



**CITY COUNCIL MEETING**  
**MONDAY, DECEMBER 5, 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 November 21, 2022 City Council meeting.
  - b. Approve September Monthly Financial Report
  - c. Claims for 11/21/2022
7. Presentations/Communications/Open Forum
  - a. Trees Forever – Community Visioning Project update
8. Public Hearing/Non-Consent Agenda
  - a. **Third Reading Ordinance 800** – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.
  - b. **Resolution 2022-112** – Approving Change Order #1 in the amount of \$6,687.10 for the Wastewater Treatment Facility Project. / Move to action.
9. Discussion
  - a. Strategic Planning for Fiscal Year 2024
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection at westbranchiowa.org. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**November 21, 2022  
7:00 p.m.**

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

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the November 7, 2022 City Council meeting.  
Approve The Down Under Liquor License Renewal (pending DRAM)  
Approve a Special Event Permit for Christmas Past 2022  
Claims for 11/7/2022

EXPENDITURES	11/21/2022	
ADAM KOFOED	PS BASKETBALL REFUND	25.00
ALATORRE LLC	WINDOW CLEANING-CITY BLDG	70.00
AMAZON	VARIOUS ITEMS-LIBRARY	467.78
APPARATUS TESTING SERVICE	FIRE PUMP CERT TESTING	666.50
BAKER & TAYLOR INC.	BOOKS	170.36
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	73.97
CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	322.00
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
CROELL, INC.	CONCRETE 2 MEMORIAL BENCHES	366.80
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	29.99
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
ELITE HOLDING COMPANY	UNIFORMS-PW	992.00
HATFIELD CONCRETE LLC	STOOP/STAIRS REPLACE-LIBRARY	9,345.25
HAWKINS INC	CHEMICALS	2,372.31
ICMA	ICMA 2023 MEMBERSHIP-KOFOED	513.76
IMWCA	IMWCA FY23 INSTALLMENT 5	2,035.00
JAYME CILEK	CLEANING SERVICES-CITY, TH	81.00
JOHNSON COUNTY AMBULANCE	MEDICAL SUPPLIES	44.00
KANOPI	ON DEMAND VIDEO SERVICE	14.00
LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	142.02
LENOCH & CILEK	BLDG SUPPLIES - LIBRARY, P&R	59.25
MENARDS	BLDG MAINT SUPPLIES	54.90
MIDWEST RADAR & EQUIPMENT	RADAR & EQUIPMENT	160.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	497.47
PIERCE, AMBER	PS BASKETBALL REFUND	45.00
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE-CITY	500.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	804.75
REIMLER, RAELEEN & JOHN	BLDG INCENTIVE PAYMENT	2,183.82
THOMAS HEATING & AIR LLC	WATER PLANT HVAC SERVICE	70.00
UNIFORM DEN INC.	UNIFORMS, EQUIP-POLICE	796.76
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	2,606.90
WEST BRANCH FIREFIGHTERS FOUND	FIRE PREVENTION SUPPLIES	368.43
WEST BRANCH TIMES	LEGAL PUBLICATIONS	538.44
ZACK MURDOCK	FLASH DRIVE REIMBURSE-POLICE	45.57
TOTAL		26,561.03
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	11/10/2022	51,461.03
PAID BETWEEN MEETINGS		

GLOBAL PAYMENTS	OCTOBER CC FEES	1,234.49
ALLIANT ENERGY	ALLIANT ENERGY	11,164.14
AT&T MOBILITY	WIRELESS SERVICE	364.48
CEDAR COUNTY COOP	FUEL BARREL FILL	1,270.62
FRED'S FEED & SUPPLY	BLDG SUPPLIES	12.95
JOHNSON COUNTY SHERIFF	PHONE EXTRACTION	100.00
LINN COUNTY REC	STREET LIGHTS	202.50
MOBOTREX	STREET SCHOOL LIGHT BATTERY	390.00
STATE HYGENIC LAB	LAB ANALYSIS	40.50
USA BLUE BOOK	PARTS	699.19
WEX	VEHICLE FUEL	1,325.10
VARIOUS VENDORS	UB REFUNDS	97.55
TOTAL		16,901.52
GRAND TOTAL EXPENDITURES		94,923.58

FUND TOTALS		
001 GENERAL FUND	37,466.65	
022 CIVIC CENTER	399.98	
031 LIBRARY	17,882.90	
036 TORT LIABILITY	1,937.87	
110 ROAD USE TAX	5,337.04	
112 TRUST AND AGENCY	8,932.51	
600 WATER FUND	16,260.25	
610 SEWER FUND	6,706.38	
GRAND FUND TOTAL	94,923.58	

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

## **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE**

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

Public Hearing of the Intent to Vacate Birdie Drive and to Dispose of the City's interest in the same.

Laughlin opened the public hearing at 7:02 p.m. There were no public comments. Laughlin closed the public hearing at 7:03 p.m.

Second Reading Ordinance 800 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

No discussion.

Motion by Sexton, second by Goodweiler to approve the second reading of Ordinance 800. AYES: Sexton, Goodweiler, Dean, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2022-103 – Approving the Vacation and Disposal of Birdie Drive in the City of West Branch. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-103. AYES: Miller, Goodweiler, Stoolman, Dean. NAYS: None. Abstain: Sexton. Motion carried.

Resolution 2022-104 –Approving the submission of the City of West Branch FY22 Annual Urban Renewal Report. / Move to action.

Van Auken reminded the Council that the report is annual report that reflects TIF revenues and expenditures for fiscal year 2022 (July 1, 2021 to June 30, 2022).

Motion by Goodweiler, second by Miller to approve Resolution 2022-104. AYES: Goodweiler, Miller Sexton, Stoolman, Dean. NAYS: Motion carried.

Resolution 2022-105 – Approving the submission of the City of West Branch FY22 Annual Financial Report to the State Auditor’s Office. / Move to action.

Van Auken stated that the report is a recap of the financial activities (revenues and expenditures) of the city for fiscal year 2022 (July 1, 2021 to June 30, 2022).

Motion by Sexton, second by Miller to approve Resolution 2022-105. AYES: Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Absent/lost Zoom connection: Dean. Motion carried.

Resolution 2022-106 – Considering the issue of whether Acciona Windpower North America, LLC. should be rebated a portion of Tax Increment Revenues. / Move to action.

No discussion.

Motion by Miller, second by Goodweiler to consider Resolution 2022-106. AYES: None. NAYS: Miller, Goodweiler, Stoolman, Sexton, Dean. Motion FAILED.

Resolution 2022-107 - Approve Certain Annual Appropriation Payments Pursuant to various Development Agreements. / Move to action.

No discussion.

Motion by Sexton, second by Miller to approve Resolution 2022-107. AYES: Sexton, Miller, Dean, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2022-108 – Authorizing an Internal Advance of Funds. / Move to action.

Van Auken said the internal advance to BBCO LLC for the Heritage Hill project would be repaid by TIF funds that are currently used for paying off the Acciona judgement, which will end next year.

Motion by Sexton, second by Miller to approve Resolution 2022-108. AYES: Sexton, Miller, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2022-109 - Directing the Finance Officer to Certify Tax Increment Financing Debt to the Cedar County Auditor. / Move to action.

No discussion.

Motion by Sexton, second by Miller to approve Resolution 2022-109. AYES: Sexton, Miller, Dean, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-110 – Establishing a new Capital Fund. / Move to action.

No discussion.

Motion by Goodweiler, second by Sexton to approve Resolution 2022-110. AYES: Goodweiler, Sexton, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2022-111 - Approving Pay Estimate Number 4 in the amount of \$165,941.25 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

No discussion.

Motion by Miller, second by Goodweiler to approve Resolution 2022-111. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Discussion

Reviewed 2023 City Council meeting schedule and city holidays

Budget outlook presentation

Kofoed presented the city’s budget outlook for FY24 and future years and said the Council will be faced with some hard decisions. He explained how the property tax system works, including changes in the State’s rollback calculation and how that will affect general fund revenues. Kofoed said that during his research, he found that West Branch spends more on community and cultural, parks & recreation, and festivals than other cities of similar size. Kofoed said the question is raised “why is a growing community cutting its services?” The answer in short is in part to the city’s 2015 Tax Rebate for new homes which gave deep discounts to builders, waived water and sewer connection fees and property tax rebates to homeowners which are now being realized. It also comes from the State’s backfill being cut or even capped. In addition, inflation is at a forty-year high which affects the costs of materials and equipment. He added that volunteerism is down and

that the fire department has implemented on-call pay to entice volunteers to sign up to cover calls. Kofoed went on to say that federal mandates will add additional stress on the city's budget and that financial planning is needed for those future mandates. Kofoed said the Council should reprioritize what's important, review current zoning regulations, continue LOST and to rely on the city's executive team experience for guidance. Kofoed said the goal will be transition toward a professional government and better financial accountability.

#### Request for council direction to cut fireworks from Hoover's Hometown Days 2023

Kofoed said he researched and found that the City has spent more than three hundred thousand dollars on fireworks since 2013 for the event. Kofoed said that city has only received approximately two thousand dollars in the past few years when the fundraising committee tried soliciting donations specifically for them. While the city is trying to find ways to cut unnecessary expenditures, Kofoed surveyed the Hoover's Hometown Days committee and city staff and all felt that fireworks should be the first item to cut. Goodweiler said he was disappointed that more support from the community wasn't received when the Council considered cutting fireworks a few years ago and residents chattered on social media that they wanted fireworks. Stoolman said she thinks that the fireworks also take away from the fire department activities. Too many people have house parties and watch the fireworks from their homes rather than staying at the fire department which puts on a dinner and has live music on Saturday night. Stoolman said the community supported the fire department a lot more than they do today. Miller said other cuts are needed to the event and that the city "should get out of the fundraising business". Goodweiler said the event is measured by how well the businesses do, so the businesses should help support it. Sexton added that maybe the event should be cut back to one day. Kofoed asked the Council to give him their unofficial vote and the consensus, cut fireworks.

#### **CITY ADMINISTRATOR REPORT**

Kofoed shared the staff's strategic plan for the various departments and asked the Council to review them and provide

#### **CITY ATTORNEY REPORT**

Olson said that Hills Bank & Trust has started the foreclosure process on 203 E. Green Street and the city would no longer seek the title for the property. The bank will foreclose and sell the property for the purpose of being rehabilitated.

#### **CITY ENGINEER REPORT**

Schechinger said the Herbert Hoover Highway Roundabout project is advertised for a December 13<sup>th</sup> bid letting. Other project updates: Wastewater Treatment project continues to move forward. Wapsi Creek widening project planning continues and is expected to start in late winter/early spring. Eastside Water Main upgrade project is still in the planning and design phase.

#### **STAFF REPORTS**

Goodale said leaf pick up and yard waste will conclude the last week of November.

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

Laughlin invited the public, Council members and staff Lower Cedar Watershed Management meeting on Tuesday, November 29<sup>th</sup> at 5:30 p.m. Laughlin said the meeting will be held at Town Hall.

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:33 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 5, 2022
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<b>AGENDA ITEM:</b> September Monthly Financial Report
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<b>PREPARED BY:</b> Heidi Van Auken
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<b>DATE:</b> November 29, 2022
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### SUMMARY:

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

<b>BANK TO BOOK RECONCILIATION</b>			
<b>9/30/2022</b>			
BANK BALANCE @ _____			
	CASH - FIDELITY BANK & TRUST		\$ 4,735,914.91
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND		\$ 31,050.60
	<b>SUB TOTAL</b>		<b>\$ 4,766,965.51</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 \$ 97,759.92
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1029 (Old 1025)	8/1/2023 \$ 55,657.38
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1030 (Old 1026)	9/2/2023 \$ 51,325.03
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1031 (Old 1027)	9/2/2023 \$ 24,060.74
	GEN FUND-STREETScape-ACCIONA DONATION CD	GREENSTATE-1028	12/6/2022 \$ 7,014.24
	SAVINGS ACCOUNTS		
	GENERAL FUND SAVINGS	GREENSTATE-0001	\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT	\$ 8,515.93
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT	\$ 16,340.98
	<b>TOTAL CD'S &amp; SAVINGS ACCOUNTS</b>		<b>\$ 271,858.63</b>
	<b>SUB TOTAL</b>		<b>\$ 5,038,824.14</b>
	O/S DEPOSITS		\$ -
LESS:	O/S CREDIT CARD		\$ -
LESS:	O/S CHECKS		\$ 26,957.68
	<b>ENDING BOOK BALANCE</b>		<b>\$ 5,011,866.46</b>
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS		\$ 600.00

**CLERK'S REPORT FOR THE MONTH OF SEPTEMBER 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	\$ 614,700.16	\$ 5.00	\$ 614,705.16	\$ 253,497.93		\$ 132,936.07		\$ (1,261.91)	\$ 734,005.11
** 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
SIGNS-ACCIONA DTN INVESTMENT	\$ -	\$ 7,008.59	\$ 7,008.59	\$ 5.65					\$ 7,014.24
PARK EQUIPMENT/RESERVE	\$ 8,000.00	\$ -	\$ 8,000.00						\$ 8,000.00
(022) CIVIC CENTER	\$ 34,191.56	\$ -	\$ 34,191.56	\$ 3,411.93		\$ 1,068.87			\$ 36,534.62
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (35,809.76)	\$ 91,373.45	\$ 55,563.69	\$ 448.47		\$ 24,191.67			\$ 31,820.49
(036) TORT LIABILITY	\$ (30,461.83)	\$ -	\$ (30,461.83)	\$ 11,595.00		\$ 17,604.86			\$ (36,471.69)
<b>SPECIAL REVENUE</b>									
(110) ROAD USE TAX	\$ 29,820.62	\$ -	\$ 29,820.62	\$ 39,348.16		\$ 17,373.31		\$ (428.25)	\$ 51,367.22
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 221,875.18	\$ -	\$ 221,875.18	\$ 55,224.50		\$ 37,392.79			\$ 239,706.89
(119) EMERGENCY TAX FUND	\$ 3,263.07	\$ -	\$ 3,263.07	\$ 6,653.50					\$ 9,916.57
(121) LOCAL OPTION SALES TAX	\$ 321,145.06	\$ -	\$ 321,145.06	\$ 29,815.92					\$ 350,960.98
(125) TIF	\$ 51,536.32	\$ -	\$ 51,536.32	\$ 111,446.80					\$ 162,983.12
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
<b>DEBT SERVICE</b>									
(226) DEBT SERVICE	\$ 270,328.35	\$ -	\$ 270,328.35	\$ 47,049.37					\$ 317,377.72
<b>CAPITAL PROJECTS</b>									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 63,311.48	\$ -	\$ 63,311.48	\$ 9,662.25					\$ 72,973.73
(302) ARPA NEU FUND	\$ 372,611.19	\$ -	\$ 372,611.19						\$ 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	\$ 65,783.15	\$ -	\$ 65,783.15			\$ 5,598.00			\$ 60,185.15
(323) I-80 WEST, WATER MAIN RELOCATE	\$ (24,271.48)	\$ -	\$ (24,271.48)						\$ (24,271.48)
(324) WW TREATMT FAC IMP 2021	\$ (166,238.68)	\$ -	\$ (166,238.68)	\$ 1,305,919.88		\$ 1,286,708.70			\$ (147,027.50)
(326) ROUNDABOUT MAIN & CEDAR	\$ (22,388.55)	\$ -	\$ (22,388.55)			\$ 3,134.25			\$ (25,522.80)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ -	\$ -	\$ -			\$ 199.00			\$ (199.00)
<b>PERMANENT</b>									
(500) CEMETERY PERPETUAL FUND	\$ 30,810.60	\$ 97,262.26	\$ 128,072.86	\$ 797.66					\$ 128,870.52
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,169.10	\$ 51,169.10	\$ 166.16					\$ 51,335.26
(502) KROUTH INTEREST FUND	\$ (0.00)	\$ 23,983.81	\$ 23,983.81	\$ 76.93					\$ 24,060.74
<b>ENTERPRISE</b>									
(600) WATER FUND	\$ 225,171.18	\$ -	\$ 225,171.18	\$ 51,364.46		\$ 27,840.34	\$ 5,079.17	\$ (491.26)	\$ 243,124.87
(603) WATER SINKING FUND	\$ 15,263.76	\$ -	\$ 15,263.76	\$ -	\$ 5,079.17				\$ 20,342.93
(610) SEWER FUND	\$ 561,011.78	\$ -	\$ 561,011.78	\$ 80,797.63		\$ 14,400.66	\$ 40,428.57	\$ (271.11)	\$ 586,709.07
(611) SEWER FUND SPECIAL	\$ 536,376.65	\$ -	\$ 536,376.65	\$ -	\$ 40,428.57				\$ 576,805.22
(740) STORM WATER UTILITY	\$ 137,274.88	\$ -	\$ 137,274.88	\$ 5,173.91					\$ 142,448.79
(950) BC/BS FLEXIBLE BENEFIT	\$ (6,758.29)	\$ -	\$ (6,758.29)			\$ 35.00			\$ (6,793.29)
<b>TOTAL</b>	<b>\$ 4,299,544.19</b>	<b>\$ 270,802.21</b>	<b>\$ 4,570,346.40</b>	<b>\$ 2,012,456.11</b>	<b>\$ 45,507.74</b>	<b>\$ 1,568,483.52</b>	<b>\$ 45,507.74</b>	<b>\$ (2,452.53)</b>	<b>\$ 5,011,866.46</b>
<b>O/S CHECKS</b>			<b>\$5,537.65</b>						<b>\$26,957.68</b>
<b>O/S DEPOSIT</b>			<b>\$668.92</b>						<b>\$0.00</b>
<b>O/S CREDIT CARD</b>			<b>\$109.43</b>						<b>\$0.00</b>
<b>BANK STATEMENT BALANCE</b>			<b>\$4,575,774.62</b>						<b>\$5,038,824.14</b>





CITY OF WEST BRANCH  
 MTD TREASURERS REPORT  
 AS OF: SEPTEMBER 30TH, 2022

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
329-EASTSIDE WATER MAINS	0.00	0.00	199.00	( 199.00)	0.00	0.00	( 199.00)
500-CEMETERY PERPETUAL FUND	128,072.86	797.66	0.00	128,870.52	0.00	0.00	128,870.52
501-KROUTH PRINCIPAL FUND	51,169.10	166.16	0.00	51,335.26	0.00	0.00	51,335.26
502-KROUTH INTEREST FUND	23,983.81	76.93	0.00	24,060.74	0.00	0.00	24,060.74
600-WATER FUND	225,171.18	51,364.46	32,919.51	243,616.13	0.00	( 491.26)	243,124.87
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	15,263.76	5,079.17	0.00	20,342.93	0.00	0.00	20,342.93
610-SEWER FUND	561,011.78	80,797.63	54,829.23	586,980.18	0.00	( 271.11)	586,709.07
611-SEWER FUND SPECIAL	536,376.65	40,428.57	0.00	576,805.22	0.00	0.00	576,805.22
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	137,274.88	5,173.91	0.00	142,448.79	0.00	0.00	142,448.79
950-BC/BS FLEXIBLE BENEFIT	( 6,758.29)	0.00	35.00	( 6,793.29)	0.00	0.00	( 6,793.29)
<b>GRAND TOTAL</b>	<b>4,570,346.40</b>	<b>2,057,963.85</b>	<b>1,613,991.26</b>	<b>5,014,318.99</b>	<b>0.00</b>	<b>( 2,452.53)</b>	<b>5,011,866.46</b>

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



CITY OF WEST BRANCH  
YTD TREASURERS REPORT  
AS OF: SEPTEMBER 30TH, 2022

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS ENDING BAL.	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
329-EASTSIDE WATER MAINS	0.00	0.00	199.00	( 199.00)	0.00	0.00	( 199.00)
500-CEMETERY PERPETUAL FUND	127,472.86	1,397.66	0.00	128,870.52	0.00	0.00	128,870.52
501-KROUTH PRINCIPAL FUND	51,169.10	166.16	0.00	51,335.26	0.00	0.00	51,335.26
502-KROUTH INTEREST FUND	23,983.81	76.93	0.00	24,060.74	0.00	0.00	24,060.74
600-WATER FUND	196,476.68	165,360.22	118,712.03	243,124.87	0.00	0.00	243,124.87
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	15,237.51	0.00	20,342.93	0.00	0.00	20,342.93
610-SEWER FUND	513,988.98	242,991.51	170,271.42	586,709.07	0.00	0.00	586,709.07
611-SEWER FUND SPECIAL	459,860.14	116,945.08	0.00	576,805.22	0.00	0.00	576,805.22
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	16,171.97	8,640.00	142,448.79	0.00	0.00	142,448.79
950-BC/BS FLEXIBLE BENEFIT	( 6,075.28)	0.00	718.01	( 6,793.29)	0.00	0.00	( 6,793.29)
<b>GRAND TOTAL</b>	<b>5,397,535.95</b>	<b>2,821,747.58</b>	<b>3,207,417.07</b>	<b>5,011,866.46</b>	<b>0.00</b>	<b>0.00</b>	<b>5,011,866.46</b>

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

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

25.00%

<b>FUNCTIONS</b>	<b>BUDGET EXP</b>	<b>MTD EXP</b>	<b>YTD EXP</b>	<b>REMAINING BALANCE</b>	<b>PERCENT OF EXPENSES</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
GENERAL FUND	\$ 409,802.00	\$ 45,892.71	\$ 136,849.31	\$ 272,952.69	33.39%
TORT LIABILITY	\$ 13,326.00	\$ 533.27	\$ 11,125.15	\$ 2,200.85	83.48%
TRUST & AGENCY	\$ 118,349.00	\$ 8,536.06	\$ 16,989.73	\$ 101,359.27	14.36%
<b>FIRE DEPARTMENT</b>					
GENERAL FUND	\$ 293,500.00	\$ 4,649.07	\$ 833,452.91	\$ (539,952.91)	283.97%
TORT LIABILITY	\$ 29,216.00	\$ 16,366.32	\$ 23,044.51	\$ 6,171.49	78.88%
TRUST & AGENCY	\$ 12,950.00	\$ 2,675.07	\$ 3,664.52	\$ 9,285.48	28.30%
<b>ANIMAL CONTROL</b>	\$ 3,000.00	\$ -	\$ 32.50	\$ 2,967.50	1.08%
<b>BUILDING INSPECTIONS</b>	\$ 21,077.00	\$ 5,515.85	\$ 11,892.00	\$ 9,185.00	56.42%
TORT LIABILITY	\$ 190.00	\$ 17.99	\$ 95.99	\$ 94.01	50.52%
TRUST & AGENCY	\$ 2,400.00	\$ 1,277.79	\$ 2,578.64	\$ (178.64)	107.44%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 903,810.00</b>	<b>\$ 85,464.13</b>	<b>\$ 1,039,725.26</b>	<b>\$ (135,915.26)</b>	<b>115.04%</b>
<b>PUBLIC WORKS</b>					
<b>ROADS &amp; STREETS</b>					
GENERAL FUND	\$ 51,508.00	\$ 7,536.65	\$ 30,383.35	\$ 21,124.65	58.99%
TORT LIABILITY	\$ 15,002.00	\$ 343.50	\$ 12,246.50	\$ 2,755.50	81.63%
ROAD USE TAX FUND	\$ 317,355.00	\$ 17,373.31	\$ 84,347.36	\$ 233,007.64	26.58%
TRUST & AGENCY	\$ 55,371.00	\$ 5,131.43	\$ 10,951.76	\$ 44,419.24	19.78%
<b>STREET LIGHTING - GENERAL FUND</b>	\$ 45,477.00	\$ 3,017.92	\$ 9,120.05	\$ 36,356.95	20.05%
<b>SOLID WASTE - GENERAL FUND</b>	\$ 212,447.00	\$ 17,700.75	\$ 67,024.06	\$ 145,422.94	31.55%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 697,160.00</b>	<b>\$ 51,103.56</b>	<b>\$ 214,073.08</b>	<b>\$ 483,086.92</b>	<b>30.71%</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>					
<b>LIBRARY</b>					
GENERAL FUND	\$ 226,587.00	\$ 24,191.67	\$ 66,810.70	\$ 159,776.30	29.49%
TORT LIABILITY	\$ 4,885.00	\$ 26.62	\$ 4,723.58	\$ 161.42	96.70%
TRUST & AGENCY	\$ 56,035.00	\$ 4,780.40	\$ 10,118.68	\$ 45,916.32	18.06%
<b>PARKS &amp; RECREATION</b>				\$ -	
GENERAL FUND	\$ 223,546.00	\$ 16,679.40	\$ 59,460.84	\$ 164,085.16	26.60%
TORT LIABILITY	\$ 6,585.00	\$ 219.44	\$ 5,180.32	\$ 1,404.68	78.67%
TRUST & AGENCY	\$ 38,361.00	\$ 5,214.15	\$ 10,926.14	\$ 27,434.86	28.48%
<b>CEMETERY</b>					

FUNCTIONS	BUDGET EXP	YTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
GENERAL FUND	\$ 61,028.00	\$ 6,046.80	\$ 22,731.93	\$ 38,296.07	37.25%
TORT LIABILITY	\$ 2,228.00	\$ 56.87	\$ 1,709.37	\$ 518.63	76.72%
TRUST & AGENCY	\$ 10,891.00	\$ 1,298.34	\$ 2,633.44	\$ 8,257.56	24.18%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,975.00	\$ 1,068.87	\$ 3,675.30	\$ 16,299.70	18.40%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 62,225.00	\$ 1,337.20	\$ 39,524.00	\$ 22,701.00	63.52%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 19,244.00	\$ 1,555.40	\$ 4,581.28	\$ 14,662.72	23.81%
TRUST & AGENCY	\$ -	\$ 239.47	\$ 582.66	\$ (582.66)	#DIV/0!
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$ 731,590.00</b>	<b>\$ 62,714.63</b>	<b>\$ 232,658.24</b>	<b>\$ 498,931.76</b>	<b>31.80%</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>					
ECONOMIC DEVELOPMENT	\$ 67,159.00	\$ 4,614.59	\$ 13,523.59	\$ 53,635.41	20.14%
PLANNING & ZONING	\$ 29,383.00	\$ 895.50	\$ 928.00	\$ 28,455.00	3.16%
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>\$ 5,510.09</b>	<b>\$ 14,451.59</b>	<b>\$ 159,358.41</b>	<b>8.31%</b>
<b>GENERAL GOVERNMENT</b>					
MAYOR & COUNCIL					
GENERAL FUND	\$ 17,800.00	\$ 435.19	\$ 1,525.57	\$ 16,274.43	8.57%
TRUST & AGENCY	\$ 2,228.00	\$ 47.39	\$ 142.17	\$ 2,085.83	6.38%
CLERK & TREASURER					
GENERAL FUND	\$ 155,820.00	\$ 14,857.94	\$ 44,067.46	\$ 111,752.54	28.28%
TORT LIABILITY	\$ 6,066.00	\$ 40.85	\$ 5,476.12	\$ 589.88	90.28%
TRUST & AGENCY	\$ 36,715.00	\$ 3,717.02	\$ 7,375.89	\$ 29,339.11	20.09%
LEGAL SERVICES	\$ 27,000.00	\$ 2,201.10	\$ 6,462.37	\$ 20,537.63	23.93%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 245,629.00</b>	<b>\$ 21,299.49</b>	<b>\$ 65,049.58</b>	<b>\$ 180,579.42</b>	<b>26.48%</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%
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	\$ 5,598.00	\$ 33,895.05	\$ 966,104.95	3.39%
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 1,286,708.70	\$ 1,300,088.83	\$ 5,699,911.17	18.57%



FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
ROUNDBOUT MAIN & CEDAR	\$ 1,000,000.00	\$ 3,134.25	\$ 4,129.25	\$ 995,870.75	0.41%
EASTSIDE WATER MAINS	\$ 1,000,000.00	\$ 199.00	\$ 199.00	\$ 999,801.00	0.02%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 11,189,467.00</b>	<b>\$ 1,295,639.95</b>	<b>\$ 1,338,312.13</b>	<b>\$ 9,851,154.87</b>	<b>11.96%</b>
<b>BUSINESS TYPE ACTIVITIES</b>					
WATER FUND	\$ 412,791.00	\$ 30,634.66	\$ 106,475.34	\$ 306,315.66	25.79%
WATER SINKING FUND	\$ 61,538.00	\$ -	\$ -	\$ 61,538.00	0.00%
SEWER FUND	\$ 312,772.00	\$ 16,082.01	\$ 55,131.25	\$ 257,640.75	17.63%
STORM WATER UTILITY	\$ 50,960.00	\$ -	\$ 8,640.00	\$ 42,320.00	16.95%
<b>TOTAL BUSINESS TYPE ACTIVITIES</b>	<b>\$ 838,061.00</b>	<b>\$ 46,716.67</b>	<b>\$ 170,246.59</b>	<b>\$ 667,814.41</b>	<b>20.31%</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	\$ 15,237.51	\$ 107,650.49	12.40%
SEWER FUND	\$ 335,995.00	\$ 40,428.57	\$ 116,945.08	\$ 219,049.92	34.81%
SEWER FUND SPECIAL	\$ -			\$ -	#DIV/0!
STORM WATER UTILITY	\$ 40,000.00			\$ 40,000.00	0.00%
BC/BS FLEXIBLE BENEFIT	\$ -	\$ 35.00	\$ 718.01	\$ (718.01)	#DIV/0!
<b>TOTAL NON-DEPARMENTAL TRANSFERS</b>	<b>\$ 1,386,821.00</b>	<b>\$ 45,542.74</b>	<b>\$ 132,900.60</b>	<b>\$ 1,253,920.40</b>	<b>9.58%</b>
<b>TOTAL FOR ALL FUNCTIONS</b>	<b>\$ 17,605,353.00</b>	<b>\$ 1,613,991.26</b>	<b>\$ 3,207,417.07</b>	<b>\$ 14,397,935.93</b>	

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

001-GENERAL FUND

25.00% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,386,821.00	45,542.74	132,900.60	9.58	1,253,920.40
TOTAL PUBLIC SAFETY	903,810.00	85,464.13	1,039,725.26	115.04 (	135,915.26)
TOTAL PUBLIC WORKS	697,160.00	51,103.56	214,073.08	30.71	483,086.92
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	731,590.00	62,714.63	232,658.24	31.80	498,931.76
TOTAL COMMUNITY & ECON DEVELOP	173,810.00	5,510.09	14,451.59	8.31	159,358.41
TOTAL GENERAL GOVERNMENT	245,629.00	21,299.49	65,049.58	26.48	180,579.42
TOTAL DEBT SERVICE	1,439,005.00	0.00	0.00	0.00	1,439,005.00
TOTAL CAPITAL PROJECTS	11,189,467.00	1,295,639.95	1,338,312.13	11.96	9,851,154.87
TOTAL BUSINESS TYPE/ENTERPRISE	838,061.00	46,716.67	170,246.59	20.31	667,814.41
TOTAL EXPENDITURES	17,605,353.00	1,613,991.26	3,207,417.07	18.22	14,397,935.93





## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 5, 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> November 29, 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****12/5/2022**

AMAZON.COM	OFFICE SUPPLIES	7.99
BARNHART'S CUSTOM SERVICES	MOW - NUISANCE	350.00
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,217.65
FINNEGAN, JEANETTE	BLDG INCENTIVE PAYMENT	820.90
LAUGHLIN, ROGER	GAS MILEAGE REIMBURSEMENT	277.50
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,567.91
MERCY IOWA CITY PHYSICIAN	DOT PHYSICAL - PW	157.00
OLSON, KEVIN D	LEGAL SERVICES DEC 2022	1,500.00
ORIENTAL TRADING CO	CHRISTMAS PAST CRAFT ACTIVITY	223.56
UNIFORM DEN INC.	SUPPLIES - POLICE	208.81
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	16,948.51
WEIS BAILEY & KEARNEY MICH	BLDG INCENTIVE PAYMENT	2,017.17
WEST BRANCH COMM SCHOOLS	PS BASKETBALL GYM RENTAL	120.00
<b>TOTAL</b>		<b>25,417.00</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE  
BENEFITS****11/25/2022****56,423.41****PAID BETWEEN MEETINGS**

BOOMERANG	WW TREATMENT PAY ESTIMATE 4	165,941.25
CDW GOVERNMENT	ESET PROTECT RENEWAL	249.48
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	59.49
VERIZON WIRELESS	VERIZON WIRELESS	412.07
<b>TOTAL</b>		<b>166,704.19</b>

**GRAND TOTAL EXPENDITURES****248,544.60****FUND TOTALS**

001 GENERAL FUND	31,269.32
022 CIVIC CENTER	45.03
031 LIBRARY	6,829.09
110 ROAD USE TAX	5,379.74
112 TRUST AND AGENCY	12,916.73
321 WIDENING WAPSI CREEK	1,141.88
324 WW TREATMENT FACILITY	177,390.25
326 ROUNDABOUT MAIN & CEDAR	2,796.75
329 EASTSIDE WATER MAINS	827.00
600 WATER FUND	6,222.73
610 SEWER FUND	3,726.08
<b>GRAND FUND TOTAL</b>	<b>248,544.60</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	UNIFORM DEN INC. LIBERTY COMMUNICATIONS	SUPPLIES - POLICE	208.81
			TELEPHONE SERVICE	299.01
			TOTAL:	507.82
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	89.66
			TOTAL:	89.66
PARK & RECREATION	GENERAL FUND	WEST BRANCH COMMUNITY SCHOOLS LIBERTY COMMUNICATIONS ORIENTAL TRADING CO. INC. AMAZON.COM.CA., INC.	PS BASKETBALL GYM RENTAL	120.00
			TELEPHONE SERVICE	281.03
			CHRISTMAS PAST CRAFT ACTIV	223.56
			OFFICE SUPPLIES	7.99
			TOTAL:	632.58
ECONOMIC DEVELOPMENT	GENERAL FUND	FINNEGAN, JEANETTE WEIS BAILEY & KEARNEY MICHELE	BLDG INCENTIVE PAYMENT	820.90
			BLDG INCENTIVE PAYMENT	2,017.17
			TOTAL:	2,838.07
MAYOR AND COUNCIL	GENERAL FUND	LAUGHLIN, ROGER	GAS MILEAGE REIMBURSMNT	277.50
			TOTAL:	277.50
CLERK & TREASURER	GENERAL FUND	BARNHART'S CUSTOM SERVICES LLC LIBERTY COMMUNICATIONS	MOW - NUISANCE	350.00
			TELEPHONE SERVICE	430.73
			TOTAL:	780.73
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES DEC 2022	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	MEADOWS PT5 REVIEW	733.88
			TOTAL:	733.88
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	45.03
			TOTAL:	45.03
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	238.42
			TOTAL:	238.42
ROADS & STREETS	ROAD USE TAX	LIBERTY COMMUNICATIONS MERCY IOWA CITY PHYSICIAN & CLINIC SER	TELEPHONE SERVICE	39.70
			DOT PHYSICAL - PW	157.00
			TOTAL:	196.70
CAPITAL PROJECT	WIDENING WAPSI CRE	VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	1,141.88
			TOTAL:	1,141.88
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY	4,560.00
			WW TREATMENT FACILITY	6,889.00
			TOTAL:	11,449.00
INVALID DEPARTMENT	ROUNDAABOUT MAIN &	VEENSTRA & KIMM INC.	HHH & CEDAR JOHNSON INTERS	2,796.75
			TOTAL:	2,796.75
CAPITAL PROJECTS	EASTSIDE WATER MAI	VEENSTRA & KIMM INC.	EASTSIDE WATER MAINS	827.00
			TOTAL:	827.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WATER OPERATING	WATER FUND	CEDAR COUNTY COOPERATIVE LIBERTY COMMUNICATIONS	FUEL-PW	1,217.65
			TELEPHONE SERVICE	39.69
		TOTAL:	1,257.34	
SEWER OPERATING	SEWER FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.69
			TOTAL:	39.69

===== FUND TOTALS =====

001	GENERAL FUND	7,425.19
022	CIVIC CENTER	45.03
031	LIBRARY	238.42
110	ROAD USE TAX	196.70
321	WIDENING WAPSI CREEK @ BE	1,141.88
324	WW TREATMT FAC IMP 2021	11,449.00
326	ROUNDAABOUT MAIN & CEDAR-J	2,796.75
329	EASTSIDE WATER MAINS	827.00
600	WATER FUND	1,257.34
610	SEWER FUND	39.69
----- GRAND TOTAL:		25,417.00
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
CAPITAL PROJECT	WW TREATMT FAC IMP	BOOMERANG CORP	WW TREATMENT PAY ESTIMATE	<u>165,941.25</u>
			TOTAL:	165,941.25

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===== FUND TOTALS =====
324 WW TREATMT FAC IMP 2021      165,941.25
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GRAND TOTAL:                      165,941.25
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TOTAL PAGES: 1

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	CDW GOVERNMENT INC.	ESET PROTECT RENEWAL	249.48
			TOTAL:	249.48
FIRE OPERATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	40.01
			TOTAL:	40.01
PARK & RECREATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	41.34
			TOTAL:	41.34
LOCAL CABLE ACCESS	GENERAL FUND	MEDIACOM	CABLE SERVICE	41.90
			TOTAL:	41.90
LIBRARY	LIBRARY	PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE METER LEASE-LIBRAR	59.49
			TOTAL:	59.49
ROADS & STREETS	ROAD USE TAX	VERIZON WIRELESS	WIRELESS SERVICE	110.24
			TOTAL:	110.24
WATER OPERATING	WATER FUND	VERIZON WIRELESS	WIRELESS SERVICE	110.24
			TOTAL:	110.24
SEWER OPERATING	SEWER FUND	VERIZON WIRELESS	WIRELESS SERVICE	110.24
			TOTAL:	110.24

===== FUND TOTALS =====

001	GENERAL FUND	372.73
031	LIBRARY	59.49
110	ROAD USE TAX	110.24
600	WATER FUND	110.24
610	SEWER FUND	110.24
-----		
	GRAND TOTAL:	762.94
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## ORDINANCE 800

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

WHEREAS, KLM Investments, LLC and the City of West Branch entered into that certain development agreement for the construction of a project located in the Meadows Subdivision, Parts 4A and 4B, West Branch, Iowa; and

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

- a. Lot 7, The Meadows Subdivision, Part 4A, West Branch, Iowa
- b. Lot 27, The Meadows Subdivision, Part 4A, West Branch, Iowa
- c. Unit A, Lot 9, The Meadows Subdivision, Part 4B, West Branch, Iowa
- d. Unit B, Lot 9, The Meadows Subdivision, Part 4B, West Branch, Iowa
- e. Unit A, Lot 10, The Meadows Subdivision, Part 4B, West Branch, Iowa
- f. Unit B, Lot 10, The Meadows Subdivision, Part 4B, West Branch, Iowa
- g. Unit A, Lot 11, The Meadows Subdivision, Part 4B, West Branch, Iowa
- h. Unit B, Lot 11, The Meadows Subdivision, Part 4B, West Branch, Iowa
- i. Unit A, Lot 14, The Meadows Subdivision, Part 4B, West Branch, Iowa
- j. Unit B, Lot 14, The Meadows Subdivision, Part 4B, West Branch, Iowa
- k. Unit A, Lot 15, The Meadows Subdivision, Part 4B, West Branch, Iowa
- l. Unit B, Lot 15, The Meadows Subdivision, Part 4B, West Branch, Iowa
- m. Unit A, Lot 18, The Meadows Subdivision, Part 4B, West Branch, Iowa
- n. Unit B, Lot 18, The Meadows Subdivision, Part 4B, West Branch, Iowa
- o. Unit A, Lot 19, The Meadows Subdivision, Part 4B, West Branch, Iowa
- p. Unit B, Lot 19, The Meadows Subdivision, Part 4B, West Branch, Iowa
- q. Unit A, Lot 20, The Meadows Subdivision, Part 4B, West Branch, Iowa
- r. Unit B, Lot 20, The Meadows Subdivision, Part 4B, West Branch, Iowa
- s. Unit A, Lot 21, The Meadows Subdivision, Part 4B, West Branch, Iowa
- t. Unit B, Lot 21, The Meadows Subdivision, Part 4B, West Branch, Iowa
- u. Unit A, Lot 22, The Meadows Subdivision, Part 4B, West Branch, Iowa
- v. Unit B, Lot 22, The Meadows Subdivision, Part 4B, West Branch, Iowa
- w. Unit A, Lot 23, The Meadows Subdivision, Part 4B, West Branch, Iowa
- x. Unit B, Lot 23, The Meadows Subdivision, Part 4B, West Branch, Iowa
- y. Unit A, Lot 24, The Meadows Subdivision, Part 4B, West Branch, Iowa
- z. Unit B, Lot 24, The Meadows Subdivision, Part 4B, West Branch, Iowa
- aa. Unit A, Lot 25, The Meadows Subdivision, Part 4B, West Branch, Iowa
- bb. Unit B, Lot 25, The Meadows Subdivision, Part 4B, West Branch, Iowa

(collectively the “Properties”); and

## ORDINANCE 800 (CONTINUED)

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

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

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

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

Section 2: As to the Properties, that portion of the taxes which would be produced by the rate at which the tax is levied each year by and for each of the taxing districts taxing the Property in the West Branch Urban Renewal Area upon the total sum of the assessed value of Property, being the first day of the calendar year preceding the effective date of this Ordinance, that date being January 1, 2021, shall be allocated to and when collected be paid into a fund for the respective taxing district as taxes by or for said taxing district into which all other property taxes are paid. The taxes so determined may be referred to herein as the “base period taxes.”

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

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

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

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



**ORDINANCE 800 (CONTINUED)**

Passed and approved this 5th day of December, 2022.

First Reading: November 7, 2022  
Second Reading: November 21, 2022  
Third Reading: December 5, 2022

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

ATTEST:

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

**RESOLUTION 2022-112**

**A RESOLUTION APPROVING CHANGE ORDER #1 IN THE AMOUNT OF \$6,687.10  
FOR THE WASTEWATER TREATMENT FACILITY 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**, Change Order #1 adjusts the contract amount due to modifications to the project to install a twenty-four inch 11 ¼ degree fitting on lagoon influent line; and

**WHEREAS**, Change Order #1 increases the contract amount by \$6,687.10; and

**WHEREAS**, it is now necessary to approve Change Order #1 in the amount of \$6,687.10 for the Wastewater Treatment Facility Project.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Change Order #1 in the amount of \$6,687.10 for the Wastewater Treatment Facility Project is approved.

\* \* \* \* \*

**Passed and approved this 5th day of December, 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

November 29, 2022

CHANGE ORDER NO.   1  

WASTEWATER TREATMENT FACILITY IMPROVEMENTS  
WEST BRANCH, IOWA  
SRF PROJECT NO. CS1920982 01

Change Order No. 1 is for the following modifications to the project:

- 1. Install 24-inch 11 1/4° fitting on lagoon influent line. (Boomerang RFC 02R2). LS: \$ 6,687.10
- 2. Due to the above modifications, the contract interim completion date is extended by 1 day to July 2, 2023.

Change Order No. 1 increases the contract amount by \$ 6,687.10.

**BOOMERANG CORP.**

**CITY OF WEST BRANCH, IOWA**

By \_\_\_\_\_

Title Project Manager

Date 11292022

By \_\_\_\_\_

Title Mayor

Date \_\_\_\_\_

**VEENSTRA & KIMM, INC.**

**CITY OF WEST BRANCH, IOWA**

By *Emily Pinebaugh*

Title Project Engineer

Date 11/29/2022

By \_\_\_\_\_

Title City Administrator

Date \_\_\_\_\_



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b> December 5, 2022
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<b>AGENDA ITEM:</b> Strategic Planning
<b>PREPARED BY:</b> Adam Kofoed, City Administrator
<b>DATE:</b> November 29, 2022

**BACKGROUND:**

Each year council should give staff its upcoming priorities so that way we can budget for their goals. Staff believes council should take into staff recommendations but believes they should take the worksheets home with them and think priorities through.

**CA RECOMMENDATIONS TO COUNCIL**

1. Urgent: Pass a formal CIP plan when bids are received and put shovels in the ground.
2. High: Prioritize financial sustainability, reconsider budget priorities and research operation efficiencies before taking on new services.
3. High: Renewing LOST Referendum for November 2023.
4. Med: Continue building design standards and nuisance abatement enforcement.
5. Med: Start saving money for grants.
6. Med: Main St. Reconstruction in coordination with Heritage Square and downtown streetscaping.
7. Low: Balance Projects before deciding next on next CIP plan.
  - a. Trails, watershed management, new wells/lift stations, Cedar Johnson

**OTHER NOTES DISCUSSED IN THE PAST BY COUNCIL OR ARE COMMONLY DISCUSSED BY PUBLIC**

Greenview water loop or water pressure	Cedar Johnson Road reconstruction
Town Hall restoration	<del>Water tower repainting</del>
Rec Center/multipurpose facility	Safety along new school facility
New staff, where appropriate	<del>Improving east downtown</del>
Senior housing	Commercial: restaurants, dental, etc.
Placemaking	Affordable housing

## **DEPARTMENT AND COMMISSION GOALS**

At the meeting staff will have a list of all departments and commission goals that have been discussed at their level.

## **ENDING GOAL**

To have a poster board of all annual goals each year to help staff, council, and commission center in on their missions. With some tight fiscal years, if its not on our list we should not try to accomplish it. Each year we can reevaluate our goals and if something new takes precedent we can change it then.

## **ATTACHMENTS**

1. Last year's goals
2. Department and Commissioner goals
3. Strategic planning worksheet

# STRATEGIC PLAN

## CITY OFFICE

	Fiscal responsibility
	HR Handbook
	Continued formal and informal training and education
	Systemic filing, organizing, storage. Staff time and money needed
	Hiring, training clerk position before Leslie retires
	Utility, dog license, deputy clerk office admin assistance, filling, imaging software, cemetery lot sales back up permits, payroll shared

## CITY ADMIN

	Finalizing CIP shovels in the ground
	Financial Sustainability
	Renewing Lost Referendum
	Start saving money for grants
	Main St. Reconstruction, Heritage Square, or streetscaping
	Streets, trails, watershed management, new wells/lift station, EMS Volunteerism

## PUBLIC WORKS

	Lead Line Replacements
	Tree Removal
	Street patching and Oliphant Street
	Succession Planning
	Main St. Reconstruction in phases; sewer and water mains needed just as much;
	Cedar Johnson Sidewalks and connectivity over a new road or Main St.

## POLICE

	5th Officer
	Reaching to 24/7 actual coverage, younger people expect it to be mayberry where it safe
	Post COVID community engagement
	Facility discussions for public safety
	Small helmets, or fundraising policy, grants/donations for ice cream bikes, child safety seats

## LIBRARY

	Ground repairs just done or in progress
	Working to build community per multiple strategic plan goals
	Building & grounds upkeep
	Continued programs and events to meet public interests
	Maintain aging computer equipment
	Supprt Friends with fundraising and making improvements
	Keep up with Board and Fiends turnover

## PARKS & REC

	Update the Strategic Plan for Parks and Recreation Capital Improvements
	Complete and execute a donation and sponsorship policy for West Branch Parks and Recreation
	Develop a sustainable fundraiser for West Branch Parks and Recreation to offset costs
	Continually evaluate existing and new programs to determine their value for the community

# STRATEGIC PLAN

## PLAN & ZONING

## CITY COUNCIL

Red	School Safety
Red	Infill and low income housing development
Red	Finish our development of croell site, meadows, parkside
Orange	Future development requirements of the Meadows
Orange	Sidewalks along Cedar-Johnson Co. road
Orange	Expectation Alignment
Orange	Development standard(s) - minimum packet expectations
Orange	Improving Communication
Orange	Implement historic preservation goals such as CLG status
Orange	Catch up infrastructure
Orange	Connectivity to areas of growth
Yellow	Establishing a plan for main street road replacement
Yellow	Update the WB zoning map
Yellow	Update the comprehensive plan
Yellow	Attract more commercial business to town
Yellow	Trails and sidewalks connectivity/development
Yellow	Consider annexation of adjacent development
Green	Development and expansion of recreation area
Green	Has WB grown enough since 2020 to request a special census
Green	Update future land use maps

Red	
Red	
Red	
Orange	
Orange	
Orange	
Yellow	
Yellow	
Yellow	
Green	
Green	
Green	