estimate No. 2	\$ 511,380.70	

Total Previously Approved \$ 1,268,048.20

Percent Complete 15%

Amount Due This Request \$ 1,265,515.11

The amount \$1,265,515.11 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Boomerang Corp.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
West Branch, Iowa

Signature: Meghan Lightner

Name: Meghan Lightner

Title: Project Account Assistant

Date: 10/10/22

Signature: Emily Linebaugh

Name: Emily Linebaugh

Title: Engineer

Date: October 9, 2022

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

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

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b>	Resolution 2022-96 – Approving a performance contract with Jake McVey, Purple Cow Records Inc. for Hoover’s Hometown Days 2023 in the amount of \$4,500.00
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<b>PREPARED BY:</b>	Adam Kofoed, City Administrator
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<b>DATE:</b>	October 11, 2022
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### BACKGROUND:

HHTD Committee is wishing to pay the deposit and approve a contract with Jake McVey for Friday night in August for 2023.

HHTD is doing the following to fund the expenses:

- Cutting one major band on Saturday
- Seeking quotes for fireworks or changing the show for a better value for money spent.

HHTD would like to charge a ticket price to help raise money for the West Branch Fire Department. Pricing is still being discussed.

### Jake McVey

Is organically from Washington, Iowa.

By the age of 11, McVey had landed his first paying gig and was playing local events with his group. After he graduated from Mediapolis High School in 1999, McVey moved to Phoenix, Arizona, where he studied building stringed instruments. At the age of 19, he decided to make music his career and pulled up stakes, heading to Nashville, Tennessee.

By this 2014, McVey had become a seasoned live act, performing up to 300 shows a year, opening for major stars such as Jason Aldean, Dierks Bentley, and Little Big Town, and playing a ten-day stand at the 2015 Iowa State Fair. In 2016, McVey released the single "Y'all Girls," which became his radio breakthrough, giving him his first placement on the Country Singles charts. As the single gained traction, McVey included the tune on a five-song EP of the same name.

**RESOLUTION 2022-96**

**A RESOLUTION APPROVING A PERFORMANCE CONTRACT WITH  
JAKE MCVEY, PURPLE COW RECORDS INC. FOR  
HOOVER'S HOMETOWN DAYS 2023 IN THE AMOUNT OF \$4,500.00.**

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

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

WHEREAS, Jake McVey, Purple Cow Records, Inc. has submitted a performance contract in the amount of \$4,500.00 for August 4, 2023 performing on the Fire Department Stage; and

WHEREAS, it is now necessary to approve said agreement.

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

\* \* \* \* \*

Passed and approved this 17th day of October, 2022.

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

ATTEST:

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



Jake McVey

HOOVER HOMETOWN DAYS

West Branch, IA. 52358

FRIDAY AUG 4, 2023

Agent: Jason Bruner

[jasonb@purplecowent.com](mailto:jasonb@purplecowent.com)

This PERFORMANCE CONTRACT is dated , **WEDNESDAY SEPT 21 2022** by and between PURPLE COW RECORDS, INC. ("ARTIST COMPANY"), which shall furnish the services of JAKE MCVEY ("ARTIST"), and PURCHASER NAME ("PURCHASER") for the engagement listed below on the terms and conditions set forth in this Agreement.

This Performance Contract between ARTIST COMPANY and PURCHASER consists of this principal agreement together with the Additional Terms and Conditions, ARTIST'S RIDER (if any) and any other exhibits and addenda which are attached hereto and incorporated herein by this reference (collectively, this "Agreement").

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, PURCHASER and ARTIST COMPANY hereby agree as follows:

### 1. ENGAGEMENT / VENUE:

VENUE: Hoover Hometown Days 2023  
 ADDRESS: 110 N. Poplar St.  
 West Branch, IA. 52358  
 United States  
 DATE OF SHOW(S): Friday AUG 4 2023  
 NO. OF SHOWS: (1)  
 SET LENGTH: (2) 75min Sets w (1) 30min break  
 DOORS: N/A  
 SHOW START TIME: TBD  
 MEET & GREET: N/A  
 SUPPORT ACTS: TBD

### 2. COMPENSATION:

\$4,500.00 to ARTIST ("The Guarantee").

Flat Guarantee.

PURCHASER to provide (5) meals & Water & Soda for band and ~~(3) Hotel rooms with 5 beds required~~ Exhibit A, Section 3.

~~Room should be under Jake McVey & all CC holds should be waived. We will (NOT) need a runner to take driver to hotel room~~

### 3. PAYMENT TERMS:

PURCHASER shall pay a deposit in amount of \$2,250.00 to PURPLE COW RECORDS, INC. no later than OCT 7, 2022

All deposits shall be payable by invoice: Upon signing contract \*7days

PLEASE SEND DEPOSITS TO:

Label & Taxes

Purple Cow Records, Inc.

VENMO @Jake-McVey

PAYPAL: [jake@jakemcvey.com](mailto:jake@jakemcvey.com)

PH: (615) 530-2005

E: [purplecowrecords@gmail.com](mailto:purplecowrecords@gmail.com)

The balance of the Guarantee shall be paid to and in the name of ARTIST COMPANY by cash or cashier's check not later than the evening of the Engagement. If the percentage of gross ticket receipts exceed the Guarantee, the overage amount due shall be paid in full to ARTIST COMPANY in cash or by cashier's check or bank wire (as designated by ARTIST COMPANY) immediately following the Engagement, unless other arrangements are mutually agreed upon.





PCR ENTERTAINMENT

PERFORMANCE CONTRACT

#08042023

PAGE 2 OF 2

• OLD HICKORY, TN 37138 • (615) 530-2005

SEPT 21, 2022

Jake McVey

HOOVER HOMETOWN DAYS

West Branch, IA. 52358

FIRDAY AUG 4, 2023

Agent: Jason Bruner

[jasonb@purplecowent.com](mailto:jasonb@purplecowent.com)**4. PRODUCTION:**

ARTIST to provide: Backline, Instruments and Amps &amp; Production

VENUE to provide: Performance area, production &amp; power to the performance area

ELECTRICAL to provide: (1) 50amp female outlet (4 flat 1 round) Or (3) individual 110 circuits TO THE STAGE

**5. MERCHANDISE:**

100% to ARTIST - ARTIST sells and keeps.

Venue to provide: 2 Tables, covered with an electrical outlet near the tables for Merchandise

**6. TICKET SCALING AND PRICES:**

DESCRIPTION	QUANTITY	PRICE	TOTAL
General Admission Advance	1	4500	\$4,500.00
General Admission Day-of-Show		0.00	\$0.00
<b>CAPACITY: 300</b>	1	4500	<b>\$4,500.00</b>

GROSS POTENTIAL  
Sell Out Bonus: (N/A)  
Total to artist: **\$4500.00**

**7. CONTACT DETAILS:**

ARTIST:

**Jake McVey / Purple Cow Records, Inc.**

Old Hickory, TN. 37138

[purplecowrecords@gmail.com](mailto:purplecowrecords@gmail.com)

Phone: (615) 530-2005

PURCHASER:

**Adam kofoed / Hoover Hometown Days 2023**

110 N. Poplar St.

West Branch, IA. 52358

E: [adam@westbranchiowa.org](mailto:adam@westbranchiowa.org)

Phone: (319) 643 - 5888

**PURCHASER****ARTIST**

print \_\_\_\_\_

sign \_\_\_\_\_

print JAKE MCVEY

sign \_\_\_\_\_

## Exhibit "A"

## PCR ENTERTAINMENT ADDITIONAL TERMS &amp; CONDITIONS

**[?]** As used herein, the term "Company" shall have the same meaning as the term "Artist Company" as defined in the facing pages of this agreement.

### 1. VENUE:

1.1 Under no circumstances may the Purchaser change the Venue for the Date of the Engagement without Artist's or Artist's Company's prior written consent, which may be withheld in Agent's, Artist's, or Artist Company's sole discretion, as applicable. Notwithstanding anything to the contrary contained herein, a change of Venue by the Purchaser in the absence of such consent shall constitute a material breach of this Agreement and Purchaser shall be liable for the full amount of Compensation due hereunder regardless of the date on which such change takes place.

1.2 In addition to Venue, Purchaser hereby agrees to provide all necessary permits and licenses required by all applicable laws for the purposes of lawfully conducting the Event.

### 2. MERCHANDISE:

2.1 Purchaser hereby gives permission to Company to sell merchandise and other Artist-related products before, during, and after the Performance. Purchaser shall not receive any commission or other remuneration with respect to such sales of merchandise or other Artist-related products hereunder.

2.2 Purchaser will provide area with 1 covered tables and 1 (110 power outlet ) to the selling area.

### 3. HOSPITALITY:

3.1 The Purchaser ~~will provide 3 Hotel rooms accommodations for a maximum of 5 persons consisting of (2) Double rooms & (1) King.~~ Accommodation and rooming arrangements to be approved by Tour Manager.

3.2 The Purchaser to provide adequate parking space outside the venue for a VAN & TRAILER ~~with a connection to a landline for electricity purposes, when available.~~

3.3 The Purchaser will provide (5) meals per day and dining arrangements need to be approved by Tour Manager.

3.3b The Purchaser will provide (1) green room ~~with a shower~~ on site approved by Tour Manager If able to provide.

3.4 The Purchaser will provide (1) case 1 of water and available beverages for a maximum of 5 persons in the form of a "tab" c drink tickets" per person for use at the Venue. Beverage arrangements to be approved by Tour Manager. ~~Beer, Water, Soda.~~  
\*\*\* No Alcohol \*\*\*

3.5 ~~The Purchaser will provide a runner to take bus driver to and from hotel room.~~

3.6 The Purchaser will provide (2) Loaders, 1 cases of water & 1 dozen black hand towels upon arrival.

### 4. TICKETING:

4.1 ~~The Artist is to have a guaranteed guest list of minimum 10 people. \* To be provided at day of show for radio winners.~~

4.2 The Purchaser shall be sole responsible for payment of all taxes (including, without limitation, state and local taxes) associated with the sale of tickets for the Event. **\*\*\* All Merchandise Sales will be paid by Artist and will follow all local & local tax rules \*\*\***

### 5. CANCELLATION OR POSTPONEMENT:

5.1 In the event of any cancellation by the Purchaser which is not mutually agreed upon by Artist and Purchaser, and occurring thirty (30) days or less prior to the Date of Engagement,

(i) Neither Agent, Artist, or Artist Company shall be obligated to refund any payments made by Purchaser hereunder prior to the date on which cancellation takes place.

(ii) Neither Agent, Artist, or Artist Company shall be liable to Purchaser for any costs or losses of any kind whatsoever suffered by Purchaser as a result of cancellation

(iii) Purchaser to remain liable to Artist for the full amount of the Guarantee.

5.2 In the event of any postponement of the Date of Engagement by the Purchaser which is not mutually agreed upon by

Artist and Purchaser, and occurring thirty (30) days or less prior to the Date of Engagement,

(i) Purchaser shall not be entitled to decrease the Guarantee for any reason whatsoever. The new Date of Engagement must be confirmed within seven (7) days of the postponement or Purchaser is required to pay the Artist the full amount of the Guarantee.

(ii) Purchaser shall confirm a new Date of Engagement within seven (7) days of the original Date of Engagement, to be approved by Agent, Artist, or Artist Company. If the new Date of Engagement is not within seven (7) days of original Date of Engagement, Purchaser is liable to the Artist for fifty percent (50%) of the Guarantee.

5.3 If for any reason the Artist cancels the Event, any Deposit received will be returned or refunded to the Purchaser.

## **6. CANCELLATION OR POSTPONEMENT OF THE PERFORMANCE DUE TO FORCE MAJEURE EVENT:**

6.1 Notwithstanding anything to the contrary contained herein, the Performance may be cancelled by either party due to cause(s) beyond the reasonable control of the parties hereto that would render the Performance hereunder impossible or make conditions for the Performance hazardous. Such causes shall include, but not limited to: acts of God; weather; acts of war; riot; fire; explosion; accident; flood; sabotage or terrorist act; transportation failure or delay; governmental or court ordered laws, regulations, requirements, orders or actions; injunctions or restraining orders; strike(s) or injunction, technical failures beyond the control of the parties hereto, or other causes of a similar or different nature beyond the reasonable control of the parties hereto (hereinafter "Force Majeure Event"). Neither Company, Agent, nor Artist shall be held liable for any losses, costs or damages whatsoever suffered by Purchaser due to Artist's failure to perform as a result of a Force Majeure Event.

6.2 In the event that the Performance is cancelled due to a Force Majeure Event and Artist is ready and willing to perform, Company shall be entitled to retain or receive, as applicable, within ten (10) days of the cancelled Date of Engagement, one hundred percent (100%) of the Guarantee.

6.3 In the event the Performance is cancelled pursuant to a Force Majeure Event that renders Artist unready and/or unable to perform, Company shall be entitled to retain or receive, as applicable, with ten (10) days of the cancelled Date of Engagement, fifty percent (50%) of the Guarantee.



**RESOLUTION 2022-97**

**RESOLUTION APPROVING A PARTIAL ACQUISITION AGREEMENT WITH THE  
WEST BRANCH COMMUNITY SCHOOL DISTRICT.**

WHEREAS, the City of West Branch and Johnson County, Iowa, have entered into a 28E Agreement to construct certain street improvements at the intersection of Cedar-Johnson Road and Main Street (the “Project”); and

WHEREAS, as part of the Project, the City needs to acquire some property from the West Branch Community School District; and

WHEREAS, to that end, the parties have negotiated a Partial Acquisition Agreement whereby the City will acquire the Property for the Project from the School; and

WHEREAS, it is now necessary for the City Council to approve said agreement.

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 the aforementioned Partial Acquisition Agreement 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 17th day of October, 2022.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

## **PARTIAL ACQUISITION AGREEMENT**

THIS PARTIAL ACQUISITION Agreement (the “Agreement”) is made and entered into by and between the City of West Branch, an Iowa municipal corporation, 110 N. Poplar Street, West Branch, Iowa 52358, hereinafter referred to as the “City”; and West Branch Community School District, 148 N. Oliphant Street, West Branch, Iowa 52358, hereinafter referred to as the “School.”

WHEREAS, School is the owner of that certain real property generally referred to as 900 W. Main Street in the City; and

WHEREAS, the City is jointly constructing a roundabout intersection at the intersection of Cedar-Johnson Road and Main Street (the “Project”)

WHEREAS, in order to facilitate pedestrian access in the future, the City desires to acquire a portion of 900 W. Main Street that is shown on Exhibit “A” attached hereto and incorporated herein by this reference (the “Property”).

NOW THEREOFRE, FOR THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

1. That contemporaneously with the execution of this Agreement, School shall execute a Quit Claim Deed attached hereto as Exhibit “B.” City agrees that if the City desires to obtain an abstract of title for the property depicted on Exhibit “B,” the City shall do so at its sole expense.
2. No cash consideration shall be paid by City to School for the Property, but both parties acknowledge receipt of valuable consideration from this transaction resulting from City’s intended use and possession of the Property.
3. As part of the Project, the City will grade the property acquired from the School for the future placement of a trail/sidewalk.
4. School expressly agrees to take all steps necessary to transfer the real property to the City in compliance with applicable Iowa law and the Title Standards of the Iowa Bar Association.
5. City agrees to pay all costs of recording necessary to complete this transaction.

6. In addition, the City will insure that access to the Property will be maintained at all times during the term of the Project.

7. The City covenants and agrees that no special assessment will be assessed to any property owned by Owner for this Project.

8. The covenants contained herein shall inure to the benefit to the successors in interest to this Agreement.

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

CITY OF WEST BRANCH:

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

ATTEST:

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

**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

SIGNATURE PAGE OF WEST BRANCH COMMUNITY SCHOOL DISTRICT  
PARTIAL ACQUISITION AGREEMENT

By: \_\_\_\_\_  
Greg Hetrick, Board President

ATTEST:

By: \_\_\_\_\_  
Angie Klinkkammer, Board Secretary

**STATE OF IOWA, COUNTY OF CEDAR, ss:**

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by Greg Hetrick and Angie Klinkkammer as President and Secretary of the Board of Directors of the West Branch Community School District.

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



EXHIBIT "A"  
PLAT OF SURVEY

EXHIBIT "B"  
FORM OF QUIT CLAIM DEED

**Return To:** City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358

**Preparer:** Kevin D. Olson, 1400 5th Street, P.O. Box 5127, Coralville, IA 52241, (319) 351-2277

**Taxpayer:** City of West Branch, Iowa, 110 N. Poplar Street, West Branch, Iowa 52358

### **QUIT CLAIM DEED**

For the consideration of One Dollar(s) and other valuable consideration, West Branch Community School District, an Iowa school corporation, does hereby Quit Claim to the City of West Branch, Iowa, an Iowa municipal corporation, all our right, title, interest, estate, claim and demand in the following described real estate in CEDAR County, Iowa:

**INSERT LEGAL DESCRIPTION**

There is no consideration for this deed and therefore is exempt from the filing of a declaration of value or groundwater hazard statement.

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated: \_\_\_\_\_

WEST BRANCH COMMUNITY SCHOOL DISTRICT:

By: \_\_\_\_\_  
Greg Hetrick, Board President

ATTEST:

By: \_\_\_\_\_  
Angie Klinkkammer, Board Secretary

STATE OF IOWA                                 )  
  ) ss  
COUNTY OF CEDAR                         )

This instrument was acknowledged on this \_\_\_\_ day of \_\_\_\_\_, 2022, by  
Greg Hetrick and Angie Klinkkammer as President and Secretary of the Board of Directors of  
the West Branch Community School District.

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

PLOTTED: Wednesday, September 7, 2022 3:43:34 PM

X-REFS: FILE PATH: Z:\WEST BRANCH 368291 HHH AND CEDAR JOHNSON ROUNDABOUT\SURVEY\AC-01 WEST BRANCH HIGH SCHOOL

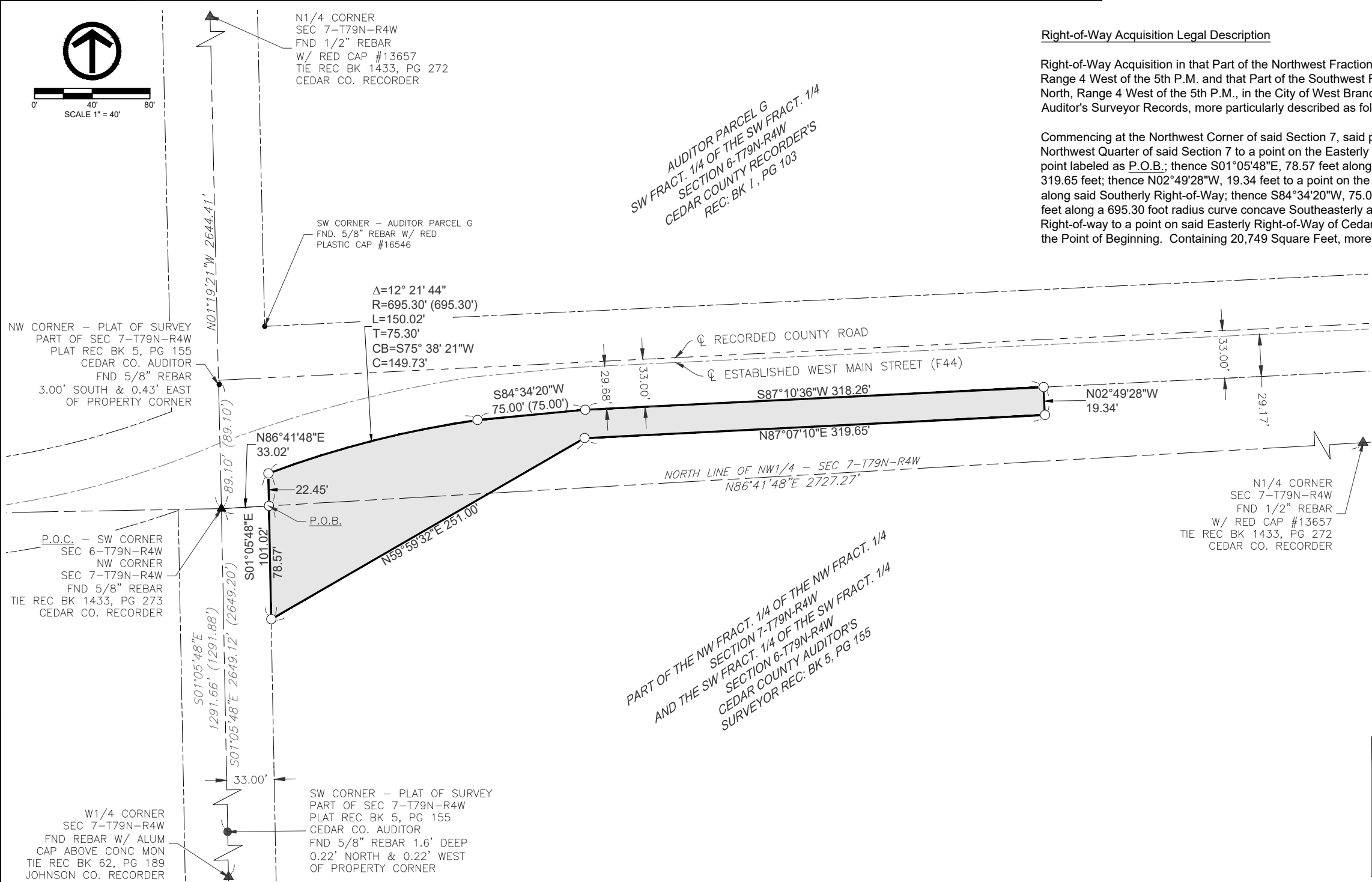
INDEX LEGEND

COUNTY: CEDAR  
SECTION: 7 TOWNSHIP: 79 RANGE: 4  
ALIQUOT PART: NW 1/4, NW1/4  
SECTION: 6 TOWNSHIP: 79 RANGE: 4  
ALIQUOT PART: SW 1/4, SW1/4  
CITY: WEST BRANCH, IOWA

PROPRIETOR: WEST BRANCH COMMUNITY SCHOOLS

PREPARED BY: CHRISTOPHER D. HIGGINS,  
PLS 19452  
VEENSTRA & KIMM INC.  
2600 UNIVERSITY PARKWAY - SUITE 1  
CORALVILLE, IA 52241  
(319) 466-1000

SURVEY PREPARED BY: CHRISTOPHER D. HIGGINS, VEENSTRA AND KIMM INC. - 2600 UNIVERSITY PARKWAY - SUITE 1 - CORALVILLE, IA 52241 - (319) 466-1000



Right-of-Way Acquisition Legal Description

Right-of-Way Acquisition in that Part of the Northwest Fractional Quarter of the Northwest Fractional Quarter in Section 7, Township 79 North, Range 4 West of the 5th P.M. and that Part of the Southwest Fractional Quarter of the Southwest Fractional Quarter in Section 6, Township 79 North, Range 4 West of the 5th P.M., in the City of West Branch, Cedar County, Iowa as recorded in Book 5 on Page 155 of the Cedar County Auditor's Surveyor Records, more particularly described as follows:

Commencing at the Northwest Corner of said Section 7, said point labeled as P.O.C.; thence N86°41'48"E, 33.02 feet along the North line of the Northwest Quarter of said Section 7 to a point on the Easterly Right of Way of Cedar Johnson Road, said Point being the Point of Beginning, said point labeled as P.O.B.; thence S01°05'48"E, 78.57 feet along said Easterly Right-of-Way; thence N59°59'32"E, 251.00 feet; thence N87°07'10"E, 319.65 feet; thence N02°49'28"W, 19.34 feet to a point on the Southerly Right-of-Way of West Main Street; thence S87°10'36"W, 318.26 feet along said Southerly Right-of-Way; thence S84°34'20"W, 75.00 feet continuing along said Southerly Right-of-Way; thence Southwesterly 150.02 feet along a 695.30 foot radius curve concave Southeasterly and having a chord which bears S75°38'21"W, 149.73 feet along said Southerly Right-of-way to a point on said Easterly Right-of-Way of Cedar Johnson Road; thence S01°05'48"E, 22.45 feet along said Easterly Right-of-Way to the Point of Beginning. Containing 20,749 Square Feet, more or less.

LEGEND

- - FOUND PROPERTY CORNER - 5/8" REBAR UNLESS OTHERWISE NOTED
- - SET 5/8" x 30" REBAR WITH PLASTIC ORANGE CAP #19452, UNLESS OTHERWISE NOTED
- ▲ - FOUND SECTION CORNER AS NOTED
- ( xx ) - RECORD DISTANCE OR BEARING

- PARCEL BOUNDARY
- PROPERTY LINES
- EASEMENT LINES
- R.O.W. LINES
- SECTION LINES
- CENTER LINE

■ - RIGHT-OF-WAY ACQUISITION - 20,749 SQ.FT / 0.48 ACRES.

DATE SURVEYED 9-1-2022

PROPRIETOR: WEST BRANCH COMMUNITY SCHOOLS

SURVEY PREPARED FOR: CITY OF WEST BRANCH, IOWA

BASIS OF BEARING: NAD83 IOWA STATE PLANE  
COORDINATE SYSTEM SOUTH ZONE 1402 AS  
BROADCAST BY THE IOWA REAL TIME NETWORK.



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Christopher D. Higgins	Date
License Number 19452	
My license renewal date is December 31, 2022	
Pages or sheets covered by this seal:	PS-01

DATE	REVISIONS	SCALE	AS NOTED
		DRAWN	BCT
		CHECKED	DRS
		APPROVED	CDH
		DATE	9-7-2022
		ISSUED FOR	



HHH AND CEDAR JOHNSON ROUNDABOUT  
CITY OF WEST BRANCH

2600 University Parkway, Suite 1 • Coralville, Iowa 52241  
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

RIGHT-OF-WAY ACQUISITION  
PART OF NW1/4-NW1-4 SEC 7-T79N-R4W  
& SW1/4-SE1/4 SEC 6-T79N-R4W

DWG. NO.
AC-01
PROJECT 368291



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> October 17, 2022
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<b>AGENDA ITEM:</b> Community Development Director
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> September 26, 2022
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### BACKGROUND:

For some time, it's been a goal of West Branch Community Development Group to fund a full-time position. Benefits generally are the biggest barriers in funding such positions. Some cities in Iowa have split their main street position with a city community/economic development position.

Mayor Laughlin and CA Kofoed have met with the President and Vice President of the West Branch Community Development Group to discuss a joint job description. The group feels it shouldn't move forward with any other discussions until feedback from council is given.

### CDG PRESENTATION

Members of CDG will present the job description and make arguments why they feel the position could help the city. More to be presented at the meeting.

### STAFF DIRECTON/QUESTIONS FOR COUNCIL?

1. Does council feel the mayor and city administrator are properly representing the city council having these discussions if we make it clear financing is a tough task?
2. Since the discussions occurred four months ago, our police and emergency responder needs have drastically increased. Does funding this position take priority over public safety?
3. If budget is tight again this year should staff prioritize getting back the part time public works position over this position?
4. Staff would say please remember the employee benefits committee presented to council that retainment wages should take priority over adding additional employees, even split.
5. Does this position outweigh other general fund jobs needed in the future such as part time city office or a second full timer at Parks and Rec Department?
6. Does this position match what the city needs five years from now as employees change from time to time?

### STAFF RECOMMENDATION

To receive and place on file. Meaning council wants further discussions at an undisclosed time but does not to approve a job description resolution and does not approve funding said position until further information is provided.

CA Kofoed stresses recommendation to council will heavily weigh on financial outlook. If City Administrator feels the city cannot absorb the position his recommendation will be no.



A Main Street Iowa Community



## **West Branch Community Development Group (WBCDG) / City of West Branch**

**Position:** *Main Street Executive Director / Community Development Director*

### **Job Description:**

West Branch Community Development Group and City of West Branch will share the position of Main Street Executive Director / Community Development Director. This employee will report directly to the WBCDG Board of Directors but as a city employee will also report to the City Administrator.

S/he will work 40 hours per week – 25 hours a week for WBCDG and 15 hours per week for the City with some weekend and evening events requiring a flexible schedule. The salary and benefits for the position will be paid for by the City of West Branch and will be market competitive for other similar professional roles. One representative from both WBCDG and the City of West Branch will perform a job review of this employee together in May - June of each year.

### **Job Summary:**

The Main Street Executive Director is a professional position that oversees community development, revitalization, placemaking and growth within the downtown historic district. The Director is responsible for analyzing, synthesizing and developing revitalization strategies and recommendations in consultation with the appropriate official and advisory bodies and coordinating their implementation to achieve project goals. The Director utilizes the National Main Street Center's Main Street Four Point Approach™ by facilitating and coordinating the local Main Street committees, volunteers and oversees daily operations. The Director manages WBCDG's budget and leads all fundraising efforts including special events and grant writing. The Director works to ensure that our historic downtown district remains the heart of West Branch's economic vitality and balances historic preservation with strategic growth to benefit the community overall. The Director works for the pleasure of the WBCDG Board of Directors and reports directly to the President of the WBCDG Board of Directors.

The West Branch Community Development Director is a key representative of the community. He/she will advocate for the community with a main goal of strengthening and building on the relationship between local businesses, Hoover Presidential Foundation, Herbert Hoover Presidential Library and Museum, the National Park Service, West Branch Community School District, and the City of West Branch to build morale and execute initiatives that ensure residents and visitors have a positive experience in West Branch. The Director will be the point person for the City's public relations and community events, grant applications and reports, and

social media strategy. This role will act as a strong support arm for all historic preservation activities within the City. The Director will also work to promote and strengthen the West Branch Community by working with outside entities including IEDA, Trees Forever, CCEDCO, ICAD and ECIA. The Director works under the direction of the City Administrator.

### **Job Qualifications:**

The Main Street Executive Director / West Branch Community Development Director must have an associate's or bachelor's degree in business, public relations marketing or related field. Knowledge of the Main Street America program and historic preservation preferred. The ideal candidate is energetic, creative, a self-starter and able to work both independently and in a team. S/he needs to have excellent interpersonal skills, effective written and verbal communication skills, proficient computer and social media skills, strong organizational skills to successfully manage multiple programs. This person should be able to foster a cooperative work environment and develop positive relationships with regional partners, business owners, local partners and community volunteers. It is helpful to have knowledge of West Branch and the ability to convey a positive impression of the community.

### **Job Duties:**

#### **West Branch Community Development Group – 25 hours / week**

- Serve as the face of the WBCDG program to all key stakeholders and build relationships throughout downtown district
- Plan, execute and document all WBCDG policies and guidelines for historic preservation and economic development
- Market the thriving downtown district as a destination for a day or a lifetime
- Recruit, coordinate, motivate and provide training for volunteers
- Present information about WBCDG to public officials, businesses, community groups, the general public, and media
- Work cooperatively with a variety of individuals and groups in promoting the mission and vision and implementing the goals of WBCDG

VISION: West Branch will thrive with an eclectic mix of old and new as a desirable visitor's destination and a place of hometown pride that shows in the vibrant downtown & unique offerings.

MISSION: To improve the social and economic well being of our community & the historic downtown by:

- Preserving and sharing our history and unique identity.
  - Attracting and supporting small businesses.
  - Engaging and connecting the community.
- 
- Submit quarterly and annual reports to Main Street Iowa on behalf of WBCDG
  - Develop and oversee WBCDG's annual budget with the Board of Directors.
  - Lead WBCDG's fundraising efforts including special events, donor solicitation, sponsorship drive and grant writing.
  - Recruit, coordinate, motivate and provide training for volunteers



- Assist new and existing businesses within the scope of Main Street assistance with IEDA support tools and grant opportunities
- Assist in the planning, design and implementation of activities and promotional events which focus on the downtown district
- Coordinate the Main Street Iowa annual review and accreditation process
- Attend meetings of the four Main Street committees – Organization, Design, Promotions and Economic Vitality
- Be familiar with and serve as a resource for information regarding available resources for the community development in the historic district
- Travel for three to four multi-day conferences and/or summits required

**City of West Branch - 15 hours / week**

- Develop a close working relationship with city administrator, city department leaders, and school officials to support in community development needs throughout the city
- Act as liaison between City of West Branch and Hoover Presidential Foundation, Herbert Hoover Presidential Museum and Library and National Park Service
- Manage committees for major local events including A Christmas Past and Hoover Hometown Days on behalf of both the WBCDG and the City of West Branch with a focus on marketing and fundraising (see separate plan for role distribution and expectations)
- Identify potential grants and assist in preparing applications for 1-2 grants per year. Assist in tracking and reporting on grant-funded projects.
- Attend first council meeting each month to report progress
- Lead Certified Local Government (CLG) efforts and act as advisory member on the Historic Preservation Commission as City Advocate for progress and goal setting that requires grant monies
- Coordinate meeting agendas and packets for Historic Preservation Commission to support City Administrator
- Serve as the city representative for IEDA, Trees Forever, CCEDCO, ICAD and ECIA.
- Serve as driver for Community Visioning Project list and appropriate grants to fulfill goals
- Assist in developing marketing materials and implementing brand guidelines.
- Manage and execute the City's social media strategy and assist with website content.
- Serve as point of contact for all city businesses – current and prospective

## Financials:

Proposal of \$55,000 annually - Salaried Exempt Role based on market data and current Director level of experience.



Total Expenses for Role YR 1	
Salary	\$55,000.00
IPERS 9.41%	\$5,175.50
FICA 7.65%	\$4,207.50
ER Benefit Cost	\$11,760.00
	\$76,143.00

**Funding Proposal** : Total Annual Expenses divided between parties based on hours of work performed for each

62.5% financed by WBCDG = \$47,589.38

37.5% financed by City of WB = \$28,553.63

With benefits removed, this leaves \$7410.63 in additional city funding needed

In addition to proposals above, **WBCDG** will provide:

- Office space and utilities – Rummells Center
- Office equipment including laptop, printer, scanner and dual monitors
- General office supplies as needed throughout year
- Travel reimbursement for all Main Street related conferences and trainings
- Cell phone stipend

In addition to the proposals above, the **City of West Branch** would continue to provide the annual financial requirement for Main Street Iowa Accreditation – minimum of \$10,000 or 50% of the hotel / motel tax.