



**CITY COUNCIL BUDGET WORK SESSION #2
TUESDAY, JANUARY 17, 2023 - 5:30 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR STREET, WEST BRANCH, IOWA**

1. Call to order
2. Roll call
3. FY 2024 Budget Work Session (continued)
4. Comments from Mayor and Council Members
5. Motion to adjourn

**(Regular) CITY COUNCIL MEETING
TUESDAY, JANUARY 17, 2023 – 7:00 p.m.**

<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 January 3, 2023 City Council meeting.
 - b. Approve the November Monthly Financial Report
 - c. Approve Claims for 1/17/2023
7. Presentations/Communications/Open Forum
 - a. Nick McGrath – Trees Forever Community Visioning Project
8. Public Hearing/Non-Consent Agenda
 - a. **Resolution 2023-03** – Amending the City of West Branch Building Incentive Rebate Program. / Move to action.
 - b. **Resolution 2023-04** – Approving Pay Estimate Number 6 in the amount of \$510,181.34 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.
 - c. **Resolution 2023-05** – Accepting Deed from Kent and Judy Kaeser for abandoned railroad right-of-way. / Move to action.
 - d. **Resolution 2023-06** – Approving the revised job description for the position of Lead Water/Wastewater Operator. / Move to action.
9. Discussion – Park & Recreation Director recruitment update
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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

**January 3, 2023
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, Tom Dean and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna and Library Director Nick Shimmin. Staff attending via Zoom: Heidi Van Auken. Absent: City Attorney Kevin Olson and City Engineer Dave Schechinger.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the December 19, 2022 City Council meeting.
Approve annual Mayoral Appointments
Approve Claims for 1/3/2023

EXPENDITURES	1/3/2023	
ASCAP	MUSIC LICENSE FEE	420.00
BAKER & TAYLOR INC.	BOOKS	387.86
DORSEY & WHITNEY LLP	LEGAL FEES-WW TREATMENT	11,000.00
HAWKINS INC	CHEMICALS	2,991.92
HI-LINE INC	SHOP SUPPLIES	122.50
IOWA ONE CALL	UTILITY LOCATION SERVICES	51.30
JAYME CILEK	CLEANING SERVICES-CITY, TH	108.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	278.90
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,561.71
LYNCH'S EXCAVATING INC	WATER MAIN REPAIRS	15,846.20
MENARDS	SUPPLIES	415.91
MOORE'S WELDING INC	LAWN TRACTOR PLOW CUT EDGE	66.50
OLSON, KEVIN D	LEGAL SERVICES JAN 2023	1,500.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	422.79
PITNEY BOWES INC	POSTAGE METER RENTAL-CTY	180.00
THOMAS HEATING & AIR LLC	NEW FURNACE FOOD PANTRY	2,531.50
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	33,630.39
WEST BRANCH COMMUNITY DEVE	WREATHS FOR CITY	175.00
TOTAL		71,690.48
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	12/23/2022	58,621.35
PAID BETWEEN MEETINGS		
METLIFE	INSURANCE	1,302.09
SISCO	INSURANCE	11,004.94
BIG COUNTRY SEEDS	ICE MELT BAGS	906.50
JOHN DEERE FINANCIAL	SUPPLIES	60.70
P&K MIDWEST	MOWER PARTS	150.52
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	1,005.00
QC ANALYTICAL SERVICES	LAB ANALYSIS	533.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
USA BLUE BOOK	FLUORIDE TESTING SUPPLIES	174.74
VERIZON WIRELESS	VERIZON WIRELESS	411.80
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 5	479,240.80
ALLIANT ENERGY	ALLIANT ENERGY	11,295.22
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
MEDIACOM	CABLE SERVICE	41.90
SUMMIT COMPANIES	FIRE EXTINGUISHER INSPECTION	989.50
VARIOUS VENDORS	UB REFUNDS	100.00
TOTAL		507,602.31

GRAND TOTAL EXPENDITURES 637,914.14

FUND TOTALS	
001 GENERAL FUND	35,057.18
022 CIVIC CENTER	3,289.78
031 LIBRARY	8,426.59
110 ROAD USE TAX	7,240.59
112 TRUST AND AGENCY	21,470.15
319 RELOCATING WATER & SEWER	652.00
324 WW TREATMT FACILITY	510,734.43
326 ROUNDABOUT MAIN & CEDAR	398.00
329 EASTSIDE WATER MAINS	10,389.13
600 WATER FUND	32,524.82
610 SEWER FUND	7,731.47
GRAND FUND TOTAL	637,914.14

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2023-01 – Adopting a policy authorizing the Finance Officer or City Clerk to pay certain bills prior to the City Council’s approval. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-01. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-02 - Setting Strategic Goals & Priorities for The City of West Branch For 2023 and beyond. / Move to action.

Motion by Miller, second by Dean to approve Resolution 2023-02. AYES: Miller, Dean, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed reviewed the Council’s strategic goals for 2023 and beyond and said he will focus his attention on those goals for the foreseeable future.

CITY ATTORNEY REPORT – Absent

CITY ENGINEER REPORT - Absent

STAFF REPORTS – None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin asked the Council for support to redirect truck traffic out of downtown and to East Green Street and North 1st Streets. Laughlin said that some trucks use that route already would like to get signage in place. The Council had no objections to his proposal. Laughlin also said he had a couple of residents approach him about the city clearing the trail at Cubby Park for winter walkers. Kofoed said that unless the Council agrees to spend extra labor costs for clearing trails in the winter, parks are considered closed in the winter months. He also said he received reports of a contractor driving on the cul-de-sac on Thomas Drive. He said the contractor should be held responsible for repairs to the affected properties.

Miller asked for an update on the nuisance property on East Green Street. Miller said that the city was ready to move forward with condemnation when Hills Bank stepped in and stopped the process so they could foreclose. Miller was under the impression that the bank would clean up the property but nothing has been done. Kofoed said he would follow up with the City Attorney to see where the bank is at on the foreclosure.

Stoolman asked for a stop sign to be placed at Cookson Drive and South Second Street. She said the street is getting busier with the new development. Hanna said Yield signs are designated for the intersection but have not yet been erected by Public Works.

Goodweiler asked for an update on the Parks & Recreation Director position. Kofoed said interviews are scheduled for next week.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:30 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 17, 2023

AGENDA ITEM: November Monthly Financial Report

PREPARED BY: Heidi Van Auken

DATE: January 5, 2023

SUMMARY:

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

BANK TO BOOK RECONCILIATION				
11/30/2022				
BANK BALANCE @ _____				
	CASH - FIDELITY BANK & TRUST			\$ 5,574,868.43
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 31,350.60
	SUB TOTAL			\$ 5,606,219.03
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	5/2/2023	\$ 11,196.32
	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
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 271,875.54
	SUB TOTAL			\$ 5,878,094.57
	O/S DEPOSITS			\$ 1,156.38
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 172,519.40
	ENDING BOOK BALANCE			\$ 5,706,731.55
	NON-RECONCILIATION ITEM-CUBBY PARK CONCESSIONS			\$ 600.00

CLERK'S REPORT FOR THE MONTH OF NOVEMBER 2022

DESCRIPTION	CHECKING	INVESTMENT	BEGINNING BALANCE	RECEIPTS	TRANSFER IN	DISBURSED	TRANSFER OUT	NET CHANGE LIABILITIES	CLERK'S BALANCE
GENERAL									
*(001) GENERAL OPERATING FUND	\$ 1,068,634.56	\$ 5.00	\$ 1,068,639.56	\$ 125,939.11		\$ 98,291.94			\$ 1,096,286.73
** 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	\$ -	\$ 7,014.24	\$ 7,014.24						\$ 7,014.24
PARK EQUIPMENT/RESERVE	\$ 8,000.00	\$ -	\$ 8,000.00						\$ 8,000.00
(022) CIVIC CENTER	\$ 42,296.24	\$ -	\$ 42,296.24	\$ 1,906.04		\$ 522.11			\$ 43,680.17
(027) MEMORIAL GARDEN PROJECT	\$ 414.00	\$ -	\$ 414.00						\$ 414.00
(028) SPLASH PAD RESERVE	\$ 100.00	\$ -	\$ 100.00						\$ 100.00
(031) LIBRARY	\$ (77,944.12)	\$ 91,683.47	\$ 13,739.35	\$ 13,148.00		\$ 25,323.96			\$ 1,563.39
(036) TORT LIABILITY	\$ (16,514.92)	\$ -	\$ (16,514.92)	\$ 4,290.60		\$ 1,937.87			\$ (14,162.19)
SPECIAL REVENUE									
(110) ROAD USE TAX	\$ 71,291.90	\$ -	\$ 71,291.90	\$ 27,289.10		\$ 11,430.37			\$ 87,150.63
(112) TRUST & AGENCY (EMPLOYEE BENEFITS)	\$ 319,573.63	\$ -	\$ 319,573.63	\$ 21,948.24		\$ 22,930.82			\$ 318,591.05
(119) EMERGENCY TAX FUND	\$ 22,480.02	\$ -	\$ 22,480.02	\$ 2,462.06					\$ 24,942.08
(121) LOCAL OPTION SALES TAX	\$ 368,933.79	\$ -	\$ 368,933.79						\$ 368,933.79
(125) TIF	\$ 290,960.27	\$ -	\$ 290,960.27	\$ 55,827.14					\$ 346,787.41
(160) REVOLVING LOAN FUND	\$ 137,082.45	\$ -	\$ 137,082.45						\$ 137,082.45
DEBT SERVICE									
(226) DEBT SERVICE	\$ 402,062.63	\$ -	\$ 402,062.63	\$ 18,556.58		\$ 60,878.75			\$ 359,740.46
CAPITAL PROJECTS									
(300) CAPITAL IMPROVEMENT RESERVE	\$ 91,218.67	\$ -	\$ 91,218.67	\$ 3,575.43					\$ 94,794.10
(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)			\$ 452.00			\$ (5,107.22)
(321) WIDENING WAPSI CREEK @ BERANEK PARK	\$ 53,732.90	\$ -	\$ 53,732.90			\$ 9,321.00			\$ 44,411.90
(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	\$ (167,737.25)	\$ -	\$ (167,737.25)			\$ 186,306.01			\$ (354,043.26)
(326) ROUNDABOUT MAIN & CEDAR	\$ (30,720.93)	\$ -	\$ (30,720.93)			\$ 3,661.75			\$ (34,382.68)
(327) SPONSORED WATER QUALITY IMPE 2021	\$ (20,000.00)	\$ -	\$ (20,000.00)						\$ (20,000.00)
(329) EASTSIDE WATER MAINS	\$ (4,040.13)	\$ -	\$ (4,040.13)			\$ 8,955.00			\$ (12,995.13)
PERMANENT									
(500) CEMETERY PERPETUAL FUND	\$ 31,410.60	\$ 97,759.92	\$ 129,170.52						\$ 129,170.52
(501) KROUTH PRINCIPAL FUND	\$ -	\$ 51,335.26	\$ 51,335.26						\$ 51,335.26
(502) KROUTH INTEREST FUND	\$ (0.00)	\$ 24,060.74	\$ 24,060.74						\$ 24,060.74
ENTERPRISE									
(600) WATER FUND	\$ 254,718.46	\$ -	\$ 254,718.46	\$ 61,879.54		\$ 30,769.33	\$ 5,079.17		\$ 280,749.50
(603) WATER SINKING FUND	\$ 25,422.10	\$ -	\$ 25,422.10	\$ -	\$ 5,079.17				\$ 30,501.27
(610) SEWER FUND	\$ 633,221.36	\$ -	\$ 633,221.36	\$ 65,632.20		\$ 11,986.41	\$ 35,762.50		\$ 651,104.65
(611) SEWER FUND SPECIAL	\$ 610,007.12	\$ -	\$ 610,007.12	\$ -	\$ 35,762.50				\$ 645,769.62
(614) WASTEWATER LIFT STATION	\$ -	\$ -	\$ -						\$ -
(740) STORM WATER UTILITY	\$ 138,017.34	\$ -	\$ 138,017.34	\$ 5,617.75					\$ 143,635.09
(950) BC/BS FLEXIBLE BENEFIT	\$ (6,793.29)	\$ -	\$ (6,793.29)						\$ (6,793.29)
TOTAL	\$ 5,499,568.45	\$ 271,858.63	\$ 5,771,427.08	\$ 408,071.79	\$ 40,841.67	\$ 472,767.32	\$ 40,841.67	\$ -	\$ 5,706,731.55
O/S CHECKS			\$4,322.17						\$172,519.40
O/S DEPOSIT			\$0.00						\$1,156.38
O/S CREDIT CARD			\$0.00						\$0.00
BANK STATEMENT BALANCE			\$5,775,749.25						\$5,878,094.57

CITY OF WEST BRANCH
 MTD TREASURERS REPORT
 AS OF: NOVEMBER 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	(4,040.13)	0.00	8,955.00	(12,995.13)	0.00	0.00	(12,995.13)
500-CEMETERY PERPETUAL FUND	129,170.52	0.00	0.00	129,170.52	0.00	0.00	129,170.52
501-KROUTH PRINCIPAL FUND	51,335.26	0.00	0.00	51,335.26	0.00	0.00	51,335.26
502-KROUTH INTEREST FUND	24,060.74	0.00	0.00	24,060.74	0.00	0.00	24,060.74
600-WATER FUND	254,718.46	61,879.54	35,848.50	280,749.50	0.00	0.00	280,749.50
601-WATER RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-WATER SINKING FUND	25,422.10	5,079.17	0.00	30,501.27	0.00	0.00	30,501.27
610-SEWER FUND	633,221.36	65,632.20	47,748.91	651,104.65	0.00	0.00	651,104.65
611-SEWER FUND SPECIAL	610,007.12	35,762.50	0.00	645,769.62	0.00	0.00	645,769.62
614-WASTEWATER LIFT STATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740-STORM WATER UTILITY	138,017.34	5,617.75	0.00	143,635.09	0.00	0.00	143,635.09
950-BC/BS FLEXIBLE BENEFIT	(6,793.29)	0.00	0.00	(6,793.29)	0.00	0.00	(6,793.29)
GRAND TOTAL	5,771,427.08	448,913.46	513,608.99	5,706,731.55	0.00	0.00	5,706,731.55

*** END OF REPORT ***

CITY OF WEST BRANCH
 YTD TREASURERS REPORT
 AS OF: NOVEMBER 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	12,995.13	(12,995.13)	0.00	0.00	(12,995.13)
500-CEMETERY PERPETUAL FUND	127,472.86	1,697.66	0.00	129,170.52	0.00	0.00	129,170.52
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	291,189.20	206,916.38	280,749.50	0.00	0.00	280,749.50
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	25,395.85	0.00	30,501.27	0.00	0.00	30,501.27
610-SEWER FUND	513,988.98	402,419.49	265,303.82	651,104.65	0.00	0.00	651,104.65
611-SEWER FUND SPECIAL	459,860.14	185,909.48	0.00	645,769.62	0.00	0.00	645,769.62
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	27,358.27	18,640.00	143,635.09	0.00	0.00	143,635.09
950-BC/BS FLEXIBLE BENEFIT	(6,075.28)	0.00	718.01	(6,793.29)	0.00	0.00	(6,793.29)
GRAND TOTAL	5,397,535.95	5,592,553.83	5,283,358.23	5,706,731.55	0.00	0.00	5,706,731.55

*** END OF REPORT ***

PROGRAM EXPENDITURES FOR THE MONTH NOVEMBER OF 2022

41.67%

FUNCTIONS	BUDGET EXP	MTD EXP	YTD EXP	REMAINING BALANCE	PERCENT OF EXPENSES
PUBLIC SAFETY					
POLICE DEPARTMENT					
GENERAL FUND	\$ 409,802.00	\$ 24,824.49	\$ 183,738.80	\$ 226,063.20	44.84%
TORT LIABILITY	\$ 13,326.00	\$ 533.27	\$ 12,191.69	\$ 1,134.31	91.49%
TRUST & AGENCY	\$ 118,349.00	\$ 5,796.57	\$ 28,342.75	\$ 90,006.25	23.95%
FIRE DEPARTMENT					
GENERAL FUND	\$ 293,500.00	\$ 2,472.28	\$ 837,861.92	\$ (544,361.92)	285.47%
TORT LIABILITY	\$ 29,216.00	\$ 699.32	\$ 24,443.15	\$ 4,772.85	83.66%
TRUST & AGENCY	\$ 12,950.00	\$ 1,066.36	\$ 5,799.24	\$ 7,150.76	44.78%
ANIMAL CONTROL	\$ 3,000.00	\$ -	\$ 32.50	\$ 2,967.50	1.08%
BUILDING INSPECTIONS	\$ 21,077.00	\$ 3,477.61	\$ 18,670.86	\$ 2,406.14	88.58%
TORT LIABILITY	\$ 190.00	\$ 18.00	\$ 131.99	\$ 58.01	69.47%
TRUST & AGENCY	\$ 2,400.00	\$ 768.92	\$ 4,086.09	\$ (1,686.09)	170.25%
TOTAL PUBLIC SAFETY	\$ 903,810.00	\$ 39,656.82	\$ 1,115,298.99	\$ (211,488.99)	123.40%
PUBLIC WORKS					
ROADS & STREETS					
GENERAL FUND	\$ 51,508.00	\$ 2,111.57	\$ 37,898.88	\$ 13,609.12	73.58%
TORT LIABILITY	\$ 15,002.00	\$ 343.50	\$ 12,933.50	\$ 2,068.50	86.21%
ROAD USE TAX FUND	\$ 317,355.00	\$ 11,430.37	\$ 104,752.19	\$ 212,602.81	33.01%
TRUST & AGENCY	\$ 55,371.00	\$ 3,532.48	\$ 17,590.96	\$ 37,780.04	31.77%
STREET LIGHTING - GENERAL FUND	\$ 45,477.00	\$ 3,060.23	\$ 15,142.73	\$ 30,334.27	33.30%
SOLID WASTE - GENERAL FUND	\$ 212,447.00	\$ 17,710.25	\$ 101,961.06	\$ 110,485.94	47.99%
TOTAL PUBLIC WORKS	\$ 697,160.00	\$ 38,188.40	\$ 290,279.32	\$ 406,880.68	41.64%
TOTAL HEALTH & SOCIAL SERVICES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE & RECREATION					
LIBRARY					
GENERAL FUND	\$ 226,587.00	\$ 25,323.96	\$ 110,498.49	\$ 116,088.51	48.77%
TORT LIABILITY	\$ 4,885.00	\$ 26.62	\$ 4,776.82	\$ 108.18	97.79%
TRUST & AGENCY	\$ 56,035.00	\$ 2,959.13	\$ 16,069.94	\$ 39,965.06	28.68%
PARKS & RECREATION				\$ -	
GENERAL FUND	\$ 223,546.00	\$ 16,024.98	\$ 86,821.06	\$ 136,724.94	38.84%
TORT LIABILITY	\$ 6,585.00	\$ 219.44	\$ 5,619.20	\$ 965.80	85.33%
TRUST & AGENCY	\$ 38,361.00	\$ 3,118.87	\$ 17,255.74	\$ 21,105.26	44.98%
CEMETERY					

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
GENERAL FUND	\$ 61,028.00	\$ 4,448.66	\$ 31,960.65	\$ 29,067.35	52.37%
TORT LIABILITY	\$ 2,228.00	\$ 56.87	\$ 1,823.11	\$ 404.89	81.83%
TRUST & AGENCY	\$ 10,891.00	\$ 865.33	\$ 4,272.23	\$ 6,618.77	39.23%
CIVIC CENTER				\$ -	
GENERAL FUND	\$ 19,975.00	\$ 522.11	\$ 5,012.72	\$ 14,962.28	25.09%
TRUST & AGENCY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COMMUNITY & CULTURAL DEV. (HHTD)	\$ 62,225.00	\$ 1,051.19	\$ 45,838.02	\$ 16,386.98	73.66%
LOCAL CABLE ACCESS				\$ -	
GENERAL FUND	\$ 19,244.00	\$ 1,249.08	\$ 7,041.77	\$ 12,202.23	36.59%
TRUST & AGENCY	\$ -	\$ 179.28	\$ 934.77	\$ (934.77)	#DIV/0!
TOTAL CULTURE & RECREATION	\$ 731,590.00	\$ 56,045.52	\$ 337,924.52	\$ 393,665.48	46.19%
COMMUNITY & ECONOMIC DEV.					
ECONOMIC DEVELOPMENT	\$ 67,159.00	\$ 7,861.08	\$ 31,301.13	\$ 35,857.87	46.61%
PLANNING & ZONING	\$ 29,383.00	\$ 754.50	\$ 2,198.75	\$ 27,184.25	7.48%
REVOLVING LOAN FUND	\$ -	\$ -	\$ -	\$ -	
TIF DEBT SERVICE	\$ 77,268.00	\$ -	\$ -	\$ 77,268.00	0.00%
TOTAL COMMUNITY & E.D.	\$ 173,810.00	\$ 8,615.58	\$ 33,499.88	\$ 140,310.12	19.27%
GENERAL GOVERNMENT					
MAYOR & COUNCIL					
GENERAL FUND	\$ 17,800.00	\$ 435.19	\$ 2,395.95	\$ 15,404.05	13.46%
TRUST & AGENCY	\$ 2,228.00	\$ 47.39	\$ 236.95	\$ 1,991.05	10.64%
CLERK & TREASURER					
GENERAL FUND	\$ 155,820.00	\$ 10,744.39	\$ 64,895.56	\$ 90,924.44	41.65%
TORT LIABILITY	\$ 6,066.00	\$ 40.85	\$ 5,557.82	\$ 508.18	91.62%
TRUST & AGENCY	\$ 36,715.00	\$ 2,191.23	\$ 11,774.43	\$ 24,940.57	32.07%
LEGAL SERVICES	\$ 27,000.00	\$ 2,066.44	\$ 10,699.32	\$ 16,300.68	39.63%
TOTAL GENERAL GOVERNMENT	\$ 245,629.00	\$ 15,525.49	\$ 95,560.03	\$ 150,068.97	38.90%
GO DEBT SERVICE	\$ 1,439,005.00	\$ 60,878.75	\$ 60,878.75	\$ 1,378,126.25	4.23%
CAPITAL PROJECTS					
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	\$ 452.00	\$ 452.00	\$ 657,648.00	0.07%
WIDENING WAPSI CREEK @ BERANEK	\$ 1,000,000.00	\$ 9,321.00	\$ 49,668.30	\$ 950,331.70	4.97%
WW TREATMENT FACILITY IMP 2021	\$ 7,000,000.00	\$ 186,306.01	\$ 2,772,619.70	\$ 4,227,380.30	39.61%

FUNCTIONS	BUDGET	MTD EXP	YTD EXP	REMAINING	PERCENT
	EXP			BALANCE	OF EXPENSES
ROUNDBOUT MAIN & CEDAR	\$ 1,000,000.00	\$ 3,661.75	\$ 12,989.13	\$ 987,010.87	1.30%
EASTSIDE WATER MAINS	\$ 1,000,000.00	\$ 8,955.00	\$ 12,995.13	\$ 987,004.87	1.30%
TOTAL CAPITAL PROJECTS	\$ 11,189,467.00	\$ 208,695.76	\$ 2,848,724.26	\$ 8,340,742.74	25.46%
BUSINESS TYPE ACTIVITIES					
WATER FUND	\$ 412,791.00	\$ 30,769.33	\$ 181,520.53	\$ 231,270.47	43.97%
TRUST & AGENCY		\$ 1,502.80	\$ 6,005.21	\$ (6,005.21)	#DIV/0!
WATER SINKING FUND	\$ 61,538.00	\$ -	\$ -	\$ 61,538.00	0.00%
SEWER FUND	\$ 312,772.00	\$ 11,986.41	\$ 79,394.34	\$ 233,377.66	25.38%
TRUST & AGENCY		\$ 902.46	\$ 3,609.06	\$ (3,609.06)	#DIV/0!
STORM WATER UTILITY	\$ 50,960.00	\$ -	\$ 18,640.00	\$ 32,320.00	36.58%
TOTAL BUSINESS TYPE ACTIVITIES	\$ 838,061.00	\$ 45,161.00	\$ 289,169.14	\$ 548,891.86	34.50%
NON-DEPARTMENTAL TRANSFERS					
GENERAL FUND	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	0.00%
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	\$ 25,395.85	\$ 97,492.15	20.67%
SEWER FUND	\$ 335,995.00	\$ 35,762.50	\$ 185,909.48	\$ 150,085.52	55.33%
STORM WATER UTILITY	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	0.00%
BC/BS FLEXIBLE BENEFIT	\$ -	\$ -	\$ 718.01	\$ (718.01)	#DIV/0!
TOTAL NON-DEPARMENTAL TRANSFERS	\$ 1,386,821.00	\$ 40,841.67	\$ 212,023.34	\$ 1,174,797.66	15.29%
TOTAL FOR ALL FUNCTIONS	\$ 17,605,353.00	\$ 513,608.99	\$ 5,283,358.23	\$ 12,321,994.77	30.01%

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

001-GENERAL FUND

41.67% OF FISCAL YEAR

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL NON-PROGRAM	1,386,821.00	40,841.67	212,023.34	15.29	1,174,797.66
TOTAL PUBLIC SAFETY	903,810.00	39,656.82	1,115,298.99	123.40 (211,488.99)
TOTAL PUBLIC WORKS	697,160.00	38,188.40	290,279.32	41.64	406,880.68
TOTAL HEALTH & SOCIAL SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	731,590.00	56,045.52	337,924.52	46.19	393,665.48
TOTAL COMMUNITY & ECON DEVELOP	173,810.00	8,615.58	33,499.88	19.27	140,310.12
TOTAL GENERAL GOVERNMENT	245,629.00	15,525.49	95,560.03	38.90	150,068.97
TOTAL DEBT SERVICE	1,439,005.00	60,878.75	60,878.75	4.23	1,378,126.25
TOTAL CAPITAL PROJECTS	11,189,467.00	208,695.76	2,848,724.26	25.46	8,340,742.74
TOTAL BUSINESS TYPE/ENTERPRISE	838,061.00	45,161.00	289,169.14	34.50	548,891.86
TOTAL EXPENDITURES	17,605,353.00	513,608.99	5,283,358.23	30.01	12,321,994.77



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 17, 2023

AGENDA ITEM: Claims

PREPARED BY: Heidi Van Auken

DATE: January 11, 2023

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**1/17/2023**

AMAZON.COM	OFFICE SUPPLIES-P&R	34.87
BAKER & TAYLOR INC	BOOKS	419.35
CEDAR COUNTY COOP	FUEL-PW	1,953.70
CEDAR COUNTY GARAGE DOORS	CEMETERY DOOR REPAIR	230.00
CEDAR COUNTY RECORDER	RECORDING FEES	100.00
CEDAR CO TRANSFER STATION	TRASH DISPOSAL	51.00
CJ COOPER & ASSOCIATES	ANNUAL ADMIN/CLEARING FEES	365.00
GRIEBAHN INDUSTRIES INC	NAME PLATE-P&R COMMISSION	25.50
HI-LINE INC	SUPPLIES	114.94
IMWCA	IMWCA FY23 INSTALLMENT 7	2,035.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	888.00
IOWA DNR	ROUNDBOUT DNR PERMIT FEE	100.00
IOWA LIBRARY ASSOCIATION	SCHAFFER ILA DUES 2023	90.00
KANOPY	ON DEMAND VIDEO SERVICE	38.00
LINN COUNTY R.E.C.	STREET LIGHTS	202.50
LRS HOLDINGS, LLC	TRASH & RECYCLING DEC 2022	17,426.75
MENARDS	RECREATION SUPPLIES	109.39
MPEC	SHOP SUPPLIES	218.93
OASIS ELECTRIC LLC	STREET LIGHT REPAIR	165.00
OMNISITE	WIRELESS SERV-LIFT STATION	378.00
PITNEY BOWES INC	PRINTER INK-RED CITY	288.96
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	81.00
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
UNIFORM DEN INC	UNIFORMS-POLICE	832.42
WEST BRANCH TIMES	LEGAL PUBLICATIONS & JOB AD	560.78
WEX BANK	VEHICLE FUEL	1,241.13

TOTAL 27,990.72**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****1/6/2023****55,585.17****PAID BETWEEN MEETINGS**

GLOBAL PAYMENTS	DECEMBER CREDIT CARD FEES	956.36
VARIOUS VENDORS	UB REFUNDS	97.73
HY-VEE	MOORE ILEA TRAINING FOOD	2,395.34
MIDWEST FRAME & AXLE	PARTS	295.37
STATE INDUSTRIAL PRODUCTS	CHEMICALS	981.01
IA FINANCE AUTHORITY	SRF LOANS INTEREST & FEES	16,011.38
UMB BANK	BOND FEES 2013,2015,2016A, 2016B, 2017	1,250.00
FIDELITY BANK & TRUST	CHECK STOP PAYMENT FEE	30.00
SISCO	HEALTH CLAIMS 1/9/2023	218.49
SISCO	HEALTH CLAIMS 1/3/2023	206.10
SISCO	HEALTH CLAIMS 12/27/2022	4.99

SISCO	HEALTH CLAIMS 12/12/2022	4,004.48
TOTAL		26,451.25
GRAND TOTAL EXPENDITURES		110,027.14
FUND TOTALS		
001 GENERAL FUND		52,863.29
031 LIBRARY		6,546.66
036 TORT LIABILITY		1,937.87
110 ROAD USE TAX		5,520.92
112 TRUST AND AGENCY		13,822.98
226 DEBT SERVICE		1,250.00
326 ROUNDABOUT MAIN & CEDAR		100.00
600 WATER FUND		5,208.57
603 WATER SINKING FUND		2,181.25
610 SEWER FUND		6,765.47
611 SEWER FUND SPECIAL		13,830.13
GRAND FUND TOTAL		110,027.14

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	WEX BANK UNIFORM DEN INC.	VEHICLE FUEL	898.52
			UNIFORMS-POLICE	147.90
			UNIFORMS-POLICE	71.26
			UNIFORMS-POLICE	73.95
			UNIFORMS-POLICE	227.31
			UNIFORMS-POLICE	164.10
			UNIFORMS-POLICE	147.90
		TOTAL:	<u>1,730.94</u>	
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	161.17
			TOTAL:	<u>161.17</u>
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	202.50
			TOTAL:	<u>202.50</u>
PARK & RECREATION	GENERAL FUND	WEST BRANCH TIMES MENARDS GRIEBAHN INDUSTRIES INC AMAZON.COM.CA., INC. PROTECT YOUTH SPORTS	JOB AD	164.00
			RECREATION SUPPLIES	109.39
			NAME PLATE-P&R COMMISSION	25.50
			OFFICE SUPPLIES-P&R	34.87
			BACKGROUND CHECKS	81.00
			TOTAL:	<u>414.76</u>
CEMETERY	GENERAL FUND	CEDAR COUNTY GARAGE DOORS, INC	CEMETERY DOOR REPAIR	230.00
			TOTAL:	<u>230.00</u>
CLERK & TREASURER	GENERAL FUND	CJ COOPER & ASSOCIATES PITNEY BOWES INC	ANNUAL ADMIN/CLEARING FEES	300.00
			PRINTER INK-RED CITY	288.96
			TOTAL:	<u>588.96</u>
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES CEDAR COUNTY RECORDER	LEGAL PUBLICATIONS	396.78
			RECORDING FEES	100.00
			TOTAL:	<u>496.78</u>
SOLID WASTE	GENERAL FUND	LRS HOLDINGS, LLC	TRASH & RECYCLING DEC 2022	17,426.75
			TOTAL:	<u>17,426.75</u>
LIBRARY	LIBRARY	IOWA LIBRARY ASSOCIATION BAKER & TAYLOR INC. KANOPY	SCHAFFER ILA DUES 2023	90.00
			BOOKS	153.23
			BOOKS	266.12
			ON DEMAND VIDEO SERVICE	38.00
			TOTAL:	<u>547.35</u>
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	533.27
			TOTAL:	<u>533.27</u>
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	699.32
			TOTAL:	<u>699.32</u>
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	18.00
			TOTAL:	<u>18.00</u>
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	343.50
			TOTAL:	<u>343.50</u>
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	26.62
			TOTAL:	<u>26.62</u>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
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	OASIS ELECTRIC LLC	STREET LIGHT REPAIR	165.00
		WEX BANK	VEHICLE FUEL	60.47
		CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	51.00
		CJ COOPER & ASSOCIATES	DRUG TEST- PW	65.00
		TOTAL:	341.47	
INVALID DEPARTMENT	ROUNDAABOUT MAIN &	IOWA DEPARTMENT OF NATURAL RESOURCES	ROUNDAABOUT DNR PERMIT FEE	100.00
			TOTAL:	100.00
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	40.50
		IMWCA	WORK COMP - WATER	77.21
		WEX BANK	VEHICLE FUEL	60.47
		HI-LINE INC	WATER METER SUPPLIES	43.44
		MPEC	SHOP SUPPLIES	12.03
			SHOP SUPPLIES	48.12
			SHOP SUPPLIES	47.55
			SHOP SUPPLIES	27.40
			SHOP SUPPLIES	5.68
			SHOP SUPPLIES	78.15
		TOTAL:	440.55	
SEWER OPERATING	SEWER FUND	IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING	888.00
		IMWCA	WORK COMP - SEWER	19.92
		CEDAR COUNTY COOPERATIVE	FUEL-PW	1,953.70
		WEX BANK	VEHICLE FUEL	60.50
		OMNISITE	WIRELESS SERV-LIFT STATION	378.00
		HI-LINE INC	SUPPLIES	71.50
		TOTAL:	3,371.62	

DEPARTMENT FUND VENDOR NAME DESCRIPTION AMOUNT

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

001	GENERAL FUND	21,251.86
031	LIBRARY	547.35
036	TORT LIABILITY	1,937.87
110	ROAD USE TAX	341.47
326	ROUNDABOUT MAIN & CEDAR-J	100.00
600	WATER FUND	440.55
610	SEWER FUND	3,371.62

	GRAND TOTAL:	27,990.72

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	January 17, 2023
AGENDA ITEM:	Resolution 2023-03 – Amending the City of West Branch Building Incentive Rebate Program.
PREPARED BY:	Leslie Brick on behalf of City Administrator Adam Kofoed
DATE:	January 11, 2023

SUMMARY:

The Building Incentive Program which commenced on May 4, 2015 by the passage of Resolution 1300 and ended on June 30, 2021 has been under review for the past few years on its success and its financial impact on the City.

City Administrator Kofoed and Finance Officer Heidi Van Auken have discussed methods of managing the remaining financial obligation to eligible home owners and have suggested the following changes referenced in Exhibit A. (see attached).

RESOLUTION 2023-03

RESOLUTION AMENDING THE CITY OF WEST BRANCH BUILDING INCENTIVE REBATE PROGRAM.

WHEREAS, the City of West Branch approved a Building Incentive Program with the passage of Resolution 1300 on May 4, 2015 which sunset on June 30, 2021; and

WHEREAS, the building incentive program spurred one hundred and twenty-three dwellings which are eligible for the five-thousand dollars tax rebate; and

WHEREAS, the City Council of West Branch has deemed it necessary to modify the incentive program with regard to how the City reimburses eligible home owners due to financial sustainability of the City; and

WHEREAS, the City Council of West Branch has deemed that the program is to be amended to include the following conditions listed on Exhibit A;

WHEREAS, it is now necessary to approve said amendment to the program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Branch, Iowa, that the “City of West Branch Housing Incentive Program”, Resolution 1300, approved on May 4, 2015 is hereby amended by the approval of Exhibit A effective July 1, 2023:

Passed and approved this 17th day of January, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

EXHIBIT A



BUILDING INCENTIVE REBATE PROGRAM (Amended) – Per
Resolution 2023-03

Effective 7/1/2023

The Building Incentive Rebate Program is eligible for new homes constructed between
May 4, 2015 and June 30, 2021.

Definition of eligible homes are single family dwellings or zero-lot dwellings.

1. Homeowners are eligible to receive **up to a \$1,000 rebate per fiscal year**. The total rebate will not exceed \$5000.00. *(This rebate comes from the City's general fund tax levy. This does not include property taxes for other taxable entities).*
2. The rebate will be payable semi-annually when the homeowner provides a receipt to the City's Finance Officer for verification of taxes paid. The rebate will be available for **seven** calendar years from the date the Certificate of Occupancy was issued.
3. A copy of the **current tax bill** from Cedar County, along with a receipt showing taxes have been received and paid to the County must be submitted to the City Office within the current tax year. **Prior tax bills and/or receipts will not be honored.**
4. Rebates are transferrable **one time** after the Certificate of Occupancy is issued. **(One-time transfer refers from builder to first buyer.)**



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 17, 2023

AGENDA ITEM: Resolution 2023-04 - Approving Pay Estimate Number 6 in the amount of \$510,181.34 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project.

PREPARED BY: Leslie Brick

DATE: January 11, 2023

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
3	\$1,265,515.11	2022-95	October 17, 2022
4	\$165,941.25	2022-111	November 21, 2022
5	<u>\$479,240.80</u>	2022-116	December 19, 2022
	\$3,178,745.36		

RESOLUTION 2023-04

A RESOLUTION APPROVING PAY ESTIMATE NUMBER 6 IN THE AMOUNT OF \$510,181.34 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 through 5 in the amount of \$3,178,745.36 to Boomerang Corp. of Anamosa, IA to date; and

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 6 in the amount of \$510,181.34.

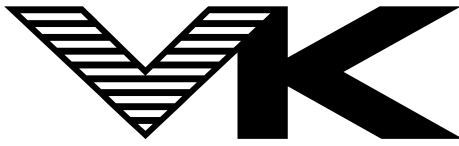
NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Pay Estimate Number 6 in the amount of \$510,181.34 to Boomerang Corp. of Anamosa, IA is approved.

Passed and approved this 17th day of January, 2023.

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

January 11, 2022

PAY ESTIMATE NO. 6
WASTEWATER TREATMENT FACILITY IMPROVEMENTS
WEST BRANCH, IOWA

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

Contract Amount \$8,837,000.00
Contract Date March 7, 2022
Pay Period December 8, 2022 - December 30, 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	45%	\$ 45,000.00
1.3	Mobilization	LS	xxxxx	xxxxx	\$ 230,000.00	75%	\$ 172,500.00
1.4	Toilets/Dumpster/Etc	LS	xxxxx	xxxxx	\$ 5,200.00	45%	\$ 2,364.00
1.5	Testing	LS	xxxxx	xxxxx	\$ 15,000.00	30%	\$ 4,550.00
1.6	Survey	LS	xxxxx	xxxxx	\$ 40,000.00	75%	\$ 30,000.00
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	90%	\$ 2,250.00
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	100%	\$ 170,000.00
2.6	Sludge Removal Cell #3	LS	xxxxx	xxxxx	\$ 95,000.00	100%	\$ 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	60%	\$ 285,000.00
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	95%	\$ 593,750.00
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	20%	\$ 36,000.00
3.2	Reinforcing Submittals	LS	xxxxx	xxxxx	\$ 3,000.00	100%	\$ 3,000.00
3.3	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	100%	\$ 5,000.00
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	40%	\$ 50,000.00
3.7	UV Building Materials	LS	xxxxx	xxxxx	\$ 45,000.00	40%	\$ 18,000.00
3.8	Effluent Flume Labor	LS	xxxxx	xxxxx	\$ 35,000.00	74%	\$ 26,000.00
3.9	Effluent Flume Materials	LS	xxxxx	xxxxx	\$ 10,000.00		
3.10	SAGR Control #1 Labor	LS	xxxxx	xxxxx	\$ 60,000.00	95%	\$ 57,000.00
3.11	SAGR Control #1 Materials	LS	xxxxx	xxxxx	\$ 30,000.00	95%	\$ 28,500.00
3.12	SAGR Control #2 Labor	LS	xxxxx	xxxxx	\$ 40,000.00	33%	\$ 13,333.33
3.13	SAGR Control #2 Materials	LS	xxxxx	xxxxx	\$ 20,000.00	33%	\$ 6,666.67
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	100%	\$ 5,000.00
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	100%	\$ 5,000.00
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	60%	\$ 150,000.00
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	3%	\$ 3,000.00
16.4	Electrical Labor	LS	xxxxx	xxxxx	\$ 65,000.00	3%	\$ 2,000.00
16.5	Submittals	LS	xxxxx	xxxxx	\$ 5,000.00	80%	\$ 4,000.00
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		\$ 2,290,414.00

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
2.7	Synthetic Liner	LS	\$ 50,000.00	\$ 50,000.00
2.9	Buried Pipe (Schimberg)	LS	\$ 817,990.61	\$ 817,990.61
3.1	Reinforcing Materials (CMI)	LS	\$ 34,102.10	\$ 34,102.10
3.9	Parshall Flume	1	\$ 10,000.00	\$ 10,000.00
5.1	Structure Embeds Materials (Breuer)	LS	\$ 9,976.04	\$ 9,976.04
11.13	Nexom Blower & Aeration Equipment Materials	LS	\$ 616,300.00	\$ 616,300.00
15.1	Fan	1	\$ 356.00	\$ 356.00
15.1	Indeeco Heaters	LS	\$ 14,755.00	\$ 14,755.00
15.1	Split System	1	\$ 10,795.00	\$ 10,795.00
15.1	Dehumidifier	1	\$ 3,485.00	\$ 3,485.00
15.1	Grilles	LS	\$ 280.00	\$ 280.00
15.3	Sanitary Pump Station Package	LS	\$ 1,871.50	\$ 1,871.50
16.3	Electrical Equipment	LS	\$ 18,460.49	\$ 18,460.49
CO 1	Bend	1	\$ 4,295.00	\$ 4,295.00
Total				\$ 1,592,666.74

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 8,837,000.00	\$ 2,290,414.00
Approved Change Order (list each)	Change Order No. 1	\$ 6,687.10	\$ -
	Revised Contract Price	\$ 8,843,687.10	\$ 2,290,414.00

Stored \$ 1,592,666.74
 Total Earned \$ 3,883,080.74
 Retainage (5%) \$ 194,154.04
Total Earned Less Retainage \$ 3,688,926.70

SUMMARY			
Total Previously Approved (list each)	Pay Estimate No. 1	\$ 756,667.50	
	Pay Estimate No. 2	\$ 511,380.70	
	Pay Estimate No. 3	\$ 1,265,515.11	
	Pay Estimate No. 4	\$ 165,941.25	
	Pay Estimate No. 5	\$ 479,240.80	

Total Previously Approved \$ 3,178,745.36

Percent Complete 26%

Amount Due This Request \$ 510,181.34

The amount \$510,181.34 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: _____
 Name: _____
 Title: _____
 Date: _____

Signature: Emily Linebaugh
 Name: Emily Linebaugh
 Title: Engineer
 Date: January 11, 2022

Signature: _____
 Name: _____
 Title: _____
 Date: _____



REQUEST FOR COUNCIL CONSIDERATION

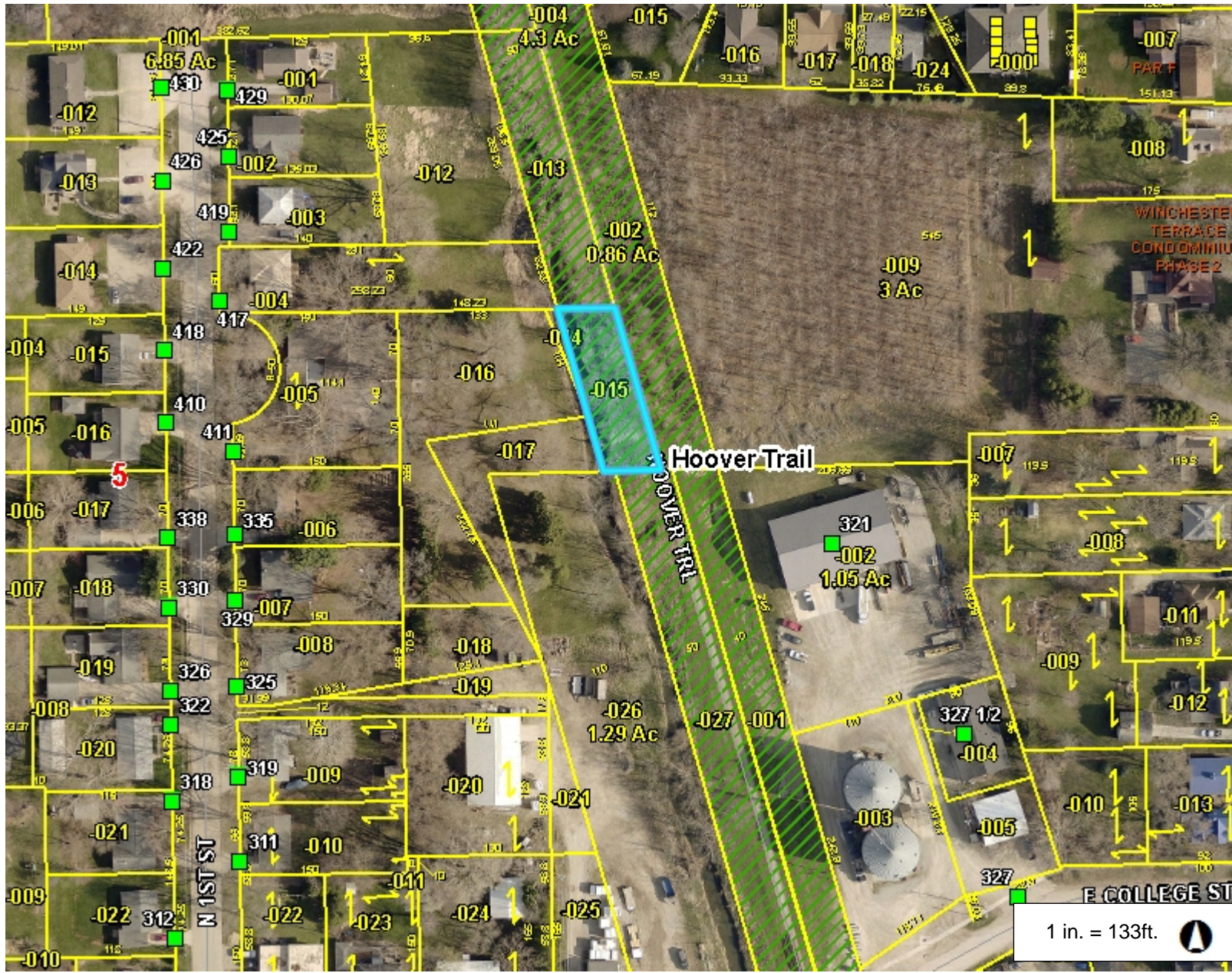
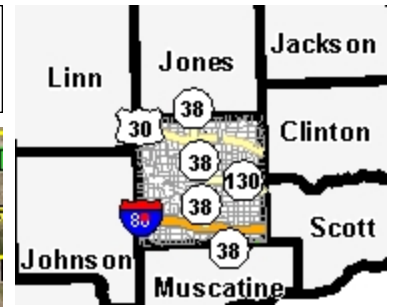
MEETING DATE:	January 17, 2023
AGENDA ITEM:	Resolution 2023-05 – Accepting deed from Kent and Judy Kaeser for abandoned railroad right-of-way.
PREPARED BY:	Leslie Brick on behalf of City Administrator Adam Kofoed
DATE:	January 11, 2023

SUMMARY:

In the fall of 2022, Mr. Kaeser contacted City Administrator Kofoed and offered a parcel of land that he and his wife owns along the old railroad right-of-way to the City. Mr. Kaeser has no use for the property and the City of West Branch owns all other sections of this same abandoned railroad along the Hoover Trail.

City Attorney Kevin Olson prepared the attached documents in order for the City to accept the property and obtain a deed of said property. (See next page.)

Cedar County, IA



Legend

- Road
 - Interstate
 - US Highway
 - State Numbered Highway
 - <all other values>
- + Railroad
- Address Point
- Parcel
- Parcel Number/Acres
- Leased Land
- Land Hook
- Corporate Limit Line
- Park
- Section
- County Boundary

Notes

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

RESOLUTION 2023-05

**RESOLUTION ACCEPTING DEED FROM KENT AND JUDY KAESER FOR
ABANDONED RAILROAD RIGHT-OF-WAY.**

WHEREAS, Kent and Judy Kaeser (“Kaeser”) are the record owners of a piece of abandoned railroad right-of-way adjacent to city-owned property (the “Parcel”); and

WHEREAS, Kaeser has agreed to convey the property to the City at no cost to the City;
and

WHEREAS, it is now necessary for the City Council to accept this deed.

NOW, THEREFORE, it is resolved by the Council of the City of West Branch, Iowa, that the City of West Branch does hereby formally accept the deed for the Parcel from Kent and Judy Kaeser.

Passed and approved this 17th day of January, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

QUIT CLAIM DEED

For the consideration of One Dollar(s) and other valuable consideration, **Kent D. Kaeser and Judy Kaeser**, husband and wife, do hereby Quit Claim to **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:

The westerly 50 feet of abandoned railroad right-of-way located adjacent to northerly portion Lot A, Slach's First Addition, West Branch, Iowa.

This deed is exempt according to Iowa Code 428A.2(21).

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: _____

By: _____
Kent D. Kaeser

By: _____
Judy Kaeser

STATE OF IOWA)
) ss
COUNTY OF CEDAR)

This instrument was acknowledged before me on this ____ day of
_____, 2023, by Kent D. Kaeser and Judy Kaeser, as husband and wife.

Notary Public



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: January 17, 2023

AGENDA ITEM: Resolution 2023-06- Approving the revised job description for the position of Lead Water/Wastewater Operator.

PREPARED BY: City Administrator, Adam Kofoed

DATE: January 9, 2023

BACKGROUND:

The Mayor, City Administrator, Public Works Director, and a Council person recommended revising the responsibilities for the position of Lead Water/Wastewater Operator.

The purpose for the change is to internally develop an employee while tasking them with overseeing important sections of the Public Works Department. The Public Works Director also felt it was in the City's best interest to have a designated back-up for his position to assist with day to day operations and the need for cross training of all employees of the department.

INCREASE RESPONSIBILITIES

The following changes were made to the job description:

1. Serves as the primary Operator for the City's water and wastewater systems with assistance from the Public Works Director.
2. Acts as the Public Works Director during his/her absence.
3. In absence of Public Works Director, serves as footing and fence request inspector.
4. Successfully carry out and lead directives critical to the Public Works Department such as work orders, infrastructure improvements, sidewalk nuisance program, street signage repair, and other responsibilities that may be assigned by the Public Works Director.
5. Responsible for attending required training and other applicable educational opportunities.

Lead Water/Wastewater Operator



DATE: 1/10/2023 (revised)

CLASSIFICATION: Non-Exempt, hourly
DEPARTMENT: Public Works

JOB DESCRIPTION:

Summary/Objective

Under guidance of the Public Works Director, the Lead Water/Wastewater Operator will serve as the primary operator for the City's water and wastewater systems. This position will also assist the Public Works Director in the planning, organizing, and directing of daily and seasonal activities of the department. Perform a variety of semi-skilled maintenance work, operate a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Primary Responsibilities

Municipal Water System

- Under guidance of the Public Works Director, is responsible for successful water treatment operations and monitoring street repairs where water mains breaks occur.
- Reads water meters monthly for utility billing or as needed, hangs resident door notices, performs curb stop disconnection as necessary, repair and/or replace water meters as required.
- Installs water meters, wiring and radio read equipment on new construction rworking with the contractors to assure the appropriate timing
- Cleans valve boxes yearly prior to hydrant flushing to ensure access and operation.
- Flushes all fire hydrants on a yearly basis (or as operationally feasible) and repairs or replaces as needed.
- Maintains access to all fire hydrants including removal of snow accumulations, grass, weeds or other impediments.
- Performs general water plant maintenance including mowing and cleaning.

Municipal Sewer System

- Follows all directives from the USEPA and IDNR per the NPDES Permit
- Monitors motors, blowers, pumps, filters, chemical feeders and other equipment associated with the sewer treatment system.
- Repairs leaks, malfunctions and other plant related issues in a timely fashion.
- Reads total system flow meter to determine daily flow in gallons or cubic feet, report results to proper authorities.
- Tests water for all required parameters per the NPDES Permit.

- Inspects manholes per maintenance schedule. Cleans any manhole or lines that have obvious blockages that could lead to service issues.
- Attends training sessions to acquire and/or maintain Iowa Department of Natural Resources water and wastewater certifications.
- Under guidance of the Public Works Director, is responsible for the success of water treatment operations and monitoring the quality of street repairs where sewer mains breaks have occurred.

Public Works Laborer

- Assists other departments as directed and/or required.
- Assists with snow removal as directed and/or required.
- Coordinates all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair, reconstruction, painting, street sweeping, and filling potholes.
- Cleans and repairs storm sewers and catch basins.
- Maintains the City owned public grounds including trees, ditches, parks, cemetery, bathrooms when necessary, and other related facilities.
- Inspects storm water intakes, piping, culverts and other associated infrastructure.
- Performs minor maintenance on all City buildings as required and maintain grounds.
- General services, maintenance, minor repair, and operating of equipment where skill is needed; i.e. industrial tractor, pumps, etc.
- Becomes familiar with all operating manuals for all City equipment and follow all of the listed proper operating procedures to preserve the life of the equipment.

Secondary Responsibilities

- Acts as the Public Works Director during his/her absence.
- In absence of Public Works Director, serves as footing and fence request inspector.
- Successfully carry out and lead directives critical to the public works department such as work orders, infrastructure improvements, sidewalk nuisance program, street signage repair, and other responsibilities that may be assigned by the Public Works Director.
- Responsible for attending required training and other applicable educational opportunities.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Education – High school diploma.
- Preferably three (3) years of direct municipal public works experience.
- Licenses and Certifications – Must have or obtain within four years of hire Grade I Water Treatment, Water Distribution, and Wastewater Certifications from the Iowa Department of Natural Resources and maintain CEU requirements and ideally have or obtain within six years of hire Grade II certifications in Water Treatment, Water Distribution and Wastewater.
- Pesticide certification or the ability to acquire certification within 12 months of hire.
- A valid driver's license, good driving record, and ability to acquire a CDL license within twelve (12) months. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.

- Must be insurable.
- Knowledge of proper safety procedures related to equipment, grounds and building maintenance.

EQUIPMENT USED

Truck and attachments, tractor, mower, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, concrete and asphalt tools, hydraulic tools, traffic control equipment, hand-held computer used for reading meters and generating reports, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pH meter, ion-sensitive electrodes, flow finder, register testing equipment, glassware, hazardous chemicals and materials.

Employee

Date

Department Head

Date

City Administrator

Date

RESOLUTION 2023-06

A RESOLUTION APPROVING THE REVISED JOB DESCRIPTION FOR THE POSITION OF LEAD WATER/WASTEWATER OPERATOR.

WHEREAS, the Lead Water/Wastewater Operator will serve as the primary operator for the City’s water and wastewater systems; and

WHEREAS, the Lead Water/Wastewater Operator will also assist the Public Works Director in planning, organizing and directing of daily and seasonal activities of the department; and

WHEREAS, the Lead Water/Wastewater Operator will report directly to the Public Works Director and will maintain a professional working relationship with the other department directors and city employees; and

WHEREAS, the intent of the attached job description (Exhibit A) will establish expectations for the City as a prospective employer and for any candidate interested in seeking employment with the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned revised job description for the position of Lead Water/Wastewater Operator is hereby accepted and approved. Further the City Administrator is directed to execute all necessary actions to proceed.

* * * *

Passed and approved this 17th day of January, 2023.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk